CHIEF’S PREFACE

This manual is designed to give guidance to the men and women with the Sand Springs Police Department in your task of serving our citizen’s. While no manual can anticipate every incident, condition or variable, I hope it communicates the core principles of this department which are service, honor and integrity.

When you are faced with a situation in which you must make a split second decision, fall back on these core principles. When I was a Field Training Officer, I would ask a rhetorical question of the recruit under my care, “Is it more important to do the right thing, or to do things right?” In my opinion, doing the right thing for our public takes a position superior to never making a mistake.

When we do make mistakes, we will own them. We will stand tall and admit our mistakes because we must in order to stay true to our core principles. We will make sure that our citizens understand that our yes means yes and our no means no. When we speak and act according to our core principles, we can be assured that we are doing the right thing.

I am fully aware that the vast majority of what you do is correct and with the heart of a servant. Most people in the world cannot comprehend what you do, how you do it or grasp the level of responsibility that you have upon you shoulders. We have a unique department that I am very proud of. It has never been, nor will it ever be MY department. It is OUR department and all that is good in it comes from our individual employees acting as one team; while working toward our common goal which is the protection of our citizen’s lives, property and welfare. It has been my personal wish to always have a job which is bigger and more important than who I am as an everyday person. I see that in each of you; the selflessness of placing yourself in harm’s way to protect our citizens.

Police work is not just a job, it is a calling. It is a responsibility to our fellow man and it is an honorable profession. It takes a special person, and that person is YOU.

Thank you for all of the great things you have done, but more importantly, thank you for all of the great things you are about to do.

Respectfully,

Michael S. Carter – Chief of Police
LAW ENFORCEMENT CODE OF ETHICS
As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or abuse 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 police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

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

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.
MISSION STATEMENT
The Mission of the Sand Springs Police Department is the protection of constitutional rights, protection of lives, reduction of criminal activity and fostering of community partnerships. This shall be accomplished by each employee being empowered to provide the best service possible. Our relationship with the Citizens of Sand Springs shall be the foundation for this success. Our legacy within this community will be service with honor, treatment of people with dignity and dedication to excellence.
# Table of Contents

**Chief’s Preface** .......................................................... 1

**Law Enforcement Code of Ethics** ..................................... 2

**Mission Statement** ..................................................... 3

**Chapter 1 - Law Enforcement Role and Authority** .................. 9
   100 - Law Enforcement Authority .................................... 10
   101 - Chief Executive Officer ...................................... 13
   102 - Oath of Office .................................................. 14
   103 - Policy Manual ................................................... 15

**Chapter 2 - Organization and Administration** ..................... 19
   200 - Organizational Structure and Responsibility .................. 20
   201 - General Orders .................................................. 23
   202 - Emergency Operations Plan ................................... 24
   203 - Training ........................................................... 26
   204 - Electronic Mail .................................................. 30
   205 - Administrative Communications ................................ 31
   206 - Supervision Staffing Levels ................................... 32
   207 - Retiree Concealed Firearms .................................... 33

**Chapter 3 - General Operations** ..................................... 36
   300 - Use of Force ..................................................... 37
   301 - Use of Force Review Boards ................................... 45
   302 - Handcuffing and Restraints ................................... 48
   303 - Control Devices .................................................. 52
   304 - Conducted Energy Device ...................................... 57
   305 - Officer-Involved Shootings and Deaths ....................... 65
   306 - Firearms ........................................................... 74
   307 - Vehicle Pursuits .................................................. 85
   308 - Foot Pursuits ..................................................... 98
   309 - Officer Response to Calls ..................................... 104
   310 - Canines ............................................................ 109
   311 - Domestic Abuse .................................................. 118
   312 - Search and Seizure ............................................... 124
   313 - Child Abuse ...................................................... 127
   314 - Adult Abuse ...................................................... 134
   315 - Discriminatory Harassment .................................... 140
   316 - Missing Persons .................................................. 145
   317 - Public Alerts ..................................................... 152
   318 - Victim and Witness Assistance .................................. 156
   319 - Hate Crimes ....................................................... 159
   320 - Standards of Conduct .......................................... 161
<table>
<thead>
<tr>
<th>Chapter</th>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>321</td>
<td>Information Technology Use</td>
<td>168</td>
</tr>
<tr>
<td>322</td>
<td>Department Use of Social Media</td>
<td>172</td>
</tr>
<tr>
<td>323</td>
<td>Report Preparation</td>
<td>175</td>
</tr>
<tr>
<td>324</td>
<td>Media Relations</td>
<td>180</td>
</tr>
<tr>
<td>325</td>
<td>Subpoenas and Court Appearances</td>
<td>184</td>
</tr>
<tr>
<td>326</td>
<td>Police Firing Range</td>
<td>187</td>
</tr>
<tr>
<td>327</td>
<td>Reserve Officers</td>
<td>191</td>
</tr>
<tr>
<td>328</td>
<td>Outside Agency Assistance</td>
<td>195</td>
</tr>
<tr>
<td>329</td>
<td>Registered Offender Information</td>
<td>197</td>
</tr>
<tr>
<td>330</td>
<td>Major Incident Notification</td>
<td>200</td>
</tr>
<tr>
<td>331</td>
<td>Death Investigation</td>
<td>202</td>
</tr>
<tr>
<td>332</td>
<td>Identity Theft</td>
<td>205</td>
</tr>
<tr>
<td>333</td>
<td>Citizen's Arrest</td>
<td>206</td>
</tr>
<tr>
<td>334</td>
<td>Limited English Proficiency Services</td>
<td>208</td>
</tr>
<tr>
<td>335</td>
<td>Communications with Persons with Disabilities</td>
<td>216</td>
</tr>
<tr>
<td>336</td>
<td>Vehicle Abatement Orders</td>
<td>224</td>
</tr>
<tr>
<td>337</td>
<td>Property Recovery from Pawn Shops</td>
<td>225</td>
</tr>
<tr>
<td>338</td>
<td>Chaplains</td>
<td>230</td>
</tr>
<tr>
<td>339</td>
<td>Public Safety Video Surveillance System</td>
<td>236</td>
</tr>
<tr>
<td>340</td>
<td>Child and Dependent Adult Safety</td>
<td>240</td>
</tr>
<tr>
<td>341</td>
<td>Service Animals</td>
<td>244</td>
</tr>
<tr>
<td>342</td>
<td>Volunteers</td>
<td>247</td>
</tr>
<tr>
<td>343</td>
<td>Native American Graves Protection and Repatriation</td>
<td>254</td>
</tr>
<tr>
<td>344</td>
<td>Off-Duty Law Enforcement Actions</td>
<td>256</td>
</tr>
<tr>
<td>345</td>
<td>Community Relations</td>
<td>258</td>
</tr>
<tr>
<td>Chapter 4 - Patrol Operations</td>
<td>263</td>
<td></td>
</tr>
<tr>
<td>400</td>
<td>Patrol</td>
<td>264</td>
</tr>
<tr>
<td>401</td>
<td>Bias-Based Policing</td>
<td>267</td>
</tr>
<tr>
<td>402</td>
<td>Briefing</td>
<td>270</td>
</tr>
<tr>
<td>403</td>
<td>Crime and Disaster Scene Integrity</td>
<td>272</td>
</tr>
<tr>
<td>404</td>
<td>Meadow Valley Flood Event</td>
<td>274</td>
</tr>
<tr>
<td>405</td>
<td>School District Emergency Door Access</td>
<td>277</td>
</tr>
<tr>
<td>406</td>
<td>South West Area Tactical (SWAT)</td>
<td>278</td>
</tr>
<tr>
<td>407</td>
<td>Ride-Alongs</td>
<td>286</td>
</tr>
<tr>
<td>408</td>
<td>Hazardous Material Response</td>
<td>290</td>
</tr>
<tr>
<td>409</td>
<td>Hostage and Barricade Incidents</td>
<td>293</td>
</tr>
<tr>
<td>410</td>
<td>Response to Bomb Calls</td>
<td>298</td>
</tr>
<tr>
<td>411</td>
<td>Crisis Intervention Incidents</td>
<td>303</td>
</tr>
<tr>
<td>412</td>
<td>Emergency Detentions</td>
<td>308</td>
</tr>
<tr>
<td>413</td>
<td>Citation Releases</td>
<td>315</td>
</tr>
<tr>
<td>414</td>
<td>Foreign Diplomatic and Consular Representatives</td>
<td>318</td>
</tr>
<tr>
<td>415</td>
<td>Rapid Response and Deployment</td>
<td>322</td>
</tr>
<tr>
<td>416</td>
<td>Immigration Violations</td>
<td>325</td>
</tr>
<tr>
<td>417</td>
<td>Utility Service Emergencies</td>
<td>329</td>
</tr>
<tr>
<td>418</td>
<td>Aircraft Accidents</td>
<td>332</td>
</tr>
<tr>
<td>419</td>
<td>Field Training</td>
<td>336</td>
</tr>
</tbody>
</table>
## Sand Springs Police Department

### Policy Manual

Copyright Lexipol, LLC 2018/09/25, All Rights Reserved.  
Published with permission by Sand Springs Police Department

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>800</td>
<td>Crime Analysis</td>
<td>491</td>
</tr>
<tr>
<td>801</td>
<td>Communications</td>
<td>493</td>
</tr>
<tr>
<td>802</td>
<td>Property Division</td>
<td>498</td>
</tr>
<tr>
<td>803</td>
<td>Records Clerk</td>
<td>508</td>
</tr>
<tr>
<td>804</td>
<td>Records Maintenance and Release</td>
<td>511</td>
</tr>
<tr>
<td>805</td>
<td>Protected Information</td>
<td>515</td>
</tr>
<tr>
<td>900</td>
<td>Temporary Custody of Adults</td>
<td>519</td>
</tr>
<tr>
<td>901</td>
<td>Temporary Custody of Juveniles</td>
<td>529</td>
</tr>
<tr>
<td>902</td>
<td>Custodial Searches</td>
<td>536</td>
</tr>
<tr>
<td>903</td>
<td>Lockup Facility (Municipal Jail)</td>
<td>541</td>
</tr>
<tr>
<td>904</td>
<td>Prison Rape Elimination</td>
<td>551</td>
</tr>
<tr>
<td>1000</td>
<td>Recruitment and Selection</td>
<td>562</td>
</tr>
<tr>
<td>1001</td>
<td>Performance Evaluations</td>
<td>567</td>
</tr>
<tr>
<td>1002</td>
<td>Special Assignments and Promotions</td>
<td>571</td>
</tr>
<tr>
<td>1003</td>
<td>Grievances</td>
<td>574</td>
</tr>
<tr>
<td>1004</td>
<td>Anti-Retaliation</td>
<td>576</td>
</tr>
<tr>
<td>1005</td>
<td>Reporting of Arrests, Convictions and Court Orders</td>
<td>579</td>
</tr>
<tr>
<td>1006</td>
<td>Drug- and Alcohol-Free Workplace</td>
<td>581</td>
</tr>
<tr>
<td>1007</td>
<td>Sick Leave</td>
<td>587</td>
</tr>
<tr>
<td>1008</td>
<td>Communicable Diseases</td>
<td>589</td>
</tr>
<tr>
<td>1009</td>
<td>Smoking and Tobacco Use</td>
<td>594</td>
</tr>
<tr>
<td>1010</td>
<td>Personnel Complaints</td>
<td>595</td>
</tr>
<tr>
<td>1011</td>
<td>Seat Belts</td>
<td>605</td>
</tr>
<tr>
<td>1012</td>
<td>Body Armor</td>
<td>607</td>
</tr>
<tr>
<td>1013</td>
<td>Personnel Records</td>
<td>609</td>
</tr>
<tr>
<td>1014</td>
<td>Request for Change of Assignment</td>
<td>614</td>
</tr>
<tr>
<td>1015</td>
<td>Commendations and Awards</td>
<td>615</td>
</tr>
<tr>
<td>1016</td>
<td>Fitness for Duty</td>
<td>620</td>
</tr>
<tr>
<td>1017</td>
<td>Meal Periods and Breaks</td>
<td>623</td>
</tr>
<tr>
<td>1018</td>
<td>Lactation Breaks</td>
<td>624</td>
</tr>
<tr>
<td>1019</td>
<td>Payroll Records</td>
<td>626</td>
</tr>
<tr>
<td>1020</td>
<td>Overtime Compensation</td>
<td>627</td>
</tr>
<tr>
<td>1021</td>
<td>Outside Employment and Outside Overtime</td>
<td>629</td>
</tr>
<tr>
<td>1022</td>
<td>Work-Related Illness and Injury Reporting</td>
<td>634</td>
</tr>
<tr>
<td>1023</td>
<td>Personal Appearance Standards</td>
<td>636</td>
</tr>
<tr>
<td>1024</td>
<td>Uniforms and Civilian Attire</td>
<td>640</td>
</tr>
<tr>
<td>1025</td>
<td>Conflict of Interest</td>
<td>652</td>
</tr>
<tr>
<td>1026</td>
<td>Badges, Patches and Identification</td>
<td>654</td>
</tr>
<tr>
<td>1027</td>
<td>Temporary Modified-Duty Assignments</td>
<td>656</td>
</tr>
<tr>
<td>1028</td>
<td>Speech, Expression and Social Networking</td>
<td>661</td>
</tr>
<tr>
<td>1029</td>
<td>Jury Duty by Members</td>
<td>665</td>
</tr>
<tr>
<td>1030</td>
<td>Illness and Injury Prevention</td>
<td>666</td>
</tr>
<tr>
<td>1031</td>
<td>Line-of-Duty Deaths</td>
<td>672</td>
</tr>
</tbody>
</table>
Attachments

012- Organization chart 2.pdf

683

684
Chapter 1 - Law Enforcement Role and Authority
Law Enforcement Authority

100.1 PURPOSE AND SCOPE
The purpose of this policy is to affirm the authority of the members of the Sand Springs Police Department to perform their functions based on established legal authority.

100.2 POLICY
It is the policy of the Sand Springs Police Department to limit its members to only exercise the authority granted to them by law.

While this department recognizes the power of peace officers to make arrests and take other enforcement action, officers are encouraged to use sound discretion in the enforcement of the law. This department does not tolerate abuse of law enforcement authority.

100.3 PEACE OFFICER POWERS
Certified members of this department, or newly appointed members awaiting certification, are authorized to exercise peace officer powers pursuant to applicable state law.

100.3.1 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE SAND SPRINGS POLICE DEPARTMENT
The arrest authority within the jurisdiction of the Sand Springs Police Department includes (22 O.S. § 196; 11 O.S. § 34-101):

(a) In compliance with an arrest warrant.
(b) Without a warrant:
   1. For a felony
   2. For a public offense committed or attempted in the officer’s presence
   3. When an officer has probable cause to believe a person was under the influence of alcohol or drugs when driving or in physical control of a vehicle involved in an accident
   4. When the officer, observing a recent injury, has probable cause to believe the person has, within the preceding 72 hours, committed an act of domestic abuse
   5. When the officer is acting on a violation of a court protective order
   6. When the officer has probable cause to believe the person has threatened another with serious injury or death
   7. When the officer has probable cause to believe that the person has committed retail larceny (22 O.S. § 1342)
   8. When a traffic offense for which an arrest is permissible is observed or perceived with electronic equipment by the officer or by another officer who communicates the same to the officer (47 O.S. § 16-114)
100.3.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE SAND SPRINGS POLICE DEPARTMENT
The arrest authority of officers outside the jurisdiction of the Sand Springs Police Department includes:

(a) Following the fresh pursuit of a person for an offense committed in their presence within the jurisdiction of the Sand Springs Police Department
(b) For a felony (22 O.S. § 202)
(c) When requested to do so by an officer for an offense committed in the jurisdiction of the requesting officer (19 O.S. § 516)
(d) Other arrest authority as may be provided in policies and procedures adopted by the City (21 O.S. § 99a)

100.3.3 OTHER AUTHORITY
With the appropriate approval, resolution or interlocal agreement of the governing body of the City, officers of this department (11 O.S. § 34-103):

(a) Have the same powers and duties as police officers of another municipality upon request by the mayor, chief of police or the authorized designee of the municipality requesting their assistance.
(b) Have the same powers and duties as law enforcement officers for a sheriff's office upon request by a county sheriff or the authorized designee requesting their assistance.
(c) Have the same powers and duties as law enforcement officers for the Oklahoma Highway Patrol upon request by a commissioned law enforcement officer of the Oklahoma Highway Patrol for their assistance.
(d) May be deputized by the county sheriff.
(e) May respond to requests from another jurisdiction for assistance in case of emergency.

100.3.4 GRANTING AUTHORITY TO OTHERS
When executing an arrest warrant, officers may summon the aid of other persons to assist (22 O.S. § 188).

100.4 INTERSTATE PEACE OFFICER POWERS
Peace officer powers may be extended to other states:

(a) As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.
(b) When an officer enters another state in fresh pursuit:
   1. In Colorado and Kansas to arrest the person for a crime committed in Oklahoma (CRS § 16-3-104; K.S.A. § 22-2404).


2. In New Mexico and Texas to arrest the person for a felony committed in Oklahoma (NMSA § 31-2-1; Tex. Code of Crim. Pro. art. 14.051).

3. In Missouri to arrest a person for a felony or for driving while intoxicated in Oklahoma (§ 544.155, RSMo).

4. In Arkansas to arrest a person for a felony committed in Oklahoma or for the offense of driving or operating a vehicle while intoxicated, impaired or under the influence (A.C.A. § 16-81-405).

When an arrest is made in another state, the officer shall take appropriate action so that the person arrested is taken without unnecessary delay before the proper judicial official in the county where the arrest was made (A.C.A. § 16-81-405; CRS § 16-3-104; K.S.A. § 22-2404; § 544.155, RSMo; NMSA § 31-2-2; Tex. Code of Crim. Pro. art. 14.06).

100.5 CONSTITUTIONAL REQUIREMENTS
All members shall observe and comply with every person’s clearly established rights under the United States and Oklahoma Constitutions.
Chief Executive Officer

101.1 PURPOSE AND SCOPE
All law enforcement Chief Executive Officers employed within the State of Oklahoma are required to meet specific requirements for appointment. This policy provides guidelines for the appointment of the Chief Executive Officer of the Sand Springs Police Department, who is required to exercise the powers and duties of the office as prescribed by state law (11 O.S. § 34-102; 11 O.S. § 12-111; 19 O.S. § 513.2; 19 O.S. § 514; 19 O.S. § 516).

101.2 POLICY
It is the policy of the Sand Springs Police Department that the Chief of Police meets the minimum standards for exercising his/her authority granted by law.

101.3 CHIEF OF POLICE REQUIREMENTS
The Chief of Police of this department appointed after Nov. 1, 2006, as a condition of employment, shall (11 O.S. § 34-102):

(a) Be at least 21 years of age.
(b) Be a citizen of the United States.
(c) Possess at least a high school diploma or General Education Diploma (GED).
(d) Be certified as a peace officer in this state by the Council on Law Enforcement Education and Training (CLEET) or meet all requirements necessary for CLEET certification and obtain such certification within six months of assuming the position of Chief of Police or as otherwise allowed by 70 O.S. § 3311.
(e) Successfully complete the approved course of training developed by the Oklahoma Association of Chiefs of Police (OACP) and approved by CLEET within 12 months of assuming the position of Chief of Police.

Failure to meet CLEET or OACP training may result in disqualification of, or revocation of, certification and removal from office.
Oath of Office

102.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that oaths, when appropriate, are administered to department members.

102.2 POLICY
It is the policy of the Sand Springs Police Department that, when appropriate, department members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Department and the dedication of its members to their duties.

102.3 OATH OF OFFICE
All department members hired for the position of police officer or other office requiring a sworn oath of office, upon initial employment, shall take and subscribe to the following oath or affirmation applicable to his/her position (51 O.S. § 36.1; 51 O.S. § 36.2A).

“I do solemnly swear (or affirm) that I will support the Constitution and the laws of the United States of America and the Constitution and the laws of the State of Oklahoma, and that I will faithfully discharge, according to the best of my ability, the duties of my office or employment during such time as I am ________________________________________________.

(Here put name of office, or, if an employee, insert “An Employee Of _____________” followed by the complete designation of the employing officer, agency, authority, commission, department or institution.)”

All officers may also take an additional oath before the City Council or other ceremony as directed by the Chief of Police. This oath shall be as follows:

"I, (State you name) having been duly appointed as a Police Officer of the City of Sand Springs and a Peace Officer of the State of Oklahoma, do solemnly swear that I will defend, enforce and obey the Constitution and Laws of the United States, the State of Oklahoma and the Charter and Ordinances of the City of Sand Springs. That I will obey the lawful orders of my superior officers and the regulations of the Sand Springs Police Department. That I will protect the rights, lives and property of all citizens and uphold the honor of the police profession, with my life, if need be. This I solemnly swear, this _____ day of ______, 20___”

102.4 MAINTENANCE OF RECORDS
The oath of office shall be filed as prescribed by law (51 O.S. § 36.3). All other oaths should be similarly filed and retained.
Policy Manual

103.1 PURPOSE AND SCOPE
The manual of the Sand Springs Police Department is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, procedures, rules and guidelines of this department. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

103.2 POLICY
Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and that circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this department under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER
The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Sand Springs Police Department and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the City, its officials or department members. Violations of any provision of any policy contained within this manual shall only form the basis for administrative action, training or discipline. The Sand Springs Police Department reserves the right to revise any policy content, in whole or in part.

103.3 AUTHORITY
The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws.

103.4 DEFINITIONS
The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

ACHS - Oklahoma Automated Criminal History System.

Adult - Any person 18 years of age or older (30 O.S. § 3-302).

City - The City of Sand Springs.
Civilian - Employees and volunteers who are not certified peace officers.
CLEET - Council on Law Enforcement Education and Training.
Department/SSPD - The Sand Springs Police Department.
DHS - Oklahoma Department of Human Services.
DPS - Oklahoma Department of Public Safety.
Employee - Any person employed by the Department.
Employment agreement - Includes any collective bargaining agreement, memorandum of understanding, memorandum of agreement or any other employment contract or conditions of employment.
May - Indicates a permissive, discretionary or conditional action.
Member - Any person employed or appointed by the Sand Springs Police Department, including:
  • Full- and part-time employees
  • Certified officers
  • Civilian employees
  • Volunteers
  • Reserve, auxiliary officers
MVD - Oklahoma Tax Commission, Motor Vehicle Division.
OAC - Oklahoma Administrative Code.
Officer - Those employees, regardless of rank, who are certified peace officer employees of the Sand Springs Police Department (21 O.S. § 99; 70 O.S. § 3311).
ODOT - Oklahoma Department of Transportation.
OHP - Oklahoma Highway Patrol.
OLETS - Oklahoma Law Enforcement Telecommunications System.
On-duty - A member’s status during the period when he/she is actually engaged in the performance of his/her assigned duties.
Order - A written or verbal instruction issued by a superior.
O.S. - Oklahoma Statutes Annotated.
OSBI - Oklahoma State Bureau of Investigation.
Peace officer - Any sheriff, police officer, federal law enforcement officer, tribal law enforcement officer or any other law enforcement officer whose duty it is to enforce and preserve the public peace. Peace officer also includes every United States Marshal, Marshals Service deputy or other
federal law enforcement officer employed full-time as a law enforcement officer or acting under the authority of a Federal Bureau of Indian Affairs Commission who has been certified by the Council on Law Enforcement Education and Training (CLEET) and is authorized by federal law to conduct investigations and make arrests for a violation of federal law (21 O.S. § 99).

**Rank** - The title of the classification held by an officer.

**Shall or will** - Indicates a mandatory action.

**Should** - Indicates a generally required or expected action, absent a rational basis for failing to conform.

**Supervisor** - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., officer-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job title, rank or compensation.

When there is only one department member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

**103.5 ISSUING THE POLICY MANUAL**
An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the Policy Manual and General Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

**103.6 PERIODIC REVIEW OF THE POLICY MANUAL**
The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.

**103.7 REVISIONS TO POLICIES**
All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.
Each Division Commander will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Division Commanders, who will consider the recommendations and forward them to the command staff as appropriate.
Chapter 2 - Organization and Administration
Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE
This policy establishes the organizational structure of the Department and defines general responsibilities of department members.

200.2 POLICY
The Sand Springs Police Department will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Department. Each position and assignment should have clearly identified responsibilities and a defined chain of command.

200.3 ORGANIZATIONAL CHART
Click Here For the Organizational Chart

200.4 DIVISIONS
The Chief of Police is responsible for administering and managing the Sand Springs Police Department. There are four divisions in the Department:

- Administration Division
- Patrol Division
- Detectives Division
- Services Division which is commanded by a Lieutenant.

200.4.1 ADMINISTRATION DIVISION
The Administration Division is commanded by the Chief of Police, whose primary responsibility is to provide general management, direction and control for the Administration Division. The Administration Division consists of technical and administrative services. This division will consist of the Chief, Deputy Chief and each Division Commander.

200.4.2 PATROL DIVISION
The Patrol Division is commanded by an assigned Captain, whose primary responsibility is to provide general management, direction and control for the Patrol Division. The Patrol Division consists of uniformed patrol and special teams.

200.4.3 DETECTIVES DIVISION
The Detectives Division is commanded by an assigned Captain, whose primary responsibility is to provide general management, direction and control for the Detectives Division.
200.4.4 SERVICES DIVISION
The Services Division is commanded by a Lieutenant, whose primary responsibility is to provide general management, direction and control for the Services Division. The Services Division consists of Communications, Records, Property, Crime Analysis and Jail Operations.

200.5 COMMAND PROTOCOL

200.5.1 SUCCESSION OF COMMAND
The Chief of Police exercises command over all members of the Sand Springs Police Department. During planned absences of the Chief of Police, the Deputy Chief of Police will act in his behalf. Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

(a) Deputy Chief of Police
(b) Patrol Division Commander
(c) Detective Division Commander
(d) Services Division Commander
(e) On-duty Shift Supervisor

200.5.2 UNITY OF COMMAND
The principles of unity of command ensure efficient supervision and control within the Department. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., Canine, Bicycle Patrol), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.6 AUTHORITY AND RESPONSIBILITIES
Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority.

200.7 INTERNAL INSPECTIONS
Division Commanders are responsible for ensuring that line and staff inspections are conducted for reviewing and evaluating the operations of programs under their command. The focus of the inspections should include adherence to the department's goals and mission statement, policies and procedures, and performance targets, as well as adequacy of resources and staffing or other subject matter as directed by the Chief of Police or the authorized designee.

(a) Line inspections should be conducted at least monthly by personnel who supervise the program being inspected and include:

1. Announced or unannounced inspections of facilities, equipment, uniforms, procedures and performance capabilities.
2. An assessment of compliance with the program’s goals, mission, policies and procedures, and target performance levels.
3. A written report noting any serious or recurring deficiencies.
4. A written plan to correct any identified deficiencies.

(b) Staff inspections should be conducted at least every three years at the direction of the Chief of Police by personnel who do not directly supervise the program being inspected and include:
(a) Announced formal inspections of facilities, equipment, uniforms, procedures and performance capabilities.
(b) An assessment of compliance with the program’s goals, mission, policies and procedures, and target performance levels.
(c) A written report of the program’s performance level, including notation of any serious or recurring deficiencies.
(d) A written plan to correct any identified deficiencies.

Summary reports of staff and line inspections shall be forwarded through the chain of command to the Chief of Police or the authorized designee.

200.8 RESEARCH, PLANNING AND STRATEGIC PLANNING

200.8.1 RESEARCH AND PLANNING
Research and planning needs are important to the Department and recommendations made by any member of the department or any citizen should be considered. Members should detail in writing to the Department the issue or problem and any information or recommendations they have. The Chief of Police or the authorized designee should consider the recommendation and take appropriate action.

200.8.2 STRATEGIC PLANNING
The Department should prepare a strategic plan that is reviewed and updated annually. The plan should include:

- Department goals and division objectives
- Personnel needs
- Training needs
- Equipment needs
- Facility needs
- Maintenance needs
- Operation expenditure needs
General Orders

201.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for issuing General Orders.

201.2 POLICY
General Orders will be used to modify policies of the Sand Springs Police Department when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Department. Applicable employment agreements and other alternatives should be considered before a General Order is issued.

201.3 PROTOCOL
General Orders will be incorporated into the Policy Manual, as required, upon approval. General Orders will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the manual.

The Administration Division Commander or the authorized designee should ensure that all General Orders are disseminated appropriately. General Orders should be numbered consecutively and incorporate the year of issue. All members will be notified when a General Order is rescinded or has been formally adopted into the Policy Manual. General orders may be disseminated by email, and shall only be used for a period not to exceed 90 days.

201.4 RESPONSIBILITIES

201.4.1 COMMAND STAFF
Command staff shall periodically review General Orders to determine whether they should be formally incorporated into the Policy Manual, and, as appropriate, will recommend necessary modifications to the Chief of Police.

201.4.2 CHIEF OF POLICE
Only the Chief of Police or the authorized designee may approve and issue General Orders.

201.5 ACCEPTANCE OF DIRECTIVES
All members shall be provided access to the General Orders. Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the General Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.
Emergency Operations Plan

202.1 PURPOSE AND SCOPE
This policy clarifies the role of the Sand Springs Police Department and responsibilities of its members pertaining to large-scale emergencies and the State of Oklahoma Emergency Operations Plan.

202.2 POLICY
The Sand Springs Police Department will prepare for large-scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies.

The City Emergency Operations Plan complies with the Oklahoma Emergency Management Act (63 O.S. § 683.1 et seq.). This plan provides guidance for City emergency operations personnel to perform local emergency management functions.

202.3 DEPARTMENT RESPONSIBILITIES
The Chief of Police or the authorized designee shall notify the local Emergency Management Director of all significant events occurring in the jurisdiction (63 O.S. § 683.11).

Upon request by the governor and/or a state emergency management organization, all department personnel shall cooperate and extend services and facilities to the maximum extent practicable (63 O.S. § 683.18).

202.4 ACTIVATING THE EMERGENCY OPERATIONS PLAN
The [Emergency Operations Plan] can be activated in a number of ways. For the Sand Springs Police Department, the Chief of Police or the highest ranking on-duty supervisor may activate the plan in response to a major emergency.

Upon activation of the [Emergency Operations Plan],

(a) All personnel should operate under the National Incident Management System (NIMS).

(b) The Chief of Police or the authorized designee should contact the Oklahoma Department of Emergency Management to assist with mutual aid response from local, state and federal law enforcement agencies.

202.4.1 RECALL OF PERSONNEL
In the event that the [Emergency Operations Plan] is activated, all employees of the Sand Springs Police Department are subject to immediate recall to service. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the highest ranking on-duty supervisor.

Failure to promptly respond to an order to report for duty may result in discipline.
Emergency Operations Plan

202.5 LOCATION OF THE EMERGENCY OPERATIONS PLAN
Copies of the [redacted] are available in Administration, the Shift Supervisor’s office and Communications. All supervisors should familiarize themselves with the [redacted] and the roles members will play when the plan is implemented. The Administration Division Commander should ensure that department members are familiar with the roles they will play when the plan is implemented. A copy of the current EOP may be accessed by clicking on any of the hyperlinks within this policy section.

202.6 EMERGENCY OPERATIONS PLAN REVIEW
The Chief of Police or the authorized designee shall review the [redacted] at least annually and ensure that the plan conforms to any revisions made by NIMS. The Chief of Police or the authorized designee should appropriately address any needed revisions.

202.7 TRAINING
The Department should provide annual training on the [redacted] for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the [redacted] and personnel responsibilities when the plan is implemented. Training should incorporate a full or partial exercise, tabletop or command discussion.
Training

203.1 PURPOSE AND SCOPE
This policy establishes general guidelines for how training is to be identified, conducted and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

203.2 POLICY
The Department shall administer a training program that will meet the standards of federal, state, local and the Council on Law Enforcement Education and Training (CLEET) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

203.3 OBJECTIVES
The objectives of the training program are to:

(a) Enhance the level of law enforcement service to the public.
(b) Increase the technical expertise and overall effectiveness of department members.
(c) Provide for continued professional development of department members.
(d) Ensure compliance with CLEET rules and regulations concerning law enforcement training.

203.4 TRAINING PLAN
It is the responsibility of the Training Supervisor to develop, review, update and maintain a training plan and to ensure that mandated CLEET basic and continuing education training and department-required training is completed by all members as needed or required. The training plan should include the anticipated costs associated with each type of training, including attendee salaries and backfill costs. The plan should include a systematic and detailed method for recording and logging of all training for all members.

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Supervisor shall review the entire training plan on an annual basis.

The plan will include information on curriculum, training material, training facilities and scheduling. The plan will address federal, state and department-required, minimum-mandated training of officers and other members.
203.4.1 GOVERNMENT-MANDATED TRAINING
The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations.

(a) Federally mandated training:
   1. National Incident Management System (NIMS) training

(b) State-mandated training:
   1. Officers must successfully complete certified basic law enforcement training or the equivalent (70 O.S. § 3311; 70 O.S. § 3311.5; OAC 390:15-1-1; OAC 390:15-1-3).
   2. Officers of the Department shall annually complete no less than 25 hours of continuing law enforcement training accredited or approved by CLEET, including two hours on mental health issues (70 O.S. § 3311.4; OAC 390:25-1-1 et seq.).
   3. Reserve officers of the Department shall annually complete no less than eight hours of continuing law enforcement training accredited or approved by CLEET, including one hour on mental health issues (70 O.S. § 3311.4; OAC 390:25-1-1 et seq.).

(c) Locally mandated training (including City)

203.5 STEERING COMMITTEE
The Sand Springs Police Department Steering Committee will be responsible for identifying training needs.

The Steering Committee will be comprised of one member of a non-rank status from each shift, one non-ranked member from the detective division, one dispatcher and the Patrol Division Commander. The Steering Committee will be chaired by the Deputy Chief of Police and may be attended by the Chief or any other members of the department as directed by the Chief of Police.

The Steering Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to an incident. Specific incidents the Steering Committee should review include, but are not limited to:

(a) Any incident involving the death or serious injury of a member.
(b) Incidents involving a high risk of death, serious injury or civil liability.
(c) Incidents identified by the Department to determine possible training needs.

The Steering Committee should convene on a regular basis, as determined by the Training Supervisor, to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Supervisor. The recommendation should not identify specific facts of any incidents, such as identities of members involved or the date, time and location of the incident, but should focus on the type of training being recommended.
The Training Supervisor will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and the available resources. Training recommendations as determined by the Training Supervisor shall be submitted to the command staff for review.

The Steering Committee will also be responsible for bringing ideas from front line members to the command staff as well as information from the command staff to the front line members. It is the policy and tradition of the Sand Springs Police Department to support and Employee Empowerment Philosophy of management, and the Steering Committee plays an integral part of this philosophy.

203.6 TRAINING ATTENDANCE

(a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to:

1. Court appearances.
2. Previously approved vacation or time off.
3. Illness or medical leave.
4. Physical limitations preventing the member’s participation.
5. Emergency situations or department necessity.

(b) Any member who is unable to attend training as scheduled shall notify his/her supervisor as soon as practicable but no later than one hour prior to the start of training and shall:

1. Document his/her absence in a memorandum to his/her supervisor.
2. Make arrangements through his/her supervisor or the Training Supervisor to attend the required training on an alternate date.

203.7 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a Web-accessed system that provides training on the Sand Springs Police Department Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Supervisor.

Members assigned to participate in DTBs shall only use the login credentials assigned to them by the Training Supervisor. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Department.

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shifts or as otherwise directed by their supervisor. Members should not
allow uncompleted DTBs to build up over time, and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the DTB system can be accessed from any Internet-enabled computer, members shall only take DTBs as part of their on-duty assignments, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

**203.8 TRAINING RECORDS**
The Training Supervisor is responsible for the creation, filing and storage of all training records. Training records shall be retained in accordance with the established records retention schedule and state law (OAC 390:25-1-7).
Electronic Mail

204.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Department.

204.2 POLICY
Sand Springs Police Department members shall use email in a professional manner in accordance with this policy and current law (e.g., Oklahoma Open Records Act).

204.3 PRIVACY EXPECTATION
Members forfeit any expectation of privacy with regard to emails accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

204.4 RESTRICTIONS ON USE OF EMAIL
Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the Department.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire Department are only to be used for official business-related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from a supervisor in his/her chain of command.

It is a violation of this policy to transmit a message under another member’s name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member’s email, name or password. Any member who believes his/her password has become known to another person shall change their password immediately.

204.5 EMAIL RECORD MANAGEMENT
Email may, depending upon the individual content, be a public record under the Oklahoma Open Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The City of Sand Springs IT Department shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.
Administrative Communications

205.1 PURPOSE AND SCOPE
This policy sets forth the manner in which the Department communicates significant changes to its membership, such as promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status. This policy also provides guidelines for the professional handling of electronic and non-electronic administrative communications from the Department.

205.2 POLICY
The Sand Springs Police Department will appropriately communicate significant events within the organization to its members. Both electronic and non-electronic administrative communications will be professional in appearance and comply with the established letterhead, signature and disclaimer guidelines, as applicable.

205.3 INTER-OFFICE CORRESPONDENCE
Inter-Office Correspondences may be issued periodically by the Chief of Police or the authorized designee to announce and document all promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status.

205.4 CORRESPONDENCE
To ensure that the letterhead and name of the Department are not misused, all official external correspondence shall be on department letterhead. All department letterhead shall bear the signature element of the Chief of Police. Official correspondence and use of letterhead requires approval of a supervisor. Department letterhead may not be used for personal purposes.

Official internal correspondence shall be on the appropriate department electronic or non-electronic memorandum forms.

Electronic correspondence shall contain the sender’s department-approved signature and electronic communications disclaimer language.

205.5 SURVEYS
All surveys made in the name of the Department shall be authorized by the Chief of Police or the authorized designee.

205.6 OTHER COMMUNICATIONS
General Orders and other communications necessary to ensure the effective operation of the Department shall be issued by the Chief of Police or the authorized designee (see the General Orders Policy).
Supervision Staffing Levels

206.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines to ensure that proper supervision is available to meet the needs of the Department and members throughout all Divisions.

206.2 POLICY
The Sand Springs Police Department will ensure that proper supervision is available to meet the needs of its members and to achieve the goals of the Department. The needs of its members should be balanced with the needs of the Department for flexibility and discretion in assigning members to meet supervisory needs. While balance is desirable, the paramount concern is to meet the needs of the Department.

206.3 MINIMUM SUPERVISION STAFFING LEVELS
Minimum staffing levels should be established by the Division Commanders for each Division and work group. The supervision staffing levels should support proper supervision, span of control, compliance with any employment agreement and activity levels to meet the needs of members and the goals of the Department. Temporary exceptions may be made to the staffing levels at the discretion of the Chief of Police.

206.3.1 TEMPORARY SUPERVISORS
In order to accommodate training and other unforeseen circumstances, a qualified lower-ranking member may be used as a temporary supervisor in place of a regularly assigned supervisor. Use of a temporary supervisor shall be with the approval of the division commander.
Retiree Concealed Firearms

207.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Sand Springs Police Department identification cards/Commission Cards to qualified former or retired law enforcement officers under the Law Enforcement Officers’ Safety Act (LEOSA) (18 USC § 926C).

207.2 POLICY
It is the policy of the Sand Springs Police Department to provide identification cards/Commission Cards to qualified former or retired officers to facilitate the lawful carrying of concealed weapons by those individuals.

207.3 LEOSA
The Chief of Police may issue an identification card/Commission Card for LEOSA purposes to any qualified former officer of this department who (18 USC § 926C(c)):

(a) Separated from service in good standing from this department as an officer.

(b) Before such separation, had regular employment as a peace officer for an aggregate of 10 years or more or, if employed as a peace officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.

(c) Has not been disqualified for reasons related to mental health.

(d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearms qualification certificate for reasons related to mental health.

(e) Is not prohibited by federal law from receiving or possessing a firearm.

207.3.1 LEOSA CARD FORMAT
The LEOSA identification card/Commission Card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

If the Sand Springs Police Department qualifies the former officer, the LEOSA identification card/Commission Card or separate certification should indicate the date the former officer was tested or otherwise found by the Department to meet the active-duty standards for qualification to carry a firearm.

207.3.2 AUTHORIZATION
Any qualified former peace officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:
Retiree Concealed Firearms

(a) In possession of photographic identification that identifies him/her as having been employed as a peace officer, and one of the following:

1. An indication from the person’s former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active-duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active-duty peace officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.

(b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

(c) Not prohibited by federal law from receiving a firearm.

(d) Not in a location prohibited by Oklahoma law or by a private person or entity on his/her property if such prohibition is permitted by Oklahoma law.

207.4 FORMER OFFICER RESPONSIBILITIES
A former officer with a card issued under this policy shall immediately notify the Shift Supervisor of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Arrests, Convictions and Court Orders Policy.

207.4.1 RESPONSIBILITIES UNDER LEOSA
In order to obtain or retain a LEOSA identification card/Commission Card, the former officer shall:

(a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.

(b) Remain subject to all applicable department policies and federal, state and local laws.

(c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.

(d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

207.4 DENIAL, SUSPENSION OR REVOCATION
A LEOSA identification card/Commission Card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card/Commission Card is denied, suspended or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.
207.5 FIREARM QUALIFICATIONS
The Rangemaster may provide former officers from this department an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Rangemaster will maintain a record of the qualifications and weapons used.
Chapter 3 - General Operations
Use of Force

300.1 PURPOSE AND SCOPE
This policy provides guidelines on the reasonable use of force. While there is no way to specify
the exact amount or type of reasonable force to be applied in any situation, every member of
this department is expected to use these guidelines to make such decisions in a professional,
impartial and reasonable manner.

This policy meets statutory requirements requiring the adoption of a use of force policy pursuant
to 11 O.S. § 34-107 and 22 O.S. § 34.1.

300.1.1 DEFINITIONS
Definitions related to this policy include:

**Deadly force** - Force reasonably anticipated and intended to create a substantial likelihood of
causing death or very serious injury.

**Force** - The application of physical techniques or tactics, chemical agents or weapons to another
person. It is not a use of force when a person allows him/herself to be searched, escorted,
handcuffed or restrained.

**Imminent** - Ready to take place; impending. Note that imminent does not mean immediate or
instantaneous.

300.2 POLICY

The Sand Springs Police Department places the highest value on the preservation of life. Personnel
will use only that force which is objectively reasonable and necessary. Reasonableness is not capable of
precise definition or mechanical application. Its proper application requires careful attention to the facts and
circumstances of each particular case, including the severity of the crime at issue, whether the suspect
poses an immediate threat to the safety of the officers or others, and whether the suspect is actively resisting
arrest or attempting to evade arrest by flight. The reasonableness of a particular use of force must be judged
from the perspective of a reasonable officer on the scene at the time of the incident and on whether the
officer's own reckless or deliberate conduct during the seizure unreasonably created the need to use such
force.

The use of unnecessary or excessive force will result in departmental discipline and may create personal
liability for the officer with civil and/or criminal penalties. Actions that do not meet the spirit of this policy will
neither be condoned nor tolerated merely because the acts were lawful. Each officer or employee is charged
with the responsibility of weighing all other reasonable means of apprehension or defense before resorting
to the use of force. The Use of Force Continuum is included as a guide in the appropriate use of force. It is
recognized that it cannot be rigidly applied in rapidly unfolding and fluid situations. Officers should generally
use the level of force which can reasonably be expected to succeed in controlling the situation. Officers are
Use of Force

not required to move in a hierarchical fashion through all the levels of control, but instead, should use that level of force which is appropriate and reasonable under existing circumstances.

Deadly force may be used if the officer has probable cause to believe that the suspect poses a threat of serious physical harm, either to the officer or others, to defend an officer or others from the threat of immediate physical harm from a dangerous animal, or to destroy a seriously injured animal when other dispositions are impractical and when approved by a supervisor. An officer may use deadly force when making an arrest or preventing an escape from custody following an arrest. The officer must reasonably believe that both 1) such force is necessary to prevent the arrest from being defeated by resistance or escape, and 2) there is probable cause to believe that the person to be arrested has committed a crime involving the infliction or threatened infliction of serious physical harm. Deadly force may also be used if the person to be arrested is attempting to escape by use of a deadly weapon, or otherwise indicates that they will endanger human life or inflict great bodily harm unless arrested without delay (21 O.S.732). When feasible, a verbal warning will be given to the offender prior to the use of deadly force.

The use of deadly force is not authorized when its use would constitute a greater threat to innocent human lives than the actions of the suspect. Officers or employees must always be aware of the probable and possible result of their use of force. Officers or employees are never justified in using deadly force in a reckless manner disregarding the safety of themselves, other officers, or innocent bystanders. Officers or employees must identify and acquire the specific threat before using deadly force.

The technique known as LVNR or similar techniques that restrict blood flow are not instructed as a normal procedure for use by the Sand Springs Police Department. Use of this or similar techniques is prohibited except as a last resort to save an officer or citizen's life and shall be considered deadly force and will be reviewed as such.

Officers or employees shall not use tactics solely to justify the escalation of force when such escalation of force would not otherwise be appropriate (e.g., it would not be appropriate for an officer or employee to step in the path of a moving vehicle solely to justify the use of great or deadly force as self defense).

For the purpose of this policy, use of any firearm to discharge a projectile composed of any material which may be reasonably expected to cause death or great bodily injury is considered deadly force and shall only be employed in circumstances where the use of deadly force would be justified. The use of a flexible baton, kinetic baton, bean bag round, Pepper-Ball launcher, breaching gun, or any similar launcher or munitions will not be considered deadly force when used as trained and designed as a less lethal alternative.

300.2.1 DUTY TO INTERCEDE
Any officer present and observing another officer using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.
Use of Force

300.2.2 DUTY TO REPORT
Any officer who has completed his/her probationary period and who witnesses another peace officer use physical force that exceeds the degree permitted by law or this policy shall make a written report of such use to his/her immediate supervisor within 10 days (22 O.S. § 34.2). At a minimum, the written report shall include:

(a) The date, time and place of the occurrence.
(b) The identity, if known, and description of the participants.
(c) A description of the events and the force used.

An officer may use a copy of an arrest report or similar report provided it contains the mandatory minimum information.

300.3 USE OF FORCE
Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable officer on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation an officer might encounter, officers are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by this department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires an officer to retreat or be exposed to possible physical injury before applying reasonable force.

300.3.1 USE OF FORCE TO EFFECT AN ARREST
An officer may use reasonable force when a person being lawfully arrested resists arrest or attempts to escape (21 O.S. § 643).
300.3.2 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE
When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include, but are not limited to:

(a) Immediacy and severity of the threat to officers or others.
(b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
(c) Officer/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
(d) The effects of drugs or alcohol.
(e) Individual’s mental state or capacity.
(f) Proximity of weapons or dangerous improvised devices.
(g) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.
(h) The availability of other options and their possible effectiveness.
(i) Seriousness of the suspected offense or reason for contact with the individual.
(j) Training and experience of the officer.
(k) Potential for injury to officers, suspects and others.
(l) Whether the individual appears to be resisting, attempting to evade arrest by flight or is attacking the officer.
(m) The risk and reasonably foreseeable consequences of escape.
(n) The apparent need for immediate control of the individual or a prompt resolution of the situation.
(o) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.
(p) Prior contacts with the individual or awareness of any propensity for violence.
(q) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES
Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Officers may only apply those pain compliance techniques for which they have successfully completed department-approved training. Officers utilizing any pain compliance technique should consider:

(a) The degree to which the application of the technique may be controlled given the level of resistance.
**Use of Force**

(b) Whether the individual can comply with the direction or orders of the officer.

(c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.

**300.3.4 USE OF FORCE TO SEIZE EVIDENCE**

In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Sand Springs Police Department for this specific purpose.

**300.4 DEADLY FORCE APPLICATIONS**

Use of deadly force is justified in the following circumstances involving imminent threat or imminent risk:

(a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes would be an imminent threat of death or serious bodily injury.

(b) An officer may use deadly force to stop a fleeing subject when the officer has probable cause to believe that the individual has committed, or intends to commit, a felony involving the infliction or threatened infliction of serious bodily injury or death, and the officer reasonably believes that there is an imminent risk of serious bodily injury or death to any other person if the individual is not immediately apprehended. Under such circumstances, a verbal warning should precede the use of deadly force, where feasible.

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes that the individual has a weapon or is attempting to access one and intends to use it against the officer or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon, and the officer believes the individual intends to do so.

**300.4.1 SHOOTING AT OR FROM MOVING VEHICLES**

Shots fired at or from a moving vehicle are rarely effective. Officers should move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants. An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

Officers should not shoot at any part of a vehicle in an attempt to disable the vehicle.
300.5 REPORTING THE USE OF FORCE
Any use of force by a member of this department that involves a discharge of a firearm for other than training or lawful recreational purposes OR takes an action that results in or allegedly results in the injury or death of another person OR applies force to another person through the use of any type of weapon, shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure or law. For the purposes of this section, use of low force as described above will not require a Use of Force Report.

Officers using deadly force will report so verbally to their supervisor immediately, but further documentation and investigation shall be done in accordance with the policy on Officer-Involved Shootings and Deaths.

300.5.1 NOTIFICATIONS TO SUPERVISORS
Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

(a) The application caused a visible injury.
(b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
(c) The individual subjected to the force complained of injury or continuing pain.
(d) The individual indicates intent to pursue litigation.
(e) Any application of the Electronic Control Device (ECD) or control device.
(f) Any application of a restraint device other than handcuffs, shackles or belly chains.
(g) The individual subjected to the force was rendered unconscious.
(h) An individual was struck or kicked.
(i) An individual alleges any of the above has occurred.

300.6 MEDICAL CONSIDERATIONS
Prior to booking or release, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed.

Based upon the officer’s initial assessment of the nature and extent of the individual’s injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel at a hospital or jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be
Use of Force

witnessed by another officer and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling officer shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the officer reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics and imperviousness to pain (sometimes called “excited delirium”), or who require a protracted physical encounter with multiple officers to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Officers who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away (see the Medical Aid and Response Policy).

300.7 SUPERVISOR RESPONSIBILITIES

When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

(a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

(b) Ensure that any injured parties are examined and treated.

(c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived his/her Miranda rights, the following shall apply:
   1. The content of the interview should not be summarized or included in any related criminal charges.
   2. The fact that a recorded interview was conducted should be documented in a Use of Force Report.
   3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.

(d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.
   1. These photographs should be retained until all potential for civil litigation has expired.
Use of Force

(e) Identify any witnesses not already included in related reports.

(f) Review and approve all related reports.

(g) Determine if there is any indication that the individual may pursue civil litigation.

1. If there is an indication of potential civil litigation, the supervisor should complete an inter-office correspondence and route it through their chain of command.

(h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 SHIFT SUPERVISOR RESPONSIBILITY
The Shift Supervisor shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

300.8 TRAINING
Officers will receive periodic training on this policy and demonstrate their knowledge and understanding.

300.9 USE OF FORCE ANALYSIS
At least annually, the Patrol Division Commander should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects or case numbers, and should include:

(a) The identification of any trends in the use of force by members.

(b) Training needs recommendations.

(c) Equipment needs recommendations.

(d) Policy revision recommendations.
Use of Force Review Boards

301.1 PURPOSE AND SCOPE
This policy establishes a process for the Sand Springs Police Department to review the use of force by its members.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or the evaluation of the use of force.

301.2 POLICY
The Sand Springs Police Department will objectively evaluate the use of force by its members to ensure that their authority is used appropriately and consistent with training and policy.

301.3 REMOVAL FROM LINE DUTY ASSIGNMENT
Generally, whenever a member’s actions or use of force in an official capacity, or while using department equipment, results in death or very serious injury to another, that member will be placed in a temporary administrative assignment pending an administrative review. The Chief of Police may exercise discretion and choose not to place a member in an administrative assignment.

301.4 REVIEW BOARD
The Use of Force Review Board will be convened when the use of force by a member results in very serious injury or death to another person.

The Use of Force Review Board will also investigate and review the circumstances surrounding every discharge of a firearm, whether the member was on- or off-duty, excluding training or recreational use.

The Use of Force Review Board will also investigate any use of force requiring a Use of Force Report.

The Chief of Police may request the Use of Force Review Board to investigate the circumstances surrounding any use of force incident.

The Deputy Chief of Police will convene the Use of Force Review Board as necessary. It will be the responsibility of the Division Commander or supervisor of the involved member to notify the Deputy Chief of Police of any incidents requiring board review. The involved member’s Division Commander or supervisor will also ensure that all relevant reports, documents and materials are available for consideration and review by the board.

301.4.1 COMPOSITION OF THE BOARD
The Administration Division Commander should staff the Use of Force Review Board with five individuals from the following, as appropriate:
Use of Force Review Boards

- The Deputy Chief of Police to act as chairman.
- The division commander of the involved officer or employee.
- An instructor from the subject matter (i.e., Firearms, Defensive Tactics, LEDT etc.)
- An officer of equal rank to the officer involved.
- An officer below the rank of division commander chosen by the officer being reviewed.

301.4.2 RESPONSIBILITIES OF THE BOARD

The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident.

The board members may request further investigation, request reports be submitted for the board’s review, call persons to present information and request the involved member to appear. The involved member will be notified of the meeting of the board and may choose to have a representative through all phases of the review process.

The board does not have the authority to recommend discipline.

The Chief of Police will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

Absent an express waiver from the involved member, no more than two designated board members may ask questions of the involved member. Other board members may provide questions to the designated board members.

The review shall be based upon those facts which were reasonably believed or known by the officer at the time of the incident, applying any legal requirements, department policies, procedures and approved training to those facts. Facts later discovered but unknown to the involved member at the time shall neither justify nor call into question a member’s decision regarding the use of force.

Any questioning of the involved member conducted by the board will be in accordance with Sand Springs Police Department disciplinary procedures, the Personnel Complaints Policy, the current employment agreement and any applicable state or federal law.

The board shall make one of the following recommended findings:

(a) The member’s actions were within department policy and procedure.
(b) The member’s actions were in violation of department policy and procedure.

A recommended finding requires a majority vote of the board. The board may also recommend additional investigations or reviews, training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate. The board chairperson will submit the written recommendation to the Chief of Police.
Use of Force Review Boards

The Chief of Police shall review the recommendation, make a final determination as to whether the member’s actions were within policy and procedure, and determine whether any additional actions, investigations or reviews are appropriate. Those findings will be forwarded to the involved member’s Division Commander for review and appropriate action. If the Chief of Police concludes that discipline should be considered, a disciplinary process will be initiated.

At the conclusion of any additional reviews, copies of all relevant reports and information will be filed with the Chief of Police.
Handcuffing and Restraints

302.1 PURPOSE AND SCOPE
This policy provides guidelines for the use of handcuffs and other restraints during detentions, arrests and transports.

302.2 POLICY
The Sand Springs Police Department authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy and department training. Restraint devices shall not be used to punish, to display authority or as a show of force.

302.3 USE OF RESTRAINTS
Only members who have successfully completed Sand Springs Police Department-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, officers should carefully balance officer safety concerns with factors that include, but are not limited to:

• The circumstances or crime leading to the arrest.
• The demeanor and behavior of the arrested person.
• The age and health of the person.
• Whether the person is known to be pregnant.
• Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
• Whether the person has any other apparent disability.

302.3.1 RESTRAINT OF DETAINEES
Situations may arise where it may be reasonable to restrain a person who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to ensure the safety of officers and others. When deciding whether to remove restraints from a detainee, officers should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

302.3.2 RESTRAINT OF PREGNANT PERSONS
Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety and only in extraordinary circumstances in which the person poses an immediate risk to themselves or others shall they be restrained by the use of leg irons, waist chains or handcuffs behind the body.
No person who is in labor, delivery or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, officers or others.

302.3.3   RESTRAINT OF JUVENILES
A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer or damage property.

302.3.4   NOTIFICATIONS
Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during, transportation to the jail.

302.4   APPLICATION OF HANDCUFFS OR PLASTIC CUFFS
Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person’s hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Department. Officers should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, officers should not conclude that in order to avoid risk every person should be handcuffed regardless of the circumstances.

In most situations, handcuffs should be applied with the hands behind the person’s back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the person or may cause unreasonable discomfort due to the person’s size, officers should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

302.5   APPLICATION OF SPIT HOODS
Spit hoods are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Spit hoods may be placed upon persons in custody when the officer reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide
assistance during the movement of a restrained person due to the potential for impairing or distorting that person’s vision. Officers should avoid comingling those wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated, including hair, head and clothing, prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

302.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES
Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only department-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

302.7 APPLICATION OF LEG RESTRAINT DEVICES
Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the Department shall be used.

In determining whether to use the leg restraint, officers should consider:

(a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a person.

(b) Whether it is reasonably necessary to protect the person from his/her own actions (e.g., hitting his/her head against the interior of the patrol vehicle, running away from the arresting officer while handcuffed, kicking at objects or officers).

(c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol vehicle).

302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS
When applying leg restraints the following guidelines should be followed:

(a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.
Handcuffing and Restraints

(b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.

(c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person’s ability to breathe.

(d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on his/her stomach.

(e) The officer should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.

(f) When transported by emergency medical services, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration).

302.8 REQUIRED DOCUMENTATION

If a person is restrained and released without an arrest, the officer shall document the details of the detention and the need for handcuffs or other restraints. For this purpose, recordings by body camera shall suffice as documentation.

If a person is arrested, the use of restraints other than handcuffs shall be documented in the related report. The officer should include, as appropriate:

(a) The amount of time the person was restrained.

(b) How the person was transported and the position of the person during transport.

(c) Observations of the person’s behavior and any signs of physiological problems.

(d) Any known or suspected drug use or other medical problems.
Control Devices

303.1 PURPOSE AND SCOPE
This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

303.2 POLICY
In order to control individuals who are violent or who demonstrate the intent to be violent, the Sand Springs Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy. The Chief of Police may also authorize other positions or individual department members to use specific control devices.

303.3 ISSUING, CARRYING AND USING CONTROL DEVICES
Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only those members who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a person who is violent or who demonstrates the intent to be violent and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

303.4 RESPONSIBILITIES

303.4.1 SHIFT SUPERVISOR RESPONSIBILITIES
The Shift Supervisor may authorize the use of a control device by selected department members who may not currently be issued or carrying the control device or those in specialized assignments who have successfully completed the required training.

303.4.2 RANGEMASTER RESPONSIBILITIES
The Rangemaster shall control the inventory and issuance of all control devices and shall ensure that all damaged, inoperative, outdated or expended control devices or munitions are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the Rangemaster or the designated instructor for a particular control device. The inspection shall be documented.

303.4.3 USER RESPONSIBILITIES
All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.
Control Devices

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Rangemaster for disposition. Documentation shall also be forwarded through the chain of command, when appropriate, explaining the cause of damage.

303.5 BATON GUIDELINES
The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to him/herself or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignments or at the direction of their supervisors.

303.6 TEAR GAS GUIDELINES
Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects, based on the circumstances. Only the Shift Supervisor, Incident Commander or South West Area Tactical (SWAT) Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

When practicable, fire and emergency medical services personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation, if needed.

303.7 OLEORESIN CAPSICUM (OC) GUIDELINES
As with other control devices, OC spray and pepper projectiles may be considered for use to bring under control an individual or group of individuals who are engaging in, or are about to engage in, violent behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of department members or the public.

303.7.1 OC SPRAY
Uniformed members carrying OC spray shall carry the device in its holster on the equipment belt. Plainclothes and non-field members may carry OC spray as authorized, in accordance with the needs of their assignments or at the direction of their supervisors.

303.7.2 PEPPER PROJECTILE SYSTEMS
Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine or groin. Therefore, personnel using a pepper projectile system should
Control Devices

not intentionally target those areas, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Officers encountering a situation that warrants the use of a pepper projectile system shall notify a supervisor as soon as practicable. A supervisor shall respond to all pepper projectile system incidents where an individual has been hit or exposed to the chemical agent. The supervisor shall ensure that all notifications and reports are completed as required by the Use of Force Policy.

Each deployment of a pepper projectile system shall be documented when the launcher was actually fired at an individual, whether or not the subject was actually struck. Unintentional discharges shall be promptly reported to a supervisor and documented on the appropriate report form. Only non-incident use of a pepper projectile system, such as training or a product demonstration, is exempt from the reporting requirement.

303.7.3 TREATMENT FOR OC EXPOSURE
Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those who complain of further severe effects shall be examined by appropriate medical personnel.

303.8 POST-APPLICATION NOTICE
Whenever tear gas or OC has been introduced into a residence by a chemical munitions round, into the building interior, vehicle or other enclosed area, the owners or available occupants should be provided with notice of the possible presence of residue which could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that cleanup will be at the owner’s expense. Information regarding how and when the notice was delivered and the individuals notified should be included in related reports.

303.9 KINETIC ENERGY PROJECTILE GUIDELINES
This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

303.9.1 DEPLOYMENT AND USE
Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Officers are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved officer determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and officers takes priority over the safety of individuals engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:
Control Devices

(a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.

(b) The suspect has made credible threats to harm him/herself or others.

(c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at officers, other department members and/or other people.

(d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

303.9.2 DEPLOYMENT CONSIDERATIONS
Before discharging projectiles, the officer should consider such factors as:

(a) Distance and angle to target.

(b) Type of munitions employed.

(c) Type and thickness of subject’s clothing.

(d) The subject’s proximity to others.

(e) The location of the subject.

(f) Whether the subject’s actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other officers and individuals that the device is being deployed.

Officers should keep in mind the manufacturer’s recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the suspect must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

303.9.3 SAFETY PROCEDURES
Shotguns specifically designated for use with kinetic energy projectiles will be specially marked in a manner that makes them readily identifiable as such.

Officers will inspect shotguns and projectiles at the beginning of each shift to ensure that the shotguns are in proper working order and the projectiles are of the approved type and appear to be free from defects.
When they are not deployed, shotguns will be unloaded and properly and securely stored in police department vehicles. When deploying a kinetic energy projectile shotgun, officers shall visually inspect the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

Absent compelling circumstances, officers who must transition from conventional ammunition to kinetic energy projectiles will employ the two-person rule for loading. The two-person rule is a safety measure in which a second officer watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

303.10 TRAINING FOR CONTROL DEVICES
The Training Supervisor shall ensure that those members who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

(a) Proficiency training shall be monitored and documented by a certified control-device weapons or tactics instructor.

(b) All training and proficiency for control devices will be documented in the member’s training file.

(c) Members who fail to demonstrate proficiency with the control device or knowledge of the Use of Force Policy will be provided remedial training. If a member cannot demonstrate proficiency with a control device or knowledge of the Use of Force Policy after remedial training, the member will be restricted from carrying the control device and may be subject to discipline.

303.11 REPORTING USE OF CONTROL DEVICES
Any application of a control device shall be documented in the related incident report and reported pursuant to the Use of Force Policy.
Conducted Energy Device

304.1 PURPOSE AND SCOPE
This policy provides guidelines for the issuance and use of the Electronic Control Device (ECD).

304.2 POLICY
Officers will use only that force which is objectively reasonable and necessary. Whether the force was reasonable and necessary will be based upon the totality of the circumstances known to the officer at the time the action was taken. To determine if the officer’s use of force is reasonable, the following criteria will be examined:

(a) The severity of the suspected crime,
(b) The immediate threat to the officer or others, and
(c) Whether the suspect was actively resisting arrest or evading arrest by flight.

An ECD enhances an officer’s ability to neutralize an aggressive situation without the additional escalation of force. This decreases the chance of injury to officers, suspects, and others.

The use of an ECD is not meant to replace tactics or training and should only be viewed as an additional tool or option available to the officer. An ECD is considered an intermediate force weapon and should be handled with care. This policy should serve as a supplement to the current Use of Force Policy.

The ECD will not be deployed on a passively resistant subject unless the ECD can be used to prevent an individual from hurting themselves or to prevent suicide. The use of an ECD is justified when an officer’s attempt at empty hand control would be ineffective or not reasonable under the circumstances, and when the use of deadly force is not justified. The use of an ECD is intended to temporarily incapacitate an offender, not to cause permanent injury. Officers deploying an ECD should be aware of Excited Delirium and contributing factors that lead to Excited Delirium deaths.

An ECD is not a replacement for a firearm. An ECD should ideally be deployed when a cover officer is present. An ECD should not be used without firearm backup in those incidents where there is a threat of death or great bodily harm to the officer or another person. Officers must attend initial training in order to be allowed by the Sand Springs Police Department to carry an ECD. Officers must also attend annual ECD training to continue carrying an ECD.

304.3 DEFINITIONS
Electronic Control Device (ECD) – a device primarily designed to disrupt a subject’s central nervous system by means of deploying electrical energy sufficient to cause uncontrolled muscle contractions and override an individual’s voluntary motor responses.
**Conducted Energy Device**

**ACTIVE AGGRESSION** – a threat or overt act of an assault (through physical or verbal means), coupled with the present ability to carry out the threat or assault, which reasonably indicates that an assault or injury to any person is imminent.

**EVADING ARREST BY FLIGHT** – the act of fleeing in any manner from a police officer who has declared his intent to arrest or lawfully stop an individual.

**PASSIVE RESISTANCE** – physical actions that do not prevent the officer’s attempt to control. (Example: a person who remains in a limp, prone position, or passive demonstrators, etc.)

**EXIGENT CIRCUMSTANCES** – circumstances that would cause a reasonable person to believe that prompt action is necessary to prevent physical harm to officers or others.

**EXCITED DELIRIUM** – a state of extreme mental and physiological excitement characterized by extreme agitation, hyperthermia, euphoria, hostility, exceptional strength and endurance without apparent fatigue.

### 304.4 Issuance and Carrying Electronic Control Device (ECD)s

Only members who have successfully completed department-approved training may be issued and may carry the Electronic Control Device (ECD).

Electronic Control Device (ECD)s are issued for use during a member’s current assignment. Those leaving a particular assignment may be required to return the device to the department inventory.

Officers shall only use the Electronic Control Device (ECD) and cartridges that have been issued by the Department. Uniformed officers who have been issued the Electronic Control Device (ECD) shall wear the device in an approved holster. Non-uniformed officers may secure the Electronic Control Device (ECD) in the driver’s compartment of their vehicles.

Members carrying the Electronic Control Device (ECD) should perform a spark test prior to every shift.

When in uniform, officers shall carry the Electronic Control Device (ECD) in a weak-side holster on the side opposite the duty weapon.

(a) All Electronic Control Device (ECD)s shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.

(b) Whenever practicable, officers should carry two or more cartridges on their person when carrying the Electronic Control Device (ECD).
Conducted Energy Device

(c) Officers shall be responsible for ensuring that the issued Electronic Control Device (ECD) is properly maintained and in good working order.

(d) Officers should not hold a firearm and the Electronic Control Device (ECD) at the same time.

304.5 VERBAL AND VISUAL WARNINGS
A verbal warning of the intended use of the Electronic Control Device (ECD) should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

(a) Provide the individual with a reasonable opportunity to voluntarily comply.

(b) Provide other officers and individuals with a warning that the Electronic Control Device (ECD) may be deployed.

If, after a verbal warning, an individual fails to voluntarily comply with an officer’s lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required, to display the electrical arc (provided that a cartridge has not been loaded into the device) or the laser in a further attempt to gain compliance prior to the application of the Electronic Control Device (ECD). The aiming laser should not be intentionally directed into anyone’s eyes.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the officer deploying the Electronic Control Device (ECD) in the related report.

304.6 USE OF THE ELECTRONIC CONTROL DEVICE (ECD)
The Electronic Control Device (ECD) has limitations and restrictions requiring consideration before its use. The Electronic Control Device (ECD) should only be used when its operator can safely approach the subject within the operational range of the device. Although the Electronic Control Device (ECD) is effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options. If the subject egresses the officer, the officer deploying the ECD must move to prevent the wires from breaking.

304.6.1 APPLICATION OF THE ELECTRONIC CONTROL DEVICE (ECD)
The Electronic Control Device (ECD) may be used in any of the following circumstances, when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to control a person:

(a) The subject is violent or is physically resisting.

(b) The subject has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, him/herself or others.
Conducted Energy Device

The “fleeing” of a subject should not be 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.

The Electronic Control Device (ECD) shall not be used to psychologically torment, to elicit statements or to punish any individual.

304.6.2 SPECIAL DEPLOYMENT CONSIDERATIONS
The use of the Electronic Control Device (ECD) on certain individuals should be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

(a) Individuals who are known to be pregnant.
(b) Elderly individuals or obvious juveniles.
(c) Individuals with obviously low body mass.
(d) Individuals who are handcuffed or otherwise restrained.
(e) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.
(f) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).
(g) Subjects who are in water.

Because the application of the Electronic Control Device (ECD) in the drive-stun mode (i.e., direct contact without probes) relies primarily on pain compliance, the use of the drive-stun mode should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

304.6.3 TARGETING CONSIDERATIONS
The preferred targeting areas include the individual’s back or front lower-center mass. The head, neck, chest and groin should be avoided when reasonably practicable. If the dynamics of a situation or officer safety do not permit the officer to limit the application of the Electronic Control Device (ECD) probes to a precise target area, officers should monitor the condition of the subject if one or more probes strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.
304.6.4 MULTIPLE APPLICATIONS OF THE ELECTRONIC CONTROL DEVICE (ECD)
Officers should apply the Electronic Control Device (ECD) for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Officers should not intentionally apply more than one Electronic Control Device (ECD) at a time against a single individual.

If the first application of the Electronic Control Device (ECD) appears to be ineffective in gaining control of an individual, the officer should evaluate the situation and consider certain factors before additional applications of the Electronic Control Device (ECD), including:

(a) Whether it is reasonable to believe that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

(b) Whether the probes are making proper contact.

(c) Whether the individual has the ability and has been given a reasonable opportunity to comply.

(d) Whether verbal commands or other options or tactics may be more effective.

304.6.5 ACTIONS FOLLOWING DEPLOYMENTS
Officers should take appropriate actions to control and restrain the individual to minimize the need for longer or multiple exposures to the Electronic Control Device (ECD). As soon as practicable, officers shall notify a supervisor any time the Electronic Control Device (ECD) has been discharged. Confetti tags should be collected and the expended cartridge, along with both probes and wire, should be submitted into evidence. The cartridge serial number should be noted and documented on the evidence paperwork. The evidence packaging should be marked "Biohazard" if the probes penetrated the subject’s skin.

304.6.6 DANGEROUS ANIMALS
The Electronic Control Device (ECD) may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

304.6.7 OFF-DUTY CONSIDERATIONS
Officers are not authorized to carry department Electronic Control Device (ECD)s while off-duty unless at an authorized off-duty employment.

Officers shall ensure that Electronic Control Device (ECD)s are secured while in their homes, vehicles or any other area under their control, in a manner that will keep the device inaccessible to others.

304.7 DOCUMENTATION
Officers shall document all Electronic Control Device (ECD) discharges in the related arrest/crime reports and the Use of Force report forms. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person,
laser activation and arcing the device, other than for testing purposes, will not be documented on the Use of Force report form, but the on-duty supervisor will be notified of such occurrence.

304.7.1 USE OF FORCE REPORT FORM
Items that shall be included in the Use of Force report form are:

(a) The type and brand of Electronic Control Device (ECD) and cartridge and cartridge serial number.
(b) Date, time and location of the incident.
(c) Whether any display, laser or arc deterred a subject and gained compliance.
(d) The number of Electronic Control Device (ECD) activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.
(e) The range at which the Electronic Control Device (ECD) was used.
(f) The type of mode used (probe or drive-stun).
(g) Location of any probe impact.
(h) Location of contact in drive-stun mode.
(i) Description of where missed probes went.
(j) Whether medical care was provided to the subject.
(k) Whether the subject sustained any injuries.
(l) Whether any officers sustained any injuries.

The Services Division Commanders should periodically analyze the report forms to identify trends, including deterrence and effectiveness. The Services Division Commander should also conduct audits of data downloads and reconcile Electronic Control Device (ECD) report forms with recorded activations. Electronic Control Device (ECD) information and statistics, with identifying information removed, should periodically be made available to the public.

304.7.2 REPORTS
The officer should include the following in the arrest/crime report:

(a) Identification of all personnel firing Electronic Control Device (ECD)s
(b) Identification of all witnesses
(c) Medical care provided to the subject
(d) Observations of the subject’s physical and physiological actions
(e) Any known or suspected drug use, intoxication or other medical problems
304.8 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel should remove Electronic Control Device (ECD) probes from a person’s body. Used Electronic Control Device (ECD) probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by Electronic Control Device (ECD) probes or who have been subjected to the electric discharge of the device or who sustained direct exposure of the laser to the eyes shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

(a) The person is suspected of being under the influence of controlled substances and/or alcohol.
(b) The person may be pregnant.
(c) The person reasonably appears to be in need of medical attention.
(d) The Electronic Control Device (ECD) probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).
(e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

Subjects displaying symptoms of Excited Delirium will be transported by EMSA to a hospital for observation and blood work. All persons who have been subjected to an ECD activation should be monitored regularly while in police custody even if they received medical care.

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the Electronic Control Device (ECD) (see the Medical Aid and Response Policy).

304.9 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the Electronic Control Device (ECD) may be used. A supervisor should respond to all incidents where the Electronic Control Device (ECD) was activated.
Conducted Energy Device

A supervisor should review each incident where a person has been exposed to an activation of the Electronic Control Device (ECD). The device’s onboard memory should be downloaded through the data port by a supervisor or Rangemaster and saved with the related arrest/crime report. Photographs of probe sites should be taken and witnesses interviewed.

304.10 TRAINING
Personnel who are authorized to carry the Electronic Control Device (ECD) shall be permitted to do so only after successfully completing the initial department-approved training. Any personnel who have not carried the Electronic Control Device (ECD) as a part of their assignments for a period of six months or more shall be recertified by a qualified Electronic Control Device (ECD) instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued Electronic Control Device (ECD)s should occur every year. A reassessment of an officer’s knowledge and/or practical skills may be required at any time if deemed appropriate by the Training Supervisor. All training and proficiency for Electronic Control Device (ECD) will be documented in the officer’s training files.

Command staff, supervisors and investigators should receive Electronic Control Device (ECD) training as appropriate for the investigations they conduct and review.

Officers who do not carry Electronic Control Device (ECD)s should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.

The Training Supervisor is responsible for ensuring that all members who carry Electronic Control Device (ECD)s have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of Electronic Control Device (ECD)s during training could result in injuries and should not be mandatory for certification.

The Training Supervisor should ensure that all training includes:

(a) A review of this policy.

(b) A review of the Use of Force Policy.

(c) Performing weak-hand draws or cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.

(d) Target area considerations, to include techniques or options to reduce the unintentional application of probes near the head, neck, chest and groin.

(e) Handcuffing a subject during the application of the Electronic Control Device (ECD) and transitioning to other force options.

(f) De-escalation techniques.

(g) Restraint techniques that do not impair respiration following the application of the Electronic Control Device (ECD).
Officer-Involved Shootings and Deaths

305.1 PURPOSE AND SCOPE
The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of another action of an officer.

In other incidents not covered by this policy, the Chief of Police may decide that the investigation will follow the process provided in this policy.

305.2 POLICY
The policy of the Sand Springs Police Department is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair and impartial manner.

305.3 TYPES OF INVESTIGATIONS
Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- A criminal investigation of the suspect’s actions.
- A criminal investigation of the involved officer’s actions.
- An administrative investigation as to policy compliance by involved officers.
- A civil investigation to determine potential liability.

305.4 CONTROL OF INVESTIGATIONS
Investigators from surrounding agencies may be assigned to work on the criminal investigation of officer-involved shootings and deaths. This may include at least one investigator from the agency that employs the involved officer.

Jurisdiction is determined by the location of the shooting or death and the agency employing the involved officer. The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

305.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS
The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect’s crime occurred. For example, the Sand Springs Police Department would control the investigation if the suspect’s crime occurred in Sand Springs.

If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Chief of Police and with concurrence from the other agency.
305.4.2 CRIMINAL INVESTIGATIONS OF OFFICER ACTIONS
The control of the criminal investigation into the involved officer’s conduct during the incident will be determined by the employing agency’s protocol. When an officer from this department is involved, the criminal investigation will be handled according to the Criminal Investigation section of this policy.

Requests made of this department to investigate a shooting or death involving an outside agency’s officer shall be referred to the Chief of Police or the authorized designee for approval.

305.4.3 ADMINISTRATIVE AND CIVIL INVESTIGATION
Regardless of where the incident occurs, the administrative and civil investigation of each involved officer is controlled by the respective employing agency.

305.5 INVESTIGATION PROCESS
The following procedures are guidelines used in the investigation of an officer-involved shooting or death.

305.5.1 UNINVOLVED OFFICER RESPONSIBILITIES
Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved SSPD officer will be the officer-in-charge and will assume the responsibilities of a supervisor until properly relieved. This officer should, as appropriate:

(a) Secure the scene and identify and eliminate hazards for all those involved.
(b) Take reasonable steps to obtain emergency medical attention for injured individuals.
(c) Request additional resources from the Department or other agencies.
(d) Coordinate a perimeter or pursuit of suspects.
(e) Check for injured persons and evacuate as needed.
(f) Brief the supervisor upon arrival.

305.5.2 SUPERVISOR RESPONSIBILITIES
Upon arrival at the scene, the first uninvolved SSPD supervisor should ensure completion of the duties as outlined above, plus:

(a) Attempt to obtain a brief overview of the situation from any uninvolved officers.
   1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.
(b) If necessary, the supervisor may administratively order any SSPD officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.
   1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident
scene, identity of known or potential witnesses and any other pertinent information.

2. The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.

(c) Provide all available information to the Shift Supervisor and Communications. If feasible, sensitive information should be communicated over secure networks.

(d) Take command of and secure the incident scene with additional SSPD members until properly relieved by another supervisor or other assigned personnel or investigator.

(e) As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable location for further direction.

1. Each involved SSPD officer should be given an administrative order not to discuss the incident with other involved officers or SSPD members pending further direction from a supervisor.

2. When an involved officer’s weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or transported by other officers.

305.5.3 SHIFT SUPERVISOR RESPONSIBILITIES
Upon learning of an officer-involved shooting or death, the Shift Supervisor shall be responsible for coordinating all aspects of the incident until he/she is relieved by the Chief of Police or a Division Commander.

All outside inquiries about the incident shall be directed to the Shift Supervisor.

305.5.4 NOTIFICATIONS
The following persons shall be notified as soon as practicable:

- Chief of Police
- Deputy Chief of Police
- Detectives Division Commander
- Use of Force rollout team (Detective Division)
- Outside agency investigators (if appropriate)
- Patrol Commander
- City Attorney
- Psychological/peer support personnel
- Chaplain
- Medical Examiner (if necessary)
305.5.5 INVOLVED OFFICERS
The following shall be considered for the involved officer:

(a) Any request for legal or union representation will be accommodated.
   1. Involved SSPD officers shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.
   2. Requests from involved non-SSPD officers should be referred to their employing agency.

(b) Discussions with licensed attorneys will be considered privileged as attorney-client communications.
(c) Discussions with bargaining agent representatives will be privileged only as to the discussion of non-criminal information.
(d) A licensed psychotherapist shall be provided by the Department to each involved SSPD officer. A licensed psychotherapist may also be provided to any other affected SSPD members, upon request.
   1. Interviews with a licensed psychotherapist will be considered privileged.
   2. An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, the involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
   3. A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).

(e) Any communication made by a participant or counselor in a peer support counseling session conducted by any Sand Springs Police Department-approved provider and any oral or written information conveyed in the peer support counseling session is confidential and may not be disclosed by any person participating in the peer support counseling session except as authorized by law (12 O.S. § 2506.2).

Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Each involved SSPD officer shall be given reasonable paid administrative leave following an officer-involved shooting or death. It shall be the responsibility of the Shift Supervisor to make schedule adjustments to accommodate such leave.
305.6 CRIMINAL INVESTIGATION

While the responsibility of investigating the criminal aspect of the involved officer(s), it shall be the general practice of the Sand Springs Police Department to request assistance from the Oklahoma State Bureau of Investigation (OSBI) and the District Attorney's Office of the County in which the incident occurred in. At the discretion of the Chief of Police other agencies may requested to assist as well for technical assistance.

Investigative personnel from this department will be assigned to partner with investigators from outside agencies or the District Attorney's Office to avoid duplicating efforts in related criminal investigations.

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews. The following shall be considered for the involved officer:

(a) SSPD personnel not involved in the criminal inquiry should not participate directly in any voluntary interview of SSPD officers. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.

(b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each involved officer’s statement, he/she shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.

(c) If any involved officer is physically, emotionally or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.

(d) Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation including administrative investigations. However, no administratively coerced statement will be provided to any criminal investigators unless the officer consents.

305.6.1 REPORTS BY INVOLVED SSPD OFFICERS

In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved SSPD officers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved SSPD officer may write the report, it is generally recommended that such reports be completed by assigned investigators, who should interview all involved officers as victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal
activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved SSPD officer of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures but should also be included for reference in the investigation of the officer-involved shooting or death.

305.6.2 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available law enforcement personnel for the following:

(a) Identification of all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.

2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, attempts to identify the witness prior to his/her departure should be made whenever feasible.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Department.

1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.

(c) Promptly contacting the suspect’s known family and associates to obtain any available and untainted background information about the suspect’s activities and state of mind prior to the incident.

305.6.3 INVESTIGATIVE PERSONNEL

Once notified of an officer-involved shooting or death, it shall be the responsibility of the designated Detective Division Commander to assign appropriate investigative personnel to handle the investigation of related crimes. Department investigators will be assigned to work with investigators from the OSBI and the District Attorney’s Office and or other outside agency investigators and may be assigned to separately handle the investigation of any related crimes not being investigated as a part of the criminal focused investigation of the deadly force incident.
Officer-Involved Shootings and Deaths

All related department reports, except administrative and/or privileged reports, will be forwarded to the designated Detective Division supervisor for approval. Privileged reports shall be maintained exclusively by members who are authorized such access. Administrative reports will be forwarded to the appropriate Division Commander.

305.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, this department will conduct an internal administrative investigation of involved SSPD officers to determine conformance with department policy. This investigation will be conducted under the supervision of the Internal Affairs Unit and will be considered a confidential officer personnel file. Interviews of members shall be subject to department policies and applicable laws.

(a) Any officer involved in a shooting or death may be requested or administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.

(b) If any officer has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved officer.

1. If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved officer shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews.

(c) In the event that an involved officer has elected not to provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.

1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer’s physical and psychological needs have been addressed before commencing the interview.

2. If requested, the officer shall have the opportunity to select an uninvolved representative to be present during the interview. However, in order to maintain the integrity of each individual officer’s statement, involved officers shall not consult or meet with a representative collectively or in groups prior to being interviewed.

3. Administrative interviews should be recorded by the investigator. The officer may also record the interview.

4. The officer shall be informed of the nature of the investigation. If an officer refuses to answer questions, he/she should be given his/her Garrity rights and
ordered to provide full and truthful answers to all questions. The officer shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally.

5. The Internal Affairs Unit shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.

6. Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Use of Force Policy.

7. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

305.8 CIVIL LIABILITY RESPONSE
A member of this department may be assigned to work exclusively under the direction of the legal counsel for the Department to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

305.9 AUDIO AND VIDEO RECORDINGS
Any officer involved in a shooting or death may be permitted to review available Mobile Audio/Video (MAV), body-worn video, or other video or audio recordings prior to providing a recorded statement or completing reports.

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted to review available MAV, body-worn video, or other video or audio recordings with the approval of assigned investigators or a supervisor.

Any MAV, body-worn video, and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without permission of the Chief of Police who will consult with the prosecuting attorney or City Attorney’s Office, as appropriate.

305.10 DEBRIEFING
Following an officer-involved shooting or death, the Sand Springs Police Department should conduct both a critical incident stress debriefing and a tactical debriefing.

305.10.1 CRITICAL INCIDENT STRESS DEBRIEFING
A critical incident stress debriefing should occur as soon as practicable. The Administration Division Commander is responsible for organizing the debriefing. Notes and
recorded statements should not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a traumatic event.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law or a valid court order.

Attendance at the debriefing shall only include those members of the Department directly involved in the incident, which can include support personnel (e.g., dispatchers, civilian personnel). Family or other support personnel may attend with the concurrence of those involved in the incident. The debriefing shall be closed to the public and should be closed to all other members of the Department, including supervisory and Internal Affairs Unit personnel.

305.10.2 TACTICAL DEBRIEFING
A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Chief of Police should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to the criminal and/or administrative investigators.

305.11 MEDIA RELATIONS
Any media release shall be prepared with input and concurrence from the supervisor and the department representative responsible for each phase of the investigation. Releases will be available to the Shift Supervisor, Detectives Division Commander and Public Information Officer in the event of inquiries from the media.

No involved SSPD officer shall make any comment to the media unless he/she is authorized by the Chief of Police or a Division Commander.

Department members receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

305.12 REPORTING
If the death of an individual occurs in the Sand Springs Police Department jurisdiction and qualifies to be reported to the Oklahoma Office of the Chief Medical Examiner, the Patrol Division Commander will ensure that the Services Supervisor is provided with enough information to meet the reporting requirements (63 O.S. § 940).
Firearms

306.1 PURPOSE AND SCOPE
This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of a firearm that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

This policy meets statutory requirements requiring the adoption of a firearms policy pursuant to 11 O.S. § 34-107.

306.2 POLICY
The Sand Springs Police Department will equip its members with firearms to address the risks posed to the public and department members by violent and sometimes well-armed persons. The Department will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

306.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS
Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by the Rangemaster. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized department range.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the member’s Division Commander. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.

306.3.1 HANDGUNS
The authorized department-issued handgun is the Glock 22 40 cal. Any other handguns to be carried while on duty shall have the approval of the Range Master as well as the Chief of Police.

306.3.2 SHOTGUNS
The authorized department-issued shotgun is the Remington 870 12 gauge. Any othershotguns to be carried while on duty shall have the approval of the Range Master as well as the Chief of Police.
When not deployed, the shotgun shall be properly secured in a locking weapons rack in the patrol vehicle with the magazine loaded, the action closed on an empty chamber, the trigger pulled to release the hammer and the safety in the safe position.

306.3.3 PATROL RIFLES
The authorized department-issued patrol rifle is the AR-15/M16 .223 cal. Any other rifles to be carried while on duty shall have the approval of the Range Master as well as the Chief of Police.

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

(a) Situations where the member reasonably anticipates an armed encounter.
(b) When a member is faced with a situation that may require accurate and effective fire at long range.
(c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
(d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
(e) When a member reasonably believes that a suspect may be wearing body armor.
(f) When authorized or requested by a supervisor.
(g) When needed to euthanize an animal.

When not deployed, the patrol rifle shall be properly secured in a locking weapons rack in the patrol vehicle with the chamber empty, magazine loaded and inserted into the magazine well, the bolt forward with the dust cover closed, the trigger pulled to release the hammer and the selector lever in the fire position (selector lever cannot be in the safe position with the hammer released).

306.3.4 PERSONALLY OWNED DUTY FIREARMS
Members desiring to carry an authorized but personally owned duty firearm must receive written approval from the Chief of Police or the authorized designee. Once approved, personally owned duty firearms are subject to the following restrictions (21 O.S. § 1289.23(A)):

(a) The firearm shall be in good working order and on the department list of approved firearms.
(b) The firearm shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.
(c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.
(d) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.

306.3.5 AUTHORIZED SECONDARY HANDGUN
Members desiring to carry department or personally owned secondary handguns are subject to the following restrictions:

(a) The handgun shall be in good working order and on the department list of approved firearms.

(b) Only one secondary handgun may be carried at a time.

(c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Department.

(d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

(e) The handgun shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(f) Ammunition shall be the same as department issue. If the caliber of the handgun is other than department issue, the Chief of Police or the authorized designee shall approve the ammunition.

(g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.

(h) Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to the Rangemaster, who will maintain a list of the information.

306.3.6 AUTHORIZED OFF-DUTY FIREARMS
The carrying of firearms by members while off-duty is governed by both the Oklahoma Self-Defense Act and as authorized by the Chief of Police.

The Chief of Police may rescind his/her authorization should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their position as officers, will be required to meet the following guidelines (21 O.S. § 1289.23):

(a) While not wearing a department uniform, the member shall carry his/her official department badge, identification card/Commission Card and Council on Law Enforcement Education and Training (CLEET) Certification Card at all times.

(b) A personally owned firearm shall be used, carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.
1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.

   (c) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

   (d) It will be the responsibility of the member to submit the firearm to the Rangemaster for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Rangemaster.

   (e) Prior to carrying any off-duty firearm, the member shall demonstrate to the Rangemaster that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.

   (f) The member will successfully qualify with the firearm prior to it being carried.

   (g) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information to be forwarded to CLEET.

   (h) If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.

   (i) Members shall only carry department-authorized ammunition.

   (j) When armed, officers shall carry their badges and Sand Springs Police Department identification card/Commission Card under circumstances requiring possession of such identification.

306.3.7 AMMUNITION
Members shall carry only department-authorized ammunition. Members shall be issued fresh duty ammunition in the specified quantity for all department-issued firearms during the member’s annual firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Department shall be dispensed by the Rangemaster when needed, in accordance with established policy.

Members carrying personally owned authorized firearms of a caliber differing from department-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense.

306.4 EQUIPMENT
Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

306.4.1 REPAIRS OR MODIFICATIONS
Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Rangemaster.
Firearms

Firearms that are the property of the Department or personally owned firearms that are approved for department use may be repaired or modified only by a person who is department-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Rangemaster.

Any repairs or modifications to the member’s personally owned firearm shall be done at his/her expense and must be approved by the Rangemaster.

306.4.2 HOLSTERS
Only department-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

306.4.3 TACTICAL LIGHTS
Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

306.4.4 OPTICS OR LASER SIGHTS
Optics or laser sights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

No laser or optic will be used on a department issued handgun or shotgun.

306.5 SAFE HANDLING, INSPECTION AND STORAGE
Members shall maintain the highest level of safety when handling firearms and shall consider the following:

(a) Members shall not unnecessarily display or handle any firearm.
(b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster. Members shall not dry fire or practice quick draws except under Rangemaster supervision.
(c) Members shall not clean, repair, load or unload a firearm anywhere in the Department, except where clearing barrels are present.
(d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels.
(e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.

(f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.

(g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department or a Rangemaster approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the Rangemaster will be immediately removed from service. If the firearm is the member’s primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

306.5.1 INSPECTION AND STORAGE
Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned firearms may be safely stored in lockers at the end of the shift. Department-owned firearms shall be stored in the appropriate equipment storage room. Handguns may remain loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded in a safe manner outside the building and then stored in the appropriate equipment storage room.

306.5.2 STORAGE AT HOME
Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil liability and recklessly permitting his/her own child to possess a firearm is prohibited (21 O.S. § 1273(B)).

306.5.3 ALCOHOL AND DRUGS
Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member’s senses or judgment (21 O.S. § 1272.1).
306.6 FIREARMS TRAINING AND QUALIFICATIONS

Department members assigned to perform peace officer responsibilities shall demonstrate proficiency in the use of firearms prior to assignment to law enforcement responsibilities.

All members who carry a firearm while on-duty are required to successfully complete training quarterly with their duty firearms. In addition to quarterly training, all members will qualify at least annually with their duty firearms. Members will qualify with off-duty and secondary firearms at least twice a year. Training and qualifications must be on an approved range course and meet CLEET guidelines (OAC 390:27-1-1 et seq.; 70 O.S. § 3311(B)(14)).

All members who carry a firearm while on-duty are required to successfully requalify annually on the required range course. This requalification may substitute for one quarterly training. Requalification must be successfully completed in the presence of a CLEET-certified firearms instructor or line safety officer, or a certified firearms instructor approved by the Department (OAC 390:27-1-2).

Proof of successful firearms requalification shall be reported to CLEET pursuant to OAC 390:27-1-5.

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

306.6.1 NON-CERTIFICATION OR NON-QUALIFICATION

If an officer fails to qualify, the Range master will notify the officer’s Supervisor, Division Commander, and Chief’s Office, of the failure.

a. Officers will make arrangements to receive remedial training within 10 days from the range master to aid in qualification.

b. The officer who fails to qualify must make a second attempt within 10 working days of the first failure.

c. Officers meeting the minimum qualifying score will be certified and returned to normal duty status.

If an officer fails to qualify on the subsequent attempt, the Range master will notify the officer’s Supervisor, Division Commander, and Chief’s Office, of the failure.

a. The officer’s division commander will assign the officer to an administrative assignment within the division. While in the administrative assignment, the officer will not wear the police uniform, carry a firearm, or drive a police vehicle unless otherwise authorized by the Chief of Police.

b. The officer’s division commander will reschedule the officer for remedial firearms training as soon as practicable.
c. The officer who fails to qualify must make a third attempt within 10 working days of the second failure.

d. Officers meeting the minimum qualifying score will be certified and returned to normal duty status.

If an officer does not qualify on the third session, the range staff will notify the Officer’s Division Commander of the failure and instruct the officer to report to the his commander immediately.

Officers shooting below a qualifying score will remain in an administrative assignment and will report to the City Physician within five working days of the third failure for a physical examination to determine if a medical condition is impacting the officer’s shooting ability.

a. A written evaluation by the City Physician will be provided to the officer’s Division Commander.

b. If the City Physician determines that the officer has failed to qualify due to medical reasons, the officer will start over with the procedure within five working days after being medically released by the City Physician.

c. If there are no restrictions imposed by the City Physician, the next qualification session must be scheduled within five working days after release by the City Physician.

Officers shooting below the qualifying score during the final qualifying session will be reviewed for disability separation or termination as provided by City Policy.

Members who fail to meet the annual requalification requirements will be removed from field assignment and shall be subject to disciplinary action in accordance with Chapter 2 of Title 390 of the Oklahoma Administrative Code (OAC 390:27-1-6).

306.7 **FIREARM DISCHARGE**
Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal report to his/her supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy.

In all other cases, written reports shall be made as follows:
Firearms

(a) If on-duty at the time of the incident, the member shall file a written report with his/her Division Commander or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.

(b) If off-duty at the time of the incident, the member shall file a written report or provide a recorded statement no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

306.7.1 DESTRUCTION OF ANIMALS
Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, Electronic Control Device (ECD), oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.

306.7.2 INJURED ANIMALS
With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

306.7.3 WARNING AND OTHER SHOTS
Generally, warning shots or shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the member reasonably believes that they appear necessary, effective and reasonably safe.

306.8 RANGEMASTER DUTIES
The range will be under the exclusive control of the Rangemaster. All members attending will follow the directions of the Rangemaster. The Rangemaster will maintain a roster of all members attending the range and will submit the roster to the Training Supervisor after each range date. Failure of any member to sign in and out with the Rangemaster may result in non-participation or non-qualification.

The range shall remain operational and accessible to department members during hours established by the Department.

The Rangemaster has the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by members of this department to verify proper operation. The Rangemaster has the authority to deem any department-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to his/her personally owned firearm; it will not be returned to service until it has been inspected and approved by the Rangemaster.
The Rangemaster has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning and safety of all firearms the member is authorized to carry.

The Rangemaster shall complete and submit to the Training Supervisor documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Department, a list of each member who completes the training. The Rangemaster should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed by the Training Supervisor.

306.9 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to officers who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

(a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.

(b) Officers must carry their Sand Springs Police Department identification card/Commission Card, bearing the officer’s name, a full-face photograph, identification number, the officer’s signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).

(c) The Sand Springs Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer’s travel. If approved, TSA will send the Sand Springs Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.

(d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer’s need to fly armed, detail his/her itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.

(e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.

(f) It is the officer’s responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier’s check-in counter.

(g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.
Firearms

(h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

(i) Officers should try to resolve any problems through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.

(j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

306.10 CARRYING FIREARMS OUT OF STATE
Qualified, active, full-time officers of this department are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

(a) The officer shall carry his/her Sand Springs Police Department identification card/Commission Card whenever carrying such firearm.

(b) The officer may not be the subject of any current disciplinary action.

(c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.

(d) The officer will remain subject to this and all other department policies (including qualifying and training).

Officers are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield an officer from arrest and prosecution in such locally restricted areas.

Active peace officers from other states are subject to all requirements set forth in 18 USC § 926B.
Vehicle Pursuits

307.1 PURPOSE AND SCOPE
This policy provides guidelines for vehicle pursuits in order to protect the safety of involved officers, the public and fleeing suspects.

This policy meets statutory requirements requiring the adoption of a pursuit driving policy pursuant to 11 O.S. § 34-107.

307.1.1 DEFINITIONS
Definitions related to this policy include:

**Blocking or vehicle intercept** - A slow-speed coordinated maneuver where two or more pursuing vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop. The goal is containment and preventing a pursuit. Blocking is not a moving or stationary road block.

**Boxing-in** - A tactic designed to stop a suspect’s vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.

**Ramming** - The deliberate act of contacting a suspect’s vehicle with another law enforcement vehicle to functionally damage or otherwise force the suspect’s vehicle to stop.

**Roadblocks** - A tactic designed to stop a suspect’s vehicle by intentionally placing a law enforcement vehicle or other immovable object in the path of the suspect’s vehicle.

**Tactical Vehicle Intervention (TVI)/Pursuit Intervention Technique (PIT)** - A low-speed maneuver designed to cause the suspect vehicle to spin out, stall and come to a stop.

**Terminate** - To discontinue a pursuit or stop chasing fleeing vehicles.

**Tire deflation device** - A device designed to puncture the tires of the pursued vehicle.

**Trail** - Following the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing vehicle will maintain sufficient distance from the pursuit vehicles so as to clearly indicate an absence of participation in the pursuit.

**Vehicle pursuit** - An event involving one or more law enforcement officers attempting to apprehend a suspect, who is attempting to avoid arrest while operating a vehicle by using high-speed driving or other evasive tactics, such as driving off a highway, turning suddenly or driving in a legal manner but willfully failing to yield to an officer’s emergency signal to stop.

307.2 POLICY
It is the policy of this department to weigh the importance of apprehending suspects who unlawfully flee from law enforcement against the risks associated with vehicle pursuits.
307.3 OFFICER RESPONSIBILITIES
Vehicle pursuits shall only be conducted using authorized police department emergency vehicles that are equipped with and displaying emergency lighting and sirens as required by law.

Officers shall drive with due regard for the safety of all persons and property. However, officers may, when in pursuit of a suspect and provided there is no unreasonable risk to persons and property (47 O.S. § 11-106):

(a) Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.

(b) Exceed the speed limit.

(c) Disregard regulations governing direction of movement or turning in specified directions.

(d) Park or stand irrespective of the provisions of the Oklahoma Highway Safety Code.

307.3.1 WHEN TO INITIATE A PURSUIT
Officers are authorized to initiate a pursuit when it is reasonable to believe that a suspect, who has been given an appropriate signal to stop by a law enforcement officer, is attempting to evade arrest or detention by fleeing in a vehicle.

Factors that shall be considered, both individually and collectively, when deciding to initiate or continue a pursuit include, but are not limited to:

(a) The seriousness of the known or reasonably suspected crime and its relationship to community safety.

(b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists and others.

(c) The safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones) and the speed of the pursuit relative to these factors.

(d) The pursuing officers’ familiarity with the area of the pursuit, the quality of radio communications between the pursuing vehicles and dispatcher/supervisor, and the driving capabilities of the pursuing officers under the conditions of the pursuit.

(e) Whether weather, traffic and road conditions unreasonably increase the danger of the pursuit when weighed against the risks resulting from the suspect’s escape.

(f) Whether the identity of the suspect has been verified and whether there is comparatively minimal risk in allowing the suspect to be apprehended at a later time.

(g) The performance capabilities of the vehicles used in the pursuit in relation to the speed and other conditions of the pursuit.
Vehicle Pursuits

(h) Emergency lighting and siren limitations on unmarked police department vehicles that may reduce visibility of the vehicle, such as visor or dash-mounted lights, concealable or temporary emergency lighting equipment and concealed or obstructed siren positioning.

(i) Vehicle speeds.

(j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).

(k) The availability of other resources, such as air support assistance.

(l) Whether the pursuing vehicle is carrying passengers other than on-duty police officers. Pursuits should not be undertaken with an arrestee in the pursuit vehicle unless exigent circumstances exist, and then only after the need to apprehend the suspect is weighed against the safety of the arrestee in transport. A vehicle containing more than a single arrestee should not be involved in a pursuit.

307.3.2 WHEN TO TERMINATE A PURSUIT
Pursuits should be terminated whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect’s escape.

When a supervisor directs the pursuit to be terminated, officers will immediately terminate the pursuit.

The factors listed in this policy on when to initiate a pursuit will apply equally to the decision to terminate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists, themselves and the public when electing to continue a pursuit.

In addition to the factors that govern when to initiate a pursuit, other factors should be considered in deciding whether to terminate a pursuit, including:

(a) The distance between the pursuing vehicle and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time or distance.

(b) The pursued vehicle’s location is no longer definitely known.

(c) The pursuing vehicle sustains damage or a mechanical failure that renders it unsafe to drive.

(d) The pursuing vehicle’s emergency lighting equipment or siren becomes partially or completely inoperable.

(e) Hazards posed to uninvolved bystanders or motorists.
Vehicle Pursuits

(f) The danger that the continued pursuit poses to the public, the officers or the suspect, balanced against the risk of allowing the suspect to remain at large.

(g) The identity of the suspect is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit.

(h) Extended pursuits of violators for misdemeanors not involving violence or weapons (independent of the pursuit) are generally discouraged.

307.4 PURSUIT VEHICLES

When involved in a pursuit, unmarked police department emergency vehicles should be replaced by marked emergency vehicles whenever practicable. Vehicle pursuits should be limited to three police department emergency vehicles (two pursuit vehicles and the supervisor vehicle). However, the number of vehicles involved will vary with the circumstances.

An officer or supervisor may request that additional vehicles join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the number of suspects. All other officers shall stay out of the pursuit but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the pursuit termination point at legal speeds, following the appropriate rules of the road.

307.4.1 VEHICLES WITHOUT EMERGENCY EQUIPMENT

Officers operating vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in any pursuit. Officers in such vehicles may provide support to pursuing vehicles as long as the vehicle is operated in compliance with all traffic laws. Those officers should discontinue such support immediately upon arrival of a sufficient number of authorized emergency police department vehicles or any air support.

307.4.2 PRIMARY PURSUIT VEHICLE RESPONSIBILITIES

The initial pursuing officer will be designated as the primary pursuit vehicle and will be responsible for the conduct of the pursuit unless he/she is unable to remain reasonably close to the suspect’s vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspect without unreasonable danger to him/herself or others.

The primary pursuing officer should notify the dispatcher, commencing with a request for priority radio traffic, that a vehicle pursuit has been initiated, and as soon as practicable provide information including, but not limited to:

(a) The location, direction of travel and estimated speed of the suspect’s vehicle.

(b) The description of the suspect’s vehicle including the license plate number, if known.

(c) The reason for the pursuit.

(d) The use of firearms, threat of force, violence, injuries, hostages or other unusual hazards.
(e) The number of occupants and identity or description.
(f) The weather, road and traffic conditions.
(g) The need for any additional resources or equipment.
(h) The identity of other law enforcement agencies involved in the pursuit.

Until relieved by a supervisor or a secondary pursuing officer, the officer in the primary pursuit vehicle shall be responsible for broadcasting the progress of the pursuit. Unless circumstances reasonably indicate otherwise, the primary pursuing officer should, as soon as practicable, relinquish the responsibility of broadcasting the progress of the pursuit to an officer in a secondary pursuit vehicle or to air support joining the pursuit to minimize distractions and allow the primary pursuing officer to concentrate foremost on safe pursuit tactics.

307.4.3 SECONDARY PURSUIT VEHICLE RESPONSIBILITIES

The second officer in the pursuit will be designated as the secondary pursuit vehicle and is responsible for:

(a) Immediately notifying the dispatcher of his/her entry into the pursuit.
(b) Remaining a safe distance behind the primary pursuit vehicle unless directed to assume the role of primary pursuit vehicle or if the primary pursuit vehicle is unable to continue the pursuit.
(c) Broadcasting information that the primary pursuing officer is unable to provide.
(d) Broadcasting the progress of the pursuit, updating known or critical information and providing changes in the pursuit, unless the situation indicates otherwise.
(e) Identifying the need for additional resources or equipment as appropriate.
(f) Serving as backup to the primary pursuing officer once the suspect has been stopped.

307.5 PURSUIT DRIVING

The decision to use specific driving tactics requires the same assessment of the factors the officer considered when determining whether to initiate and/or terminate a pursuit. The following are tactics for officers who are involved in the pursuit:

(a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to unusual maneuvers by the fleeing vehicle.
(b) Because intersections can present increased risks, the following tactics should be considered:
   1. Available officers not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.
   2. Pursuing officers should exercise due caution and slow down as may be necessary when proceeding through controlled intersections.
Vehicle Pursuits

(c) As a general rule, officers should not pursue a vehicle driving the wrong direction on a roadway, highway or freeway. In the event the pursued vehicle does so, the following tactics should be considered:

1. Request assistance from available air support.
2. Maintain visual contact with the pursued vehicle by paralleling the vehicle while driving on the correct side of the roadway.
3. Request other officers to observe exits available to the suspect.

(d) Notify the Oklahoma Highway Patrol (OHP) or other law enforcement agency if it appears that the pursuit may enter its jurisdiction.

(e) Officers involved in a pursuit should not attempt to pass other pursuing vehicles unless the situation indicates otherwise or they are requested to do so by the pursuing officer and with a clear understanding of the maneuver process between the involved officers.

307.5.1 PURSUIT TRAILING
In the event that initial pursuing officers relinquish control of the pursuit to another agency, the initial officers may, with the permission of a supervisor, trail the pursuit to the termination point in order to provide information and assistance for the arrest of the suspect and reporting the incident.

307.5.2 AIR SUPPORT ASSISTANCE
When available, air support assistance should be requested. Once the air support crew has established visual contact with the pursued vehicle, they should assume communication control over the pursuit. The primary and secondary ground pursuit vehicles, or involved supervisor, will maintain operational control but should consider whether the participation of air support warrants their continued close proximity and/or involvement in the pursuit.

The air support crew should coordinate the activities of resources on the ground, report progress of the pursuit, and provide officers and supervisors with details of upcoming traffic congestion, road hazards or other pertinent information to evaluate whether to continue the pursuit. If officers on the ground are not within visual contact of the pursued vehicle and the air support crew determines that it is unsafe to continue the pursuit, the air support crew should recommend terminating the pursuit.

307.5.3 OFFICERS NOT INVOLVED IN THE PURSUIT
Officers who are not involved in the pursuit should remain in their assigned areas, should not parallel the pursuit route and should not become involved with the pursuit unless directed otherwise by a supervisor. Uninvolved officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Those officers should attempt to place their vehicles in locations that provide some safety or an escape route in the event of an unintended collision or if the suspect intentionally tries to ram the police department vehicle.
Vehicle Pursuits

Non-pursuing members needed at the pursuit termination point should respond in a non-emergency manner, observing the rules of the road.

The primary pursuit vehicle, secondary pursuit vehicle and supervisor vehicle should be the only vehicles operating under emergency conditions (emergency lights and siren) unless other officers are assigned to the pursuit.

307.6 SUPERVISORY CONTROL AND RESPONSIBILITIES
Available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department.

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor, will be responsible for:

(a) Immediately notifying involved officers and the dispatcher of supervisory presence and ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit. This is to ensure that the pursuit is conducted within established department guidelines.

(b) Engaging in the pursuit, when appropriate, to provide on-scene supervision.

(c) Exercising management and control of the pursuit even if not engaged in it.

(d) Ensuring that no more than the required law enforcement vehicles are involved in the pursuit under the guidelines set forth in this policy.

(e) Directing that the pursuit be terminated if, in his/her judgment, it is not justified to continue the pursuit under the guidelines of this policy.

(f) Ensuring that assistance from air support, canines or additional resources is requested, if available and appropriate.

(g) Ensuring that the proper radio channel is being used.

(h) Ensuring that the Shift Supervisor is notified of the pursuit, as soon as practicable.

(i) Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this department.

(j) Controlling and managing Sand Springs Police Department officers when a pursuit enters another jurisdiction.

(k) Preparing a post-pursuit review and documentation of the pursuit as required.

307.6.1 SHIFT SUPERVISOR RESPONSIBILITIES
Upon becoming aware that a pursuit has been initiated, the Shift Supervisor should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Shift Supervisor has the final responsibility for the coordination, control and termination of a vehicle pursuit and shall be in overall command.
The Shift Supervisor shall review all pertinent reports for content and forward them to the Division Commander.

307.7 COMMUNICATIONS
If the pursuit is confined within the City limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or dispatcher. If the pursuit leaves the jurisdiction of this department or such is imminent, involved officers should, whenever available, switch radio communications to a tactical or emergency channel most accessible by participating agencies. This may also be accomplished by units staying on the SSPD main channel and requesting that it be patched to an RMA channel assigned by the Tulsa Regional Dispatch.

307.7.1 RESPONSIBILITIES
Upon notification or becoming aware that a pursuit has been initiated, the dispatcher is responsible for:

(a) Clearing the radio channel of non-emergency traffic.
(b) Coordinating pursuit communications of the involved officers.
(c) Broadcasting pursuit updates as well as other pertinent information as necessary.
(d) Ensuring that a field supervisor is notified of the pursuit.
(e) Notifying and coordinating with other involved or affected agencies as practicable.
(f) Notifying the Shift Supervisor as soon as practicable.
(g) Assigning an incident number and logging all pursuit activities.

307.8 LOSS OF PURSUED VEHICLE
When the pursued vehicle is lost, the involved officers should broadcast pertinent information to assist other officers in locating the vehicle. The primary pursuing officer or supervisor will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

307.9 INTERJURISDICTIONAL CONSIDERATIONS
When a pursuit enters another agency’s jurisdiction, the primary pursuing officer or supervisor, taking into consideration the distance traveled, unfamiliarity with the area and other pertinent facts, should determine whether to request the other agency to assume the pursuit.

Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary pursuing officer or supervisor ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether the jurisdiction is expected to assist.

307.9.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY
Officers will relinquish control of the pursuit when another agency has assumed the pursuit, unless the continued assistance of the Sand Springs Police Department is requested by the agency.
assuming the pursuit. Upon relinquishing control of the pursuit, the involved officers may proceed, with supervisory approval, to the termination point of the pursuit to assist in the investigation. The supervisor should coordinate such assistance with the assuming agency and obtain any information that is necessary for any reports.

The roles and responsibilities of officers at the termination point of a pursuit initiated by this department shall be coordinated with appropriate consideration of the needs of the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Because of communication limitations between local law enforcement agencies, a request for another agency’s assistance will mean that its personnel will assume responsibility for the pursuit. For the same reasons, when a pursuit leaves another jurisdiction and a request for assistance is made to this department, the other agency should relinquish control.

307.9.2 PURSUITS EXTENDING INTO THIS JURISDICTION
The agency that initiates a pursuit shall be responsible for conducting the pursuit. Officers from this department should not join a pursuit unless specifically requested to do so by the pursuing agency and with approval from a supervisor. The exception to this is when a single vehicle from the initiating agency is in pursuit. Under this circumstance, an officer from this department may, with supervisor approval, immediately join the pursuit until sufficient vehicles from the initiating agency join the pursuit or until additional information is provided allowing withdrawal from the pursuit.

When a request is made for this department to assist or take over a pursuit that has entered the jurisdiction of the Sand Springs Police Department, the supervisor should consider:

(a) The public’s safety within this jurisdiction.

(b) The safety of the pursuing officers.

(c) Whether the circumstances are serious enough to continue the pursuit.

(d) Whether there is adequate staffing to continue the pursuit.

(e) The ability to maintain the pursuit.

As soon as practicable, a supervisor or the Shift Supervisor should review a request for assistance from another agency. The Shift Supervisor or supervisor, after considering the above factors, may decline to assist in or assume the other agency’s pursuit.

Assistance to a pursuing agency by officers of this department will conclude at the City limits, provided that the pursuing agency has sufficient assistance from other sources. Ongoing participation from this department may continue only until sufficient assistance is present.

In the event that the termination point of a pursuit from another agency is within this jurisdiction, officers shall provide appropriate assistance including, but not limited to, scene control,
Vehicle Pursuits

coordination and completion of supplemental reports and any other assistance requested or needed.

307.10 PURSUIT INTERVENTION

Pursuit intervention is an attempt to stop the suspect’s ability to continue to flee in a vehicle through tactical application of technology, tire deflation devices, blocking, TVI, ramming or roadblock procedures.

307.10.1 WHEN USE IS AUTHORIZED
Whenever practicable, an officer shall seek approval from a supervisor before employing any intervention to stop the pursued vehicle. In deciding whether to use intervention tactics, officers/supervisors should balance the risk of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With this in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances apparent to the officer at the time of the decision.

307.10.2 USE OF FIREARMS
The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers should not utilize firearms during an ongoing pursuit unless the conditions and circumstances meet the requirements authorizing the use of deadly force. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

307.10.3 INTERVENTION STANDARDS
Any intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the officers, the public or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of force, including deadly force, and are subject to policies guiding such use. Officers shall consider these facts and requirements prior to deciding how, when, where and if an intervention tactic should be employed.

(a) Blocking or vehicle intercept should only be considered in cases involving felony suspects or impaired drivers who pose a threat to the public’s safety, and when officers reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle. Because of the potential risks involved, this intervention tactic should only be employed by properly trained officers and after giving consideration to the following:

1. The need to immediately stop the suspect vehicle or prevent it from leaving substantially outweighs the risk of injury or death to occupants of the suspect vehicle, officers or others.

2. All other reasonable intervention tactics have failed or reasonably appear ineffective.
3. Employing the blocking or vehicle intercept maneuver does not unreasonably increase the risk of safety to those involved or the public.

4. The suspect vehicle is stopped or traveling at a low speed.

5. Only law enforcement vehicles should be used in this tactic.

(b) The TVI/PIT is limited to use by properly trained officers with the approval of a supervisor and upon assessment of the circumstances and conditions presented at the time, including the potential for risk of injury to officers, the public and occupants of the pursued vehicle.

(c) Ramming a fleeing vehicle should be done only after other reasonable tactical means at the officer's disposal have been exhausted or would not be effective, and immediate control is necessary. Ramming should be reserved for situations where there does not appear to be another reasonable alternative method. If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized. When ramming is used as a means to stop a fleeing vehicle, the following factors should be present:

1. The suspect is an actual or suspected felon, who reasonably appears to represent a serious threat to the public if not apprehended.

2. The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner or using the vehicle as a weapon.

3. Ramming shall be considered as a use of deadly force and will be documented and reviewed as such.

(d) Boxing in a vehicle is not a currently accepted method of control at the Sand Springs Police Department, and therefore should not be attempted.

(e) Tire deflation devices should be deployed only after notification of pursuing officers and the supervisor of the intent and location of the intended deployment, and in a manner that:

1. Should reasonably only affect the pursued vehicle.

2. Provides the deploying officer adequate cover and escape from intentional or unintentional exposure to the approaching vehicle.

3. Takes into account the limitations of such devices as well as the potential risk to officers, the public and occupants of the pursued vehicle.

4. Takes into account whether the pursued vehicle is a motorcycle, a vehicle transporting hazardous materials or a school bus transporting children.

(f) Because roadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the intentional placement of roadblocks
in the direct path of a pursued vehicle is generally discouraged and should not be deployed without prior approval of a supervisor. If roadblocks are deployed, it should only be done under extraordinary conditions when all other reasonable intervention tactics have failed or reasonably appear ineffective and the need to immediately stop the pursued vehicle substantially outweighs the risks of injury or death to occupants of the pursued vehicle, officers or the public.

(g) A deadblock is considered a use of deadly force and will be documented and reviewed as such. Before performing a deadblock, supervisor approval should be obtained. Upon approval, the deadblock shall be set up in an area with clear line of sight and shall be well marked with emergency lighting. Only emergency vehicles shall be used in such circumstances.

307.11 CAPTURE OF SUSPECTS
Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

Unless relieved by a supervisor, the primary pursuing officer should coordinate efforts to apprehend the suspect following the pursuit. Officers should consider the safety of the public and the involved officers when formulating plans for setting up perimeters or for containing and capturing the suspect.

307.12 REPORTING REQUIREMENTS
All appropriate reports shall be completed to comply with appropriate laws and policies or procedures.

(a) The primary pursuing officer shall complete appropriate crime/arrest reports.

(b) The primary pursuing officer or supervisor shall complete the appropriate pursuit report.

(c) After first obtaining the available information, the involved, or if unavailable, on-duty field supervisor shall promptly complete a supervisor's log or interoffice memorandum, briefly summarizing the pursuit to the Chief of Police or the authorized designee. This log or memorandum should include, at a minimum:

1. Date and time of the pursuit.
2. Initial reason and circumstances surrounding the pursuit.
3. Length of pursuit in distance and time, including the starting and termination points.
4. Involved vehicles and officers.
5. Alleged offenses.
6. Whether a suspect was apprehended, as well as the means and methods used.
   (a) Any use of force shall be reported and documented in compliance with the
       Use of Force Policy.
7. Arrestee information, if applicable.
8. Any injuries and/or medical treatment.
9. Any property or equipment damage.
10. Name of supervisor at the scene or who handled the incident.
11. A preliminary determination that the pursuit appears to be in compliance with
    this policy or that additional review and/or follow-up is warranted.
   (d) After receiving copies of reports, logs and other pertinent information, the Chief of
       Police or the authorized designee shall conduct or assign the completion of a post-
       pursuit review, as appropriate.
   (e) Annually, the Chief of Police should direct a documented review and analysis of
       department vehicle pursuits to minimally include policy suitability, policy compliance
       and training needs.

**307.13 REGULAR AND PERIODIC PURSUIT TRAINING**
In addition to initial and supplementary training on pursuits, all officers will participate, no less
than annually, in regular and periodic training addressing this policy and the importance of vehicle
safety and protecting the public. Training will include recognition of the need to balance the known
offense and the need for immediate capture against the risks to officers and others.
Foot Pursuits

308.1 PURPOSE AND SCOPE
This policy provides guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot.

308.2 POLICY
It is the policy of this department that officers, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

308.3 DECISION TO PURSUE
The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Officers may be justified in initiating a foot pursuit of any individual that the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity alone shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual’s involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

(a) Containment of the area.

(b) Saturation of the area with law enforcement personnel, including assistance from other agencies.

(c) A canine search.
Foot Pursuits

(d) Thermal imaging or other sensing technology.

(e) Air support.

(f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

308.4 GENERAL GUIDELINES

When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

(a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory.

(b) The officer is acting alone.

(c) Two or more officers become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.

(d) The officer is unsure of his/her location and direction of travel.

(e) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspects should a confrontation occur.

(f) The physical condition of the officer renders him/her incapable of controlling the suspect if apprehended.

(g) The officer loses radio contact with the dispatcher or with assisting or backup officers.

(h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.

(i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.

(j) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.

(k) The officer loses possession of his/her firearm or other essential equipment.

(l) The officer or a third party is injured during the foot pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.
Foot Pursuits

(m) The suspect’s location is no longer known.

(n) The identity of the suspect is established or other information exists that will allow for the suspect’s apprehension at a later time, and it reasonably appears that there is no immediate threat to department members or the public if the suspect is not immediately apprehended.

(o) The officer’s ability to safely continue the foot pursuit is impaired by inclement weather, darkness or other environmental conditions.

308.5 RESPONSIBILITIES IN FOOT PURSUITS

308.5.1 INITIATING OFFICER RESPONSIBILITIES

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit and containment. When acting alone and when practicable, the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

(a) Location and direction of travel
(b) Call sign identifier
(c) Reason for the foot pursuit, such as the crime classification
(d) Number of suspects and description, to include name if known
(e) Whether the suspect is known or believed to be armed with a dangerous weapon

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify the dispatcher of his/her location and the status of the foot pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for officers, suspects or members of the public.
Foot Pursuits

308.5.2 ASSISTING OFFICER RESPONSIBILITIES
Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize nonessential radio traffic to permit the involved officers maximum access to the radio frequency.

308.5.3 SUPERVISOR RESPONSIBILITIES
Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible; the supervisor does not, however, need to be physically present to exercise control over the foot pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing officers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-foot pursuit activity.

308.5.4 COMMUNICATIONS RESPONSIBILITIES
Upon notification or becoming aware that a foot pursuit is in progress, the dispatcher is responsible for:

(a) Clearing the radio channel of non-emergency traffic.
(b) Coordinating pursuit communications of the involved officers.
(c) Broadcasting pursuit updates as well as other pertinent information as necessary.
(d) Ensuring that a field supervisor is notified of the foot pursuit.
(e) Notifying and coordinating with other involved or affected agencies as practicable.
(f) Notifying the Shift Supervisor as soon as practicable.
(g) Assigning an incident number and logging all pursuit activities.

308.6 REPORTING REQUIREMENTS
The initiating officer shall complete appropriate crime/arrest reports documenting, at a minimum:

(a) Date and time of the foot pursuit.
(b) Initial reason and circumstances surrounding the foot pursuit.
(c) Course and approximate distance of the foot pursuit.
(d) Alleged offenses.
(e) Involved vehicles and officers.
(f) Whether a suspect was apprehended as well as the means and methods used.
Foot Pursuits

1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.
   (g) Arrestee information, if applicable.
   (h) Any injuries and/or medical treatment.
   (i) Any property or equipment damage.
   (j) Name of the supervisor at the scene or who handled the incident.
   (k) A preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.

308.7 FORCIBLE ENTRY
It is a common situation for officers to be placed into a circumstance in which a subject flees from an arrest situation. In many of these circumstances, the fleeing suspect enters a residential dwelling to evade arrest.

The courts have stated, “It is a basic principle of Fourth Amendment law that searches and seizures inside a home without a warrant are presumptively unreasonable.” Payton v. New York, 445 U.S. 573, 586 (1980)

This policy shall give guidance based upon the findings in the case of MASCORRO, ET AL. V. BILLINGS, ET AL., APPEAL NO. 10-7005 (8/31/11) (E.D. OKLA.)

If in fresh pursuit of a subject who has committed a serious offense, the officer may make entry into a residence. An officer may also continue fresh pursuit if an officer witnesses the suspect in possession of evidence which may likely be destroyed.

In all cases of minor offenses and or in which there is no concern for evidence being destroyed, a warrant will be applied for in order to make a forcible entry.
Foot Pursuits

It is also allowable for officers at any time to seek a written consensual waiver of rights for a search by persons with controlling authority over a residence. If the person being sought is also one of the residents of the residence, then no waiver should be asked for by another person (you cannot ask one person to waive another’s rights).

Prior to making forcible entry without a warrant for a fleeing suspect, an officer must:

(a) Have probable cause to believe the suspect is inside the residence or other structure.
(b) Be in fresh pursuit of a suspect.
(c) For a serious offense

Or, gain consent from the legal owner or resident of the affected property prior to making entry into a residence. This consent will be given in writing or recorded on a department video recorder. Note: a person may not waive another’s rights. Ensure that the person giving the waiver has the sole authority to do so.

Ensure at least one uniformed officer is present and visible.

Make entry in a reasonable manner that produces the least amount of damage to the property while ensuring officer safety.

When the premises cannot be secured, and the arrestee is the owner or resident, they should be afforded the opportunity to contact a person of their choice to care for the property as soon as possible.

When property damage occurs during forced entry, the scene supervisor will submit an Interoffice Correspondence detailing the damage to the Chief’s Office.
Officer Response to Calls

309.1 PURPOSE AND SCOPE
This policy provides officers with guidelines for the safe and appropriate vehicular response to emergency and non-emergency incidents or requests for assistance, whether these are dispatched or self-initiated.

309.2 POLICY
It is the policy of this department to appropriately respond to emergency and non-emergency calls for service or requests for assistance, whether these are dispatched or self-initiated.

309.3 RESPONSE TO CALLS
Officers responding to non-emergency calls shall proceed accordingly, unless they are sent or redirected to a higher priority call, and shall obey all traffic laws.

309.3.1 EMERGENCY CALLS
Officers responding to an emergency call shall proceed immediately as appropriate and shall continuously operate the emergency vehicle lighting and siren as required by law (47 O.S. § 1-103; 47 O.S. § 11-106; 47 O.S. § 12-218; 47 O.S. § 12-401).

Officers should only respond to a call as an emergency response when so dispatched or when circumstances reasonably indicate an emergency response is required. This includes, but is not limited to:

(a) When in pursuit or apprehending a violator or suspected violator.
(b) When responding to a reported emergency involving possible personal injury, death or significant property damage, and the officers presence may stop or mitigate the effects.
(c) When immediate assistance is requested by an officer or other law enforcement agency.

If an officer believes an emergency response to any call is appropriate, the officer shall immediately notify the dispatcher.

Officers not responding to a call as an emergency response shall observe all traffic laws and proceed without the use of emergency lights and siren.

309.4 REQUESTING EMERGENCY ASSISTANCE
When requesting emergency assistance, the involved department member should reasonably believe there is an imminent threat to the safety of him/herself or another person, or that assistance is needed to prevent imminent serious harm to the public.

If circumstances permit, the requesting member should provide the following information:

• Identifying call sign
Officer Response to Calls

- Location of the emergency situation
- Suspect information, including weapons
- Reason for the request and type of emergency
- The number of officers or resources required
- Hazards and any known or potential dangers for responding officers

In any event where a situation has stabilized and emergency response is not required, the requesting member shall immediately notify the dispatcher.

309.5 SAFETY CONSIDERATIONS
Responding with emergency lights and siren does not relieve the operator of an emergency vehicle of the duty to continue to drive with due regard for the safety of all persons and property, and does not protect the operator from the consequences of reckless disregard for the safety of others. However, the officer may, when responding to a call with an emergency response, and provided there is no endangerment or unnecessary risk to persons and property (47 O.S. § 11-106):

- Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
- Exceed the speed limit.
- Disregard regulations governing direction of movement or turning in specified directions.
- Park or stand irrespective of the provisions of the Oklahoma Highway Safety Code.

309.5.1 NUMBER OF OFFICERS ASSIGNED
The number of officers assigned to respond to an emergency call or request for assistance should be limited to that which is reasonably necessary.

An emergency response involving more than one police vehicle should be coordinated by Communications to avoid any unanticipated intersecting of response routes. The dispatcher shall notify the Shift Supervisor or field supervisor, who will make a determination regarding the appropriateness of the response and reduce or enhance the response as warranted.

309.6 EMERGENCY EQUIPMENT
Vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in an emergency response. Officers in such vehicles may provide support to pursuing vehicles as long as the vehicles are operated in compliance with all traffic laws. Those officers should terminate their involvement in any emergency response immediately upon arrival of a sufficient number of emergency law enforcement vehicles.

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the emergency response and continue accordingly. The officer shall notify the Shift Supervisor, field
supervisor or the dispatcher of the equipment failure so that another officer may be assigned to the emergency response.

309.6.1 EXCEPTION TO THE USE OF EMERGENCY EQUIPMENT
Officers operating an authorized emergency vehicle without using audible and visual signals may exceed the maximum speed limits and disregard regulations governing turning in specified directions, provided that the actions do not endanger life or property, when the officer is following a suspected violator of the law and has probable cause to believe that (47 O.S. § 11-106):

(a) Knowledge of the presence of the officer will cause the 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 an arrest.
   3. Evade apprehension or identification of the suspect or the vehicle of the suspect.

(b) Because of traffic conditions, there is a potential increased risk of a collision involving vehicles moving in response to the emergency lights and siren.

309.7 OFFICER RESPONSIBILITIES
The decision to initiate or continue an emergency response is at the discretion of the officer. If, in the officer's judgment, the weather, traffic and road conditions do not permit such a response without unreasonable risk, the officer may elect to respond to the call without the use of emergency lights and siren at the legal speed limit. In such an event, the officer should immediately notify the dispatcher. An officer shall also discontinue an emergency response when directed by a supervisor or as otherwise appropriate.

Upon receiving authorization or determining that an emergency response is appropriate, whenever practicable, an officer shall immediately give the location from which he/she is responding.

The first officer arriving at the emergency call should determine whether to increase or reduce the level of the response of additional officers and shall notify the dispatcher of his/her determination. Any subsequent change in the appropriate response level should be communicated to the dispatcher by the officer in charge of the scene unless a supervisor assumes this responsibility.

309.8 COMMUNICATIONS
When information reasonably indicates that the public is threatened with serious injury or death, or an officer requests emergency assistance and immediate law enforcement response is needed, the dispatcher shall assign an emergency response and ensure acknowledgement and response of handling and assisting officers. In all other circumstances, the dispatcher shall obtain authorization from the Shift Supervisor or a field supervisor prior to assigning an emergency response.

309.8.1 RESPONSIBILITIES
Upon notification or assignment of an emergency response, the dispatcher is responsible for:
Officer Response to Calls

(a) Confirming the location from which the officer is responding or requesting assistance.

(b) Attempting to assign the closest available assisting officers to the location of the emergency call.

(c) Continuing to obtain and broadcast information as necessary concerning the response and monitoring the situation until it is stabilized or terminated.

(d) Notifying and coordinating allied emergency services (e.g., fire, emergency medical services).

(e) Notifying the Shift Supervisor as soon as practicable.

(f) Controlling all radio communications during the emergency and coordinating assistance under the direction of the Shift Supervisor or field supervisor.

309.9 SUPERVISOR RESPONSIBILITIES

Upon being notified that an emergency response has been initiated or requested, the Shift Supervisor or the field supervisor shall verify that:

(a) The proper response has been initiated.

(b) No more than those officers reasonably necessary under the circumstances are involved in the response.

(c) Affected outside jurisdictions are being notified as practicable.

The field supervisor shall monitor the response until it has been stabilized or terminated and assert control by directing officers into or out of the response, if necessary. If, in the supervisor's judgment, the circumstances require additional officers to be assigned an emergency response, the supervisor may do so.

It is the supervisor's responsibility to terminate an emergency response that, in his/her judgment, is inappropriate due to the circumstances.

When making the decision to authorize an emergency response, the Shift Supervisor or the field supervisor should consider:

- The type of call or crime involved.
- The type and circumstances of the request.
- The necessity of a timely response.
- Weather, traffic and road conditions.
- The location of the responding officers and the location of the incident.

309.9.1 SUPERVISOR RESPONSE

Supervisors should respond on scene to any incident that, in the supervisor's judgment, is appropriate due to the circumstances; when requested by an officer; and to events as detailed in specific policies, including but not limited to:
Officer Response to Calls

- Use of Force Policy
- Officer-Involved Shootings and Deaths Policy
- Vehicle Pursuits Policy
- Foot Pursuits Policy
- Missing Persons Policy
- Hazardous Material Response Policy
- Hostage and Barricade Incidents Policy
- Response to Bomb Calls Policy
- Crisis Intervention Incidents Policy
- First Amendment Assemblies Policy
Canines

310.1 PURPOSE AND SCOPE
This policy establishes guidelines for the use of canines to augment law enforcement services to the community including, but not limited to, locating individuals and contraband and apprehending criminal offenders.

310.2 POLICY
It is the policy of the Sand Springs Police Department that teams of handlers and canines meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

310.3 ASSIGNMENT
Canine teams should be assigned to assist and supplement the Patrol Division to function primarily in assist or cover assignments. However, they may be assigned by the Shift Supervisor to other functions, such as routine calls for service, based on the current operational needs.

310.4 CANINE COORDINATOR
The canine coordinator shall be the Patrol Division Commander or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:

(a) Reviewing all canine use reports to ensure compliance with policy and to identify training issues and other needs of the program.
(b) Maintaining a liaison with the vendor kennel.
(c) Maintaining a liaison with command staff and functional supervisors.
(d) Maintaining a liaison with other agency canine coordinators.
(e) Maintaining accurate records to document canine activities.
(f) Recommending and overseeing the procurement of equipment and services for the teams of handlers and canines.
(g) Scheduling all canine-related activities.
(h) Ensuring the canine teams are scheduled for regular training to maximize their capabilities.

310.5 REQUESTS FOR CANINE TEAMS
Patrol Division members are encouraged to request the use of a canine. Requests for a canine team from units outside of the Sand Springs Police Department shall be reviewed by the Shift Supervisor.
Canines

310.5.1 OUTSIDE AGENCY REQUEST
All requests for canine assistance from outside agencies must be approved by the Shift Supervisor and are subject to the following:

(a) Canine teams shall not be used for any assignment that is not consistent with this policy.
(b) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.
(c) Calling out off-duty canine teams is discouraged.
(d) It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.
(e) It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

310.5.2 PUBLIC DEMONSTRATION
All public requests for a canine team shall be reviewed and, if appropriate, approved by the canine coordinator prior to making any resource commitment. The canine coordinator is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols. Canine handlers shall not demonstrate any apprehension work unless authorized to do so by the canine coordinator.

310.6 APPREHENSION GUIDELINES
A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has either committed, is committing or is threatening to commit any serious offense and if any of the following conditions exist:

(a) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any officer or the handler.
(b) The suspect is physically resisting or is threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.
(c) The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.

Absent a reasonable belief that a suspect has committed, is committing or is threatening to commit a serious offense, mere flight from a pursuing officer, without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Shift Supervisor. Absent a change in circumstances
that present an imminent threat to officers, the canine or the public, such canine use should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect.

310.6.1 PREPARATION FOR DEPLOYMENT
Prior to the use of a canine to search for or apprehend any suspect, the canine handler and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. The information should include, but is not limited to:

(a) The nature and seriousness of the suspected offense.
(b) Whether violence or weapons were used or are anticipated.
(c) The degree of resistance or threatened resistance, if any, the suspect has shown.
(d) The suspect’s known or perceived age.
(e) The potential for injury to officers or the public caused by the suspect if the canine is not utilized.
(f) Any potential danger to the public and/or other officers at the scene if the canine is released.
(g) The potential for the suspect to escape or flee if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

It is the canine handler’s responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

310.6.2 WARNINGS AND ANNOUNCEMENTS
Unless it would increase the risk of injury or escape, a clearly audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine. The handler should allow a reasonable time for a suspect to surrender and should quiet the canine momentarily to listen for any verbal response to the warning. If feasible, other members should
be in a location opposite the warning to verify that the announcement could be heard. If available, warnings given in other languages should be used as necessary.

If a warning is not to be given, the canine handler, when practicable, should first advise the supervisor of his/her decision before releasing the canine. In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.

310.6.3 REPORTING DEPLOYMENTS, BITES AND INJURIES
Whenever a canine deployment results in a bite or causes injury to an intended suspect, a supervisor should be promptly notified and the injuries documented in a use of force report. The injured person shall be promptly treated by emergency medical services personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.

Any unintended bite or injury caused by a canine, whether on- or off-duty, shall be promptly reported to the canine coordinator. Unintended bites or injuries caused by a canine should be documented in an administrative report, not in a use of force report.

If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and both the individual’s injured and uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current department evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

Department canines that bite a person are exempt from a 10-day quarantine upon presentation of a record of immunization against rabies. When required by the Oklahoma State Department of Health, the canine coordinator shall ensure that a certification of animal health is obtained after examination by a licensed veterinarian at the end of 10 days (OAC 310:599-3-1).

310.7 NON-APPREHENSION GUIDELINES
Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine’s suitability for such assignments based on the conditions and the particular abilities of the canine. When the canine is deployed in a search or other non-apprehension operation, the following guidelines apply:

(a) Absent a change in circumstances that present an imminent threat to officers, the canine or the public, such applications should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.

(b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.
Canines

(c) Throughout the deployment the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him/herself known.

(d) Once the individual has been located, the handler should place the canine in a down-stay or otherwise secure it as soon as reasonably practicable.

310.7.1 ARTICLE DETECTION
A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

310.7.2 NARCOTICS DETECTION
A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

(a) The search of vehicles, buildings, bags and other articles.

(b) Assisting in the search for narcotics during a search warrant service.

(c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

A narcotics-detection trained canine will not be used to search a person for narcotics.

310.8 HANDLER SELECTION
The minimum qualifications for the assignment of canine handler include:

(a) An officer who is currently off probation.

(b) Residing in an adequately fenced, single-family residence (minimum 5-foot high fence with locking gates).

(c) A garage that can be secured and can accommodate a canine vehicle.

(d) Living within 30 minutes travel time from the Sand Springs City limits.

(e) Agreeing to be assigned to the position for a minimum of three years.

310.9 HANDLER RESPONSIBILITIES
The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection and living conditions.

The canine handler will be responsible for the following:

(a) Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.
Canines

(b) The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.

(c) When not in service, the handler shall maintain the canine vehicle in a locked garage, away from public view.

(d) When a handler is off-duty for an extended number of days, the assigned canine vehicle should be stored at the Sand Springs Police Department facility.

(e) Handlers shall permit the canine coordinator to conduct spontaneous on-site inspections of affected areas of their homes as well as their canine vehicles, to verify that conditions and equipment conform to this policy.

(f) Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the canine coordinator as soon as possible.

(g) When off-duty, the canine shall be in a kennel provided by the City at the home of the handler. When a canine is kenneled at the handler’s home, the gate shall be secured with a lock. When off-duty, the canine may be let out of the kennel while under the direct control of the handler.

(h) The canine should be permitted to socialize in the home with the handler’s family for short periods of time and under the direct supervision of the handler.

(i) Under no circumstances will the canine be lodged at another location unless approved by the canine coordinator or Shift Supervisor.

(j) When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the canine coordinator or Shift Supervisor.

(k) Whenever a canine handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the canine coordinator so that appropriate arrangements can be made.

310.9.1 CANINE IN PUBLIC AREAS

The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

(a) A canine shall not be left unattended in any area to which the public may have access.

(b) When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.
310.10 HANDLER COMPENSATION
The canine handler shall be available for call-out under conditions specified by the canine coordinator.

The canine handler shall be compensated for time spent in the care, feeding, grooming and other needs of the canine in accordance with the Fair Labor Standards Act (FLSA), and according to the terms of the Collective Bargaining Agreement (29 USC § 207).

310.11 CANINE INJURY AND MEDICAL CARE
In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the canine coordinator or Shift Supervisor as soon as practicable and appropriately documented.

All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler’s personnel file.

310.12 TRAINING
Before assignment in the field, each canine team shall be trained and certified to meet current Council on Law Enforcement Education and Training (CLEET) or other state-recognized and approved certification standards. Canine teams trained exclusively for the detection of narcotics and/or explosives also shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards established for their particular skills.

A canine shall not be certified as both a drug dog and a bomb dog, once certified as either a drug dog or a bomb dog may not be certified in the other category (OAC 390:30-1-3; OAC 390:31-1-3; 70 O.S. § 3311(B)(9)).

The canine coordinator shall be responsible for scheduling periodic training for all department members in order to familiarize them with how to conduct themselves in the presence of department canines.

All canine training shall be conducted while on-duty unless otherwise approved by the canine coordinator or Shift Supervisor.

310.12.1 CONTINUED TRAINING
Each canine team shall thereafter be recertified to CLEET or other state-approved certification standards on an annual basis (70 O.S. § 3311(K); 70 O.S. § 3311(L)).

Additional training considerations are as follows:

(a) Canine teams should receive training as defined in the current contract with the Sand Springs Police Department canine training provider.

(b) Canine handlers are encouraged to engage in additional training with approval of the canine coordinator.
(c) To ensure that all training is consistent, no handler, trainer or outside vendor is authorized to train to a standard that is not reviewed and approved by the Department.

310.12.2 FAILURE TO SUCCESSFULLY COMPLETE TRAINING
Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved. When reasonably practicable, pending successful certification, the canine handler shall be temporarily reassigned to regular patrol duties.

310.12.3 TRAINING RECORDS
All canine training records shall be maintained in the canine handler’s and the canine’s training file.

310.12.4 TRAINING AIDS
Training aids are required to effectively train and maintain the skills of canines. Officers possessing, using or transporting controlled substances or explosives for canine training purposes must comply with federal and state requirements. Alternatively, the Sand Springs Police Department may work with outside trainers with the applicable licenses or permits.

310.12.5 CONTROLLED SUBSTANCE TRAINING AIDS
Officers acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws and in compliance with applicable state requirements (21 USC § 823(f); OAC 475:10-1-4; 63 O.S. § 2-302).

The Chief of Police or the authorized designee may authorize a member to seek a court order to allow controlled substances seized by the Sand Springs Police Department to be possessed by the member or a narcotics-detection canine trainer who is working under the direction of this department for training purposes, provided the controlled substances are no longer needed as criminal evidence.

As an alternative, the Chief of Police or the authorized designee may request narcotics training aids from the Drug Enforcement Agency (DEA).

These procedures are not required if the canine handler uses commercially available synthetic substances that are not controlled narcotics.

310.12.6 CONTROLLED SUBSTANCE PROCEDURES
Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of the canine’s accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

(a) All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.

(b) The weight and test results shall be recorded and maintained by this department.
Canines

(c) Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.

(d) All controlled substance training samples will be inspected, weighed and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the canine coordinator with a copy forwarded to the dispensing agency.

(e) All controlled substance training samples will be stored in locked, airtight and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the canine handler’s assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.

(f) The canine coordinator shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.

(g) Any unusable controlled substance training samples shall be returned to the Property Division or to the dispensing agency.

(h) All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency.
Domestic Abuse

311.1 PURPOSE AND SCOPE
The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic abuse through vigorous enforcement and to address domestic abuse as a serious crime against society. The policy specifically addresses the commitment of the Sand Springs Police Department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic abuse.

This policy meets statutory requirements requiring the adoption of a domestic abuse policy pursuant to 11 O.S. § 34-107.

311.1.1 DEFINITIONS
Definitions related to this policy include (22 O.S. § 60.1):

Court order - All forms of orders related to domestic abuse, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

Domestic abuse - Any act of physical harm or the threat of imminent physical harm that is committed by an adult, emancipated minor or minor child 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 (a courtship or engagement relationship but not an ordinary fraternization between persons in a business or social context). Domestic violence includes any form of domestic abuse.

Family or household members - Includes:

(a) Spouses
(b) Ex-spouses
(c) Present spouses of ex-spouses
(d) Parents, including grandparents, stepparents, adoptive parents and foster parents
(e) Children, including grandchildren, stepchildren, adopted children and foster children
(f) Persons otherwise related by blood or marriage
(g) Persons living in the same household or who formerly lived in the same household
(h) 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 includes elderly and handicapped persons.

311.2 POLICY
The Sand Springs Police Department’s response to incidents of domestic abuse and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic abuse is criminal behavior. It is also the policy of this department
Domestic Abuse

to facilitate victims’ and offenders’ access to appropriate civil remedies and community resources whenever feasible.

311.3 OFFICER SAFETY
The investigation of domestic abuse cases often places officers in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all officers to exercise due caution and reasonable care in providing for the safety of any officers and parties involved.

311.4 INVESTIGATIONS
The following guideline shall be followed by officers when investigating domestic abuse cases:

(a) Calls of reported, threatened, imminent or ongoing domestic abuse and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.

(b) When practicable, officers should obtain and document statements from the victim, the suspect and any witnesses, including children, in or around the household or location of occurrence.

(c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.

(d) When practicable and legally permitted, video or audio record all significant statements and observations.

(e) All injuries should be photographed, regardless of severity, taking care to preserve the victim’s personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Detective Division in the event that the injuries later become visible.

(f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.

(g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement and make an arrest or seek an arrest warrant if appropriate.

(h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence.

1. Investigating officers shall seize any weapon or instrument when there is probable cause to believe the weapon or instrument has been used to commit
an act of domestic abuse when an arrest is made and the weapon or instrument can be lawfully seized as evidence (22 O.S. § 60.8).

(i) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.

(j) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:

1. Marital status of suspect and victim.
2. Whether the suspect lives on the premises with the victim.
3. Claims by the suspect that the victim provoked or perpetuated the abuse.
4. The potential financial or child custody consequences of arrest.
5. The physical or emotional state of either party.
6. Use of drugs or alcohol by either party.
7. Denial that the abuse occurred where evidence indicates otherwise.
8. A request by the victim not to arrest the suspect.
9. Location of the incident (public/private).
10. Speculation that the complainant may not follow through with the prosecution.
11. The racial, cultural or social identity, professional position or sexual orientation of the victim or suspect.

311.4.1 IF A SUSPECT IS ARRESTED
If a suspect is arrested, officers should:

(a) Advise the victim that there is no guarantee the suspect will remain in custody.
(b) Provide the victim with information about the VINE system to enable notification of the victim upon the suspect's release from jail.
(c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

311.4.2 IF NO ARREST IS MADE
If no arrest is made, the officer should:

(a) Advise the parties of any options, including but not limited to:
Domestic Abuse

1. Voluntary separation of the parties.
2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness assistance).

(b) Document the resolution in a report.

311.5 VICTIM ASSISTANCE
Because victims may be traumatized or confused, officers should be aware that a victim’s behavior and actions may be affected.

- Victims shall be provided with the department domestic abuse information handout, even if the incident may not rise to the level of a crime (21 O.S. § 142A-3).
- Victims should also be alerted to any available victim advocates, shelters and community resources.
- When an involved person requests law enforcement assistance while removing essential items of personal property, officers should stand by for a reasonable amount of time.
- If the victim has sustained injury or complains of pain, officers should seek medical assistance for the victim as soon as practicable.
- Officers should ask the victim whether he/she has a safe place to stay and assist in arranging transportation to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.
- Officers should make reasonable efforts to ensure that any children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- If appropriate, officers shall seek or assist the victim in obtaining an emergency order.
  - The investigating officer shall ensure the victim handout contains a petition for an emergency temporary order of protection and, if necessary, assist the victim in completing the petition form as directed in the Victim and Witness Assistance Policy (22 O.S. § 40.3; 22 O.S. § 60.16).
- Victims of domestic abuse shall not be discouraged from pressing charges (22 O.S. § 60.16).

311.6 DISPATCH ASSISTANCE
All calls of domestic abuse, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.
311.7 FOREIGN COURT ORDERS
Various types of orders may be issued in domestic abuse cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state.

311.8 VERIFICATION OF COURT ORDERS
Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, officers should carefully review the actual order when available, and, where appropriate and practicable:

(a) Ask the subject of the order about his/her notice or receipt of the order, knowledge of its terms and efforts to respond to the order.

(b) Check available records or databases that may show the status or conditions of the order.

(c) Contact the issuing court to verify the validity of the order.

(d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Officers should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Officers should contact a supervisor for clarification when needed.

A copy of a court order is generally acceptable as proof that a court order is valid in this state (22 O.S. § 60.9).

311.9 STANDARDS FOR ARRESTS
Officers investigating a domestic abuse report should consider the following:

(a) Officers investigating an assault that qualifies as domestic abuse may make an arrest even if the assault was not committed in his/her presence if, based upon probable cause, an offense occurred within the last 72 hours and it caused the victim an observable injury or impairment (22 O.S. § 60.16).

1. Investigating officers shall consider the circumstances surrounding the incident, past history of abuse between the parties, statements of any children present in the residence, which party is the dominant aggressor and any other relevant factors in making these arrests (22 O.S. § 60.16).
Domestic Abuse

(b) Investigating officers shall make an arrest when they have probable cause to believe a person with notice has violated an enforceable court order, whether or not the order was issued in Oklahoma. Persons arrested for a violation of a court order shall not be released but brought before a judge within 24 hours of arrest (22 O.S. § 60.9).

311.10 REPORTS AND RECORDS
Requirements for domestic abuse reports and records include:

(a) Investigating officers shall document each reported incident of domestic abuse. Documentation shall include (22 O.S. § 40.6):
   1. The type of crime involved in the domestic abuse.
   2. The date, time and day of the week the incident occurred.
   3. Other information required by the Department.

(b) A lethality assessment form shall be completed and included in the report submitted by the investigating member (21 O.S. § 142A-3).

(c) The Services Supervisor shall complete a monthly report of domestic abuse incidents on forms provided by the Oklahoma State Bureau of Investigation (OSBI) and submit the report to the OSBI in accordance with 74 O.S. § 150.12B (22 O.S. § 40.6).

311.11 SERVICE OF COURT ORDERS
Officers shall assist specific victims, including domestic abuse victims, with petitions and service of court orders and lethality assessment forms (see the Victim and Witness Assistance Policy).
Search and Seizure

312.1 PURPOSE AND SCOPE
Both the federal and state constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Sand Springs Police Department personnel to consider when dealing with search and seizure issues.

This policy meets statutory requirements requiring the adoption of a search and seizure policy pursuant to 11 O.S. § 34-107.

312.2 POLICY
It is the policy of the Sand Springs Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

312.3 SEARCHES
The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions to the rule that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to:

- Valid consent.
- Incident to a lawful arrest.
- Legitimate community caretaking interests.
- Vehicle searches under certain circumstances.
- Exigent circumstances.

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.
Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

### 312.4 SEARCH PROTOCOL

Although conditions will vary, and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

(a) Members of this department will strive to conduct searches with dignity and courtesy.

(b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.

(c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.

(d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.

(e) Whenever practicable, a search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

(f) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:

1. Another officer or a supervisor should witness the search.
2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

### 312.5 DOCUMENTATION

Officers are responsible for documenting any search and ensuring that any required reports are sufficient including, at minimum, documentation of:

- Reason for the search.
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys).
- What, if any, injuries or damage occurred.
- All steps taken to secure property.
- The results of the search including a description of any property or contraband seized.
- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer.
Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and department policy have been met.
Child Abuse

313.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Sand Springs Police Department members are required to notify the Department of Human Services (DHS) of suspected child abuse.

313.1.1 DEFINITIONS
Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child’s care or any other act that would mandate notification to DHS.

313.2 POLICY
The Sand Springs Police Department will investigate all reported incidents of alleged criminal child abuse and ensure DHS is notified as required by law.

313.3 MANDATORY NOTIFICATION
Members of the Sand Springs Police Department shall notify DHS when there is reason to believe that a child is the victim of abuse or neglect (10A O.S. § 1-2-101).

For purposes of notification, abuse includes harm or threatened harm to the health, safety, or welfare of a child by a person responsible for the child’s health, safety, or welfare, including but not limited to non-accidental physical or mental injury, sexual abuse, or sexual exploitation. Neglect includes abandonment; the failure or omission to provide adequate nourishment, medical care, or supervision; or the failure or omission to protect the child from illegal drugs, illegal activities, or sexual acts that are not age-appropriate (10A O.S. § 1-1-105). It also includes when a member has reasonable suspicion to believe that a child is a victim of human trafficking as defined by 21 O.S. § 748.

313.3.1 NOTIFICATION PROCEDURE
Notification shall occur immediately or as soon as practicable by calling DHS’ child abuse and neglect hotline (10A O.S. § 1-2-101).

Notification should be made as soon as possible by contacting DHS at the following:

The following information should be reported:
Child Abuse

(a) Name, address and whereabouts of the child, child’s parents or the person responsible for the child’s welfare
(b) Child’s age
(c) Nature and extent of the abuse or neglect
(d) Any other information that might be helpful in establishing the cause of the injuries and the identity of the person responsible for the abuse or neglect

313.4 QUALIFIED INVESTIGATORS
Qualified investigators should be available for child abuse investigations. When feasible, a joint investigation shall be conducted with DHS. These investigators should (10A O.S. § 1-9-102):

(a) Conduct interviews in child-appropriate interview facilities.
(b) Be familiar with forensic interview techniques specific to child abuse investigations.
(c) Present all cases of alleged child abuse to the prosecutor for review.
(d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.
(e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.
(f) Participate in or coordinate with multidisciplinary investigative teams as applicable supporting the district attorney in meeting the requirements of the Oklahoma Commission on Children and Youth (OAC 135:10-25-2).
(g) Obtain copies of medical examinations, including notes, X-rays, photographs or any other medical records related to the alleged abuse or neglect (10A O.S. § 1-2-101; 10A O.S. § 1-2-105).

313.5 INVESTIGATIONS AND REPORTING
In all reported or suspected cases of child abuse, officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.
(b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.
(c) Any relevant statements the child may have made and to whom he/she made the statements.
(d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.
(e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.

(f) Whether the child victim was transported for medical treatment or a medical examination.

(g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.

(h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.

(i) Previous addresses of the victim and suspect.

(j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim’s environment.

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

313.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact DHS. Generally, removal of a child from his/her family, guardian, or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to DHS (10A O.S. § 1-4-201).

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian:

(a) Upon an order from a court of proper jurisdiction (10A O.S. § 1-4-201).

(b) Without a court order if the officer has reasonable suspicion that (10A O.S. § 1-4-201):

1. The child is in need of immediate protection due to an imminent safety threat.

2. The circumstances or surroundings of the child are such that continuation in the child's home or in the care or custody of the parent, legal guardian, or custodian would present an imminent safety threat to the child.
3. When the child, including a child with a disability, is unable to communicate effectively about abuse, neglect, or another safety threat, or is in a vulnerable position due to the inability to communicate effectively, and the child is in need of immediate protection due to an imminent safety threat.

(c) Without a court order if the officer has reasonable suspicion that the child may be a victim of human trafficking and is in need of immediate protection (21 O.S. § 748.2).

The officer shall ensure that the parent, legal guardian, or custodian of a child taken into temporary protective custody by the Department is provided with a proper written notice of the protective custody and of an emergency custody hearing as provided in 10A O.S. § 1-4-202.

When a child is taken into protective custody by the officer and an emergency placement is identified, the officer shall conduct a criminal history check, including a check for orders of protection, and outstanding warrants of each person residing in the household prior to placement. A criminal history check and fingerprint verification shall be performed when requested by DHS to assist in determining the suitability of an emergency placement home. The results of each person’s criminal history and whether any orders of protection or outstanding warrants exist shall be reported verbally to DHS (10A O.S. § 1-7-115).

313.6.1 RELINQUISHMENT OF CHILD
A parent may voluntarily relinquish a child seven days of age or younger to an authorized member on-duty at the Sand Springs Police Department under the terms of the Oklahoma Safe Haven law (10A O.S. § 1-2-109).

Upon receiving a child seven days of age or younger, the member may request, but not demand, any information the parent may be willing to share including the child or parents’ medical history. If the parent wishes to remain anonymous, the request shall be honored. The surrendering parent should be provided written information, if available, related to parental rights, reunification with the child and sources of counseling.

The member shall protect the physical health and safety of the child, including requesting medical treatment if necessary. Notification to DHS shall be made immediately to assume custody of the child. The member should check to determine whether the child has been reported missing (10A O.S. § 1-2-109).

313.7 INTERVIEWS

313.7.1 PRELIMINARY INTERVIEWS
Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.
Officers shall follow appropriate protocols and procedures for investigating and interviewing child victims (10A O.S. § 1-9-102).

313.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the child need to be addressed immediately.

2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.

3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.

(b) A court order or warrant has been issued.

313.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination for evidence collection, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child's transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

313.8.1 EMERGENCY MEDICAL CARE

When a child is taken into protective custody without a court order and requires emergency medical care for treatment related to suspected abuse or neglect and the parent or legal guardian is unavailable or unwilling to consent to the treatment recommended by a physician, the officer may authorize treatment as necessary to safeguard the health or life of the child. Prior to authorizing treatment based on the unavailability of the parent or guardian, the officer shall exercise diligence in locating the parent or guardian, if known (10A O.S. § 1-3-102).

313.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

313.9.1 SUPERVISOR RESPONSIBILITIES

The Detective Division supervisor should:
(a) Work with professionals from the appropriate agencies, including DHS, other law enforcement agencies, medical service providers and local prosecutors to develop community-specific procedures for responding to situations where there are children endangered by their exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Detective Division supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives at the scene.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the child.

313.9.2 OFFICER RESPONSIBILITIES
Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

(a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Detective Division supervisor so an interagency response can begin.

313.10 STATE MANDATES AND OTHER RELEVANT LAWS
Oklahoma requires or permits the following:

313.10.1 PROCESSING REPORTS AND RECORDS
The Department shall provide DHS with a copy of the report of any investigation resulting from a referral from DHS (10A O.S. § 1-2-102).

313.10.2 RELEASE OF REPORTS
Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (10A O.S. § 1-6-102).

313.11 TRAINING
The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting forensic interviews.

(c) Availability of therapy services for children and families.

(d) Availability of specialized forensic medical exams.
(e) Cultural competence (including interpretive services) related to child abuse investigations.

(f) Availability of victim advocate or guardian ad litem support.

(g) Recognizing abuse that requires mandatory notification to another agency.

(h) Following protocols and procedures established by the Child Abuse Training and Coordination Council (OAC 310:529-3-5).
Adult Abuse

314.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Sand Springs Police Department members as required by law.

314.1.1 DEFINITIONS
Definitions related to this policy include:

**Adult abuse** - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult’s care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

314.2 POLICY
The Sand Springs Police Department will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

314.3 MANDATORY NOTIFICATION
Members of the Sand Springs Police Department shall notify the Department of Human Services (DHS) when there is reasonable cause to believe that a vulnerable adult is suffering from abuse, neglect or exploitation (43A O.S. § 10-104).

For purposes of notification, abuse is (43A O.S. § 10-103):

- Causing or permitting the infliction of physical pain, injury, sexual abuse, sexual exploitation, unreasonable restraint or confinement or mental anguish.
- The deprivation of nutrition, clothing, shelter, health care or other care or services without which serious physical or mental injury is likely to occur by either a caretaker or other person providing services to a vulnerable adult.

A vulnerable adult is an incapacitated person, 18 years of age or older, who, because of a physical or mental disability, incapacity or other disability, is any of the following (43A O.S. § 10-103):

(a) Substantially impaired in the ability to provide adequate care or custody of himself/herself
(b) Unable to manage his/her property and financial affairs effectively
(c) Unable to meet the essential requirements for mental or physical health or safety
(d) Unable to protect him/herself from abuse, verbal abuse, neglect or exploitation without assistance from others

314.3.1 NOTIFICATION PROCEDURE
Notification shall occur as soon as possible by contacting the local county DHS (43A O.S. § 10-104). Notification shall include (43A O.S. § 10-104):
Adult Abuse

(a) The name and address of the vulnerable adult.

(b) The name and address of the caretaker, guardian or person having power of attorney over the vulnerable adult’s resources, if any.

(c) A description of the current location.

(d) A description of the current condition of the vulnerable adult.

(e) A description of the abuse, neglect or exploitation of the vulnerable adult.

A written report shall be prepared when initial notification is made directly to the Sand Springs Police Department and DHS shall be notified as soon as possible of the department’s investigation.

314.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of adult abuse. When feasible, a joint investigation shall be conducted with DHS (43A O.S. § 10-105). These investigators should:

(a) Conduct interviews in appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to adult abuse investigations.

(c) Present all cases of alleged adult abuse to the prosecutor for review as follows (43A O.S. § 10-104):

1. If it is clear from the investigation that no abuse occurred, the investigator should note in the case file that the suspected adult abuse may be unfounded.

2. In cases of self-neglect, the investigator should only forward cases when it reasonably appears that there has been a similar investigation within the preceding six months.

(d) Coordinate with other enforcement agencies, social service agencies, and facility administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians, and support for the victim and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

314.5 INVESTIGATIONS AND REPORTING

All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.
Any relevant statements the victim may have made and to whom he/she made the statements.

If a person is taken into protective custody, the reasons, the name, and title of the person making the decision, and why other alternatives were not appropriate.

Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.

Whether the victim was transported for medical treatment or a medical examination.

Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.

Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.

Previous addresses of the victim and suspect.

Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim’s environment.

Any other investigative information necessary for a joint investigation with DHS (43A O.S. § 10-105).

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

### 314.6 PROTECTIVE CUSTODY

Before taking an adult abuse victim into protective custody when facts indicate the adult may not be able to care for him/herself, the officer should make reasonable attempts to contact DHS. Generally, removal of an adult abuse victim from his/her family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation (43A O.S. § 10-108).

Generally, members of this department should remove an adult abuse victim from his/her family or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the victim.

Prior to taking an adult abuse victim into protective custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure that the adult is delivered to DHS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking an adult abuse victim into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking the adult into protective custody.

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order...
Adult Abuse

on behalf of the adult victim to either remove the adult from a dangerous environment (protective custody) or restrain a person from contact with the adult.

314.6.1 INVOLUNTARY PROTECTIVE SERVICES
An officer shall transport a vulnerable adult when presented with a court order by DHS authorizing involuntary protective services and directing law enforcement to transport the vulnerable adult for necessary care, treatment or residential placement (43A O.S. § 10-108).

An officer may forcibly enter the premises when authorized by the court order to gain access to the vulnerable person for transport to another location for the provision of involuntary protective services (43A O.S. § 10-108).

314.7 INTERVIEWS

314.7.1 PRELIMINARY INTERVIEWS
Absent extenuating circumstances or impracticality, officers should audio record the preliminary interview with a suspected adult abuse victim. Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available.

314.7.2 DETAINING VICTIMS FOR INTERVIEWS
An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:
   1. A reasonable belief that medical issues of the adult need to be addressed immediately.
   2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
   3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.

(b) A court order or warrant has been issued.

314.7.3 ASSISTING DEPARTMENT OF HUMAN SERVICES INTERVIEWS
If DHS has obtained a court order permitting access to a person believed to be a vulnerable adult and forced entry is required, the DHS representative may force entry into the vulnerable adult's home or other place of residence. The assigned officer shall accompany the DHS representative but should not force the entry unless authorized by the court order (43A O.S. § 10-108).
314.8 MEDICAL EXAMINATIONS
When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The officer should also arrange for the adult’s transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

314.9 DRUG-ENDANGERED VICTIMS
A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

314.9.1 SUPERVISOR RESPONSIBILITIES
The Detective Division supervisor should:

(a) Work with professionals from the appropriate agencies, including DHS, other law enforcement agencies, medical service providers and local prosecutors to develop community-specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate the Drug Team when an officer notifies the Detective Division supervisor that he/she has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives at the scene.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the adult.

314.9.2 OFFICER RESPONSIBILITIES
Officers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives should:

(a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Detective Division supervisor so the Drug Team response can begin.

314.10 STATE MANDATES AND OTHER RELEVANT LAWS
Oklahoma requires or permits the following:
314.10.1 RECORDS CLERK RESPONSIBILITIES
The Records Clerk is responsible for:
   (a) Providing a copy of the adult abuse report to the DHS as required by law.
   (b) Retaining the original adult abuse report with the initial case file.

314.10.2 RELEASE OF REPORTS
Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (43A O.S. § 10-110).

314.11 TRAINING
The Department should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include:
   (a) Participating in multidisciplinary investigations, as appropriate.
   (b) Conducting interviews.
   (c) Availability of therapy services for adults and families.
   (d) Availability of specialized forensic medical exams.
   (e) Cultural competence (including interpretive services) related to adult abuse investigations.
   (f) Availability of victim advocates or other support.
Discriminatory Harassment

315.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

315.2 POLICY

The Sand Springs Police Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

315.3 DEFINITIONS

Definitions related to this policy include:

315.3.1 DISCRIMINATION

The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on the actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual’s protected class. It has the effect of interfering with an individual’s work performance, or creating a hostile, or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments or crude, and offensive statements, or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material, or department equipment, and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.
Discriminatory Harassment

315.3.2 RETALIATION
Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because he/she has engaged in protected activity, filed a charge of discrimination, participated in an investigation or opposed a discriminatory practice. Retaliation will not be tolerated.

315.3.3 SEXUAL HARASSMENT
The Department prohibits all forms of discrimination and discriminatory harassment including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.
(b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.
(c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

315.3.4 ADDITIONAL CONSIDERATIONS
Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

(b) Bona fide requests or demands by a supervisor that a member improve his/her work quality or output, that the member report to the job site on time, that the member comply with City or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

315.4 RESPONSIBILITIES
This policy applies to all department members, who shall follow the intent of these guidelines in a manner that reflects department policy, professional law enforcement standards, and the best interest of the Department and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct, or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to his/her immediate supervisor may bypass the chain of command and make the report to a higher ranking supervisor or manager. Complaints may also be filed with the Chief of Police, the Human Resources Director, or the City Manager.

Any member who believes, in good faith, that he/she has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or retaliation, is
Discriminatory Harassment

encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

315.4.1 QUESTIONS OR CLARIFICATION
Members with questions regarding what constitutes discrimination, sexual harassment or retaliation are encouraged to contact a supervisor, a manager, the Chief of Police, the Human Resources Director or the City Manager for further information, direction or clarification.

315.4.2 SUPERVISOR RESPONSIBILITIES
The responsibilities of each supervisor and manager shall include but are not limited to:

(a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.

(b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.

(c) Ensuring that their subordinates understand their responsibilities under this policy.

(d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

(e) Making a timely determination regarding the substance of any allegation based upon all available facts.

(f) Notifying the Chief of Police or Human Resources Director in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

315.4.3 SUPERVISOR'S ROLE
Because of differences in individual values, supervisors and managers may find it difficult to recognize that their behavior or the behavior of others is discriminatory, harassing or retaliatory. Supervisors and managers shall be aware of the following:

(a) Behavior of supervisors and managers should represent the values of the Department and professional law enforcement standards.

(b) False or mistaken accusations of discrimination, harassment or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members or issuing discipline in a manner that is consistent with established procedures.
**Discriminatory Harassment**

315.5 **INVESTIGATION OF COMPLAINTS**
Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Department that all complaints of discrimination, retaliation, or harassment shall be fully documented and promptly and thoroughly investigated.

315.5.1 **SUPERVISORY RESOLUTION**
Members who believe they are experiencing discrimination, harassment or retaliation should be encouraged to inform the individual that his/her behavior is unwelcome, offensive, unprofessional or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing his/her concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

315.5.2 **FORMAL INVESTIGATION**
If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in any investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Chief of Police, the Human Resources Director, or the City Manager.

315.5.3 **ALTERNATIVE COMPLAINT PROCESS**
No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated or retaliated against are entitled to bring complaints of employment discrimination to federal, state and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

315.6 **DOCUMENTATION OF COMPLAINTS**
All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Chief of Police. The outcome of all reports shall be:
Discriminatory Harassment

(a) Approved by the Chief of Police, the City Manager or the Human Resources Director, depending on the ranks of the involved parties.

(b) Maintained in accordance with the established records retention schedule.

315.6.1 NOTIFICATION OF DISPOSITION
The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

315.7 TRAINING
All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that he/she has been advised of this policy, is aware of and understands its contents and agrees to abide by its provisions during his/her term with the Department.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents and agree that they will continue to abide by its provisions.
Missing Persons

316.1 PURPOSE AND SCOPE
This policy provides guidance for handling missing person investigations.

This policy meets statutory requirements requiring the adoption of a response to missing persons policy pursuant to 11 O.S. § 34-107.

316.1.1 DEFINITIONS
Definitions related to this policy include:

**At risk** - Includes persons who:

(a) Are 13 years of age or younger.

(b) Regardless of age, are believed or determined to be experiencing one or more of the following circumstances:
   1. Out of the zone of safety for his/her chronological age and developmental stage.
   2. Mentally or behaviorally disabled.
   3. Drug dependent, including prescribed medication and/or illegal substances, and the dependency is potentially life-threatening.
   4. Absent from home for more than 24 hours before being reported to law enforcement as missing.
   5. In a life-threatening situation.
   6. In the company of others who could endanger his/her welfare.
   7. Absent in a way that is inconsistent with established patterns of behavior and cannot be readily explained. Most children have an established and reasonably predictable routine.
   8. Involved in a situation that would cause a reasonable person to conclude the person should be considered at risk.

(c) Qualify for a state AMBER Alert™.

**Missing person** - Any person who is reported missing to law enforcement when that person's location is unknown.

**Missing person networks** - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC) and the Oklahoma Law Enforcement Telecommunications System (OLETS).

316.2 POLICY
The Sand Springs Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. Priority shall be given to missing person cases over property-
related cases. Members will initiate an investigation into all reports of missing persons, regardless of the length of time the person has been missing.

316.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS
The Detective Division supervisor shall ensure the following forms and kits are developed and available:

- Missing person report form
- Missing person investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation
- Missing person school notification form
- Medical records release form
- Biological sample collection kits

316.4 ACCEPTANCE OF REPORTS
Any member encountering an individual who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction.

316.5 INITIAL INVESTIGATION
Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

(a) Respond to a dispatched call as soon as practicable.
(b) If the missing person is under 17 years of age, initiate an investigation immediately (10 O.S. § 1628).
(c) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.
(d) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).
(e) Broadcast an alert if the person is under 17 years of age or there is evidence that the missing person is at risk. The alert should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 17 years of age or may be at risk.
(f) Ensure that entries are made into the appropriate missing person networks:
   1. Immediately, when the missing person is at risk.
Missing Persons

2. In all other cases, as soon as practicable, but not later than two hours from the
time of the initial report.

(g) Complete the appropriate report forms accurately and completely and initiate a search
as applicable under the facts.

(h) Collect and/or review:
   1. A photograph and fingerprint card of the missing person, if available.
   2. A voluntarily provided biological sample of the missing person, if available (e.g.,
toothbrush, hairbrush).
   3. Any documents that may assist in the investigation, such as court orders
      regarding custody.
   4. Any other evidence that may assist in the investigation, including personal
      electronic devices (e.g., cell phones, computers).

(i) When circumstances permit and if appropriate, attempt to determine the missing
person’s location through his/her telecommunications carrier.

(j) Contact the appropriate agency if the report relates to a missing person report
previously made to another agency and that agency is actively investigating the report.
When this is not practicable, the information should be documented in an appropriate
report for transmission to the appropriate agency. If the information relates to an at-risk
missing person, the member should notify a supervisor and proceed with reasonable
steps to locate the missing person.

(k) Notify the Oklahoma State Bureau of Investigation (OSBI) if there is reason to believe
that a missing person, under 18 years of age and who was born in Oklahoma, may be
the victim of a family abduction (74 O.S. § 150.12A).

316.6 REPORT PROCEDURES AND ROUTING
Members should complete all missing person reports and forms promptly and advise the
appropriate supervisor as soon as a missing person report is ready for review.

316.6.1 SUPERVISOR RESPONSIBILITIES
The responsibilities of the supervisor shall include, but are not limited to:

   (a) Reviewing and approving missing person reports upon receipt.
       1. The reports should be promptly sent to the Records Clerk.

   (b) Ensuring resources are deployed as appropriate.

   (c) Initiating a command post as needed.

   (d) Ensuring applicable notifications and public alerts are made and documented.

   (e) Ensuring that records have been entered into the appropriate missing person
networks.
(f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.

1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

316.6.2 RECORDS CLERK RESPONSIBILITIES
The responsibilities of the Records Clerk receiving member shall include, but are not limited to:

(a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person’s residence in cases where the missing person is a resident of another jurisdiction.

(b) Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen.

(c) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person’s intended or possible destination, if known.

(d) Forwarding a copy of the report to the Detective Division.

(e) Forwarding a copy of the report as soon as possible to the OSBI (74 O.S. § 150.12A).

(f) Coordinating with the NCIC Terminal Contractor for Oklahoma to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

316.7 DETECTIVE DIVISION FOLLOW-UP
In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

(a) Should ensure that the missing person’s school is notified within 10 days if the missing person is a juvenile.

1. The notice shall be in writing and should also include a photograph.

2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child’s student file, along with the investigator’s contact information, if the school receives a call requesting the transfer of the missing child’s files to another school.

(b) Should recontact the reporting party and/or other witnesses within 30 days of the initial report and within 30 days thereafter to keep them informed, as appropriate, and to determine if any additional information has become available.

(c) Should consider contacting other agencies involved in the case to determine if any additional information is available.

(d) Shall verify and update OLETS, NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).

(e) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.
(f) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).

(g) Should make appropriate inquiry with the Medical Examiner.

(h) Should obtain and forward medical and dental records, photos, X-rays and biological samples, as applicable.

(i) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph to the OSBI and enter the photograph into applicable missing person networks (34 USC § 41308).

(j) Should consider making appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs).

(k) In the case of an at-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

316.8 WHEN A MISSING PERSON IS FOUND
When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies, and refer the case for additional investigation if warranted.

The Services Supervisor shall ensure that, upon receipt of information that a missing person has been located, the following occurs:

(a) Notification is made to the OSBI (74 O.S. § 150.12A).

(b) The missing child’s school is notified.

(c) Entries are made in the applicable missing person networks within 72 hours of location or discovery of the missing person (74 O.S. § 150.12A).

(d) When a person is at risk, the fact that the person has been found shall be reported within 24 hours (if less is not required) to the OSBI.

(e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

If a juvenile missing person that is at risk is located, they may be taken into protective custody by authority of Oklahoma State Statute 10A O.S. § 2.2.101.

If the child is AWOL from DHS custody, call the Permanancy Planning on-call phone number at **[Redacted]**
Missing Persons

316.8.1 UNIDENTIFIED PERSONS
Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

(a) Obtain a complete description of the person.
(b) Enter the unidentified person’s description into the NCIC Unidentified Person File.
(c) Use available resources, such as those related to missing persons, to identify the person.

316.9 CASE CLOSURE
The Detective Division supervisor may authorize the closure of a missing person case after considering the following:

(a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.
(b) If the missing person is a resident of Sand Springs or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.
(c) If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.
(d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

316.10 TRAINING
Subject to available resources, the Training Supervisor should ensure that members of this department whose duties include missing person investigations and reports receive training that includes:

(a) The initial investigation:
   1. Assessments and interviews
   2. Use of current resources, such as Mobile Audio/Video (MAV)
   3. Confirming missing status and custody status of minors
   4. Evaluating the need for a heightened response
   5. Identifying the zone of safety based on chronological age and developmental stage

(b) Briefing of department members at the scene.
Missing Persons

(c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).

(d) Verifying the accuracy of all descriptive information.

(e) Initiating a neighborhood investigation.

(f) Investigating any relevant recent family dynamics.

(g) Addressing conflicting information.

(h) Key investigative and coordination steps.

(i) Managing a missing person case.

(j) Additional resources and specialized services.

(k) Update procedures for case information and descriptions.

(l) Preserving scenes.

(m) Internet and technology issues (e.g., Internet use, cell phone use).

(n) Media relations.
Public Alerts

317.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

317.2 POLICY
Public alerts may be employed using the appropriate alert system (e.g., Emergency Alert System (EAS)), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

317.3 RESPONSIBILITIES

317.3.1 MEMBER RESPONSIBILITIES
Members of the Sand Springs Police Department should notify their supervisors, Shift Supervisor or Detective Division supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and the public could assist in locating a missing person, apprehending a dangerous person or gathering information.

317.3.2 SUPERVISOR RESPONSIBILITIES
A supervisor apprised of the need for a public alert is responsible for making the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police, the appropriate Division Commander and the Public Information Officer when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for:

(a) Updating alerts.
(b) Canceling alerts.
(c) Ensuring all appropriate reports are completed.
(d) Preparing an after-action evaluation of the investigation to be forwarded to the Division Commander.

317.4 AMBER ALERTS™
AMBER Alerts™ are used to provide a statewide system for the rapid dissemination of information regarding abducted children.

317.4.1 CRITERIA
The following criteria are required to activate an AMBER Alert:
Public Alerts

(a) The individual believed to be abducted is a child 17 years of age or younger or an individual with a proven mental or physical disability.

(b) There is reason to believe the victim is in imminent danger of serious bodily injury or death.

(c) There is information available to disseminate to law enforcement agencies and the general public that could assist in the safe recovery of the victim and/or the apprehension of a suspect.

317.4.2  PROCEDURE
The following is the procedure for initiating an AMBER Alert:

(a) After receiving a report of a possible child abduction, the Department shall investigate to determine if the reported child abduction meets the requirements for an AMBER Alert.

(b) If a determination is made that an abduction meeting the qualifications for an AMBER Alert has occurred, the designated reporting officer shall notify the Department of Public Safety (DPS) by completing the AMBER activation form on the Oklahoma Law Enforcement Telecommunications System (OLETS).

(c) The designated reporting officer is responsible for ensuring that updates and cancellations concerning the AMBER Alert are disseminated to all law enforcement agencies through OLETS.

317.5  SILVER ALERTS
Silver Alerts are used to provide a statewide system for the rapid dissemination of information regarding a missing senior citizen 60 years of age or older who is believed to be suffering from dementia or other cognitive impairment (63 O.S. § 1-1990.2).

317.5.1  CRITERIA
The following criteria are required to activate a Silver Alert (63 O.S. § 1-1990.4; 63 O.S. § 1-1990.5):

(a) Verification that at the time the senior citizen is reported missing:
   1. The person is 60 years of age or older.
   2. The location of the senior citizen is unknown.
   3. The senior citizen has dementia or other cognitive impairment.

(b) Determination that the person’s disappearance poses a credible risk to his/her health and safety.

(c) Determination that, although the missing person does not meet the age requirements of a Silver Alert, his/her safety would be best protected by the issuance of a Silver Alert.

317.5.2  PROCEDURE
The following is the procedure for initiating a Silver Alert (63 O.S. § 1-1990.5; 63 O.S. § 1-1990.6):
Public Alerts

(a) Require the family or legal guardian of the missing senior citizen to provide documentation of the impaired mental condition of the senior citizen.

(b) Determine identifying information about the missing senior citizen and any other information that might be useful to the general public in the safe recovery of the missing senior citizen.

(c) Immediately report the issuance of a Silver Alert through the National Crime Information Center (NCIC).

(d) Include the following in the Silver Alert:
   1. All appropriate information that may lead to the safe recovery of the missing senior citizen
   2. A statement instructing any person with information related to the missing senior citizen to contact a local law enforcement agency

The Department shall terminate a Silver Alert not later than the earlier of the date on which (63 O.S. § 1-1990.7):

- The missing senior citizen is located or the situation is otherwise resolved.
- The DPS notification period ends.

Any department member who locates a missing senior citizen who is the subject of a Silver Alert shall immediately notify the DPS.

317.6 OTHER EMERGENCY EVENTS
Activation of public alerts may be necessary for other public emergencies. These alerts will be coordinated through the Chief of Police or his designee and the Sand Springs Emergency Operations Center when appropriate.

317.7 BLUE ALERTS
The statewide blue alert system is intended to rapidly disseminate information that may be useful for the apprehension of a suspect who has killed or seriously injured a law enforcement officer (47 O.S. § 2-316).

317.7.1 CRITERIA
The criteria for the issuance of a Blue Alert includes (47 O.S. § 2-316):

- A law enforcement officer has been killed or seriously injured.
- There is information identifying an individual as a suspect connected to the incident that includes suspect’s name, a detailed suspect description or a reasonably detailed suspect vehicle description.
- The suspect poses a serious risk or threat to the public and other law enforcement members.
317.7.2 PROCEDURE
Blue alerts may be initiated through the protocols of the Oklahoma Department of Public Safety upon the recommendation of the Sand Springs Police Department (47 O.S. § 2-316).
Victim and Witness Assistance

318.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

318.2 POLICY
The Sand Springs Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The members of the Sand Springs Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

318.3 CRIME VICTIM LIAISON
The Chief of Police may appoint a member of the Department to serve as the crime victim liaison. The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Sand Springs Police Department regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

318.4 CRIME VICTIMS
Officers should provide all victims with the applicable victim information handouts (21 O.S. § 142A-3).

Officers should never guarantee a victim’s safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources (21 O.S. § 142A-2; 21 O.S. § 142A-3).

318.4.1 SPECIFIC REQUIREMENTS REGARDING VICTIMS
Family members who receive a death notification in the case of a homicide are entitled to receive notification of their rights as a crime victim (21 O.S. § 142A-3).

If the preliminary investigation involves a case of domestic abuse, the investigating member shall assess the potential danger to the victim by asking questions provided on a lethality assessment form (21 O.S. § 142A-3).

318.4.2 ORDER OF PROTECTION FOR SPECIFIC VICTIMS
Investigating officers shall provide the victim of domestic abuse, stalking, harassment, rape, forcible sodomy, a sex offense, kidnapping, or assault and battery with a deadly weapon, or an immediate family member of a first-degree murder victim with the appropriate handout containing
a petition for an emergency temporary order of protection and, if necessary, assist the victim or family member in completing the petition form (22 O.S. § 40.3; 22 O.S. § 60.16).

If the court is closed and a petition is desired and completed, the investigating officer shall as soon as practicable notify a judge by phone and describe the circumstances. The officer shall then tell the victim whether the judge has approved or disapproved the order. If approved, the officer shall (22 O.S. § 40.3; 22 O.S. § 60.16):

(a) Provide the victim or a responsible adult if the victim is a minor child or an incompetent person, or an immediate family member of a first-degree murder victim, with a copy of the petition and a written statement signed by the officer attesting that the judge has approved the order.

(b) Notify the person subject to an approved order of the issuance and conditions of the order, if known, and provide him/her a copy of the petition and the statement of the officer attesting to the order of the judge.

(c) File the petition and supporting statements with the court when it is first open for business.

318.5 VICTIM INFORMATION
The Administration Division Commander shall ensure that victim information handouts are available and current. These should include as appropriate:

(a) Shelters and other community resources for victims including domestic abuse and sexual assault victims.

(b) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109).

(c) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.

(d) A clear explanation of relevant court orders and how they can be obtained.

1. A petition for an emergency temporary order of protection shall be included in the handout (22 O.S. § 40.3; 22 O.S. § 60.16).

(e) Information regarding available compensation for qualifying victims of crime.

(f) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender’s custody status and to register for automatic notification when a person is released from jail.

(g) Notice regarding U visa and T visa application processes.

(h) Resources available for victims of identity theft.

(i) A place for the officer’s name, badge number, and any applicable case or incident number.
Victim and Witness Assistance

(j) Explanation of the address confidentiality program and how it can be initiated (22 O.S. § 60.14).

(k) The 24-hour Oklahoma Safeline telephone number for victims of rape, forcible sodomy, or domestic abuse (21 O.S. § 142A-3).

(l) The human trafficking emergency hotline and rights specific to victims of human trafficking (21 O.S. § 748.2).

(m) Rights specific to victims of domestic abuse and rights specific to victims of rape and forcible sodomy set forth in 21 O.S. § 142A-3.

318.6 WITNESSES

Officers should never guarantee a witness’ safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

318.7 POST-INVESTIGATION VICTIM AND WITNESS ASSISTANCE

The Department will ensure victim and witness assistance services are provided during any follow-up investigation, including, but not limited to:

(a) Complying with the provisions of state crime victims’ compensation statutes.

(b) Complying with all statutory provisions with respect to victims of sex offenses.

(c) Explaining to a victim and/or witness the procedures involved in their case and their role in those procedures unless detrimental to the prosecution of the case.

(d) Conducting follow-up investigative steps such as scheduling lineups, interviews and other required appearances.

(e) Returning victim and witness property when permitted by law or rules of evidence in accordance with the Property Division Policy.
Hate Crimes

319.1 PURPOSE AND SCOPE
The purpose of this policy is to provide members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

319.1.1 DEFINITIONS
Definitions related to this policy include:

Hate crime - A crime motivated by prejudice based on the actual or perceived race, color, religion, national origin, gender, sexual orientation, gender identity or disability of the victim.

319.2 POLICY
The Sand Springs Police Department recognizes and places a high priority on the rights of all individuals guaranteed under the state and federal constitution and incorporated in state and federal law.

319.3 PREVENTION AND PREPARATION
While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for likely hate crimes by:

(a) Making an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes, and forming networks that address prevention and response.

(b) Providing victim assistance and community follow-up or identifying available resources to do so.

(c) Educating community and civic groups about hate crime laws.

319.4 INVESTIGATIONS
Whenever any member of this department receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

(a) Assigned officers should promptly contact the victim, witness or reporting party to investigate the matter further, as circumstances may dictate.

(b) A supervisor should be notified of the circumstances as soon as practicable.

(c) Once the in-progress aspect of any such situation has been stabilized (e.g., treatment of victims or arrest of suspects at the scene), the assigned officers should take reasonable steps to preserve evidence that establishes a possible hate crime.

(d) Based upon available information, officers should take appropriate action to mitigate further injury or damage to potential victims or the community.
(e) Depending on the situation, the assigned officers or supervisor may request assistance from investigators or other resources.

(f) The assigned officers should interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.

(g) The assigned officers should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as required by the Victim and Witness Assistance Policy.

(h) The assigned officers should include all available evidence indicating the likelihood of a hate crime in the relevant reports. All related reports should be clearly marked “Hate Crime.”

(i) The assigned officers and supervisor should take reasonable steps to ensure that any such situation does not escalate further and should provide information to the victim regarding legal aid (emergency temporary order of protection) through the courts or City Attorney.

319.4.1 DETECTIVE DIVISION RESPONSIBILITIES
If a hate crime case is assigned to the Detective Division, the assigned investigator will be responsible for:

(a) Coordinating further investigation with the District Attorney’s Office and other appropriate law enforcement agencies.

(b) Maintaining contact with the victim and other involved individuals, as needed.

(c) Maintaining statistical data and tracking of suspected hate crimes, as indicated or required by state law.

319.4.2 REPORTING HATE CRIMES
The Services Supervisor shall maintain a standard system for the collection and reporting of hate crime data and ensure that all reports of hate crimes are reported pursuant to 21 O. S. § 850.

319.5 TRAINING
All members of this department should receive training on hate crime recognition and investigation.
Standards of Conduct

320.1 PURPOSE AND SCOPE
This policy establishes standards of conduct that are consistent with the values and mission of the Sand Springs Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member’s supervisors.

This policy meets statutory requirements requiring the adoption of a professional conduct of officers policy pursuant to 11 OS § 34-107.

320.2 POLICY
The continued employment or appointment of every member of this department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

320.3 DIRECTIVES AND ORDERS
Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

320.3.1 UNLAWFUL OR CONFLICTING ORDERS
Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the
opportunity to correct the conflict will not be held accountable for disobedience of the lawful order or directive that was initially issued.

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

320.3.2 SUPERVISOR RESPONSIBILITIES
Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

(a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.

(b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.

(c) Directing a subordinate to violate a policy or directive, acquiescing to such a violation, or exhibiting indifference to such a violation.

(d) Exercising unequal or disparate authority toward any member for malicious or other improper purpose.

320.4 GENERAL STANDARDS
Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Oklahoma Constitutions and all applicable laws, ordinances and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

320.4.1 DISCIPLINARY PROCESS
When initiated, discipline should incorporate training and counseling as corrective actions and follow adopted standards as outlined in the collective bargaining agreement between the City of Sand Springs and Fop Lodge #109 in regard to progressive discipline.

320.5 CAUSES FOR DISCIPLINE
The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service.
Standards of Conduct

320.5.1 LAWS, RULES AND ORDERS
(a) Violation of, or ordering or instructing a subordinate to violate, any policy, procedure, rule, order, directive or requirement, or failure to follow instructions contained in department or City manuals.
(b) Disobedience of any legal directive or order issued by any department member of a higher rank.
(c) Violation of federal, state, local or administrative laws, rules or regulations.

320.5.2 ETHICS
(a) Using or disclosing one’s status as a member of the Sand Springs Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.
(b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
(c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member’s duties (lawful subpoena fees and authorized work permits excepted).
(d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.
(e) Offer or acceptance of a bribe or gratuity.
(f) Misappropriation or misuse of public funds, property, personnel or services.
(g) Any other failure to abide by the standards of ethical conduct.

320.5.3 DISCRIMINATION, OPPRESSION OR FAVORITISM
Discriminating against, oppressing or providing favoritism to any person because of age, race, color, creed, religion, sex, sexual orientation, gender identity or expression, national origin, ancestry, marital status, physical or mental disability, medical condition or other classification protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power or immunity, knowing the conduct is unlawful.

320.5.4 RELATIONSHIPS
(a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one’s official capacity.
(b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.
(c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.
(d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the
organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.

(e) Associating on a personal, rather than official, basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of, such criminal activities, except as specifically directed and authorized by this department.

(f) Action or omission in a case in which a member has a personal interest in the outcome of the case, or when the member is related to or has a personal friendship with a party to a case, and the member’s involvement gives the perception of bias. This applies to on-duty and off-duty conduct.

320.5.5 ATTENDANCE

(a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.

(b) Unexcused or unauthorized absence or tardiness.

(c) Excessive absenteeism or abuse of leave privileges.

(d) Failure to report to work or to place of assignment at time specified and fully prepared to perform duties without reasonable excuse.

320.5.6 UNAUTHORIZED ACCESS, DISCLOSURE OR USE

(a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms or reports obtained as a result of the member’s position with this department.

(b) Disclosing to any unauthorized person any active investigation information.

(c) The use of any information, photograph, video or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.

(d) Loaning, selling, allowing unauthorized use, giving away or appropriating any Sand Springs Police Department badge, uniform, identification card/Commission Card or department property for personal use, personal gain or any other improper or unauthorized use or purpose.

(e) Using department resources in association with any portion of an independent civil action. These resources include, but are not limited to, personnel, vehicles, equipment and non-subpoenaed records.

320.5.7 EFFICIENCY

(a) Neglect of duty.

(b) Unsatisfactory work performance including, but not limited to, failure, incompetence, inefficiency or delay in performing and/or carrying out proper orders, work assignments or the instructions of supervisors without a reasonable and bona fide excuse.
Standards of Conduct

(c) Concealing, attempting to conceal, removing or destroying defective or incompetent work.

(d) Unauthorized sleeping during on-duty time or assignments.

(e) Failure to notify the Department within 24 hours of any change in residence address, home contact telephone numbers or marital status, or failure to maintain a phone for contact purposes.

320.5.8 PERFORMANCE

(a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.

(b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive, or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.

(c) Failure to participate in investigations, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.

(d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.

(e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.

(f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:
   1. While on department premises.
   2. At any work site, while on-duty or while in uniform or while using any department equipment or system.
   3. Gambling activity undertaken as part of an officer’s official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.

(g) Improper political activity including:
   1. Unauthorized attendance while on-duty at official legislative or political sessions.
   2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or on department property except as expressly authorized by City policy, the employment agreement or contract or the Chief of Police.
Standards of Conduct

320.5.9 CONDUCT

(a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.

(b) Unreasonable and unwarranted force to a person encountered or a person under arrest.

(c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.

(d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.

(e) Engaging in horseplay that reasonably could result in injury or property damage.

(f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.

(g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.

(h) Criminal, dishonest or disgraceful conduct, whether on- or off-duty, that adversely affects the member’s relationship with this department.

(i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.

(j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.

(k) Activity that is incompatible with a member’s conditions of employment or appointment as established by law or that violates a provision of any employment agreement or contract, including fraud in securing the appointment or hire.

(l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.

(m) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

320.5.10 SAFETY

(a) Failure to observe or violating department safety standards or safe working practices.

(b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver license, Intoxilyzer, OLETS, etc.)
Standards of Conduct

(c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.

(d) Unsafe firearm or other dangerous weapon handling including loading or unloading firearms in an unsafe manner, either on- or off-duty.

(e) Carrying, while on the premises of the work site, any firearm or other lethal weapon that is not authorized by the member’s appointing authority.

(f) Unsafe or improper driving habits or actions in the course of employment or appointment.

(g) Any personal action contributing to a preventable traffic collision.

(h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

320.5.11 INTOXICANTS

(a) Reporting for work or being at work while intoxicated or when the member’s ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.

(b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.

(c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.
Information Technology Use

321.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

321.1.1 DEFINITIONS
Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Sand Springs Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones (including cellular and satellite), pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

321.2 POLICY
It is the policy of the Sand Springs Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

321.3 PRIVACY EXPECTATION
Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any department computer system.

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network and/or any information placed into storage on any department system or device. This includes records of all key strokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.
However, the Department may not request or require a member to disclose a personal username or password or open a personal social website for review or observation. When it is reasonably believed, based on the receipt of specific information, that work-related misconduct has or is occurring, the employee may be required to share the content that has been reported in order to make a factual determination (40 O.S. § 173.2).

321.4 RESTRICTED USE
Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors and the Services Division Commander.

Members shall not use another person’s access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

321.4.1 SOFTWARE
Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company’s copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software on any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of department- or City-approved or installed programs by the original manufacturer, producer or developer of the software (example - Windows Updates). Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

321.4.2 HARDWARE
Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or
department-related purpose to access such data. Any exceptions to this policy must be approved by the Chief of Police.

321.4.3 INTERNET USE
Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

321.4.4 OFF-DUTY USE
Members shall only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other off-the-clock work-related activities. This also applies to personally owned computers that are used to access department resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

321.5 PROTECTION OF SYSTEMS AND FILES
All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or Services Division Commander.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to the Services Division Commander.
Information Technology Use

321.5.1 DISCLOSURE OF BREACH OF SECURITY OF COMPUTERIZED PERSONAL INFORMATION
Any breach of computerized data owned or maintained by the Department shall be disclosed to any resident of Oklahoma whose unencrypted personal information is reasonably believed to have been acquired by an unauthorized person (74 O.S. § 3113.1).

The disclosure shall be made in the most expedient time possible and without unreasonable delay unless this department or another law enforcement agency determines that the notification would impede a criminal investigation.

321.6 INSPECTION AND REVIEW
A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.

The Services Division will periodically monitor and audit the entire system. If unauthorized software, hardware and/or any power-on and/or application passwords are discovered, the Services Division will remove the software, hardware and/or password.

The Services Division will also document and report the discovery in an inter-office correspondence to the Chief of Police and the division in which the violation was discovered.

The Services Division will conduct annual security audits of the department's information systems. These audits will include a review of password composition rules and verification of permissions on shared and non-shared files (including the employee's working files and folders).

If an employee terminates employment or transfers to another city department, the services division shall be notified as soon as practical to remove the user's access to city and police information systems.

321.7 MOBILE DATA COMPUTER
Please see Policy #423 for information on Mobile Data Computers.
Department Use of Social Media

322.1 PURPOSE AND SCOPE
This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

322.1.1 DEFINITIONS
Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

322.2 POLICY
The Sand Springs Police Department will use social media as a method of effectively informing the public about department services, issues, investigations, recruitment and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all people.

322.3 AUTHORIZED USERS
Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member’s chain of command.

322.4 AUTHORIZED CONTENT
Only content that is appropriate for public release, that supports the department mission and that conforms to all department policies regarding the release of information may be posted.
Examples of appropriate content include:

(a) Announcements.
(b) Tips and information related to crime prevention.
(c) Investigative requests for information.
(d) Requests that ask the community to engage in projects that are relevant to the department mission.
(e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
(f) Traffic information.
(g) Media releases.
(h) Recruitment of personnel.

322.4.1 INCIDENT-SPECIFIC USE
In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

322.5 PROHIBITED CONTENT
Content that is prohibited from posting includes, but is not limited to:

(a) Content that is abusive, discriminatory, inflammatory or sexually explicit.
(b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.
(c) Any information that could compromise an ongoing investigation.
(d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Sand Springs Police Department or its members.
(e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects or the public.
(f) Any content posted for personal use.
(g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this department's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

322.5.1 PUBLIC POSTING PROHIBITED
Department social media sites shall be designed and maintained to prevent posting of content by the public.
Department Use of Social Media

The Department may provide a method for members of the public to contact department members directly.

322.6  MONITORING CONTENT
The Chief of Police will appoint a supervisor to review, at least annually, the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

322.7  RETENTION OF RECORDS
The Administration Division Commander should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

322.8  TRAINING
Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.
Report Preparation

323.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance to those members of the Department who complete investigations and reports as a part of their duties.

323.2 POLICY
It is the policy of the Sand Springs Police Department that members shall act with promptness and efficiency in the preparation and processing of all reports. Reports shall document sufficient information to refresh the member’s memory and shall provide enough detail for follow-up investigation and successful prosecution.

323.3 EXPEDITIOUS REPORTING
Incomplete reports, unorganized reports or reports that are delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or to a special priority made necessary under exceptional circumstances.

323.4 REPORT PREPARATION
Reports should be sufficiently detailed for their purpose and free from errors prior to submission and approval. It is the responsibility of the member to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads or arrest reports where the suspect remains in custody should not be held.

All reports shall accurately reflect the identity of the persons involved; all pertinent information seen, heard or assimilated by any other sense; and any actions taken. Members shall not suppress, conceal or distort the facts of any reported incident, nor shall any member make a false report orally or in writing. Generally, the reporting member’s opinions should not be included in reports unless specifically identified as such.

All reports should be completed before the end of the members scheduled days off. Any exception to this must be granted by the on-duty supervisor.

Reports should be written in a prosecution style narrative, using a witness list.

323.4.1 ELECTRONIC SIGNATURES
The Sand Springs Police Department has established an electronic signature procedure for use by all members of the Sand Springs Police Department. The Patrol Division Commander shall be responsible for maintaining the electronic signature system, ensuring that each member creates a unique, confidential password for his/her electronic signature (12A O. S. § 15-101 et seq.):

(a) Members may only use their electronic signatures for official reports or other official communications.
(b) Each member shall be responsible for the security and use of his/her electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.

323.5 REQUIRED REPORTING
In all of the following situations, members shall complete reports using the appropriate department-approved forms and reporting methods, unless otherwise approved by a supervisor.

The reporting requirements are not intended to be all-inclusive. A member may complete a report if he/she deems it necessary or as directed by a supervisor.

323.5.1 CRIMINAL ACTIVITY
When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

Activity to be documented in a written report includes:

(a) All arrests.
(b) All felony crimes.
(c) Non-felony criminal incidents involving threats or stalking behavior.
(d) Situations covered by separate policy. These include:
   1. Use of Force Policy
   2. Domestic Abuse Policy
   3. Child Abuse Policy
   4. Adult Abuse Policy
   5. Hate Crimes Policy
   6. Suspicious Activity Reporting Policy
(e) All misdemeanor crimes where the victim desires a report. To comply with this provision, an officer may issue a Citizens Crime Report if it meets the criteria for this program (see 323.5.6).

Misdemeanor crimes where the victim does not desire a report shall be documented using the department-approved alternative reporting method (e.g., a dispatch log).

323.5.2 NON-CRIMINAL ACTIVITY
Non-criminal activity to be documented includes:

(a) Any found property or found evidence.
(b) All protective custody and welfare detentions.
(c) Any time a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy).
Report Preparation

(d) Suspicious incidents that may indicate a potential for crimes against children or that a child’s safety is in jeopardy.
(e) Suspicious incidents that may place the public or others at risk.
(f) Any use of force by members of this department against any person (see the Use of Force Policy).
(g) Any firearm discharge (see the Firearms Policy).
(h) Any time a member points a firearm at any person.
(i) Any traffic collisions above the minimum reporting level (see the Traffic Collisions Policy).
(j) Whenever the member believes the circumstances should be documented or at the direction of a supervisor.

323.5.3 MISCELLANEOUS INJURIES
Any injury that is reported to this department shall require a report when:

(a) The injury is a result of drug overdose.
(b) There is an attempted suicide.
(c) The injury is major or serious, and potentially fatal.
(d) The circumstances surrounding the incident are suspicious in nature and it is desirable to document the event.

323.5.4 DEATHS
Death investigations require specific investigation methods, depending on the circumstances. They should be handled in accordance with the Death Investigation Policy. The handling member should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following incidents shall be appropriately investigated and documented:

(a) Unattended deaths (no physician or qualified hospice care during the period preceding death)
(b) Sudden, accidental or suspicious deaths
(c) Suicides
(d) Homicide or suspected homicide
(e) Found dead bodies or body parts

323.5.5 CITY PERSONNEL OR PROPERTY
Incidents involving City personnel or property shall require a report when:

(a) An injury occurs as the result of an act of a City employee or on City property.
(b) There is damage to City property or equipment.
323.6 CITIZEN'S CRIME REPORT (CCR)

1. Upon dispatch to a call, the officer will meet with the victim and ascertain if the complaint meets the criteria for a citizen’s crime report.

2. The citizen's crime report may be issued in the following circumstances:
   a. The crime is a misdemeanor property crime
   b. The crime is not against a person
   c. The crime does not have a known suspect, which the victim wants to file charges on (will file)
   d. There is no evidence that needs to be collected

3. Examples of crimes that are eligible for this program are:
   a. Gas larceny (no suspects, evidence, or tag number)
   b. Petit larceny (no suspects or evidence)
   c. Petit larceny from a retailer (no suspects or evidence)
   d. Destruction of private property
   e. Lost property reports

4. If the complainant agrees to fill out the citizen's crime report form, instruct them that they may either mail the form or that they may call, and an officer will pick up the report from them.

5. When giving the citizen a copy of the report form, the cad number should be entered in the appropriate space.

6. The citizen should also be informed that they would be contacted if further information is needed to investigate the case.

7. If a citizen insists on the officer filing a report and will not utilize the citizen’s crime report form, the officer will complete an offense report.
323.7 REVIEW AND CORRECTIONS
Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should complete a correction form stating the reasons for rejection.

The original report and the correction form should be returned to the reporting member for correction as soon as practicable. It shall be the responsibility of the originating member to ensure that any report returned for correction is processed in a timely manner.

323.7.1 CHANGES AND ALTERATIONS
Reports that have been approved by a supervisor and submitted to the Records Clerk for filing and distribution shall not be modified or altered except by way of a supplemental report.

Reviewed reports that have not yet been submitted to the Records Clerk may be corrected or modified by the authoring member only with the knowledge and authorization of the reviewing supervisor.
Media Relations

324.1 PURPOSE AND SCOPE
This policy provides guidelines for the release of official department information to the media. It also addresses coordinating media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

324.2 POLICY
It is the policy of the Sand Springs Police Department to protect the privacy rights of individuals, while releasing non-confidential information to the media regarding topics of public concern. Information that has the potential to negatively affect investigations will not be released.

324.3 RESPONSIBILITIES
The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police. In situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, Division Commanders, and designated Public Information Officers (PIOs) may prepare and release information to the media in accordance with this policy and applicable laws regarding confidentiality.

324.4 PROVIDING ADVANCE INFORMATION
To protect the safety and rights of department members and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception, the Chief of Police will consider, at a minimum, whether the release of information or the presence of the media would unreasonably endanger any individual or prejudice the rights of any person or is otherwise prohibited by law.

324.5 MEDIA REQUESTS
Any media request for information or access to a law enforcement incident shall be referred to the PIO, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, members shall consider the following:

(a) At no time shall any member of this department make any comment or release any official information to the media without prior approval from a supervisor or the PIO.

(b) In situations involving multiple agencies or government departments, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.
324.6 ACCESS

Authorized media representatives shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities as required by law.

Access by the media is subject to the following conditions:

(a) The media representative shall produce valid media credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.

(b) Media representatives should be prevented from interfering and may be removed for interfering with emergency operations and criminal investigations.

1. Based upon available resources, reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the PIO or other designated spokesperson.

(c) Media interviews with individuals who are in custody should not be permitted without the approval of the Chief of Police and the express written consent of the person in custody.

(d) No member of this department who is under investigation shall be subjected to media visits or interviews without the consent of the involved member.

324.6.1 CRITICAL OPERATIONS

A critical incident or tactical operation should be handled in the same manner as a crime scene, except the media should not be permitted within the inner perimeter of the incident, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a critical incident or tactical operation in order to accommodate the media. All comments to the media shall be coordinated through the PIO.

324.6.2 TEMPORARY FLIGHT RESTRICTIONS

Whenever the presence of media or other aircraft pose a threat to public or member safety or significantly hamper incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Shift Supervisor. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration (FAA) should be contacted (14 CFR 91.137). A TFR will only be requested upon approval of the Chief of Police or a Division Commander.
324.7  CONFIDENTIAL OR RESTRICTED INFORMATION
It shall be the responsibility of the PIO to ensure that confidential or restricted information is not inappropriately released to the media (see the Records Maintenance and Release and Personnel Records policies). When in doubt, authorized and available legal counsel should be consulted prior to releasing any information.

Restricted information includes, but is not limited to:

(a) Identifying information pertaining to a juvenile arrestee, victim or witness without prior approval of a competent court or as otherwise allowed by law.

(b) Information concerning incidents involving persons whose identities are classified as private or confidential under state law (i.e., sex crime victims).

(c) Identifying information concerning deceased individuals.
   1. Information may be released upon verification of the decedent's identity when notification has been made to the decedent's family, and the release is approved by a supervisor.

(d) Information contained in the personnel record of any member, unless otherwise specifically allowed by law.

(e) Criminal history information.

(f) Information that would tend to endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

(g) Information pertaining to pending litigation involving this department.

(h) Information obtained in confidence.

(i) Any information that is otherwise privileged or restricted under state or federal law.

324.7.1  EMPLOYEE INFORMATION
The identities of officers involved in shootings or other critical incidents may only be released to the media upon approval by the Chief of Police.

Any requests for copies of related reports or additional information not contained in the information log (see the Information Log section in this policy), including the identity of officers involved in shootings or other critical incidents, shall be referred to the PIO.

All such requests must be processed in accordance with the Records Maintenance and Release Policy. Requests should be reviewed and fulfilled by the Custodian of Records, or if unavailable, the Shift Supervisor or the authorized designee. Such requests will be processed in accordance with the provisions of the Records Maintenance and Release Policy and public records laws (e.g., Oklahoma Open Records Act) (51 O. S. § 24A.1 et seq.).

324.8  RELEASE OF INFORMATION
The Department may routinely release information to the media without receiving a specific request. This may include media releases regarding critical incidents, information of public
concern, updates regarding significant incidents or requests for public assistance in solving crimes or identifying suspects. This information may also be released through the department website or other electronic data sources.

324.8.1 INFORMATION LOG
The Department will maintain a daily information log of significant law enforcement activities. Log entries shall only contain information that is deemed public information and not restricted or confidential by this policy or applicable law. Upon request, the log entries shall be made available to media representatives through the PIO.

The daily information log will generally include:

(a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals involved in crimes occurring within this jurisdiction, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation, or the information is confidential (e.g., juveniles or certain victims).

(b) The date, time, location, case number, name, birth date and charges for each person arrested by this department, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation or the information is confidential (e.g., juveniles).

(c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident.

324.9 PRESS RELATIONS
Every member shall be polite and accommodating to the press within the limits of this policy. If requests or inquiries are made by the press, any member may:

a. Give a brief description of the type of activity (i.e. vehicle collision, domestic violence call, police stand off, burglary etc.

b. Give a general location of the event or incident.

For requests or inquiries outside of this information, the press member should be referred to the PIO.
Subpoenas and Court Appearances

325.1 PURPOSE AND SCOPE
This policy establishes the guidelines for department members who must appear in court. It will allow the Sand Springs Police Department to cover any related work absences and keep the Department informed about relevant legal matters.

325.2 POLICY
Sand Springs Police Department members will respond appropriately to all subpoenas and any other court-ordered appearances.

325.3 SUBPOENAS
Only department members authorized to receive a subpoena on behalf of this department or any of its members may do so.

325.3.1 SPECIAL NOTIFICATION REQUIREMENTS
Any member who is subpoenaed to testify, agrees to testify or provides information on behalf or at the request of any party other than the City Attorney or the prosecutor shall notify his/her immediate supervisor without delay regarding:

(a) Any civil case where the City or one of its members, as a result of his/her official capacity, is a party.

(b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.

(c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.

(d) Any civil action stemming from the member’s on-duty activity or because of his/her association with the Sand Springs Police Department.

(e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Sand Springs Police Department.

The supervisor will then notify the Chief of Police and the appropriate prosecuting attorney as may be indicated by the case. The Chief of Police should determine if additional legal support is necessary.

No member shall be retaliated against for testifying in any matter.

325.3.2 CIVIL SUBPOENA
The Department will compensate members who appear in their official capacities on civil matters arising out of their official duties, as directed by the current employment agreement.
Subpoenas and Court Appearances

The Department will seek reimbursement for the member’s compensation through the civil attorney of record who subpoenaed the member.

The department may accept service of a civil subpoena and not require personal service upon the officer for appearance. The department will then contact the attorney who has requested the appearance of the officer and make arrangements for the signing of a reimbursement agreement and any costs associated with production of any related records. If the requesting attorney does not agree to the reimbursement agreement, the department may not agree to accept service of the subpoena on behalf of the officer.

The reimbursement cost will be established in the City of Sand Springs fee schedule as approved by the City of Sand Springs City Council. If an officer is placed on call and not actually called in for appearance, no reimbursement will be charged to the attorney requesting the appearance.

325.3.3 OFF-DUTY RELATED SUBPOENAS
Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

325.4 FAILURE TO APPEAR
Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

325.5 STANDBY
To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Department.

If a member on standby changes his/her location during the day, the member shall notify the designated department member of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

325.6 COURTROOM PROTOCOL
Members must be punctual when appearing in court and shall be prepared to proceed immediately with the case for which they are scheduled to appear.

Members shall dress in the department uniform or business attire.

Members shall observe all rules of the court in which they are appearing and shall remain alert to changes in the assigned courtroom where their matter is to be heard.

325.6.1 TESTIMONY
Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.
325.7 OVERTIME APPEARANCES
When a member appears in court on his/her off-duty time, he/she will be compensated in accordance with the current employment agreement.
Police Firing Range

326.1 POLICY
While the sand springs police department's firing range is for the utilization by sand springs police department officers, we recognize the need of other law enforcement agencies to use the facilities. This procedure sets out the rules and regulations for the use of the range by department officers and officers of other agencies. Failure to comply with this policy and the rules and regulations herein, could result in discipline for department personnel and expulsion from the range for outside personnel.

326.2 APPLIES TO
All sand springs police personnel

All outside law enforcement agencies

326.3 DEFINITIONS
Range Master - Officer in charge of all functions on the firing range. All decisions made by the range master are final, his authority is absolute. This this position shall be appointed by the Chief of Police.

Assistant Range Master - In the absence of the Range Master an assistant appointed by the Chief of Police will assume the duties of the Range Master.

Firearms Training Staff - A staff appointed by the range master who shall be responsible for training, coaching, and any other duties delegated by the Range Master.

Firearms Instructors - Any C.L.E.E.T. certified firearms instructor with current ranking.

Safety Officer - Appointed by the range master to supplement the training staff.

326.4 PROCEDURES
1. Authorized persons to use the firing range:
   (a) Any sand springs police officer
   (b) Any currently commissioned full-time law enforcement officer.
   (c) Any other person/Group as authorized by the Chief of Police.

2. Use of firing range by sand springs police officers:
   (a) Sand springs police officers may use the firing range facilities at anytime. Officers shall check with the range master or assistant range master to determine if any departmental function or outside function is scheduled.
   (b) Sand Springs police officers may reserve a date for the firing range by contacting the Range Master or Assistant Range Master.
Police Firing Range

(c) Sand Springs police officers wishing to gain access to the firing range and the range house shall check out a key and the alarm code from the on-duty dispatcher immediately upon finishing at the firing range, the officer shall return the key to the on-duty dispatcher.

(d) All firing range rules will be followed. Violations will result in the expulsion of the violator from the firing range and/or disciplinary action.

3. Use of the firing range by outside law enforcement agencies

(a) All outside law enforcement agencies must schedule with the range master or assistant range master prior to using the firing range facilities.

(b) A hold harmless agreement must be signed and on file with the range master or assistant range master prior to using the firing range.

(c) A C.L.E.E.T. certified firearms instructor, with current ranking, must be present at all outside agencies functions, or use of the firing range.

(d) The key to the firing range will be logged in/out to the outside law enforcement agency’s firearms instructor by the on-duty dispatcher. Access to the range house, if needed, will be by Sand Springs police personnel only.

(e) Duplication of the firing range key, without consent of the range master, by outside law enforcement agency will result in that agency being banned from the firing range.

(f) Compensation for the use of the firing range facilities, equipment, and personnel, may be required and will be agreed upon prior to the use of the range.

(g) All documents pertaining to the use of the Sand Springs police department firing range will be maintained on file in the Range Master’s office.

4. Sand Springs police department range rules

The following range rules will be adhered to. Violation of these rules will result in disciplinary action up to and including, expulsion from the firing range.

(a) No horse play will be allowed anywhere on the firing range.

(b) All firearms will be unloaded before entering the range area. Weapons will be inspected by a member of the firearms training staff before firing.

(c) Dry firing behind the firing line is strictly prohibited, except with the permission of the Range Master in a designated area.

(d) Officers not on the firing line will not speak to anyone on the firing line except to call attention to an immediate safety hazard. Conversation behind the firing line will be kept to an absolute minimum.

(e) If spoken to while on the firing line, officers will listen attentively, but keep facing down range.

(f) In case of misfire, the officer will immediately cease firing and notify a range safety officer by raising his/her hand, keep the weapon pointed down range.
In case of a malfunction, the officer will immediately cease firing and notify a range safety officer by raising his/her hand, keeping the weapon pointed down range.

Never lay down a firearm without unloading it and making it safe.

Never pick up a weapon without immediately determining if it is loaded.

Use of tobacco, food, or beverages, within the perimeter of the firing range is prohibited.

All trash and spent brass shall be picked up and placed into the proper dumpster or brass can. All equipment, barricades, targets frames, etc. Are to be placed in the proper storage area. No one will be allowed to leave the range area until inspected by the Range Master or his designee.

If a weapon is dropped or damaged, it will be immediately brought to the attention of the Range Master for inspection before being fired. All weapons will be inspected for barrel obstructions.

All weapons will remain holstered when behind the firing line.

When drawing the weapon, the trigger finger will not be inserted into the trigger guard until the weapon has cleared the holster and is pointed down range.

No one will proceed from the firing line to the targets until all firearms are unloaded and/or holstered. The command to go forward will be given by the Range Master. Do not handle any firearms when someone is down range.

All shooters and other personnel will wear eye and ear protection while on the firing line.

Upon hearing anyone shout, "cease fire", everyone will repeat the command loudly and immediately holster their weapon. It is the responsibility of everyone who observes any condition, which is hazardous to give the cease fire command.

During any course of fire, if a round should fall out of reach, officers shall not step in front of the firing line to retrieve it. Let the round remain on the ground until the command to go forward is given.

When transferring a revolver, the cylinder will be open, the weapon unloaded, then presented grip first to the person receiving the weapon.

When transferring a semi-automatic, the magazine shall be removed, the chamber unloaded with the action locked open, and presented grip first.

When carrying or transferring a shotgun or rifle, the weapon will be unloaded with the action open, safety on and the weapon will be held in the port-arms position.

When loading or unloading any weapon, all fingers will remain off the trigger and the weapon will be pointed down range in a safe direction.

No alcoholic beverage will be allowed on the range. No one who has recently consumed alcoholic beverages will be allowed on the range.

It is the duty of the shooter to notify the Range Master before firing any weapon, of any physical or mental impairment which might prevent the shooter from carrying out safety rules or instruction.
Police Firing Range

(a) Only approved targets are allowed to be used. No cans are allowed.
(b) All shooters will refrain from shooting the wood protective wall. No targets will be hung on or about the wall.
(c) An authorized firearms instructor must be present at the firing range while in use by outside law enforcement agencies.
(d) Do not shoot at a target that has turned to the edged position.
(e) Any injury sustained at the firing range, no matter how minor, will be immediately reported to the Range Master.
(f) Absolutely no skip shooting off the range.
Reserve Officers

327.1 PURPOSE AND SCOPE
This policy establishes the guidelines for Sand Springs Police Department reserve officers to supplement and assist regular full-time police officers in their duties. These officers provide volunteer professional and special functions that augment regular staffing levels.

This policy meets statutory requirements requiring the adoption of a supervision of part-time officers policy pursuant to 11 O.S. § 34-107.

327.1.1 DEFINITION
Definitions related to this policy include (OAC 390:20-1-2):

Reserve officer - A part-time peace officer, regardless of compensation, who is appointed to work not more than 140 hours per month with the same powers, duties and functions as regular full-time peace officers.

327.2 POLICY
The Sand Springs Police Department shall ensure that reserve officers are properly appointed, trained and supervised and that they maintain the appropriate certifications and readiness to carry out their assigned duties.

327.3 RECRUITMENT AND SELECTION
The Sand Springs Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as regular police officers before appointment (OAC 390:20-1-2).

Reserve officers must have served for at least 20 years in law enforcement with at least the last 10 years of service being with the Sand Springs Police Department.

327.3.1 APPOINTMENT
Applicants who are selected for appointment as reserve officers shall, on the recommendation of the Chief of Police, be sworn in and take the Oath of Office in accordance with the Oath of Office Policy and as required for the position.

Reserve officers are considered at-will employees and may be dismissed at the discretion of the Chief of Police, with or without cause. Reserve officers shall have no property interest in continued appointment. However, if a reserve officer is removed for alleged misconduct, the reserve officer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.
327.4 IDENTIFICATION AND UNIFORMS
Reserve officers will be issued Sand Springs Police Department uniforms, badges and identification cards/Commission Cards. The uniforms and badges shall be the same as those worn by regular full-time police officers. The identification cards/Commission Cards will be the standard Sand Springs Police Department identification cards/Commission Cards, with the exception that "Reserve" will be indicated on the cards.

327.5 AUTHORITY
Reserve officers shall perform peace officer duties within the scope of their approved training (11 O. S. § 34-101; 19 O. S. § 547).

Reserve officers:
   (a) Perform law enforcement functions and have the authority to arrest on behalf of this department.
   (b) Shall not exercise peace officer duties when off-duty.

327.6 COMPENSATION
Compensation for reserve officers is provided as follows:
   (a) Reserve officers shall work not work more than 140 hours per month unless authorized by 11 O. S. § 34-101 or 19 O. S. § 547.
   (b) Reserve officers are issued two sets of uniforms and all designated attire and safety equipment, as applicable to their positions. All property issued to reserve officers shall be returned to this department upon termination or resignation.
   (c) Reserve officers are volunteers and receive no additional compensation (OAC 390:20-1-2).

327.7 PERSONNEL WORKING AS RESERVE OFFICERS
Qualified regular department personnel, when authorized, may also serve as reserve officers. However, this department shall not utilize the services of reserve officers in such a way that it would violate employment laws or labor agreements (e.g., a detention officer working as a reserve officer for reduced or no pay). Therefore, the reserve coordinator should consult with the Human Resources Department prior to allowing regular department personnel to serve in a reserve officer capacity (29 CFR 553.30).

327.8 COMPLIANCE
Reserve officers shall be required to adhere to all department policies and procedures. A copy of the policies and procedures will be made available to each reserve officer upon appointment. The reserve officer shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this Policy Manual refers to a regular full-time police officer, it shall also apply to a reserve officer, unless by its nature it is inapplicable.
Reserve Officers

Reserve officers are required by this department to meet department-approved training requirements.

All reserve officers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the reserve coordinator.

327.9 FIREARMS
Reserve officers shall successfully complete department-authorized training in the use of firearms. Their appointments must be approved by the City prior to being issued firearms by this department or otherwise acting as reserve officers on behalf of the Sand Springs Police Department.

Reserve officers will be issued duty firearms as specified in the Firearms Policy. Any reserve officer who is permitted to carry a firearm other than the assigned duty weapon or any optional firearm may do so only in compliance with the Firearms Policy.

Reserve officers are required to maintain proficiency with firearms used in the course of their assignments. Reserve officers shall comply with all training and qualification requirements set forth in the Firearms Policy.

327.9.1 CONCEALED FIREARMS
A reserve officer shall not carry a concealed firearm while in an off-duty capacity, other than to and from work, unless he/she possesses a valid license to carry a handgun or as authorized by the Chief of Police pursuant to 21 O.S. § 1289.23.

The Department shall maintain and provide to the Council on Law Enforcement Education and Training (CLEET) a current list of any reserve officers authorized to carry a certified weapon while off-duty. Any change to the list shall be made in writing and mailed to CLEET within five days.

While carrying a concealed firearm and not wearing a department uniform, the reserve officer shall carry his/her official Sand Springs Police Department badge, identification card/Commission Card and Council on Law Enforcement Education and Training (CLEET) Certification Card at all times (21 O.S. § 1289.23).

An instance may arise where a reserve officer is assigned to a plainclothes detail for his/her assigned tour of duty. Under these circumstances, the reserve officer may be permitted to carry a weapon more suited to the assignment, but only with the knowledge and approval of the supervisor in charge of the detail.

Any reserve officer who is permitted to carry a firearm other than the assigned duty weapon may do so only after verifying that the weapon conforms to department standards. The weapon shall comply with all the requirements set forth in the Firearms Policy.

Before being allowed to carry any optional firearm during an assigned tour of duty, the reserve officer shall demonstrate his/her proficiency with the weapon.
327.10 RESERVE COORDINATOR
The Chief of Police shall delegate certain responsibilities to a reserve coordinator. The reserve coordinator shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

The reserve coordinator may appoint a senior reserve officer or other designee to assist in the coordination of reserve officers and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

- Assigning reserve officers.
- Conducting reserve officer meetings.
- Establishing and maintaining a reserve officer callout roster.
- Maintaining and ensuring performance evaluations are completed.
- Monitoring the field training progress of reserve officers.
- Monitoring individual reserve officer performance.
- Monitoring overall reserve officer activities.
- Maintaining a liaison with other agency reserve coordinators.

327.11 FIELD TRAINING
All reserve officers shall complete the same department-specified field training as regular full-time police officers as described in the Field Training Policy.

327.12 SUPERVISION
Reserve officers may perform the same duties as regular full-time officers of this department provided they are under the direct or indirect supervision of a supervisor or officer in charge. Reserve officers shall never supervise a regular full-time officer.

327.12.1 EVALUATIONS
While in training, reserve officers should be continuously evaluated using standardized daily and weekly observation reports. The reserve officer will be considered a trainee until he/she has satisfactorily completed training. Reserve officers who have completed their field training should be evaluated annually using performance dimensions applicable to the duties and authorities granted to that reserve officer.

327.12.2 INVESTIGATIONS AND COMPLAINTS
If a reserve officer has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.
Outside Agency Assistance

328.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

328.2 POLICY

It is the policy of the Sand Springs Police Department to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

328.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the Shift Supervisor's office for approval. In some instances, a memorandum of understanding, specialized agreement or other established protocol may exist that eliminates the need for approval of individual requests (11 O.S. § 34-103; 19 O.S. § 547; 63 O.S. § 695.2 et seq.).

When another law enforcement agency requests assistance from this department, the Shift Supervisor may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance; however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Probation violators who are temporarily detained by this department will not ordinarily be booked at this department. Only in exceptional circumstances, and subject to supervisor approval, will this department provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

328.3.1 POWERS AND DUTIES

Peace officers serving in response to an emergency request shall have the same powers and duties as peace officers employed by the requesting law enforcement agency (11 O.S. § 34-103; 19 O.S. § 547).

328.3.2 INITIATED ACTIVITY

Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Sand Springs Police Department shall notify his/her supervisor or the Shift Supervisor and Communications as soon as practicable.
This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

328.4 REQUESTING OUTSIDE ASSISTANCE
If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

328.5 REPORTING REQUIREMENTS
Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in a general case report or as directed by the Shift Supervisor.

328.6 MANDATORY SHARING
Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Administration Division Commander or the authorized designee.

The documentation should include:
   (a) The conditions relative to sharing.
   (b) The training requirements for:
       1. The use of the equipment and supplies.
       2. The members trained in the use of the equipment and supplies.
   (c) Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to Communications and the Shift Supervisor to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The Training Supervisor should maintain documentation that the appropriate members have received the required training.

328.7 REQUESTING NATIONAL GUARD ASSISTANCE
Any request for assistance from the Oklahoma National Guard or federal troops shall be made to the governor of the State of Oklahoma. Any request will be solely at the direction of the Chief of Police.
Registered Offender Information

329.1 PURPOSE AND SCOPE
This policy establishes guidelines by which the Sand Springs Police Department will address issues associated with certain offenders who are residing in the jurisdiction, and how the Department will disseminate information and respond to public inquiries for information about registered sex offenders and violent offenders.

329.2 POLICY
It is the policy of the Sand Springs Police Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

329.3 REGISTRATION
The Detective Division supervisor shall establish a process to reasonably accommodate registration of offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Those assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the Oklahoma Department of Corrections (DOC) within three days in accordance with 57 O.S. § 584 and 57 O.S. § 595.

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

329.3.1 CONTENTS OF REGISTRATION
Members shall use forms approved by the DOC during the offender registration process and ensure that the required notices are provided and appropriately explained. Offenders shall be required to read and sign a form stating that their duty to register has been explained (57 O.S. § 583; 57 O.S. § 595).

A sex offense registrant shall be photographed if an existing DOC sex offender registry photograph is more than one year old or if it cannot be determined when the registry photograph was taken (57 O.S. § 584). A violent crime registrant should be photographed annually (57 O.S. § 595).

329.4 MONITORING OF REGISTERED OFFENDERS
The Detective Division supervisor should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:
Registered Offender Information

(a) Efforts to confirm residence using an unobtrusive method, such as an Internet search or drive-by of the declared residence.

(b) Review of information on the Oklahoma Sex Offender Registry and Violent Crime Offender Registry websites.

(c) Contact with a registrant’s parole or probation officer.

Any discrepancies should be reported to the DOC.

The Detective Division supervisor should also establish a procedure to routinely disseminate information regarding registered offenders to Sand Springs Police Department members, including timely updates regarding new or relocated registrants.

329.5 DISSEMINATION OF PUBLIC INFORMATION

Members will not unilaterally make a public notification advising the community of a particular registrant’s presence in the community. Members who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted. A determination will be made by the Chief of Police, with the assistance of legal counsel as necessary, whether such a public alert should be made (57 O.S. § 584; 57 O.S. § 596).

Members of the public requesting information on registrants should be directed to the Oklahoma Sex Offender Registry website, Violent Crime Offender Registry website or the Sand Springs Police Department website (57 O.S. § 599.1).

The Services Supervisor shall release local registered offender information to residents in accordance with 57 O.S. § 584 and 57 O.S. § 595, and in compliance with an Oklahoma’s Open Records Act request.

329.5.1 RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

(a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.

(b) The information is provided as a public service and may not be current or accurate.

(c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.

(d) The crime for which a person is convicted may not accurately reflect the level of risk.

(e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.
329.5.2 DISSEMINATION
The Chief of Police may initiate public notification by any method deemed appropriate after a habitual or aggravated sex offender or a habitual violent crime offender has registered with the Sand Springs Police Department (57 O.S. § 584; 57 O.S. § 595).
Major Incident Notification

330.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance to members of the Sand Springs Police Department in determining when, how and to whom notification of major incidents should be made.

330.2 POLICY
The Sand Springs Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

330.3 CRITERIA FOR NOTIFICATION
Most situations where the media show a strong interest are also of interest to the Chief of Police, the affected Division Commander and the City. The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive:

- Officer-involved shooting, whether on- or off-duty (see the Officer-Involved Shootings and Deaths Policy for special notification)
- Homicides, suspicious deaths or deaths related to law enforcement activity
- Crimes of unusual violence or circumstances that may include hostages, barricaded persons, home invasions, armed robbery or sexual assaults
- At-risk missing children or at-risk missing adults
- In-custody deaths
- Aircraft, train, boat or other transportation collisions with major damage and/or injury or death
- Traffic collisions with fatalities or severe injuries
- Death of a prominent Sand Springs official
- Significant injury or death to a member of the Department, whether on- or off-duty
- Arrest of a member of the Department or prominent Sand Springs official
- Equipment failures, utility failures and incidents that may affect staffing or pose a threat to basic police services
- Any other incident that has attracted or is likely to attract significant media attention

330.4 SHIFT SUPERVISOR RESPONSIBILITIES
The Shift Supervisor is responsible for making the appropriate notifications. The Shift Supervisor shall make reasonable attempts to obtain as much information on the incident as possible before notification, and shall attempt to make the notifications as soon as practicable.
Major Incident Notification

Notification should be made by using the call notification protocol posted in Communications. If circumstances dictate, the supervisor may delegate the notification responsibilities to communications or another member.

330.4.1 COMMAND STAFF NOTIFICATION
In the event an incident occurs as identified in the Criteria for Notification section above, the affected Division Commander shall also notify the Deputy Chief of Police and the Chief of Police.

330.4.2 DETECTIVE NOTIFICATION
If the incident requires a detective's assistance, the on-call detective will be notified. If the on-call detective cannot be located, the Detective Division Commander shall be called.

330.4.3 MAIT NOTIFICATION
In the event of a major injury or traffic fatality, the on duty supervisor shall be notified, who will then have communications call out the Major Accident Investigation Team.

330.4.4 PUBLIC INFORMATION OFFICER
After members of the command staff have been notified, the Public Information Officer shall be called if it appears the media may have a significant interest in the incident.
Death Investigation

331.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for situations where officers initially respond to and investigate the circumstances of a deceased person.

Some causes of death may not be readily apparent and some cases differ substantially from what they appear to be initially. The thoroughness of death investigations and use of appropriate resources and evidence gathering techniques is critical.

331.2 POLICY
It is the policy of the Sand Springs Police Department to respond, document and investigate incidents where a person is deceased. Investigations involving the death of a person, including those from natural causes, accidents, workplace incidents, suicide and homicide, shall be initiated, conducted and properly documented.

331.3 INVESTIGATION CONSIDERATIONS
Emergency medical services shall be called in all suspected death cases unless death is obvious (e.g., decapitated, decomposed or lividity).

A supervisor shall be notified as soon as possible to assist and provide appropriate personnel and resources. The on-scene supervisor should determine whether follow-up investigation is required and notify the Detectives Division Commander as necessary. The Shift Supervisor will make notification to command staff in accordance with the Major Incident Notification Policy.

331.3.1 REPORTING
All incidents involving a death shall be documented on the appropriate form.

331.3.2 MEDICAL EXAMINER REQUEST
Officers are not authorized to pronounce death unless they are also Medical Examiners, Deputy Medical Examiners or appointed Medical Examiner investigators. The Medical Examiner shall be called in all sudden or unexpected deaths or deaths due to other than natural causes. State law requires that the Medical Examiner be notified in any of the following cases (63 O.S. § 938):

(a) Violent deaths, whether apparently homicidal, suicidal or accidental
(b) Deaths under suspicious, unusual or unnatural circumstances
(c) Deaths related to disease that might constitute a threat to public health
(d) Deaths unattended by a licensed physician for a fatal or potentially fatal illness
(e) Deaths that are medically unexpected and that occur in the course of a therapeutic procedure
(f) Deaths of any persons detained or occurring in custody of penal incarceration
(g) Deaths of persons whose bodies are to be cremated, transported out of the state, donated to educational entities, to include limited portions of the body, or otherwise made ultimately unavailable for pathological study

331.3.3 SEARCHING DEAD BODIES

(a) The Medical Examiner, his/her assistant and authorized investigators are generally the only persons permitted to move, handle or search a dead body.

(b) An officer may make a reasonable search of an individual who it is reasonable to believe is dead, or near death, for the purpose of identification or for information identifying the individual as an anatomical donor. If a donor document is located, the Medical Examiner or his/her assistant shall be promptly notified.

(c) The Medical Examiner, with the permission of the Department, may take property, objects or articles found on the deceased or in the immediate vicinity of the deceased that may be necessary for conducting an investigation to determine the identity of the deceased or the cause or manner of death.

(d) Should exigent circumstances indicate to an officer that any other search of a known dead body is warranted prior to the arrival of the Medical Examiner or his/her assistant, the investigating officer should first obtain verbal consent from the Medical Examiner or his/her assistant when practicable.

(e) Whenever reasonably possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain nearby the scene and available to the officer pending the arrival of the Medical Examiner or his/her assistant. The name and address of this person shall be included in the narrative of the death report.

(f) Whenever personal effects are removed from the body of the deceased by the Medical Examiner or his/her assistant, a receipt shall be obtained. This receipt shall be attached to the death report.

331.3.4 SUSPECTED HOMICIDE

If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the officer shall take steps to protect the scene. The Detective Division shall be notified to determine the possible need for an investigator to respond to the scene.

If the on-scene supervisor, through consultation with the Shift Supervisor and Detective Division supervisor, is unable to determine the manner of death, the investigation shall proceed as though it is a homicide.

The investigator assigned to investigate a homicide or death that occurred under suspicious circumstances may, with the approval of his/her supervisor, request the Medical Examiner to conduct physical examinations and tests, and to provide a report.
331.3.5 EMPLOYMENT-RELATED DEATHS OR INJURIES
Any member of this department who responds to and determines that a death, serious illness or serious injury has occurred as a result of an accident at or in connection with the victim’s employment should ensure that the regional Occupational Safety and Health Administration (OSHA) office is notified of all pertinent information.

331.4 UNIDENTIFIED DEAD BODY
If the identity of a dead body cannot be established, the handling officer will request from the Medical Examiner a unique identifying number for the body. The number shall be included in any report.

331.5 DEATH NOTIFICATION
When reasonably practicable, and if not handled by the Medical Examiner’s Office, notification to the next-of-kin of the deceased person shall be made, in person, by the officer assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification.

If a deceased person has been identified as a missing person, this department shall attempt to locate family members and inform them of the death and location of the deceased missing person’s remains. All efforts to locate and notify family members shall be recorded in appropriate reports.
Identity Theft

332.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the investigation of identity theft.

332.2 POLICY
It is the policy of the Sand Springs Police Department to effectively investigate cases of identity theft.

332.3 ACCEPTANCE OF REPORTS
A report shall be taken any time a person living within the jurisdiction of the Sand Springs Police Department reports that he/she has been a victim of identity theft. This includes (21 O.S. § 1533.3):

(a) Taking a report even if the location of the crime is outside the jurisdiction of this department or has not been determined.

(b) Providing the victim with department information, as set forth in the Victim and Witness Assistance Policy. Encourage the individual to review the material, and assist with any questions.

(c) When requested, provide the victim with a copy of the report.

A report should also be taken if a person living outside the department jurisdiction reports an identity theft that may have been committed or facilitated within this jurisdiction (e.g., use of a post office box in Sand Springs to facilitate the crime).

332.4 FOLLOW-UP INVESTIGATION
A member investigating a case of identity theft should ensure that each case is referred to the appropriate agency if it is determined that this department should not be the investigating agency (e.g., an identity theft ring working from out of state). The victim should be advised that the case is being transferred to the agency of jurisdiction for investigation. The investigating member should also ensure that appropriate entries are made into related databases that have been authorized for department use.
Citizen's Arrest

333.1 PURPOSE AND SCOPE
This policy provides guidance for the handling and acceptance of a Citizen's arrest.

333.2 POLICY
It is the policy of the Sand Springs Police Department to accept a citizen's arrest only when legal and appropriate.

333.3 ARRESTS BY PRIVATE PERSON
A private person (Citizen) may arrest another under the following circumstances:

- (a) Breach of the peace (22 O.S. § 200)
- (b) A public offense committed or attempted in the presence of the private person (22 O.S. § 202)
- (c) When the person arrested has committed a felony although not in the presence of the private person (22 O.S. § 202)
- (d) When a felony has been committed, and the private person has reasonable cause to believe the person arrested committed the felony (22 O.S. § 202)
- (e) Without a warrant, upon reasonable information that the person stands charged in the courts of a state with a crime punishable by death or imprisonment for a term exceeding one year (22 O.S. § 1141.14)
- (f) When directed by a magistrate by a verbal or written order (22 O.S. § 201)

333.4 OFFICER RESPONSIBILITIES
An officer confronted with a person claiming to have made a citizen's arrest should determine whether such an arrest is lawful.

If the officer determines that the citizen's arrest is unlawful, the officer should:

- (a) Take no action to further detain or restrain the arrested individual, unless there is independent justification for continuing a detention.
- (b) Advise the parties that the arrest will not be accepted but the circumstances will be documented in a report.
- (c) Document the incident, including the basis for refusing to accept custody of the individual.

Whenever an officer determines that a citizen's arrest is justified, the officer may take the individual into custody and proceed in the same manner as with any other arrest.
Citizen’s Arrest

333.5 CITIZEN'S ARREST FORM
The arresting person should be asked to complete and sign a citizen's arrest form. If the person fails or refuses to do so, the arrested individual should be released, unless the officer has a lawful reason, independent of the citizen's arrest, to take the individual into custody and determines an arrest is appropriate. A municipal complaint should also be completed if appropriate.
Limited English Proficiency Services

334.1 PURPOSE AND SCOPE
This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

334.1.1 DEFINITIONS
Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficiency (LEP) individual - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still exhibit LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the Sand Springs Police Department, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

334.2 POLICY
It is the policy of the Sand Springs Police Department to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

334.3 LEP COORDINATOR
The Chief of Police shall delegate certain responsibilities to an LEP coordinator. The coordinator shall be appointed by, and directly responsible to, the Patrol Division Commander or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:
Limited English Proficiency Services

(a) Coordinating and implementing all aspects of the Sand Springs Police Department's LEP services to LEP individuals.

(b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.

(c) Ensuring that a list of all qualified bilingual members and authorized interpreters is maintained and available to each Shift Supervisor and Services Supervisor. The list should include information regarding:
   1. Languages spoken.
   2. Contact information.
   3. Availability.

(d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.

(e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.

(f) Annually assessing demographic data and other resources, including contracted language services utilization data and data from community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.

(g) Identifying standards and assessments to be used by this department to qualify individuals as qualified bilingual members or authorized interpreters.

(h) Periodically reviewing efforts of this department in providing meaningful access to LEP individuals, and, as appropriate, developing reports, developing new procedures or recommending modifications to this policy.

(i) Receiving and responding to complaints regarding department LEP services.

(j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

334.4 FOUR-FACTOR ANALYSIS

Because there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of the following four factors, which are:
334.5 TYPES OF LEP ASSISTANCE AVAILABLE
Sand Springs Police Department members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost or they may choose to provide their own.

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

334.6 WRITTEN FORMS AND GUIDELINES
Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The LEP coordinator will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

334.7 AUDIO RECORDINGS
The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

334.8 QUALIFIED BILINGUAL MEMBERS
Bilingual members may be qualified to provide LEP services when they have demonstrated through established department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.
Limited English Proficiency Services

When a qualified bilingual member from this department is not available, personnel from other City departments who have been identified by the Department as having the requisite skills and competence may be requested.

334.9 AUTHORIZED INTERPRETERS
Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the department case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the LEP coordinator that demonstrates their skills and abilities in the following areas:

(a) The competence and ability to communicate information accurately in both English and in the target language.

(b) Knowledge, in both languages, of any specialized terms or concepts peculiar to this department and of any particularized vocabulary or phraseology used by the LEP individual.

(c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(d) Knowledge of the ethical issues involved when acting as a language conduit.

334.9.1 SOURCES OF AUTHORIZED INTERPRETERS
The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this department or personnel from other City departments.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as state or federal court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.
334.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE
Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

334.10 CONTACT AND REPORTING
Although all law enforcement contacts, services and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this department is required to complete a report or other documentation that involves a situation in which interpretation services were provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

334.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE
The Sand Springs Police Department will take reasonable steps and will work with the Human Resources Department to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

334.11.1 EMERGENCY CALLS TO 9-1-1
Department members will make every reasonable effort to promptly accommodate LEP individuals utilizing 9-1-1 lines. When a 9-1-1 call-taker receives a call and determines that the caller is an LEP individual, the call-taker shall quickly determine whether sufficient information can be obtained to initiate an appropriate emergency response. If language assistance is still needed, the language is known and a qualified bilingual member is available in Communications, the call shall immediately be handled by the qualified bilingual member.

If a qualified bilingual member is not available or the call-taker is unable to identify the caller’s language, the call-taker will contact the contracted telephone interpretation service and establish a three-way call between the call-taker, the LEP individual and the interpreter.
Limited English Proficiency Services

Dispatchers will make every reasonable effort to dispatch a qualified bilingual member to the assignment, if available and appropriate.

Although 9-1-1 calls shall receive top priority, reasonable efforts should also be made to accommodate LEP individuals seeking routine access to services and information by utilizing the resources listed in this policy.

334.12 FIELD ENFORCEMENT
Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

If available, officers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

334.13 INVESTIGATIVE FIELD INTERVIEWS
In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, officers should consider calling for an authorized interpreter in the following order:

- An authorized department member or allied agency interpreter
- An authorized telephone interpreter
- Any other authorized interpreter

Any Miranda warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated Miranda warning card.

The use of an LEP individual's bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.
334.14 CUSTODIAL INTERROGATIONS
Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

To ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

334.15 BOOKINGS
When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee’s health and welfare, to protect the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

334.16 COMPLAINTS
The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department may provide an authorized interpreter or translated forms, as appropriate. Complaints will be referred to the LEP coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during a complaint investigation should not be members of this department.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

334.17 COMMUNITY OUTREACH
Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

334.18 TRAINING
To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide periodic training on this policy and related procedures, including
Limited English Proficiency Services

how to access department-authorized telephonic and in-person interpreters and other available resources.

The Training Supervisor shall be responsible for ensuring new members receive LEP training. Those who may have contact with LEP individuals should receive refresher training at least once every two years thereafter. The Training Supervisor shall maintain records of all LEP training provided, and will retain a copy in each member’s training file in accordance with the established records retention schedule.

334.18.1 TRAINING FOR AUTHORIZED INTERPRETERS
All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

The Training Supervisor shall be responsible for coordinating the annual refresher training and will maintain a record of all training the interpreters have received.
Communications with Persons with Disabilities

335.1 PURPOSE AND SCOPE
This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

335.1.1 DEFINITIONS
Definitions related to this policy include:

**Auxiliary aids** - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

**Disability or impairment** - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

**Qualified interpreter** - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters and intermediary interpreters. Qualified interpreters should have a valid certification of competency pursuant to 63 O.S. § 2408.

335.2 POLICY
It is the policy of the Sand Springs Police Department to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees, have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

335.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR
The Chief of Police shall delegate certain responsibilities to an ADA coordinator (28 CFR 35.107). The coordinator shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:

(a) Working with the City ADA coordinator regarding the Sand Springs Police Department’s efforts to ensure equal access to services, programs and activities.

(b) Developing reports or new procedures or recommending modifications to this policy.
Communications with Persons with Disabilities

(c) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to department services, programs and activities.

(d) Ensuring that a list of qualified interpreter services is maintained and available to each Shift Supervisor and Services Supervisor. The list should include information regarding:
   1. Contact information.
   2. Availability.

(e) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.

(f) Ensuring signage is posted in appropriate areas indicating that auxiliary aids are available free of charge to individuals with disabilities.

(g) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

335.4 FACTORS TO CONSIDER
Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

(a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate his/her understanding.

(b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).

(c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).

(d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.
Communications with Persons with Disabilities

335.5 INITIAL AND IMMEDIATE CONSIDERATIONS
Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems. Members should exercise special care in the use of all gestures and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

(a) The methods of communication usually used by the individual.
(b) The nature, length and complexity of the communication involved.
(c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, is hard of hearing or has impaired speech must be handcuffed while in the custody of the Sand Springs Police Department, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

335.6 TYPES OF ASSISTANCE AVAILABLE
Sand Springs Police Department members shall never refuse an available service to an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall it require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to disabled individuals through a variety of services.

Disabled individuals may choose to accept department-provided auxiliary aids or services or they may choose to provide their own.
Communications with Persons with Disabilities

Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

335.7 AUDIO RECORDINGS AND ENLARGED PRINT
The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form (e.g., a personnel complaint form) or provide forms with enlarged print.

335.8 QUALIFIED INTERPRETERS
A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee) if the individual to be interviewed normally relies on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or the investigation. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

(a) Available within a reasonable amount of time but in no event longer than one hour if requested.
(b) Experienced in providing interpretation services related to law enforcement matters.
(c) Familiar with the use of VRS and/or video remote interpreting services.
(d) Certified in either American Sign Language (ASL) or Signed English (SE).
(e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.
(f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

335.9 TTY AND RELAY SERVICES
In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, are hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).
Communications with Persons with Disabilities

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

335.10 COMMUNITY VOLUNTEERS
Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Department to provide interpreter services.

Where qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

335.11 FAMILY AND FRIENDS
While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

(a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.

(b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

335.12 REPORTING
Whenever any member of this department is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source. If the individual’s express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.
335.13 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

The Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this department. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual’s preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the officer is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, officers should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

335.13.1 FIELD RESOURCES

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

(a) Hand gestures or visual aids with an individual who is deaf, is hard of hearing or has impaired speech.
(b) Exchange of written notes or communications.
(c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.
(d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.
(e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

335.14 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals who are deaf, are hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the
individual has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. *Miranda* warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written *Miranda* warning card.

To ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

### 335.15 ARRESTS AND BOOKINGS

If an individual with speech or hearing disabilities is arrested, the arresting officer shall use department-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable. The individual with speech or hearing disabilities shall have the right to determine which type of qualified legal interpreter best fits his/her needs (63 O.S. § 2410).

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, are hard of hearing, have impaired speech or vision, are blind or have other disabilities. In the interest of the arrestee’s health and welfare, to protect the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

### 335.16 COMPLAINTS

The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this department are able to do so. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the ADA coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this department.

### 335.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.
335.18 TRAINING

To ensure that all members who may have contact with disabled individuals are properly trained, the Department will provide periodic training that should include:

(a) Awareness and understanding of this policy and related procedures, related forms and available resources.

(b) Procedures for accessing qualified interpreters and other available resources.

(c) Working with in-person and telephone interpreters and related equipment.

The Training Supervisor shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including those who are deaf, are hard of hearing, have impaired speech or vision or are blind. Those who may have contact with such individuals should receive refresher training at least once every two years thereafter. The Training Supervisor shall maintain records of all training provided and will retain a copy in each member’s training file in accordance with the established records retention schedule.

335.18.1 CALL-TAKER TRAINING

Emergency call-takers shall be trained in the use of TTY equipment protocols for communicating with individuals who are deaf, are hard of hearing or have speech impairments. Such training and information should include:

(a) The requirements of the ADA and Section 504 of the Rehabilitation Act for telephone emergency service providers.

(b) ASL syntax and accepted abbreviations.

(c) Practical instruction on identifying and processing TTY or TDD calls, including the importance of recognizing silent TTY or TDD calls and using proper syntax, abbreviations and protocol when responding to TTY or TDD calls.

(d) Hands-on experience in TTY and TDD communications, including identification of TTY or TDD tones.

Training should be mandatory for all Communications members who may have contact with individuals from the public who are deaf, are hard of hearing or have impaired speech. Refresher training should occur every six months.
Vehicle Abatement Orders

336.1 POLICY
The Sand Springs Police Department will assist Neighborhood Inspection officers by standing by and keeping the peace during the removal of abandoned or junked vehicles that have been found to be a nuisance pursuant to City Code.

336.2 SUMMARY
Procedures for assisting Code Enforcement officers.

336.3 DEFINITIONS
PRIVACY INTEREST – when the vehicle is in the backyard surrounded by a fence that is attached to a residence, or when a portion of a vehicle is in a garage.

336.4 OFFICERS RESPONSIBILITIES
When radio assigned, officers will assist Code Enforcement officers in the removal of the junked or abandoned vehicle by standing by, keeping the peace and filing tow slips for the removal of the vehicle when needed.

If the owner or tenant resists removal, officers will contact a supervisor.

Supervisors may attempt to obtain consent. If supervisors believe the risk to personal safety outweighs the need to remove the vehicle they may decline to assist Code Enforcement officers in removal of the vehicle.

336.5 REGULATIONS
An Order Of Abatement shall only be served during daylight hours.

Officers shall not assist in the removal of a junked vehicle from private property where the owner has established a privacy interest or its removal would damage private property, unless all persons who have an interest in the property consent. Officers shall not assist in the removal when there is a risk to personal safety.
Property Recovery from Pawn Shops

337.1 POLICY
When lost, stolen or embezzled property is located in a pawnshop, the officer discovering the property shall place a Written Hold Order on the property. The Written Hold Order shall remain in effect for 30 days allowing for further investigation.

When officers place a Written Hold Order on property located in a pawnshop, they will notify the Detective Division in writing before the end of the shift. If the property was reported lost, stolen or embezzled locally and an incident number is available through the Records Section, a supplemental report shall be made to the original incident number. If the property was reported stolen outside of Tulsa and was confirmed through Teletype, the officer shall complete an original Incident Report with the crime type listed as Outside Property Recovery.

A detective shall follow-up and recover the property from the pawn shop when necessary. The detective assigned the case where the property originated from will be responsible for the disposition of the property.

337.2 SUMMARY
Procedures for stolen or embezzled property that has been located at a pawnshop.

337.3 DEFINITIONS

OCA – incident number listed by the ORI on the NCIC entry.

ORI – the originating agency listed on an NCIC hit.

WRITTEN HOLD ORDER – written notification to a pawnbroker (required by Oklahoma State Statutes) to hold the described property for a period not to exceed 30 days.

PAWN EXTENSION – written notification to a pawnbroker (required by Oklahoma State Statutes) to extend the hold on the described property for a period not to exceed an additional 30 days.

CONSENT TO CONFISCATE – written release voluntarily relinquishing property from the pawnshop to police custody.
337.4 OFFICER RESPONSIBILITIES

When assigned to a pawnshop where the complainant believes they have located property reported lost, stolen, or embezzled, the officer shall determine if there is probable cause to believe the property matches that listed on the Incident Report or NCIC entry.

If probable cause is present, place a Written Hold Order on the property. This may be accomplished by a Written Hold Order form or a hand written Statement of Witness form. The expiration of the hold shall be 30-days from the date of the order.

Include on the Written Hold Order the following information:

(a) Signature of the pawnbroker or his designee.
(b) Name, title, and badge number of the police officer placing the hold order.
(c) Address of the Sand Springs Police Department and the incident (OCA) number.
(d) Name of the agency reporting the property stolen or embezzled.
(e) Mailing address of the pawnshop where the property is held.
(f) Expiration date of the holding period.
(g) Complete description of the property to be held, including the model number, serial number, and pawn transaction number.

When discovering property that was reported stolen locally complete a supplemental Incident Report and attach the signed Written Hold Order, include in the supplemental:

(a) Victim’s name.
(b) Incident Number.
(c) Identifying characteristics.
(d) Description of the property, pawn transaction number, date of pawn, and the name of the employee that completed the transaction.

When recovering property reported stolen to an outside agency, complete an original Incident Report and attach the signed Written Hold Order. The crime type shall be listed as Outside Property Recovery. Include:

(a) Description of the property.
(b) Pawn transaction number.
(c) Date of pawn.
(d) Name of the employee completing the transaction.
(e) Identifying characteristics.
337.5 DETECTIVE RESPONSIBILITIES
When assigned a case involving lost, stolen, or embezzled property where an officer has initiated a pawn hold, verify the expiration date of the Written Hold Order.

If notified of lost, stolen, or embezzled property being located in a pawn shop in an assigned case, follow the same procedure as the officer, for placing the Written Hold Order.

Assure written extensions of that order are renewed as necessary with the pawnbroker prior to the 30-day expiration of each order.

Obtain a copy of the pawn ticket with the signed declaration.

Attempt to contact the victim and get positive identification of the property being held.

When the investigation is completed, forward a Property Referral Form to the Victim/Witness Center, who shall monitor the property and arrange for a Proprietary Interest Hearing.

Complete a Supplemental Report listing the victim, incident number, and description of recovered property.

Notify dispatch to remove the item from NCIC.

337.6 DETECTIVE RESPONSIBILITIES - OUTSIDE PROPERTY LOCATED
When notified of property reported as lost, stolen, or embezzled to another agency is located in a local pawnshop, place or verify a Written Hold Order.

Ensure that extensions of the Written Hold Order are renewed as necessary.

Send a teletype to the reporting agency advising of the Hold Order and request a copy of the agency's Incident report listing the property as stolen.
If there is not a response to the first notification before the first 30-day hold expires, extend the hold. Send a second teletype advising the agency when the hold will expire and NCIC protocols. If there is no response before the second hold expires, release the hold.

Complete the investigation, and then forward a Property Referral Form to the Victim/Witness Center for a Proprietary Interest Hearing to be scheduled. The Victim/Witness Center shall assist the victim or agency in recovering the property.

337.7 REGULATIONS
Oklahoma State Statute dictates that a Written Hold Order shall be in effect for a period not to exceed 30 days and shall contain the following information:

(a) Signature of the pawnbroker or his designee.
(b) Name, title, and badge number of the police officer placing the hold order.
(c) Address of the Sand Springs Police Department and the incident (OCA) number.
(d) Name of the agency reporting the property lost, stolen or embezzled.
(e) Mailing address of the pawnshop where the property is held.
(f) Expiration date of the holding period.
(g) Complete description of the property to be held, including the model number, serial number, and the name of the employee completing the transaction as well as the pawn transaction numbers.

Detectives, when receiving a notification of property reported as lost, stolen or embezzled to a case they are assigned, shall follow the same procedures as officers for placing the Written Hold Order.

Pawnshop holds shall only be lifted by detectives and done in writing.

Detectives shall follow-up and recover the property from the pawnshop when necessary.

If not extended by a detective, pawnshop holds expire in 30 days.
Detectives shall release property located in pawnshops in accordance with Oklahoma State Statutes regarding disposition of recovered property.

Disposition of lost, stolen or embezzled property turned in to the Property Room shall be made through the judicial process.
Chaplains

338.1 PURPOSE AND SCOPE
This policy establishes the guidelines for Sand Springs Police Department chaplains to provide counseling or emotional support to members of the Department, their families and members of the public.

338.2 POLICY
The Sand Springs Police Department shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

338.3 ELIGIBILITY
Requirements for participation as a chaplain for the Department may include, but are not limited to:

(a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, free from addiction to alcohol or other drugs, and free from excessive debt.
(b) Managing his/her household, family and personal affairs well.
(c) Having a good reputation in the community.
(d) Successful completion of an appropriate-level background investigation.
(e) A minimum of five years of successful counseling experience.
(f) Possession of a valid driver license.

The Chief of Police may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

338.4 RECRUITMENT, SELECTION AND APPOINTMENT
The Sand Springs Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as department personnel before appointment.

338.4.1 RECRUITMENT
Chaplains should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity and non-discriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Department in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with department members before and during the selection process.
338.4.2 SELECTION AND APPOINTMENT
Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

(a) Submit the appropriate written application.
(b) Include a recommendation from employers or volunteer programs.
(c) Interview with the Chief of Police and the chaplain coordinator.
(d) Successfully complete an appropriate-level background investigation.
(e) Complete an appropriate probationary period as designated by the Chief of Police.

Chaplains are volunteers and serve at the discretion of the Chief of Police. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

338.5 IDENTIFICATION AND UNIFORMS
As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by officers through the inclusion of "Chaplain" on the uniform. Chaplain uniforms shall not reflect any religious affiliation.

Chaplains will be issued Sand Springs Police Department identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Sand Springs Police Department identification cards, with the exception that “Chaplain” will be indicated on the cards. Chaplains shall be required to return any issued uniforms or department property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of this department.

338.6 CHAPLAIN COORDINATOR
The Chief of Police shall delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Administration Division Commander or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Chief of Police. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the Department, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Chief of Police or the authorized designee, chaplains shall report to the chaplain coordinator and/or Shift Supervisor.
The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

(a) Recruiting, selecting and training qualified chaplains.
(b) Conducting chaplain meetings.
(c) Establishing and maintaining a chaplain callout roster.
(d) Maintaining records for each chaplain.
(e) Tracking and evaluating the contribution of chaplains.
(f) Maintaining a record of chaplain schedules and work hours.
(g) Completing and disseminating, as appropriate, all necessary paperwork and information.
(h) Planning periodic recognition events.
(i) Maintaining a liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator.

338.7 DUTIES AND RESPONSIBILITIES
Chaplains assist the Department, its members and the community as needed. Assignments of chaplains will usually be to augment the Patrol Division, but chaplains may be assigned to other areas within the Department as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department.

All chaplains will be assigned to duties by the chaplain coordinator or the authorized designee.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as chaplains with this department. If there is any question as to the receiving person’s intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service, or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Sand Springs Police Department.

338.7.1 COMPLIANCE
Chaplains are volunteer members of this department, and except as otherwise specified within this policy, are required to comply with the Volunteers Policy and other applicable policies.
Chaplains

338.7.2 OPERATIONAL GUIDELINES

(a) Chaplains will be scheduled to be on-call for a period of seven consecutive days during each month, beginning on Monday and ending on the following Sunday.

(b) Generally, each chaplain will serve with Sand Springs Police Department personnel a minimum of eight hours per month.

(c) At the end of each watch the chaplain will complete a chaplain shift report and submit it to the Chief of Police or the authorized designee.

(d) Chaplains shall be permitted to ride with officers during any shift and observe Sand Springs Police Department operations, provided the Shift Supervisor has been notified and has approved the activity.

(e) Chaplains shall not be evaluators of members of the Department.

(f) In responding to incidents, a chaplain shall never function as an officer.

(g) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.

(h) Chaplains shall serve only within the jurisdiction of the Sand Springs Police Department unless otherwise authorized by the Chief of Police or the authorized designee.

(i) Each chaplain shall have access to current department member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential and each chaplain will exercise appropriate security measures to prevent unauthorized access to the data.

338.7.3 ASSISTING DEPARTMENT MEMBERS

The responsibilities of a chaplain related to department members include, but are not limited to:

(a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.

(b) Visiting sick or injured members in the hospital or at home.

(c) Attending and participating, when requested, in funerals of active or retired members.

(d) Serving as a resource for members who are dealing with the public during significant incidents (e.g., accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse).

(e) Providing counseling and support for members and their families.

(f) Being alert to the needs of members and their families.
338.7.4 ASSISTING THE DEPARTMENT
The responsibilities of a chaplain related to this department include, but are not limited to:

(a) Assisting members in defusing a conflict or incident, when requested.
(b) Responding to any significant incident (e.g., natural and accidental deaths, suicides and attempted suicides, family disturbances) in which the Shift Supervisor or supervisor believes the chaplain could assist in accomplishing the mission of the Department.
(c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.
(d) Being on-call and, if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of department members.
(e) Attending department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.
(f) Participating in in-service training classes.
(g) Training others to enhance the effectiveness of the Department.

338.7.5 ASSISTING THE COMMUNITY
The duties of a chaplain related to the community include, but are not limited to:

(a) Fostering familiarity with the role of law enforcement in the community.
(b) Providing an additional link between the community, other chaplain coordinators and the Department.
(c) Providing a liaison with various civic, business and religious organizations.
(d) Assisting the community when they request representatives or leaders of various denominations.
(e) Assisting the community in any other function, as needed or requested.
(f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

338.7.6 CHAPLAIN MEETINGS
All chaplains are required to attend scheduled meetings. Any absences must be satisfactorily explained to the chaplain coordinator.

338.8 PRIVILEGED COMMUNICATIONS
No person who provides chaplain services to members of the Department may work or volunteer for the Sand Springs Police Department in any capacity other than that of chaplain.

Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall
Chaplains

inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to a non-department counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any Sand Springs Police Department member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

338.9 TRAINING
The Department will establish a minimum number of training hours and standards for department chaplains. The training, as approved by the Training Supervisor, may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for members of law enforcement and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The law enforcement family
- Substance abuse
- Officer injury or death
- Sensitivity and diversity
Public Safety Video Surveillance System

339.1 PURPOSE AND SCOPE
This policy provides guidance for the placement and monitoring of department public safety video surveillance, as well as the storage and release of the captured images.

This policy only applies to overt, marked public safety video surveillance systems operated by the Department. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department.

339.2 POLICY
The Sand Springs Police Department operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the City to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

339.3 OPERATIONAL GUIDELINES
Only department-approved video surveillance equipment shall be utilized. Members authorized to monitor video surveillance equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Chief of Police or the authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

339.3.1 PLACEMENT AND MONITORING
Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Chief of Police should confer with other affected City divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation or other obstructions, should also be evaluated when determining placement.

Cameras shall only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public safety video surveillance system may be useful for the following purposes:

(a) To prevent, deter and identify criminal activity.
(b) To target identified areas of gang and narcotics complaints or activity.
(c) To respond to critical incidents.
Public Safety Video Surveillance System

(d) To assist in identifying, apprehending and prosecuting offenders.
(e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.
(f) To augment resources in a cost-effective manner.
(g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Shift Supervisor's office and Communications. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Shift Supervisor or trained Communications personnel are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than police personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination or retention of anything documented by public safety surveillance equipment is prohibited.

339.3.2 CAMERA MARKINGS
All public areas monitored by public safety surveillance equipment shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under police surveillance. Signs should be well lit, placed appropriately and without obstruction to ensure visibility.

339.3.3 INTEGRATION WITH OTHER TECHNOLOGY
The Department may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

The Department should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems, video enhancement or other analytical technology, requires additional safeguards.

339.4 VIDEO SUPERVISION
Supervisors should monitor video surveillance access and usage to ensure members follow department policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.
339.4.1 VIDEO LOG
A log should be maintained at all locations where video surveillance monitors are located. The log should be used to document all persons not assigned to the monitoring locations who have been given access to view or monitor images provided by the video surveillance cameras. The logs should, at a minimum, record the:

(a) Date and time access was given.
(b) Name and agency of the person being given access to the images.
(c) Name of person authorizing access.
(d) Identifiable portion of images viewed.

339.4.2 PROHIBITED ACTIVITY
Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target protected individual characteristics including, but not limited to, race, ethnicity, national origin, religion, disability, gender or sexual orientation.

Video surveillance equipment shall not be used to harass, intimidate or discriminate against any individual or group.

339.5 STORAGE AND RETENTION OF MEDIA
All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule.

339.5.1 EVIDENTIARY INTEGRITY
All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

339.6 RELEASE OF VIDEO IMAGES
All recorded video images gathered by the public safety video surveillance equipment are for the official use of the Sand Springs Police Department.
Public Safety Video Surveillance System

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for department public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Shift Supervisor for release in accordance with a specific and legitimate law enforcement purpose.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established department subpoena process.

339.7 VIDEO SURVEILLANCE AUDIT
The Chief of Police or the authorized designee will conduct an annual review of the public safety video surveillance system. The review should include an analysis of the cost, benefit and effectiveness of the system, including any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues that were identified, including those related to training, discipline or policy.

The results of each review shall be appropriately documented and maintained by the Chief of Police or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

339.8 TRAINING
All department members authorized to operate or access public safety video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.
Child and Dependent Adult Safety

340.1 PURPOSE AND SCOPE
This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

340.2 POLICY
It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Sand Springs Police Department will endeavor to create a strong, cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

340.3 PROCEDURES DURING AN ARREST
When encountering an arrest or prolonged detention situation, officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

(a) Inquire about and confirm the location of any children or dependent adults.
(b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.
(c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, officers should consider reasonable alternatives to arresting a parent, guardian or caregiver in the presence of his/her child or dependent adult.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be nonproductive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

340.3.1 AFTER AN ARREST
Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee’s disclosed or discovered children or dependent adults.
Child and Dependent Adult Safety

Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

(a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.
   1. Officers should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.

(b) Unless there is evidence that it would not be in the dependent person's best interest (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver’s judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.
   1. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.

(c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.

(d) Notify the Department of Human Services, if appropriate.

(e) Notify the field supervisor or Shift Supervisor of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver’s arrest and of the arrangements being made for the care of the arrestee’s dependent. The result of such actions should be documented in the associated report.

340.3.2 DURING THE BOOKING PROCESS
During the booking process, the arrestee should be allowed to make telephone calls to arrange for the care of any child or dependent adult in accordance with the Temporary Custody of Adults Policy.

If an arrestee is unable to arrange for the care of any child or dependent adult through this process, or circumstances prevent them from making such arrangements (e.g., their behavior prevents reasonable accommodations for making necessary calls), a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.
340.3.3 REPORTING

(a) For all arrests where children are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Special needs (e.g., medical, mental health)
5. How, where and with whom or which agency the child was placed
6. Identities and contact information for other potential caregivers
7. Notifications made to other adults (e.g., schools, relatives)

(b) For all arrests where dependent adults are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Whether the person reasonably appears able to care for him/herself
5. Disposition or placement information if he/she is unable to care for him/herself

340.3.4 SUPPORT AND COUNSELING REFERRAL
If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis response telephone number, the appropriate referral information may be provided.

340.4 DEPENDENT WELFARE SERVICES
Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other department-approved social service agency to determine whether protective custody is appropriate.

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked law enforcement vehicle or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.
340.5 TRAINING
The Training Supervisor is responsible for ensuring that all members of this department who may be involved in arrests affecting children or dependent adults receive approved training on effective safety measures when a parent, guardian or caregiver is arrested.
Service Animals

341.1 PURPOSE AND SCOPE
The purpose of this policy is to provide the guidelines necessary to ensure that the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act (ADA).

341.1.1 DEFINITIONS
Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler's control, the facility can accommodate the horse's type, size and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

341.2 POLICY
It is the policy of the Sand Springs Police Department to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

341.3 IDENTIFICATION AND USE OF SERVICE ANIMALS
Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

• Guiding people who are blind or have low vision.
• Alerting people who are deaf or hard of hearing.
• Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
• Pulling wheelchairs.
• Providing physical support and assisting with stability and balance.
• Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
Service Animals

• Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

341.4 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the Sand Springs Police Department affords to all members of the public (28 CFR 35.136).

341.4.1 INQUIRY

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

• Is the animal required because of a disability?
• What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal’s status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

341.4.2 CONTACT

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

341.4.3 REMOVAL

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this department are expected to provide all services that are reasonably available to an individual with a disability, with or without a service animal.
341.4.4 COMPLAINTS
When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).
Volunteers

342.1 PURPOSE AND SCOPE
This policy establishes the guidelines for Sand Springs Police Department volunteers to supplement and assist department personnel in their duties. Trained volunteers are members who can augment department personnel and help complete various tasks.

342.1.1 DEFINITIONS
Definitions related to this policy include:

Volunteer - An individual who performs a service for the Department without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, unpaid reserve officers, interns, persons providing administrative support, and youth involved in a law enforcement Explorer Post, among others.

342.2 POLICY
The Sand Springs Police Department shall ensure that volunteers are properly appointed, trained and supervised to carry out specified tasks and duties in order to create an efficient department and improve services to the community.

342.3 ELIGIBILITY
Requirements for participation as a volunteer for the Department may include, but are not limited to:

(a) Being at least 18 years of age.
(b) Possession of a valid driver license if the position requires vehicle operation.
(c) Possession of liability insurance for any personally owned equipment, vehicles or animals utilized during volunteer work.
(d) No conviction of a felony, any crime of a sexual nature or against children, any crime related to assault or violence, any crime related to dishonesty, or any crime related to impersonating a law enforcement officer.
(e) No conviction of a misdemeanor or gross misdemeanor crime within the past 10 years, excluding petty misdemeanor traffic offenses.
(f) No mental illness or chemical dependency condition that may adversely affect the person’s ability to serve in the position.
(g) Ability to meet physical requirements reasonably appropriate to the assignment.
(h) A personal background history and character suitable for a person representing the Department, as validated by a background investigation.

The Chief of Police may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.
342.4 RECRUITMENT, SELECTION AND APPOINTMENT
The Sand Springs Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

342.4.1 RECRUITMENT
Volunteers should be recruited on a continuous and ongoing basis consistent with department policy on equal opportunity, nondiscriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Department in serving the public.

Requests for volunteers should be submitted in writing by interested department members to the volunteer coordinator through the requester’s immediate supervisor. A complete description of the volunteer’s duties and a requested time frame should be included in the request. All department members should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The volunteer coordinator may withhold assignment of any volunteer until such time as the requester is prepared to make effective use of volunteer resources.

342.4.2 SELECTION
Volunteer candidates shall successfully complete the following process prior to appointment as a volunteer:

(a) Submit the appropriate written application.
(b) Interview with the volunteer coordinator.
(c) Successfully complete an appropriate-level background investigation.

342.4.3 APPOINTMENT
Service as a volunteer with the Department shall begin with an official notice of acceptance or appointment by the Chief of Police or the authorized designee. Notice may only be given by an authorized representative of the Department, who will normally be the volunteer coordinator.

No volunteer should begin any assignment until he/she has been officially accepted for that position and has completed all required screening and paperwork. At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of the position description and agreement of service with the Department.

All volunteers shall receive a copy of the volunteer orientation materials and shall be required to sign a volunteer agreement. Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department.

Volunteers serve at the discretion of the Chief of Police.

342.5 IDENTIFICATION AND UNIFORMS
As representatives of the Department, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and
performance of their duties. Uniforms and necessary safety equipment will be provided for each
volunteer. Identification symbols worn by volunteers shall be different and distinct from those worn
by officers or other members of this department through the inclusion of “Volunteer” on the uniform.

Volunteers will be issued Sand Springs Police Department identification cards, which must be
carried at all times while on-duty. The identification cards will be the standard Sand Springs Police
Department identification cards, except that “Volunteer” will be indicated on the cards.

342.6 PERSONNEL WORKING AS VOLUNTEERS
Qualified regular department personnel, when authorized, may also serve as volunteers. However,
this department shall not utilize the services of volunteers in such a way that it would violate
employment laws or employment agreements (e.g., a detention officer participating as a volunteer
for reduced or no pay). Therefore, the volunteer coordinator should consult with the Human
Resources Department prior to allowing regular department personnel to serve in a volunteer
capacity (29 CFR 553.30).

342.7 VOLUNTEER COORDINATOR
The volunteer coordinator shall be appointed by and directly responsible to the
Administration Division Commander or the authorized designee.

The function of the coordinator is to provide a central coordinating point for effective volunteer
management within the Department, and to direct and assist efforts to jointly provide more
productive volunteer services. Under the general direction of the Chief of Police or the authorized
designee, volunteers shall report to the volunteer coordinator and/or Shift Supervisor.

The volunteer coordinator may appoint a senior volunteer or other designee to assist in the
coordination of volunteers and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

(a) Recruiting, selecting and training qualified volunteers.
(b) Conducting volunteer meetings.
(c) Establishing and maintaining a volunteer callout roster.
(d) Maintaining records for each volunteer.
(e) Tracking and evaluating the contribution of volunteers.
(f) Maintaining a record of volunteer schedules and work hours.
(g) Completing and disseminating, as appropriate, all necessary paperwork and
    information.
(h) Planning periodic recognition events.
(i) Maintaining a liaison with other community programs that use volunteers and assisting
    in community-wide efforts to recognize and promote volunteering.
Volunteers

(j) Maintaining volunteer orientation and training materials and outlining expectations, policies and responsibilities for all volunteers.

An evaluation of the overall use of volunteers will be conducted on an annual basis by the coordinator.

342.8 DUTIES AND RESPONSIBILITIES
Volunteers assist department personnel as needed. Assignments of volunteers will usually be to augment the Patrol Division, but volunteers may be assigned to other areas within the Department as needed. Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Department.

All volunteers will be assigned to duties by the volunteer coordinator or the authorized designee.

342.8.1 COMPLIANCE
Volunteers shall be required to adhere to all department policies and procedures. A copy of the policies and procedures will be made available to each volunteer upon appointment. The volunteer shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this Policy Manual refers to regular department personnel, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Volunteers are required by this department to meet department-approved training requirements as applicable to their assignments.

342.8.2 VOLUNTEER MEETINGS
All volunteers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the volunteer coordinator.

342.9 TASK-SPECIFIC TRAINING
Task-specific training is intended to provide the required instruction and practice for volunteers to properly and safely perform their assigned duties. A volunteer’s training should correspond to his/her assignment as determined by the volunteer coordinator.

Volunteers will be provided with an orientation program to acquaint them with the policies of the Department and law enforcement procedures applicable to their assignments.

Volunteers should receive position-specific training to ensure they have adequate knowledge and skills to complete the required tasks, and should receive ongoing training as deemed appropriate by their supervisors or the volunteer coordinator.

Training should reinforce to volunteers that they shall not intentionally represent themselves as, or by omission infer that they are, officers or other full-time members of the Department. They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all applicable orders and directives, either oral or written, issued by the Department.
342.9.1 VOLUNTEER TRAINING MATERIALS
Each new volunteer will be issued volunteer training materials. The materials outline the subject matter and skills necessary to properly function as a volunteer with the Sand Springs Police Department. The volunteer shall become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.

342.10 SUPERVISION
Each volunteer must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the volunteer’s assigned duties. The following are some considerations that supervisors should keep in mind while supervising volunteers:

(a) Take the time to introduce volunteers to members on all levels.
(b) Ensure volunteers have work space and necessary office supplies.
(c) Make sure the work is challenging. Do not hesitate to give volunteers an assignment or task that will utilize these valuable resources.

A volunteer may be assigned as a supervisor of other volunteers, provided that the supervising volunteer is under the direct supervision of an employee of the Sand Springs Police Department.

342.10.1 EVALUATIONS
While in training, volunteers should be continuously evaluated using standardized daily and weekly observation reports. A volunteer will be considered a trainee until he/she has satisfactorily completed training. Volunteers who have completed their training should be evaluated annually using performance dimensions applicable to the duties and authorities granted to that volunteer.

342.10.2 FITNESS FOR DUTY
No volunteer shall report for work or be at work when his/her judgment or physical condition has been impaired due to illness or injury, or by the use of alcohol or drugs, whether legal or illegal.

Volunteers shall report to their supervisors any change in status that may affect their ability to fulfill their duties. This includes, but is not limited to:

(a) Driver license.
(b) Medical condition.
(c) Arrests.
(d) Criminal investigations.
(e) All law enforcement contacts.
Volunteers

342.11 INFORMATION ACCESS
With appropriate security clearance, a volunteer may have access to or be in the vicinity of criminal histories, investigative files or information portals. Unless otherwise directed by a supervisor, the duties of the position or department policy, all such information shall be considered confidential. Only that information specifically identified and approved by authorized members shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by department policy and supervisory personnel.

A volunteer whose assignment requires the use of, or access to, confidential information will be required to have his/her fingerprints submitted to the Oklahoma State Bureau of Investigation (OSBI) to obtain clearance. Volunteers working this type of assignment will receive training in data practices and be required to sign a nondisclosure agreement before being given an assignment with the Department. Subsequent unauthorized disclosure of any confidential information verbally, in writing or by any other means by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to newspapers or other periodicals, release or divulge any information concerning the activities of the Department, or maintain that they represent the Department in such matters without permission from the proper department personnel.

342.11.1 RADIO AND MOBILE DATA COMPUTER USAGE
Volunteers shall successfully complete state and federal database access training and radio procedures training prior to using police radios or Mobile Data Computers and shall comply with all related provisions. The volunteer coordinator should ensure that radio and database access training is provided for volunteers whenever necessary.

342.12 EQUIPMENT
Any property or equipment issued by the Department shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Department and shall be returned at the termination of service.

342.12.1 VEHICLE USE
Any volunteer who operates any vehicle while acting in the capacity of a volunteer shall receive training in safe driving and defensive driving. The specific training and course of study shall be determined by the volunteer coordinator.

Volunteers assigned to duties that require the use of a vehicle must first complete:

(a) A driving safety briefing and department-approved driver safety course.
(b) Verification that the volunteer possesses a valid driver license.
(c) Verification that the volunteer carries current vehicle insurance.

The coordinator should ensure that all volunteers receive safety briefing updates and license and insurance verification at least once a year.
Volunteers

When operating department vehicles, volunteers shall obey all rules of the road, including seat belt requirements.

Volunteers should not operate a marked law enforcement vehicle unless there is a prominently placed sign indicating that the vehicle is out of service.

Volunteers are not authorized to operate department vehicles while using the vehicle’s emergency equipment (e.g., emergency lights siren).

342.13 DISCIPLINARY PROCEDURES/TERMINATION
If a volunteer has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

Volunteers are considered at-will and may be removed from service at the discretion of the Chief of Police, with or without cause. Volunteers shall have no property interest in their continued appointments. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

Volunteers may resign from volunteer service with the Department at any time. It is requested that volunteers who intend to resign provide advance notice and a reason for their decision.

342.13.1 EXIT INTERVIEWS
The volunteer coordinator should conduct exit interviews, where possible. These interviews should ascertain why the volunteer is leaving the position and should solicit the volunteer’s suggestions on improving the position. When appropriate, an exit interview should also include a discussion on the possibility of involvement in some other capacity with the Department.
Native American Graves Protection and Repatriation

343.1 PURPOSE AND SCOPE
This policy is intended ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001).

343.1.1 DEFINITIONS
Definitions related to this policy include (43 CFR 10.2):

Native American human remains - The physical remains of the body of a person of Native American ancestry.

Funerary objects and associated funerary objects - Objects that, as part of the death rite or ceremony of a culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains, or that were made exclusively for burial purposes, or to contain human remains.

Sacred objects - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

Objects of cultural patrimony - Objects having ongoing historical, traditional or cultural importance that is central to the Native American group or culture itself and therefore cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

343.2 POLICY
It is the policy of the Sand Springs Police Department that the protection of Native American human remains, funerary objects, sacred objects or objects of cultural patrimony on federal lands is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption or complicated custody transfer processes.

343.3 COMPLIANCE WITH NAGPRA
Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, sacred objects or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene other than scene preservation activity must cease (43 CFR 10.4 et seq.).

No photography or video recording may be permitted by the media or any group or individual who may wish to exhibit the remains.

Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.4(d)):
Native American Graves Protection and Repatriation

- Federal land - Appropriate agency at the U.S. Department of the Interior or U.S. Department of Agriculture

- State land - Appropriate Medical Examiner and the State Archaeologist and the State Historic Preservation Officer within 15 days when appropriate (21 O.S. § 1168.4). Before releasing control of the scene, officers shall confirm who will be making this notification.

- Tribal land - Responsible Indian tribal official

- Private land - The landowner and the Chief Medical Examiner (21 O.S. § 1168.4)

343.4 EVIDENCE AND PROPERTY
If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.6).
Off-Duty Law Enforcement Actions

344.1 PURPOSE AND SCOPE
This policy is intended to provide guidelines for officers of the Sand Springs Police Department with respect to taking law enforcement action while off-duty.

344.2 POLICY
It is the policy of the Sand Springs Police Department that officers generally should not initiate law enforcement action while off-duty. Officers are not expected to place themselves in unreasonable peril and should first consider reporting and monitoring the activity. However, any officer who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage or loss, may take reasonable action to minimize or eliminate the threat.

344.3 DECISION TO INTERVENE
There is no legal requirement for off-duty officers to take law enforcement action unless they are in uniform at a public function. Officers should consider waiting for on-duty uniformed peace officers to arrive instead of immediately intervening and, while waiting, gather as much accurate intelligence as possible. However, if an officer decides to intervene, he/she must evaluate whether the action is necessary or desirable, and should take into consideration:

(a) The potential to be misidentified by other peace officers.
(b) The potential to be misidentified by members of the public, who may be armed or who may take action.
(c) The tactical disadvantage of being alone and the possibility of multiple or hidden suspects.
(d) Limited off-duty firearms capabilities and ammunition.
(e) The inability to communicate with responding peace officers.
(f) The lack of equipment, such as body armor, handcuffs or control devices.
(g) Unfamiliarity with the surroundings, including escape routes.
(h) The potential for increased risk to bystanders by confronting a suspect or taking action.

An off-duty officer in official uniform in attendance at a public function, event or assemblage of people has the same powers and obligations as when he/she is on-duty (22 O.S. § 37.1).

344.3.1 INTERVENTION PROCEDURE
If involvement is reasonably necessary, the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. If possible, the dispatcher receiving the call should obtain a description of the off-duty officer from the caller and broadcast that information to responding officers.
Off-Duty Law Enforcement Actions

Whenever practicable, the officer should loudly and repeatedly identify him/herself as an officer with the Sand Springs Police Department until acknowledged. Official identification should also be displayed when possible.

344.4 CONSIDERATIONS
When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she is working in an undercover capacity.

344.4.1 CIVILIAN RESPONSIBILITIES
Civilian members should not become involved in any law enforcement action while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

344.4.2 INCIDENTS OF PERSONAL INTEREST
Department members should refrain from handling incidents of personal interest (e.g., family or neighbor disputes) and should remain neutral. In such circumstances members should call the responsible agency to handle the matter.

344.5 REPORTING
If prior notification to the appropriate local law enforcement agency is not reasonably possible before taking action, the officer shall notify the agency as soon as reasonably practicable. Officers shall cooperate fully with the agency having jurisdiction by providing statements or reports as requested or as appropriate.

Officers shall notify the Shift Supervisor regarding any law enforcement action taken while off-duty. The Shift Supervisor may send a supervisor to the location. The supervisor may request assistance from the Internal Affairs Unit, if deemed appropriate.

The Shift Supervisor shall determine whether a crime report or an administrative report should be completed by the involved officer.
Community Relations

345.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Hate Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Chaplains Policy.
- Patrol Policy.
- Suspicious Activity Reporting Policy.

345.2 POLICY
It is the policy of the Sand Springs Police Department to promote positive relationships between department members and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

345.3 MEMBER RESPONSIBILITIES
Officers should, as time and circumstances reasonably permit:

(a) Make casual and consensual contacts with community members to promote positive community relationships (see the Contacts and Temporary Detentions Policy).

(b) Become reasonably familiar with the schools, businesses and community groups in their assigned jurisdictional areas.

(c) Work with community members and the department community relations coordinator to identify issues and solve problems related to community relations and public safety.

(d) Conduct periodic foot patrols of their assigned areas to facilitate interaction with community members. Officers carrying out foot patrols should notify an appropriate supervisor and Communications of their status (i.e., on foot patrol) and location before beginning and upon completion of the foot patrol. They should also periodically inform Communications of their location and status during the foot patrol.

345.4 COMMUNITY RELATIONS COORDINATOR
The Chief of Police or the authorized designee should designate a member of the Department to serve as the community relations coordinator. He/she should report directly to the Chief of Police or the authorized designee and is responsible for:
Community Relations

(a) Obtaining department-approved training related to his/her responsibilities.

(b) Responding to requests from department members and the community for assistance in identifying issues and solving problems related to community relations and public safety.

(c) Organizing surveys to measure the condition of the department’s relationship with the community.

(d) Working with community groups, department members and other community resources to:
   1. Identify and solve public safety problems within the community.
   2. Organize programs and activities that help build positive relationships between department members and the community and provide community members with an improved understanding of department operations.

(e) Working with the Patrol Division Commander to develop patrol deployment plans that allow officers the time to participate in community engagement and problem-solving activities.

(f) Recognizing department and community members for exceptional work or performance in community relations efforts.

(g) Attending City council and other community meetings to obtain information on community relations needs.

(h) Assisting with the department’s response to events that may affect community relations, such as an incident where the conduct of a department member is called into public question.

(i) Informing the Chief of Police and others of developments and needs related to the furtherance of the department’s community relations goals, as appropriate.

345.5 SURVEYS

The community relations coordinator should arrange for a survey of community members and department members to be conducted at least annually to assess the condition of the relationship between the Department and the community. Survey questions should be designed to evaluate perceptions of the following:

(a) Overall performance of the Department

(b) Overall competence of department members

(c) Attitude and behavior of department members

(d) Level of community trust in the Department

(e) Safety, security or other concerns

A written summary of the compiled results of the survey should be provided to the Chief of Police.
345.6 COMMUNITY AND YOUTH ACTIVITIES AND PROGRAMS
The community relations coordinator should organize or assist with programs and activities that create opportunities for department members and community members, especially youth, to interact in a positive setting. Examples of such programs and events include:

(a) Department-sponsored athletic programs (e.g., baseball, basketball, soccer, bowling).
(b) Police-community get-togethers (e.g., cookouts, meals, charity events).
(c) Youth leadership and life skills mentoring.
(d) School resource officer/Drug Abuse Resistance Education (D.A.R.E.®) programs.
(e) Neighborhood Watch and crime prevention programs.

345.7 INFORMATION SHARING
The community relations coordinator should work with the Public Information Officer to develop methods and procedures for the convenient sharing of information (e.g., major incident notifications, significant changes in department operations, comments, feedback, positive events) between the Department and community members. Examples of information-sharing methods include:

(a) Community meetings.
(b) Social media (see the Department Use of Social Media Policy).
(c) Department website postings.

Information should be regularly refreshed, to inform and engage community members continuously.

345.8 LAW ENFORCEMENT OPERATIONS EDUCATION
The community relations coordinator should develop methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe. Examples of educational methods include:

(a) Development and distribution of informational cards/flyers.
(b) Department website postings.
(c) Presentations to driver education classes.
(d) Instruction in schools.
(e) Department ride-alongs (see the Ride-Alongs Policy).
(f) Scenario/Simulation exercises with community member participation.
(g) Youth internships at the Department.
(h) Citizen academies.

Instructional information should include direction on how community members should interact with the police during enforcement or investigative contacts and how community members can make
a complaint to the Department regarding alleged misconduct or inappropriate job performance by department members.

345.9 SAFETY AND OTHER CONSIDERATIONS
Department members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, should not allow them to be present in any location or situation that would jeopardize their safety.

Department members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

Community members are subject to a criminal history check before approval for participation in certain activities, such as citizen academies.

345.10 COMMUNITY ADVISORY COMMITTEE
The Chief of Police should establish a committee of volunteers consisting of community members, community leaders and other community stakeholders (e.g., representatives from schools, churches, businesses, social service organizations). The makeup of the committee should reflect the demographics of the community as much as practicable.

The committee should convene regularly to:

(a) Provide a public forum for gathering information about public safety concerns in the community.
(b) Work with the Department to develop strategies to solve public safety problems.
(c) Generate plans for improving the relationship between the Department and the community.
(d) Participate in community outreach to solicit input from community members, including youth from the community.

The Training Supervisor should arrange for initial and ongoing training for committee members on topics relevant to their responsibilities.

The Chief of Police may include the committee in the evaluation and development of department policies and procedures and may ask them to review certain personnel complaints for the purpose of providing recommendations regarding supervisory, training or other issues as appropriate.

345.10.1 LEGAL CONSIDERATIONS
The Chief of Police and the community relations coordinator should work with the City Attorney as appropriate to ensure the committee complies with any legal requirements such as public notices, records maintenance and any other associated obligations or procedures.
Community Relations

345.11 TRANSPARENCY
The Department should periodically publish statistical data and analysis regarding the department’s operations. The reports should not contain the names of officers, suspects or case numbers. The community relations coordinator should work with the community advisory committee to identify information that may increase transparency regarding department operations.

345.12 TRAINING
Subject to available resources, members should receive training related to this policy, including training on topics such as:

(a) Effective social interaction and communication skills.
(b) Cultural, racial and ethnic diversity and relations.
(c) Building community partnerships.
(d) Community policing and problem-solving principles.
(e) Enforcement actions and their effects on community relations.

Where practicable and appropriate, community members, especially those with relevant expertise, should be involved in the training to provide input from a community perspective.
Chapter 4 - Patrol Operations
Patrol

400.1 PURPOSE AND SCOPE
The purpose of this policy is to define the patrol function and address intraorganizational cooperation and information sharing.

400.2 POLICY
The Sand Springs Police Department provides patrol services 24 hours a day, seven days a week and will prioritize responses to requests for emergency services using available resources to enhance the safety of the public and department members.

400.3 FUNCTION
Patrol will generally be conducted by uniformed officers in clearly marked law enforcement vehicles in assigned jurisdictional areas of Sand Springs. The function of patrol is to respond to calls for assistance and reports of criminal activity, act as a deterrent to crime, enforce state and local laws, identify community needs, provide support and assistance to the community and respond to emergencies.

Patrol services include, but are not limited to:

(a) Responding to emergency calls for service.
(b) Apprehending criminal offenders.
(c) Providing mutual aid and assistance to other agencies for emergency and law enforcement-related activities.
(d) Preventing criminal acts, traffic violations and collisions, maintaining public order and discovering hazardous situations or conditions.
(e) Responding to reports of both criminal and non-criminal acts.
(f) Responding to routine calls for service, such as public assistance or public safety.
(g) Directing and controlling traffic.
(h) Carrying out crime prevention activities, such as residential inspections, business inspections and community presentations.
(i) Carrying out community-oriented policing and problem-solving activities, including the application of resources to improve or resolve specific problems or situations and contacting or assisting members of the public in a positive way.
(j) Providing courthouse/courtroom security, including the operation of physical security equipment, searches of individuals and the facility, and development of high-risk trial plans and emergency evacuation plans.
400.4 INFORMATION SHARING
To the extent feasible, all information relevant to the mission of the Department should be shared among all divisions and specialized units on a timely basis. Members should be provided with opportunities on a regular basis to share information during the daily briefings and to attend briefings of other divisions or specialized units.

Additionally, information should be shared with outside agencies and the public in conformance with department policies and applicable laws. Members are encouraged to share information with other units and divisions.

400.5 CROWDS, EVENTS AND GATHERINGS
Officers may encounter gatherings of people, including, but not limited to, civil demonstrations, public displays, parades, sporting events and civic, social and business events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action.

Generally, officers should consider seeking compliance through advisements and warnings for minor violations, and should reserve greater enforcement options for more serious violations or when voluntary compliance with the law is not achieved.

Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety concerns.

400.6 STAFFING
The Patrol Division Commander will establish minimum staffing levels based on average calls for service, geographic areas to be covered, response time considerations, shift length and available staff for assignment.

On an annual basis, the Shift Supervisor will assign staff to fill the positions established by the minimum staffing levels, following agency practice for position assignment.

The shift supervisor will assign staff to fill vacancies any time the vacancies result in the failure to meet established minimum staffing levels.

400.7 COMMUNITY-ORIENTED POLICING SERVICES
The Patrol Division Commander should ensure that a community-oriented policing program is established and a program manual developed that should include at a minimum:

   (a) The mission, organizational values and management principles that support community partnerships.
(b) A definition of community partnerships as a commitment to a philosophy rather than a program.

(c) A list of partnerships and collaborative efforts involving the Sand Springs Police Department and persons, groups and businesses within the community.

(d) Training for members and community leaders in the theory and concept, as well as function and operation, of community partnerships.

(e) Recommended training for members in problem-solving models.

(f) Materials that assist members in developing support from City officials for the concept of community-oriented policing, with the goal of City-wide adoption of the community partnership philosophy.
Bias-Based Policing

401.1 PURPOSE AND SCOPE
This policy provides guidance to department members that affirms the Sand Springs Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

This policy meets statutory requirements requiring the adoption of an impartial policing/racial profiling policy (11 O.S. § 34-107; 22 O.S. § 34.3).

401.1.1 DEFINITIONS
Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement (22 O.S. § 34.3).

401.2 POLICY
The Sand Springs Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

This policy shall be available for public inspection during normal business hours (22 O.S. § 34.3).

401.3 BIAS-BASED POLICING PROHIBITED
Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

401.4 MEMBER RESPONSIBILITIES
Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any bias-based actions by another member.
Bias-Based Policing

401.4.1 REASON FOR CONTACT
Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

401.4.2 REPORTING TRAFFIC STOPS
Each time an officer makes a traffic stop, the officer shall report any information as required in the Traffic and Parking Citations Policy.

401.5 SUPERVISOR RESPONSIBILITIES
Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy (22 O.S. § 34.3).

(a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
   1. Supervisors should document these discussions, in the prescribed manner.

(b) Supervisors should periodically review Mobile Audio/Video (MAV) recordings, portable audio/video recordings, Mobile Data Computer (MDT) data and any other available resource used to document contact between officers and the public to ensure compliance with this policy.
   1. Supervisors should document these periodic reviews.
   2. Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.

(c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.

(d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

(e) Supervisors shall initiate an investigation whenever a complaint is received by the Attorney General’s Office of Civil Rights Enforcement (22 O.S. § 34.4).

401.6 ADMINISTRATION
The Patrol Division Commander should review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police. The annual report should not contain any identifying information about any specific
Bias-Based Policing

complaint, member of the public or officer. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service. Supervisors should review the annual report and discuss the results with those they are assigned to supervise.

401.7 TRAINING
Training on fair and objective policing and review of this policy should be conducted as directed by the Training Supervisor.
Briefing

402.1 PURPOSE AND SCOPE
This policy discusses the activity of briefing and includes the tasks that should be accomplished during this short period.

402.2 POLICY
Briefing is intended to facilitate the accurate flow of information in order to enhance coordination of activities, improve performance and safety, and outline the expected actions of members.

402.3 BRIEFING
All divisions and specialized units will conduct regular briefing to discuss, disseminate and exchange information among department members, work groups and other organizations. A supervisor generally will conduct briefing. However, the supervisor may delegate this responsibility to a subordinate member in his/her absence or for training purposes.

Briefing should include, but is not limited to:

(a) Providing members with information regarding daily activities, with particular attention given to changes in the status of:
   1. Wanted persons.
   2. Crime patterns.
   3. Suspect descriptions.
   4. Intelligence reports and photographs.
   5. Community issues affecting law enforcement.
   6. Major investigations.
(b) Notifying members of changes in schedules and assignments.
(c) Reviewing recent incidents for situational awareness and training purposes.
(d) Providing training on a variety of subjects.
(e) Conducting periodic personnel inspections.

Supervisors should also ensure that all members are informed about General Orders and any recent policy changes.

402.3.1 RETENTION OF BRIEFING TRAINING RECORDS
Briefing training materials and a curriculum or summary shall be forwarded to the Training Supervisor for inclusion in training records, as appropriate.
402.4 PREPARATION OF MATERIALS
The member conducting briefing is responsible for preparation of the materials necessary for a constructive briefing.

402.5 TRAINING
Briefing training should incorporate short segments on a variety of subjects or topics and may include:

(a) Review and discussion of new or updated policies.
(b) Presentation and discussion of the proper application of existing policy to routine daily activities.
(c) Presentation and discussion of the proper application of existing policy to unusual activities.
(d) Review of recent incidents for training purposes.
Crime and Disaster Scene Integrity

403.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance in handling a major crime or disaster.

403.2 POLICY
It is the policy of the Sand Springs Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

403.3 SCENE RESPONSIBILITY
The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, it shall be maintained until the officer is properly relieved by a supervisor or other designated person.

403.4 FIRST RESPONDER CONSIDERATIONS
The following list generally describes the first responder’s function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

(a) Broadcast emergency information, including requests for additional assistance and resources.

(b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.

(c) Locate or identify suspects and determine whether dangerous suspects are still within the area.

(d) Provide first aid to injured parties if it can be done safely.

(e) Evacuate the location safely as required or appropriate.

(f) Secure the inner perimeter.

(g) Protect items of apparent evidentiary value.

(h) Secure an outer perimeter.

(i) Identify potential witnesses.

(j) Start a chronological log noting critical times and personnel allowed access.
Crime and Disaster Scene Integrity

403.5 SEARCHES
Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

403.5.1 CONSENT
When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.
Meadow Valley Flood Event

404.1 POLICY
It will be the Policy of the Sand Springs Police Department to provide early warning to the known hazard of flooding in the Meadow Valley Subdivision. This policy shall serve as a guideline as to the police response to a possible flooding event.

404.2 MONITORING
It will be the responsibility of the shift supervisor to assign personnel to monitor the status of possible flooding of Meadow Valley by:
(a) Having dispatch monitor weather reports for heavy rains and flood warnings.
(b) Having dispatch relay stream gauge alarm information from the water department.
(c) Stay in contact with the Emergency Operations Center Director and Asst. Director.
(d) Officers will be assigned to monitor the raise of Fisher Creek and Anderson Creek when heavy rain and/or stream gauge alarms are noted. If an alarm of 8.0 is relayed to dispatch, the Police Chief and Deputy Chief will be notified. The dispatcher should also cause the Fire Chief and Deputy Fire Chief to be notified as well.
(e) When Fisher Creek starts to reach the outlet drains from 29th Street and water stops draining out of 29th and starts to flow into 29th and Bermuda Ave., response and warnings are then needed.

404.3 RESPONSE
The shift supervisor or officer on site at Meadow Valley will:
(a) The Police Chief and Deputy Chief will be notified. The dispatcher should also cause the Fire Chief and Deputy Fire Chief to be notified.
(b) Call out needed police personnel.
(c) Contact the fire department
(d) Start giving warning to Meadow Valley Residents.
(e) The EOC will activate the flood-warning siren in Meadow Valley and use the emergency telephone notification system to warn residents of a possible flood event.

404.4 WARNING
(a) It will take a minimum of four officers to warn Meadow Valley residences of possible flooding.
(b) Two officers will proceed on foot door-to-door starting on 29th Street.
(c) Two additional officers will patrol the addition and give the following statement, “Flood Warning, Flood Warning, be prepared for a possible flood event”, over their unit P.A. systems.
Meadow Valley Flood Event

(d) Fire department personnel should also be utilized for giving warning to the residents either by foot or by patrolling the addition with sirens and P.A. announcements.

(e) The PIO will handle making contact with the media for appropriate media cooperation.

(f) If a flood evacuation occurs, the Meadow Valley Incident Command will direct all activity. Incident command procedures will be adhered to and clear speak language will be used on the radio.

(g) If media outlets want to be inside the flood area, they should be allowed, but they should be warned that it is at their own risk. The Meadow Valley Incident Command should be notified.

(h) This operating procedure is a guide. Additional monitoring, responses and warnings given can be utilized as deemed appropriate by the Incident Commander/Supervisor in Charge.

NOTE: We cannot force an evacuation until the area is deemed a declaration of emergency. However, once out of the area we do not have to allow the citizens back in for their safety.

404.5 AUTOMATED STREAM GAUGE READINGS

FISHER CREEK AUTOMATED STREAM GAUGE - and the resulting affect upon the Meadow Valley Subdivision

A modified stream gauge has been installed along Fisher Creek, directly behind the property at 702 W. 29th Street in the Meadow Valley subdivision. This gauge will provide “real time” readings of the water surface elevation, as it relates to the creek bottom. Based upon a drainage study of the Fisher Creek basin in 2005, as performed by the Corps of Engineer for Tulsa County in the “4-To-Fix the County” program, the following assumptions can be made regarding the relationship between the water surface elevation of Fisher Creek and flooding in the Meadow Valley Subdivision. These figures do not account for any backwater affect that may be caused by releases from the Keystone Reservoir, which can dramatically impact the drainage characteristics of the watershed.

<table>
<thead>
<tr>
<th>Gauge</th>
<th>Elevation</th>
<th>Affect upon Meadow Valley</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>640.0</td>
<td>None, creek bottom</td>
</tr>
<tr>
<td>10.4</td>
<td>650.4</td>
<td>Water enters concrete drainage flumes adjacent to 2810 S. Bermuda</td>
</tr>
<tr>
<td>10.8</td>
<td>650.8</td>
<td>Water enters intersection of 29th Street and Bermuda Avenue</td>
</tr>
</tbody>
</table>
12.1 652.1  29th Street and Bermuda Ave. intersection approximately 16" deep and impassible with most motor vehicles

12.5 652.5  Wave action from rescue operations will cause flood damage to otherwise unaffected homes

13.4 653.4  Water in house at 2710 S. Bermuda; curb deep along 27th Street

13.9 653.9  Water in 6 houses; equal to a 10-yr storm

14.5 654.5  Water in 19 houses; curb deep along 26th Street

15.3 655.3  Water in 29 houses; equal to 50-yr storm

15.7 655.7  Water in all 35 houses; equal to 100-yr storm

16.4 656.4  Water in all 153 houses

20.2 660.2  Top of Meadow Valley Lift Station (Sanitary Sewer)
School District Emergency Door Access

405.1 POLICY
It shall be the policy of the Sand Springs Police Department to respond to emergency situations at the Sand Springs School District facilities as soon as possible. To facilitate this policy, the department has entered into a cooperative effort with the Sand Springs Schools in which each officer is to be equipped with a method for emergency entry.

405.2 SUMMARY
This policy will also call for the use, carry and reporting of use of this entry method.

405.3 DEFINITIONS
Access Control Device: A card, key fob or other device that carries an RFID chip in it that allows for automated unlocking of a door.

405.4 PROCEDURES
Officer’s that drive a marked unit will have an access control device secured by a light wire tie on their MDC mount. Unmarked units will keep the access control device in the original envelope it came in. This will be not be labeled in case a unit is broken into This will not be removed except in case of use.

Officer’s will only use the access control device in case of an emergency. Such emergencies may include but not be limited to active shooter calls, suicidal subjects, alarms, and fires at a school district facility.

If an officer needs to use the access control device, it will be noted by inter-office to the officer’s division commander who will forward this to the Chief of Police. This notification will note the date, time, reason and result of the call. The Chief’s office will make notification to the superintendents office.

The shift supervisor will conduct periodic inspections of the officer’s units under his/her command. During this inspection, it will be insured that each unit has an access control device in place as per this policy. An access control device that is missing will be reported by the supervisor immediately.

If a police unit is broken into and an access control device is taken, it will be reported through the chain of command immediately.
South West Area Tactical (SWAT)

406.1 PURPOSE AND SCOPE
This policy provides guidelines for the specialized support of the South West Area Tactical (SWAT) in handling critical field operations where special tactical deployment methods or intense negotiations are beyond the capacity of field officers. This policy shall serve as a supplement to the policies of the South West Area Tactical Team. The Sand Springs Police Department cooperates in this team effort which is a multi-jurisdictional SWAT team and is recognized by the NTOA. All policies of the South West Area Tactical Team have been approved by each Chief of Police from the cities of Sand Springs, Sapulpa and Bixby and any other departments which may participate in the future. Where there may be a conflict, the policies of the South West Area Tactical Team and the appropriate Inter-Local Agreements shall supercede this policy.

406.1.1 DEFINITIONS
Definitions related to this policy include:

Negotiation team - Designated officers, including those in a multijurisdictional team, who are specifically trained and equipped to provide skilled verbal communications to de-escalate or effect surrender in situations where suspects have taken hostages or barricaded themselves or who are suicidal.

Tactical team - Designated officers, including those in a multijurisdictional team, who are specifically trained and equipped to resolve critical incidents that are so hazardous, complex or unusual that they may exceed the capabilities of first responders or investigators. This includes, but is not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. As a matter of department policy, a tactical team may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues necessitate such use.

406.2 POLICY
It shall be the policy of the Sand Springs Police Department to maintain a SWAT, either internally or through participation in a regional team, comprised of negotiation and tactical teams, and to provide the equipment, manpower and training necessary to maintain such teams. The SWAT should develop sufficient resources to perform three basic operational functions:

(a) Command and control
(b) Containment
(c) Entry/apprehension/rescue

406.3 CAPABILITIES
This department acknowledges that training needs may vary based on the experience level of team members, team administrators and potential incident commanders. Therefore, with the preservation of innocent human life being paramount, nothing in this policy shall prohibit individual
teams from responding to a situation that exceeds their training level due to the exigency of the circumstances.

The various levels of tactical team capability and training are as follows and may fluctuate based upon personnel, training, available equipment, resources and capabilities:

- **Level I** - A basic team capable of providing containment and intervention in critical incidents that exceed the training and resources available to line-level officers. This does not include ad hoc teams of officers that are formed around a specific mission, detail or incident (e.g., active shooter response). Generally 5 percent of the Level I team’s on-duty time should be devoted to training.

- **Level II** - An intermediate-level tactical team capable of providing containment and intervention. These teams possess tactical capabilities above the Level I teams. These teams may or may not work together on a daily basis, but are intended to respond to incidents as a team. At least 5 percent of the Level II team’s on-duty time should be devoted to training with supplemental training for tactical capabilities above the Level I team.

- **Level III** - An advanced-level tactical team whose members function on a full-time basis. Generally 25 percent of the Level III team’s on-duty time is devoted to training. Level III teams operate in accordance with contemporary best practices. Such teams possess both skills and equipment to utilize tactics beyond the capabilities of Level I and Level II teams.

### 406.4 MANAGEMENT AND SUPERVISION

Under the direction of the Chief of Police, the SWAT shall be managed by the appointed SWAT Commander. The SWAT Commander shall be selected by agreement as set forth in the Inter-Local Agreement between all parties comprising the South West Area Tactical Team.

### 406.5 READINESS

An operational readiness assessment should be conducted to determine the type and extent of SWAT missions and operations appropriate to this department. The assessment should consider the capabilities, training and limitations of the SWAT and should be reviewed annually by the SWAT Commander or the authorized designee.

#### 406.5.1 MULTIJURISDICTIONAL OPERATIONS

The SWAT, including any relevant specialized teams and supporting resources, should develop protocols, agreements, memorandums of understanding (MOUs) or working relationships to support multijurisdictional or regional responses.

(a) If it is anticipated that multijurisdictional SWAT operations will regularly be conducted, multi-agency and multidisciplinary joint training exercises should occur.
(b) Members of the Sand Springs Police Department SWAT shall operate under the policies, procedures and command of the Sand Springs Police Department which recognizes and adopts the policies of the South West Area Tactical Team when working in a multi-agency situation.

406.6 PROCEDURES
Situations that necessitate the need for a SWAT response vary greatly from incident to incident and often demand on-scene evaluation. The guidelines allow for appropriate on-scene decision-making and development of organizational and operational procedures.

406.6.1 ORGANIZATIONAL PROCEDURES
The South West Area Tactical Team shall develop a separate written set of organizational procedures that should address, at a minimum:

(a) Specific missions the SWAT is capable of performing.
(b) SWAT organization and function.
(c) Member selection, retention and termination criteria.
(d) Training and required competencies including record production and retention.
(e) Procedures for notification, activation, deactivation and deployment.
(f) Command and control issues, including a clearly defined command structure and dedicated lines of communication.
(g) Multi-agency response.
(h) Out-of-jurisdiction response.
(i) Specialized functions and supporting resources.

406.6.2 OPERATIONAL PROCEDURES
The Department shall develop a separate written set of operational procedures in accordance with the determination of the SWAT’s level of capability, using sound risk-reduction practices. The operational procedures should be patterned after the National Tactical Officers Association’s (NTOA) SWAT Standard for Law Enforcement Agencies. Because such procedures are specific to SWAT members and outline negotiation, tactical and officer safety issues, they are not included within this policy.

The operational procedures should include, at a minimum:

(a) Designation of members who are responsible for developing an operational or tactical plan prior to, and/or during SWAT operations (time permitting).
   1. All SWAT members should have an understanding of operational planning.
   2. SWAT training should include planning for both spontaneous and planned events.
South West Area Tactical (SWAT)

3. SWAT planning should incorporate medical emergency contingency plans as part of the SWAT operational plan.

(b) Plans for mission briefings conducted prior to an operation, unless circumstances require immediate deployment.

1. When possible, briefings should include the specialized teams, certified tactical dispatchers and other supporting personnel.

(c) Protocols for a sustained operation to be developed that may include relief, rotation of members and augmentation of personnel and resources.

(d) A generic checklist to be worked through prior to initiating a tactical action as a means of conducting a threat assessment to determine the appropriate response and resources necessary, including the use of the SWAT.

(e) Roles for the negotiations team and negotiators.

(f) A standard method of determining whether a warrant should be regarded as high risk.

(g) A method for deciding how best to serve a high-risk warrant with all reasonably foreseeable alternatives being reviewed in accordance with risk/benefit criteria prior to selecting the method of response.

(h) Protocols for post-incident scene management, including:

1. Documentation of the incident.

2. Transition to investigations and/or other divisions.

3. Debriefing after every deployment of the SWAT.

   (a) After-action team debriefing provides evaluation and analysis of critical incidents, affords the opportunity for individual and team assessments, helps to identify training needs and reinforces sound risk management practices.

   (b) Such debriefing should not be conducted until involved members have had the opportunity to individually complete necessary reports or provide formal statements.

   (c) In order to maintain candor and a meaningful exchange, debriefing will generally not be recorded.

   (d) When appropriate, debriefing should include specialized teams and supporting or assisting personnel.

(i) A sound risk management analysis.

(j) Standardization of equipment deployed.
406.7 OPERATIONAL GUIDELINES
The following are guidelines for the operational deployment of the SWAT. Generally, the tactical team and the negotiation team will be activated together. It is recognized, however, that the teams can be activated independently as circumstances dictate. The tactical team may be used in a situation not requiring the physical presence of the negotiation team, such as warrant service operations. The negotiation team may be used in a situation not requiring the physical presence of the tactical team, such as handling a suicidal person. Operational deployment of the specialized teams shall be at the discretion of the SWAT Commander.

406.7.1 APPROPRIATE USE
Incidents that may result in the activation of the SWAT include:

(a) Barricaded suspects who refuse an order to surrender.
(b) Incidents where hostages are taken.
(c) Individuals who are threatening suicide and have refused to surrender.
(d) Arrests of potentially armed or dangerous persons.
(e) Any situation that could threaten or undermine the ability of the Department to preserve life, maintain social order and ensure the protection of persons or property.

Requests by field personnel for assistance from crisis response units from another agency must be approved by the Shift Supervisor. Deployment of the Sand Springs Police Department SWAT in response to requests by other agencies must be authorized by a Division Commander.

406.7.2 ON-SCENE DETERMINATION AND NOTIFICATION
The supervisor-in-charge at the scene of a particular event will be designated as the Incident Commander and will assess whether the SWAT is to respond to the scene. With input from the Incident Commander, final determination will be made by the Shift Supervisor, who shall then notify the SWAT Commander. If the SWAT Commander is unavailable, then a specialized team supervisor shall be notified.

The Shift Supervisor should brief the SWAT Commander about the incident. Such information should include:

(a) The type of crime involved.
(b) The number of suspects, identity and criminal history.
(c) The known weapons and resources available to the suspect.
(d) If the suspect is in control of hostages and/or barricaded.
(e) Whether contact has been made with the suspect and whether there have been demands.
(f) If potential victims are still within the inner perimeter.
(g) If the suspect has threatened or attempted suicide.
(h) The location of the command post and a safe approach to it.

(i) The extent of any inner or outer perimeter and the number of personnel involved.

(j) Any other assets or resources at the scene including other involved agencies.

(k) Any notifications that should be made to ensure public awareness and safety.

(l) Any other important facts critical to the immediate situation.

The SWAT Commander or team supervisor shall then follow current callout procedures. A current mobilization list shall be maintained in the Shift Supervisor's office and Communications by the SWAT Commander.

The Shift Supervisor will notify the Patrol Division Commander as soon as practicable.

406.7.3 FIELD PERSONNEL RESPONSIBILITIES
While waiting for the SWAT to respond, field personnel should, if determined to be safe and practicable and sufficient resources exist:

(a) Establish an arrest/response team in case the suspect takes action. The response team's tasks may include:
   1. Taking action to mitigate a deadly threat or behavior either inside or outside the location.
   2. Securing any subject or suspect who may surrender or attempt to escape.

(b) Evacuate any injured persons in the zone of danger.

(c) Evacuate or provide safety instructions to other people in the zone of danger.

(d) Establish an inner and outer perimeter.

(e) Establish a command post outside of the inner perimeter.

(f) Attempt to establish preliminary communication with the suspect. Once the SWAT has arrived, all negotiations should generally be halted to allow the negotiation and tactical teams time to organize, position and assume the appropriate roles and responsibilities.

(g) Plan for, and stage, anticipated resources.

406.7.4 ON-SCENE COMMAND RESPONSIBILITIES
Upon arrival of the SWAT at the scene, the Incident Commander shall brief the SWAT Commander and team supervisors. Upon review, it will be the SWAT Commander's decision, with input from the Incident Commander, whether to deploy the SWAT. Once the SWAT Commander authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical response and negotiations. The Incident Commander shall continue to supervise the command post operation, outer perimeter security, evacuation and media access and will support the SWAT. The Incident Commander and SWAT Commander or the authorized designee shall maintain direct communication at all times.
406.7.5 COMMUNICATIONS WITH SWAT MEMBERS
All persons who are non-SWAT members should refrain from any non-emergency contact or interference with any SWAT member during active negotiations. SWAT operations require the utmost in concentration by involved members and, as a result, no one should interrupt or communicate with SWAT members directly. All non-emergency communications shall be channeled through the negotiation team or tactical team supervisor or the authorized designee.

406.8 UNIFORMS AND EQUIPMENT
SWAT specialized teams from this department should wear uniforms that clearly identify them as law enforcement members. It is recognized that certain tactical conditions may require covert movement. Attire may be selected that is appropriate to the specific mission.

406.8.1 EQUIPMENT
SWAT specialized teams from this department should be adequately equipped to meet the specific missions identified by the Department.

406.8.2 FIREARMS
Weapons and equipment used by the SWAT specialized teams and any supporting resources should be department-issued or approved, including any modifications, additions or attachments.

406.9 TRAINING
The SWAT Commander shall conduct an annual SWAT training needs assessment to ensure that training correlates to the team’s capabilities and department policy.

406.9.1 TRAINING SAFETY
Use of a designated safety officer should be considered for all tactical training.

406.9.2 INITIAL TRAINING
Tactical and negotiation team members and team supervisors should not be deployed until successful completion of a basic SWAT course or its equivalent that has been approved by this department.

(a) To avoid unnecessary or redundant training, previous training completed by members may be considered equivalent when the hours and content or topics meet or exceed requirements determined by the Department.

(b) Untrained members may be used in a support or training capacity.

406.9.3 UPDATE/REFRESHER TRAINING
Tactical and negotiation team members, team supervisors and certified tactical dispatchers should complete update or refresher training every 24 months.
406.9.4 MANAGEMENT TRAINING
Command and executive personnel are encouraged to attend training for managing the SWAT functions at the organizational level. This is to ensure that those who provide active oversight at the scene understand the purpose and capabilities of these specialized teams.

Command personnel who may assume incident command responsibilities should attend a tactical commander or critical incident commander course or its equivalent that has been approved by this department.

406.9.5 SCENARIO-BASED TRAINING
SWAT specialized teams should participate in scenario-based training that simulates the critical field operations environment. Such training is an established method of improving performance during an actual deployment.

406.9.6 TRAINING DOCUMENTATION
Individual and team training shall be documented and records maintained by the Training Supervisor. Such documentation shall be maintained in each member’s training file. A separate department SWAT training file shall be maintained with documentation and records of all team training.
Ride-Alongs

407.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for a ride-along with members of the Sand Springs Police Department. This policy provides the requirements, approval process, hours of operation and member responsibilities for ride-alongs.

407.2 POLICY
The willing and practiced participation of the public in enforcing the law is essential to preserve the peace and dignity of the community. The Sand Springs Police Department strives to establish a climate where officers may perform their duties with the acceptance, understanding, and approval of the public. To promote trust between the police and the community, the Sand Springs Police Department encourages open and candid police operations. Therefore, members of the community are allowed to ride with officers during the officer’s tour of duty.

The Sand Springs Police Department also recognizes the value of informal communication between the various divisions and personnel of the uniform division. Such communication assists in resolving problems and coordinating activities between divisions. Each participant (officer/employee) acquires a better understanding of the duties, responsibilities and limitations of the other’s job. Improved understanding between the personnel of various divisions is mutually advantageous to the participants and the police department. To facilitate these sessions, community service officers and non-sworn employees of the sand springs police department may ride voluntarily and unpaid during off-duty hours with a field officer pursuant to the guidelines contained in this procedure.

The Sand Springs Police Department also strives to create a climate where a police officer may perform their duties with the acceptance and understanding of their spouse. It is recognized that the cooperation and understanding of an officer’s spouse is essential for that officer to be effective in his duties. Therefore, spouses are allowed to ride with officers during the officer’s tour of duty.

Officers are not obligated to allow citizens or non-sworn employees to ride, but shall participate in this program on a voluntary basis. The Sand Springs Police Department retains the right to refuse or modify any request for ride-along privileges to any applying person, as deemed necessary by the Chief Of Police or his designee.

407.3 ELIGIBILITY
A ride-along is available to Sand Springs residents and business owners, students currently attending class in Sand Springs and those employed within the City of Sand Springs. Efforts will be made to accommodate all interested persons. However, any applicant may be disqualified without cause from participating.

Factors that may be considered in disqualifying an applicant include, but are not limited to:

- Being under 18 years of age.
Ride-Alongs

- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against this department or the City
- Denial by any supervisor.

407.4 AVAILABILITY
A ride-along or job observation is available most days of the week, from 10:00 a.m. to 11:00 p.m. Exceptions to this schedule may be made as approved by the Chief of Police or Shift Supervisor.

407.5 REQUESTS TO PARTICIPATE
Generally, ride-along and job observation requests will be maintained and scheduled by the Patrol Division Commander. The applicant will complete and sign a ride-along or job observation waiver form. If the applicant is under 18 years of age, a parent or guardian must be present to complete the waiver form. Information requested will include a valid state-issued identification card or driver license number, birthdate, address and telephone number.

The Patrol Division Commander will schedule a date, based on availability, generally one week after the date of application. If approved, a copy of the waiver form will be forwarded to the appropriate shift supervisor as soon as possible for scheduling considerations.

If the request is denied, a representative of this department will advise the applicant of the denial.

407.6 PROCEDURES
Once approved, ride-along applicants will be allowed to participate no more than once every six months. An exception may apply to the following law enforcement-involved participants:

- Explorers
- Volunteers
- Chaplains
- Reserves
- Sand Springs Police Department applicants
- Any others with approval of the Shift Supervisor
- Students enrolled in any department-approved dispatcher training course

An effort will be made to ensure that no more than one member of the public will participate in a ride-along or job observation during any given time period. Normally, no more than one ride-along participant will be allowed in department vehicles at a given time.

Ride-along requirements for department Explorers are covered in the Explorers Policy.
Ride-Alongs

407.6.1 CRIMINAL HISTORY CHECK
All ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and an Oklahoma State Bureau of Investigation criminal history check prior to approval of the ride-along.

407.6.2 SUITABLE ATTIRE
Any person approved to participate in a ride-along is required to be suitably dressed in a collared shirt, blouse or jacket, slacks and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn pants are not permitted. Hats and ball caps will not be worn without the express consent of the Shift Supervisor. The Shift Supervisor or a supervisor may refuse a ride-along to anyone who is not dressed appropriately.

407.7 MEMBER RESPONSIBILITIES
The assigned department member shall consider the safety of the ride-along or job observation participant at all times. The member shall maintain control over the participant and shall instruct the individual about the conditions that necessarily limit his/her participation. Instructions should include:

(a) The participant will follow the directions of the department member.

(b) The participant will not become involved in any investigation, handling of evidence, discussions with victims or suspects, reading an individual’s criminal history or other protected information, or handling any police department equipment.

(c) Participation may be terminated at any time by the member if the participant interferes with the performance of the member’s duties.
   1. If the ride-along is in progress, the member may return the participant to the point the ride originated.

(d) Participants may be allowed to continue a ride-along during the transportation and booking process, provided it does not jeopardize their safety.

(e) Members will not allow participants to be present in any location or situation that would jeopardize the participant’s safety or cause undue stress or embarrassment to a victim or any other member of the public.

(f) Participants who are not law enforcement officers shall not be permitted to accompany the department member into a private residence without the express consent of the resident or other authorized person.

The member assigned to provide a ride-along shall advise the dispatcher that a ride-along participant is present in the vehicle before going into service. An officer with a ride-along participant should use sound discretion when encountering a potentially dangerous situation, such as a high-speed pursuit and, if feasible, let the participant out of the vehicle in a well-lit public place. The dispatcher will be advised of the situation and as soon as practicable have another department
Ride-Alongs

member respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

Conduct by a person participating in a ride-along that results in termination of the ride, or is otherwise inappropriate, should be immediately reported to the Shift Supervisor. The member should enter comments regarding the reasons for terminating the ride-along on the waiver form.

Upon completion of the ride-along, the member shall return the waiver form to the Shift Supervisor. No participant shall carry a weapon of any kind unless they are a certified law enforcement officer.
Hazardous Material Response

408.1 PURPOSE AND SCOPE
Exposure to hazardous materials presents potential harm to department members and the public. This policy outlines the responsibilities of members who respond to these events and the factors that should be considered while on-scene, including the reporting of exposures and supervisor responsibilities.

408.1.1 DEFINITIONS
Definitions related to this policy include:

**Hazardous material** - A substance which, by its nature, containment or reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

408.2 POLICY
It is the policy of the Sand Springs Police Department to respond to hazardous material emergencies with due regard for the safety of the public and those members responding to such incidents.

408.3 HAZARDOUS MATERIAL RESPONSE
Members may encounter situations involving suspected hazardous materials, such as at the scene of a traffic collision, chemical spill or fire. When members come into contact with a suspected hazardous material, they should take certain steps to protect themselves and other persons.

The fire department is the agency trained and equipped to properly respond and mitigate most incidents involving hazardous materials and biohazards.

Responders should not perform tasks or use equipment without proper training. A responder entering the area may require decontamination before he/she is allowed to leave the scene, and should be evaluated by appropriate technicians and emergency medical services personnel for signs of exposure.

408.4 CONSIDERATIONS
The following steps should be considered at any scene involving suspected hazardous materials:

(a) Make the initial assessment of a potentially hazardous material from a safe distance.

(b) Notify Communications, and ask that they notify the appropriate supervisors, the appropriate fire department and hazardous response units.

1. Provide weather conditions, wind direction, a suggested safe approach route and any other information pertinent to responder safety.
2. When appropriate, request the lead official designated by the City to respond to the incident (27A O.S. § 4-1-102; 27A O.S. § 4-1-103).

(c) Wear personal protective gear, being cognizant that some hazardous material can be inhaled.

(d) Remain upwind, uphill and at a safe distance, maintaining awareness of weather and environmental conditions, until the material is identified and a process for handling has been determined.

(e) Attempt to identify the type of hazardous material from a safe distance using optical aids (binoculars or spotting scopes) if they are available. Identification can be determined by:

1. Placards or use of an emergency response guidebook.
2. Driver’s statements or shipping documents from the person transporting the material.
3. Information obtained from any involved person with knowledge regarding the hazardous material. Information should include:
   (a) The type of material.
   (b) How to secure and contain the material.
   (c) Any other information to protect the safety of those present, the community and the environment.

(f) Provide first aid to injured parties if it can be done safely and without contamination.

(g) Make reasonable efforts to secure the scene to prevent access from unauthorized individuals and to protect and identify any evidence.

(h) Begin evacuation of the immediate and surrounding areas, dependent on the material. Voluntary evacuation should be considered; mandatory evacuation may be necessary and will depend on the type of material.

(i) Establish a decontamination area when needed.

(j) Activate automated community notification systems, if applicable.

(k) If the incident is believed to be a threat to the public health, safety or the environment, notify the Oklahoma Department of Environmental Quality as soon as reasonably possible (27A O.S. § 4-1-103).

408.5 REPORTING EXPOSURE
Department members who believe they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the member in an incident report that shall be forwarded via chain of command to the Division
Hazardous Material Response

Commander as soon as practicable. Should the affected member be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the report.

Injury or illness caused or believed to be caused by exposure to hazardous materials shall be reported the same as any other on-duty injury or illness, in addition to a crime report or incident report as applicable.

408.5.1 SUPERVISOR RESPONSIBILITIES

When a supervisor has been informed that a member has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to mitigate the exposure or continued exposure.

To ensure the safety of members, safety equipment is available from supervisors. Safety items not maintained by this department may be available through the appropriate fire department or emergency response team.
Hostage and Barricade Incidents

409.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

409.1.1 DEFINITIONS
Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is:

- Unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.
- Unlawfully held against his/her will under threat or actual use of force.

409.2 POLICY
It is the policy of the Sand Springs Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

409.3 COMMUNICATION
When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect's surrender.

When available, department-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands, and the available resources.
409.3.1 EMERGENCY COMMUNICATIONS
A telephone company may be directed to cut, reroute or divert telephone lines in an emergency in which a hostage is being held or a suspect is barricaded to prevent telephone communications with any person other than a peace officer or a person authorized by the peace officer (21 O.S. § 747).

409.4 FIRST RESPONDER CONSIDERATIONS
First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding officer should immediately request a supervisor’s response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

409.4.1 BARRICADE SITUATION
Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators.

In the interim, the following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(d) Provide responding emergency personnel with a safe arrival route to the location.

(e) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.

(f) Attempt to obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.

(g) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.
Hostage and Barricade Incidents

(h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(i) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer.

(j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

(k) Establish a command post.

409.4.2 HOSTAGE SITUATION
Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).

(d) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated, if practicable, pending further interview.

(e) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(f) Provide responding emergency personnel with a safe arrival route to the location.

(g) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.

(h) Coordinate pursuit or surveillance vehicles and control of travel routes.

(i) Attempt to obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.

(j) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.
(k) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(l) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer (PIO).

(m) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

409.5 SUPERVISOR RESPONSIBILITIES

Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander until properly relieved. This includes requesting South West Area Tactical (SWAT) response if appropriate and apprising the SWAT Commander of the circumstances. In addition, the following options, listed here in no particular order, should be considered:

(a) Ensure injured persons are evacuated and treated by medical personnel.
(b) Ensure the completion of necessary first responder responsibilities or assignments.
(c) Request crisis negotiators, specialized assignment members, additional department members, resources or equipment as appropriate.
(d) Establish a command post location as resources and circumstances permit.
(e) Designate assistants who can help with intelligence information and documentation of the incident.
(f) If it is practicable to do so, arrange for video documentation of the operation.
(g) Consider contacting utility and communication providers when restricting such services (e.g., electric power, gas, telephone service).
(h) Ensure adequate law enforcement coverage for the remainder of the City during the incident. The supervisor should direct nonessential personnel away from the scene unless they have been summoned by the supervisor or Communications.
(i) Identify a media staging area outside the outer perimeter and have the department PIO or a designated temporary media representative provide media access in accordance with the Media Relations Policy.
(j) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.
(k) Debrief personnel and review documentation as appropriate.
409.6  SWAT RESPONSIBILITIES
It will be the SWAT Commander’s decision, with input from the Incident Commander, whether to deploy the SWAT during a hostage or barricade situation. Once the SWAT Commander authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical response and negotiations. The Incident Commander shall continue to supervise the command post operation, outer perimeter security, evacuation and media access, and will support the SWAT. The Incident Commander and the SWAT Commander or the authorized designees shall maintain direct communications at all times.

409.7  REPORTING
Unless otherwise relieved by a supervisor or Incident Commander, the initial responding officer at the scene is responsible for completion and/or coordination of incident reports.
Response to Bomb Calls

410.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines to assist members of the Sand Springs Police Department in their initial response to incidents involving explosives or explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

410.2 POLICY
It is the policy of the Sand Springs Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

410.3 RECEIPT OF BOMB THREAT
Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the Shift Supervisor is immediately advised and informed of the details. This will enable the Shift Supervisor to ensure that the appropriate personnel are dispatched, and, as appropriate, the threatened location is given an advance warning.

Communications will dispatch assistance to the area as follows:

In the event of a bomb threat in the Sand Springs city limits, the dispatcher shall call a field supervisor and an officer to “Receive Information”. The fact that a supervisor was called first on a receive information call will indicate a bomb threat.

The dispatcher will give the location of the call and an E.T.A. (if known). The E.T.A. will mean the detonation time for the bomb. Example: “Sam 227 and Baker 271, Receive Information 100 E. Broadway Street. E.T.A. One Hour. Your time is 14:26” (This transmission indicates that the object of the bomb threat is city hall).

410.4 GOVERNMENT FACILITY OR PROPERTY
A bomb threat targeting a government facility may require a different response based on the government agency.
Response to Bomb Calls

410.4.1 SAND SPRINGS POLICE DEPARTMENT FACILITY
If the bomb threat is against the Sand Springs Police Department facility, the Shift Supervisor will direct and assign officers as required for coordinating a general building search or evacuation of the police department, as he/she deems appropriate.

410.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY
If the bomb threat is against a county or municipal facility within the jurisdiction of the Sand Springs Police Department that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Shift Supervisor deems appropriate.

410.4.3 FEDERAL BUILDING OR PROPERTY
If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility’s security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

410.5 PRIVATE FACILITY OR PROPERTY
When a member of this department receives notification of a bomb threat at a location in the City of Sand Springs, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

(a) The location of the facility.
(b) The nature of the threat.
(c) Whether the type and detonation time of the device is known.
(d) Whether the facility is occupied, and if so, the number of occupants currently on-scene.
(e) Whether the individual is requesting police assistance at the facility.
(f) Whether there are any internal facility procedures regarding bomb threats in place, such as:

1. No evacuation of personnel and no search for a device.
2. Search for a device without evacuation of personnel.
3. Evacuation of personnel without a search for a device.
4. Evacuation of personnel and a search for a device.
Response to Bomb Calls

The member receiving the bomb threat information should ensure that the Shift Supervisor is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

410.5.1 ASSISTANCE
The Shift Supervisor should be notified when police assistance is requested. The Shift Supervisor will make the decision how the assistance will be given. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach.

Should the Shift Supervisor determine that the Department will assist or control such an incident, he/she will determine:

(a) The appropriate level of assistance.
(b) The plan for assistance.
(c) Whether to evacuate and/or search the facility.
(d) Whether to involve facility staff in the search or evacuation of the building.

1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.
2. The safety of all participants is the paramount concern.

(e) The need for additional resources, including:

1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

Absent a clear threat, the property owner/agent should be left to decide if a facility will be closed and or evacuated.

410.6 FOUND DEVICE
When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

(a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.
(b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.
(c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes:
Response to Bomb Calls

1. Two-way radios.
2. Cell phones.
3. Other personal communication devices.
(d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.
(e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.
(f) A safe access route should be provided for support personnel and equipment.
(g) Search the area for secondary devices as appropriate and based upon available resources.
(h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.
(i) Promptly relay available information to the Shift Supervisor including:
   1. The time of discovery.
   2. The exact location of the device.
   3. A full description of the device (e.g., size, shape, markings, construction).
   4. The anticipated danger zone and perimeter.
   5. The areas to be evacuated or cleared.

410.7 EXPLOSION/BOMBING INCIDENTS
When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, contamination of the scene by gathering crowds, or any additional damage from fires or unstable structures.

410.7.1 CONSIDERATIONS
Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:
   (a) Assess the scope of the incident, including the number of victims and extent of injuries.
   (b) Request additional personnel and resources, as appropriate.
   (c) Assist with first aid.
   (d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.
   (e) Assist with the safe evacuation of victims, if possible.
Response to Bomb Calls

(f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.

(g) Preserve evidence.

(h) Establish an outer perimeter and evacuate if necessary.

(i) Identify witnesses.

410.7.2 NOTIFICATIONS
When an explosion has occurred, the following people should be notified as appropriate:

• Fire department
• Bomb squad
• Additional department personnel, such as investigators and forensic services
• Field supervisor
• Shift Supervisor
• Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
• Other government agencies, as appropriate

410.8 CROWD CONTROL
Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

410.8.1 REPORT AND PRESERVATION OF EVIDENCE
As in any other crime scene, steps should immediately be taken to preserve the scene. The Shift Supervisor should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be embedded in nearby structures or hanging in trees and bushes.

An offense report should be prepared as would be practice with any other criminal investigation.
Crisis Intervention Incidents

411.1 PURPOSE AND SCOPE
This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person’s mental state and intent in order to effectively and legally interact with the individual.

This policy meets statutory requirements requiring the adoption of a mental health policy pursuant to 11 O.S. § 34-107.

411.1.1 DEFINITIONS
Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person’s internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; noncompliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

411.2 POLICY
The Sand Springs Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members’ interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

411.3 SIGNS
Members should be alert to any of the following possible signs of mental health issues or crises:

(a) A known history of mental illness
(b) Threats of or attempted suicide
(c) Loss of memory
(d) Incoherence, disorientation or slow response
(e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas
(f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt
(g) Social withdrawal
(h) Manic or impulsive behavior, extreme agitation or lack of control
(i) Lack of fear
(j) Anxiety, aggression, rigidity, inflexibility or paranoia

Members should be aware that this list is not exhaustive. The presence or absence of any of these signs should not be treated as proof of the presence or absence of a mental health issue or crisis.

411.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS
The Chief of Police should designate an appropriate Division Commander to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources to guide department interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

411.5 FIRST RESPONDERS
Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer’s authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

(a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.

(b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.

(c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.

(d) Attempt to determine if weapons are present or available.

(e) Take into account the person’s mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.

(f) Secure the scene and clear the immediate area as necessary.

(g) Employ tactics to preserve the safety of all participants.

(h) Determine the nature of any crime.

(i) Request a supervisor, as warranted.

(j) Evaluate any available information that might assist in determining cause or motivation for the person’s actions or stated intentions.
(k) If circumstances reasonably permit, consider and employ alternatives to force.

411.6 DE-ESCALATION
Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person’s name.
- Be patient, polite, calm and courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (i.e., summarize the person’s verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

411.7 INCIDENT ORIENTATION
When responding to an incident that may involve mental illness or a mental health crisis, the officer should request that the dispatcher provide critical information as it becomes available. This includes:

(a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.
(b) Whether there have been prior incidents or suicide threats/attempts, and whether there has been previous police response.
(c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.
411.8 SUPERVISOR RESPONSIBILITIES
A supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

(a) Attempt to secure appropriate and sufficient resources.

(b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).

(c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.

(d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.

(e) Conduct an after-action tactical and operational debriefing, and prepare an after-action evaluation of the incident to be forwarded to the Division Commander.

(f) Evaluate whether a critical incident stress management debriefing for involved members is warranted.

411.9 INCIDENT REPORTING
Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

411.9.1 DIVERSION
Individuals who are not being arrested should be processed in accordance with the Emergency Detentions Policy.

411.10 CIVILIAN INTERACTION WITH PEOPLE IN CRISIS
Civilian or clerical members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request and animal control issues.

(a) Members should treat all individuals equally and with dignity and respect.

(b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.

(c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.
Crisis Intervention Incidents

If a person's behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to him/herself or others, an officer should be promptly summoned to provide assistance.

**411.11 TRAINING**

In coordination with the mental health community and appropriate stakeholders, the Department will develop and provide comprehensive education and training to all department members to enable them to effectively interact with persons in crisis.

All active full-time officers shall annually complete two hours of continuing training on mental health issues that is accredited or provided by the Council on Law Enforcement Education and Training (CLEET) (70 O.S. § 3311.4).
Emergency Detentions

412.1 PURPOSE AND SCOPE
This policy provides guidelines for when officers may place a person under an emergency detention.

This policy meets statutory requirements requiring the adoption of a mental health policy pursuant to 11 O.S. § 34-107.

412.1.1 DEFINITIONS
Definitions related to this policy include:

Person requiring treatment - A person who because of his/her mental illness or drug or alcohol dependency (43A O.S. § 1-103):

(a) Poses a substantial risk of immediate physical harm to him/herself 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 as manifested by evidence of violent behavior toward another.

(c) Has placed another person in reasonable fear of violent behavior directed toward such person 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.

(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/her basic physical needs.

COMMUNITY OUTREACH PSYCHIATRIC EMERGENCY SERVICES (COPES) – a civilian response team funded by the State designated to respond to subjects experiencing a mental health crisis.

RISK OF HARM TO SELF OR OTHERS (43A O.S. 1-103) –

(a) A substantial risk of physical harm to self as manifested by evidence of serious threats of, gestures, or attempts at suicide or other self-inflicted or bodily harm,

(b) A substantial risk of physical harm to another person or persons as manifested by evidence of violent behavior directed toward another person or persons,

(c) Having placed another person or persons in a reasonable fear of violent behavior, threats, or gestures of harm directed towards such person or persons or serious physical harm to them as manifested by serious threats,
(d) A reasonable certainty that without immediate treatment severe impairment or injury will result to the person alleged to be a person requiring treatment as manifested by the inability of the person to avoid or protect self from such impairment or injury, or

(e) A substantial risk of serious physical impairment or injury to self as manifested by evidence that the person is unable to provide for and is not providing for the basic physical needs of the person due to a mental illness, and that appropriate provision for those needs cannot be made immediately available in the community.

412.2 POLICY
It is the policy of the Sand Springs Police Department to protect the public and individuals through legal and appropriate use of an emergency detention process.

412.3 AUTHORITY
An officer may take a person into protective custody for an emergency detention when he/she reasonably believes the person is a person requiring treatment. A reasonable effort shall be made to take the person into custody in the least conspicuous manner (43A O.S. § 1-110; 43A O.S. § 5-207).

(a) If the person is medically stable, the officer shall transport the person to the nearest facility designated by the commissioner of Mental Health and Substance Abuse Services as an appropriate facility for an initial assessment. If, subsequent to the initial assessment, it is determined that:

1. An emergency detention is warranted and the person:
   (a) Continues to be medically stable, the officer shall transport the person to the appropriate designated facility for detention.
   (b) Is no longer medically stable, the officer shall transport the person to the nearest hospital or other appropriate treatment facility.

2. The person does not require treatment and an emergency detention is not warranted, the officer shall immediately transport the person to the point where the person was taken into protective custody and released, or transported to the person’s home or alternative facility (43A O.S. § 5-208).

(b) If the person is not medically stable, the officer shall transport the person to an appropriate medical facility for medical treatment.

412.3.1 VOLUNTARY EVALUATION
If an officer encounters an individual who meets the requirements for an emergency detention, they will file all the necessary paperwork for an emergency detention, regardless of the individual’s willingness to admit their self.
Emergency Detentions

If an officer encounters an individual who may qualify for an emergency detention, they may inquire as to whether the person desires to be voluntarily evaluated at an appropriate facility. If the person so desires, the officer should:

(a) Transport the person to an appropriate facility that is able to conduct the evaluation and admit the person.
(b) Document the circumstances surrounding the individual’s desire to pursue voluntary evaluation and/or admission.

If at any point the person changes his/her mind regarding voluntary evaluation, the officers should proceed with the emergency detention, if appropriate. This may necessitate returning to the hospital facility.

412.4 CONSIDERATIONS AND RESPONSIBILITIES
Any officer handling a call involving a person who may qualify for detention for the purpose of an emergency detention should consider, as time and circumstances reasonably permit:

(a) Available information that might assist in determining the possible cause and nature of the person’s action or stated intentions.
(b) Community or neighborhood mediation services.
(c) Conflict resolution and de-escalation techniques.
(d) Community or other resources that may be readily available to assist with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

Emergency detentions should be preferred over arrest for people who have mental health issues and are suspected of committing minor crimes or creating other public safety issues.

412.5 TRANSPORTATION
When transporting any individual for an emergency detention, the transporting officer should have Communications notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual and whether any special medical care is needed.

Officers may transport individuals in the patrol unit and shall secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport vehicle and the safety of any person, including the detainee, requires the presence of an officer during the transport, Shift Supervisor approval is required before transport commences.
412.6 TRANSFER TO APPROPRIATE FACILITY
Persons who are placed into protective custody within Tulsa County are to be assessed at the Tulsa Center for Behavioral Services (TCBH), 2323 S. Harvard Ave, regardless of his/her county or residence. TCBH is the designated mental health facility for Tulsa County and the Department.

Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the officer should provide the staff member with the written statement for an emergency detention and remain present to provide clarification of the grounds for detention, upon request.

Absent exigent circumstances, the transporting officer should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the officer may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, officers will not apply facility-ordered restraints.

412.7 DOCUMENTATION
When a person is taken into protective custody upon the officer’s personal observations, the officer shall prepare a written affidavit indicating the basis for the belief that the person is a person requiring treatment and the circumstances under which the officer took the person into protective custody. Upon request, a copy of the affidavit shall be provided to the person or the person’s attorney (43A O.S. § 5-207).

If the determination to take the person into protective custody is not based on the officer’s personal observation, the officer is not required to prepare an affidavit. However, if the officer takes a person into protective custody based on third-party information that a person is mentally ill, alcohol-dependent or drug dependent, the officer shall have the third party sign a third-party statement indicating the basis for such belief that the person is a person requiring treatment. A person should not be taken into protective custody if the third party does not sign the statement (43A O.S. § 5-207).

The officer should also provide the written statement and a verbal summary to any evaluating staff member regarding the circumstances leading to the involuntary detention.

412.7.1 NOTIFICATION
A person who in protective custody for an emergency detention shall be asked to designate any person they would like informed of the detention. If the person is incapable of making such a designation, the officer shall, within 24 hours, notify any of the following of the detention:

- A person other than the person initiating the request for protective custody which may include the person’s:
  - Attorney
  - Parent
  - Spouse
Emergency Detentions

- Guardian
- Sibling
- Child (18 years or older)

Failure to locate the requested person to be notified shall be reported to the administrator of the facility where the person is being detained (43A O.S. § 5-209).

412.8 CRIMINAL OFFENSES
Officers investigating an individual who is suspected of committing a minor criminal offense and who is being taken into custody through an emergency detention should resolve the criminal matter by issuing a warning or a citation, as appropriate.

When an individual who may qualify for an emergency detention has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the officer should:

(a) Arrest the individual when there is probable cause to do so.
(b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the detention.
(c) Facilitate the individual’s transfer to jail.
(d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for an emergency detention.

In the supervisor’s judgment, the individual may be arrested or booked and transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this department to regain custody of the individual, department resources (e.g., posting a guard) and other relevant factors in making this decision.

412.9 FIREARMS AND OTHER WEAPONS
Whenever a person is taken into custody for an emergency detention, the handling officers should seek to determine if the person owns or has access to any firearm or other deadly weapon. Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling officer should further advise the person of the procedure for the return of any firearm or other weapon that has been taken into custody.
412.10 TRAINING
This department will endeavor to provide department-approved training on interaction with mentally disabled persons, emergency detentions and crisis intervention pursuant to 70 O.S. § 3311.4.

412.11 PROCEDURES
Officers will determine if an emotionally disturbed subject should be taken into protective custody using the criteria for persons requiring treatment and the risk of harm to self or others.

If protective custody is warranted, officers will take the subject into custody in the least conspicuous manner possible and transport to TCBH for an emergency examination.

   (a) If the subject is violent, notify TCBH through Dispatch.

   (b) Officers may contact EMSA for transport of a violent person to TCBH. EMSA can utilize passive restraints and a backboard on a gurney to restrain the person.

   (c) Once restrained by EMSA, if requested, an officer may ride in the ambulance to TCBH. The backing officer will follow the ambulance to TCBH.

   (d) Once the person is accepted by TCBH, the person will be released from restraints and turned over to TCBH.

If the subject requires emergency medical treatment, contact EMSA for transport to the nearest medical facility. The subject may also require medical clearance from a medical facility if the designated mental health facility’s on-duty physician deems it necessary. If the subject is admitted to the medical facility, the officer’s statement and/or individual’s statement along with the TRACIS report number will be left at the medical facility so the Emergency Order of Detention (EOD) process can be completed upon the subject’s release from the facility.

Officers may also utilize COPES for mental health consultation services in the field. Officers should inform PSC that a team is needed at their location. In the event of a voluntary admission with no safety or security concerns, the team may transport the subject.

If officers take a subject into protective custody based upon their personal observations, officers must complete a Peace Officer’s Statement for Emergency Detention which may be obtained at the designated facility. If the subject is taken into protective custody based on another person’s observations, ensure that the witness completes a third party statement which is also available at the designated facility.
Emergency Detentions

Weapons are not permitted inside the facility. Officers will secure their weapons in the trunk of their cars or in the lock-boxes provided by the facility.

Complete an Incident Report utilizing the heading “Emergency Order of Detention.”

412.12 REGULATIONS
Officers shall complete a Peace Officer’s Statement if a subject has been taken into protective custody based upon an officer’s observations. An Incident Report must be completed whether officers complete a Peace Officer’s Statement or not.

Officers will remain at the facility until cleared to leave by the triage specialist.

Pursuant to state law, sworn personnel are required to attend two (2) hours of continuing law enforcement training annually relating to recognizing and managing a person appearing to require mental health treatment of services.
Citation Releases

413.1 PURPOSE AND SCOPE
The purpose of this policy is to provide members of the Sand Springs Police Department with guidance on a citation to appear in court for a criminal offense, rather than having the person held in custody for a court appearance or released on bail.

Additional release restrictions may apply to those detained for domestic abuse, as outlined in the Domestic Abuse Policy.

This policy meets statutory requirements requiring the adoption of an arrest and alternatives to arrest policy pursuant to 11 O.S. § 34-107.

413.2 POLICY
The Sand Springs Police Department will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a citation or promise to appear in court when authorized to do so.

413.3 RELEASE
A suspected offender may be released on issuance of a citation or promise to appear in court as follows:

(a) An officer who has arrested a person on a misdemeanor charge or violation of a city ordinance may issue the person a citation to appear in court unless release is prohibited by law or policy (22 O.S. § 209).

(b) An officer who has arrested a person solely for a misdemeanor violation of an Oklahoma traffic law or municipal traffic ordinance shall release the person on a signed promise to appear (including electronic signatures) when (22 O.S. § 1115.1; 22 O.S. § 1115.1A):

1. The person has a valid driver's license (not required if the person was a passenger).
2. The person's identity is not in question.
3. The person is not unconscious or too injured to complete the process.
4. The violation does not constitute:
   (a) A felony.
   (b) Negligent homicide.
   (c) Driving while impaired.
   (d) Eluding or attempting to elude.
   (e) An offense for which a warrant was issued.
413.4 PROHIBITIONS
The release of a suspected offender on a citation or promise to appear in court is not permitted when (22 O.S. § 190.1):

(a) An arrest warrant was issued on the charge and the court does not authorize release (22 O.S. § 190.1).

(b) The arrest was not subject to a warrant but the arrestee cannot post a required bail, or is not eligible for bail or pretrial release on the arrest charge. Examples of when a court may not allow bail or pretrial release include but are not limited to (22 O.S. § 1105.3):

1. Capital offenses.
2. Violent offenses, such as domestic abuse, robbery by force or fear, arson, or kidnapping.
3. Felony driving under the influence of an intoxicating substance.
4. Bail jumping or committing a new offense while on pre-trial release.
5. Felony sex offenses.
7. Possession of a firearm or other offensive weapon during the commission of a felony.
8. Stalking or violation of a victim protection order.
9. Controlled dangerous substances offenses where the maximum sentence may be at least 10 years' imprisonment.

Any questions as to whether a person is authorized for release on a citation or promise to appear should be referred to a supervisor.

See the Domestic Abuse Policy for release restrictions related to those investigations.

413.5 CONSIDERATIONS
In determining whether to cite and release a person when discretion is permitted, officers should consider:

(a) The type of offense committed.

(b) The known criminal history of the suspected offender.

(c) The ability to identify the suspected offender with reasonable certainty.

(d) Whether there is any record of the individual failing to appear in previous cases or other articulable indications that the individual may not appear in court for this offense.

(e) The individual’s ties to the area, such as residence, employment or family.

(f) Whether there is reasonable likelihood that criminal conduct by the individual will continue.
413.6 OFFICER RESPONSIBILITIES

Citations for appropriate offenses can be issued to adults and juveniles.

(a) Juveniles criteria is the same as adults.

(b) Juveniles will be released to a responsible adult (i.e. parent, relative, babysitter, etc.) By means of a parental release form.

Conduct an independent investigation to determine if probable cause exists to believe that a crime has occurred and that the suspect committed that crime.

Conduct a brief background investigation to determine if the arrested individual should be issued a citation and released or placed in jail. The violator may be released if:

(a) The violator resides within the city limits of Sand Springs or within Tulsa county,
(b) The violator has no outstanding warrants,
(c) The violator has no record for a bench warrant having been issued for failure to appear within the last three (3) years, or
(d) The officer has no reasonable grounds to believe that the violator will not honor the court appearance date. If an officer arrests a violator in lieu of issuing a citation based on the officer’s belief that the violator will not appear, the officer must articulate his reasons for the arrest in lieu of a citation. That information should be recorded on the arrest and booking form.

Fill out all applicable forms:

(a) Municipal complaint form.
(b) Witness statements.
(c) Citizen arrest form.
(d) Property sheet – stolen
(e) Citation – specify the offense in other violation block and the arrest number obtained from dispatcher in the officer’s remarks block.

413.7 DISPATCHER RESPONSIBILITIES
Log suspects name and complete information in the appropriate arrest book.

Assign an arrest number to the person issued the citation.
Foreign Diplomatic and Consular Representatives

414.1 PURPOSE AND SCOPE
This policy provides guidelines to ensure that members of the Sand Springs Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

414.2 POLICY
The Sand Springs Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

414.3 CLAIMS OF IMMUNITY
If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

(a) Notify a supervisor.

(b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person’s status.

(c) Request the person’s identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol or, in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.

(d) As soon as practicable, contact the DOS Diplomatic Security Command Center at 571–345–3146 or toll-free at 866–217–2089, or at another current telephone number, and inform the center of the circumstances.

(e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed (47 O.S. § 6-202.1).

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating “US” as the state.
414.4 ENFORCEMENT ACTION
If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

(a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.

(b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.

(c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.
   1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving, may proceed but they shall not be compelled.

(d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:
   1. Diplomatic-level staff of missions to international organizations and recognized family members
   2. Diplomatic agents and recognized family members
   3. Members of administrative and technical staff of a diplomatic mission and recognized family members
   4. Career consular officers, unless the person is the subject of a felony warrant

(e) The following persons may generally be detained and arrested:
   1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents
   2. Support staff of missions to international organizations
   3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries
   4. Honorary consular officers

414.4.1 STATE-REQUIRED REPORTING
When an officer contacts a vehicle operator and has probable cause to believe the person has committed a violation, and is presented a driver license issued by the DOS or the person otherwise claims immunities, the officer shall (47 O.S. § 6-202.1):

(a) Record all relevant information from any driver license or identification card.
Foreign Diplomatic and Consular Representatives

(b) Within five working days, forward the following to the Oklahoma Department of Public Safety:

1. A vehicle collision report if the driver was involved in a vehicle collision
2. A copy of any citation issued to the driver
3. If a citation was not issued to the driver, a written report of the incident

414.5 DOCUMENTATION
All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

414.6 DIPLOMATIC IMMUNITY
Reference table on diplomatic immunity:

<table>
<thead>
<tr>
<th>Category</th>
<th>Arrested or Detained</th>
<th>Enter Residence</th>
<th>Issued Traffic Citation</th>
<th>Subpoenaed as Witness</th>
<th>Prosecuted</th>
<th>Recognized Family Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diplomatic Agent</td>
<td>No (note (b))</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Same as sponsor (full immunity &amp; inviolability)</td>
</tr>
<tr>
<td>Member of Admin and Tech Staff</td>
<td>No (note (b))</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Same as sponsor (full immunity &amp; inviolability)</td>
</tr>
<tr>
<td>Service Staff</td>
<td>Yes (note (a))</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No for official acts Yes otherwise (note (a))</td>
<td>No immunity or inviolability (note (a))</td>
</tr>
<tr>
<td>Career Consul Officer</td>
<td>Yes if for a felony and pursuant to a warrant (note (a))</td>
<td>Yes (note (d))</td>
<td>Yes</td>
<td>No for official acts Yes otherwise (note (a))</td>
<td>No for official acts Yes otherwise (note (a))</td>
<td>No immunity or inviolability</td>
</tr>
<tr>
<td>Honorable Consul Officer</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No for official acts Yes otherwise</td>
<td>No for official acts Yes otherwise</td>
<td>No immunity or inviolability</td>
</tr>
</tbody>
</table>
### Foreign Diplomatic and Consular Representatives

<table>
<thead>
<tr>
<th>Consulate Employees</th>
<th>Yes (note (a))</th>
<th>Yes</th>
<th>Yes</th>
<th>No for official acts</th>
<th>Yes otherwise</th>
<th>No immunity or inviolability (note (a))</th>
</tr>
</thead>
<tbody>
<tr>
<td>Int’l Org Staff</td>
<td>Yes (note (c))</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (note (c))</td>
<td>No for official acts</td>
<td>Yes otherwise (note (a))</td>
</tr>
<tr>
<td>(note (b))</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Diplomatic-Level Staff of Missions to Int’l Org</td>
<td>No (note (b))</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Same as sponsor (full immunity and inviolability)</td>
</tr>
<tr>
<td>Support Staff of Missions to Int’l Orgs</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No for official acts</td>
<td>Yes otherwise</td>
</tr>
</tbody>
</table>

Notes for diplomatic immunity table:

(a) This table represents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

(b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety or the prevention of serious criminal acts.

(c) A small number of senior officers are entitled to be treated identically to diplomatic agents.

(d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.
Rapid Response and Deployment

415.1 PURPOSE AND SCOPE
Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist officers in situations that call for rapid response and deployment.

415.2 POLICY
The Sand Springs Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those who are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

415.3 CONSIDERATIONS
When dealing with a crisis situation members should:

(a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.
(b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.
(c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.
(d) Attempt, if feasible and based upon the suspect’s actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

415.4 FIRST RESPONSE
If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably possible, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to incidents at other locations.

When deciding on a course of action officers should consider:
Rapid Response and Deployment

(a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advancement or engagement should be based on information known or received at the time.

(b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.

(c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.

(d) Whether the suspect can be contained or denied access to victims.

(e) Whether the officers have the ability to effectively communicate with other personnel or resources.

(f) Whether planned tactics can be effectively deployed.

(g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

(h) Whether to request Communications to initiate a public alert (see the Public Alerts Policy) to prevent additional potential victims from entering the area.

In the case of a barricaded or trapped suspect, with no hostages and no immediate threat to others, officers should consider covering escape routes and evacuating persons as appropriate, while summoning and waiting for additional assistance (e.g., special tactics and/or hostage negotiation team response).

415.5 PLANNING
The Patrol Division Commander should coordinate critical incident planning. Planning efforts should consider:

(a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment venues and sporting event venues.

(b) Availability of building plans and venue schematics of likely critical incident target sites.

(c) Communications interoperability with other law enforcement and emergency service agencies.

(d) Training opportunities in critical incident target sites, including joint training with site occupants.

(e) Evacuation routes in critical incident target sites.

(f) Patrol first-response training.

(g) Response coordination and resources of emergency medical and fire services.

(h) Equipment needs.
Rapid Response and Deployment

(i) Mutual aid agreements with other agencies.

(ii) Coordination with private security providers in critical incident target sites.

415.6 TRAINING
The Training Supervisor should include rapid response to critical incidents in the training plan. This training should address:

(a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment venues and sporting event venues.

(b) Communications interoperability with other law enforcement and emergency service agencies.

(c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.

(d) First aid, including gunshot trauma.

(e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).
Immigration Violations

416.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines to members of the Sand Springs Police Department for investigating and enforcing immigration laws.

416.2 POLICY
It is the policy of the Sand Springs Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their immigration status.

416.3 VICTIMS AND WITNESSES
To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and without regard to race, color or national origin in any way that would violate the United States or Oklahoma Constitutions.

416.4 ENFORCEMENT
An officer may detain an individual when there are facts supporting a reasonable suspicion that the individual entered into the United States in violation of a federal criminal law. Federal authorities shall be notified as soon as possible and the detained individual shall be immediately released if the federal authorities do not want the person held. An officer should not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant.

416.4.1 CIVIL VS. CRIMINAL FEDERAL OFFENSES
An individual who enters into the United States illegally has committed a misdemeanor (8 USC § 1325(a)). Generally, an alien who initially made a legal entry into the United States but has remained beyond what is a legal period has committed a federal civil offense.

Reasonable suspicion that a criminal immigration violation has occurred shall not be based on race, color, national origin or any other generalization that would cast suspicion on or stigmatize any person, except to the extent permitted by the United States or Oklahoma Constitutions. Instead, the totality of circumstances shall be used to determine reasonable suspicion, and shall include factors weighing for and against reasonable suspicion.

Factors that may be considered in determining reasonable suspicion that a criminal immigration violation has occurred may include, but are not limited to:

(a) An admission that the person entered the United States illegally.
Immigration Violations

(b) Reason to suspect that the person possesses immigration documentation that is forged, altered or otherwise indicative that the person is not legally present in the United States.

(c) While a lack of English proficiency may be considered, it should not be the sole factor in establishing reasonable suspicion. When practicable, reasonable effort should be made to accommodate persons with limited English proficiency.

(d) Other factors based upon training and experience.

416.4.2 IMMIGRATION CHECKS

Immigration status may be determined through any of the following sources:

(a) A law enforcement officer who is authorized by the federal government under 8 USC § 1357 to verify or ascertain an alien's immigration status (sometimes referred to as a 287(g) certified officer)

(b) Immigration and Customs Enforcement (ICE)

(c) U.S. Customs and Border Protection (CBP)

An officer shall verify from a 287(g) certified officer, ICE or CBP whether a person’s presence in the United States relates to a federal civil violation or a criminal violation.

If the officer has facts that establish probable cause to believe that a person already lawfully detained has committed a criminal immigration offense, he/she may continue the detention and may request ICE or CBP to respond to the location to take custody of the detained person. In addition, the officer should notify a supervisor as soon as practicable. No individual who is otherwise ready to be released should continue to be detained only because questions about the individual’s status are unresolved.

An officer is encouraged to forgo detentions made solely on the basis of a misdemeanor offense when time limitations, availability of personnel, issues of officer safety, communication capabilities or the potential to obstruct a separate investigation outweigh the need for the detention.

416.4.3 SUPERVISOR RESPONSIBILITIES

When notified that an officer has detained a person and established probable cause to believe the person has violated a criminal immigration offense, the supervisor should:

(a) Confirm that the detained person’s immigration status was properly verified.

(b) Ensure that the detained person is taken into custody when appropriate. Take any additional steps necessary that may include, but are not limited to:

1. Transfer to federal authorities.

2. Lawful arrest for a criminal offense or warrant.
416.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT
Generally, an officer will not need to notify ICE when booking arrestees at the City jail. Immigration officials routinely interview suspected undocumented aliens who are booked into the City jail on criminal charges. Notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification (22 O.S. § 171.2).

416.6 ICE REQUEST FOR ASSISTANCE
Requests by ICE, or any other federal agency, for assistance from this department should be directed to a supervisor. The Department may provide available support services, such as traffic control or peacekeeping efforts, to ICE or other federal agencies.

416.7 INFORMATION SHARING
No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; 74 O.S. § 20j):

(a) Sending information to, or requesting or receiving such information from ICE
(b) Maintaining such information in department records
(c) Exchanging such information with any other federal, state or local government entity

416.7.1 IMMIGRATION HOLDS

416.8 U VISA AND T VISA NON-IMMIGRANT STATUS
Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)). A law enforcement certification for a U visa must be completed by an officer in order for a U visa to be issued.

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)). A law enforcement declaration for a T visa must be completed by an officer in order for a T visa to be issued.

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Detective Division supervisor assigned to oversee the handling of any related case. The Detective Division supervisor should:

(a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.
(b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.
(c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.

1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.

(d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

416.9 TRAINING
The Training Supervisor shall ensure that all appropriate members receive immigration training.
Utility Service Emergencies

417.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for addressing City utility service emergencies. This policy will address calls for service that are directed to the Police Department.

417.2 POLICY
It is the policy of the Sand Springs Police Department to appropriately respond to City emergency utility service requests received by this department.

417.3 UTILITY SERVICE EMERGENCY
A current contact list of City personnel to be notified in the event of a utility service emergency should be available in Communications.

417.3.1 WATER LINES
The City’s responsibility for water lines ends at the water meter; any break or malfunction in the water system from the water meter to a residence or business is the responsibility of the customer.
If a water line break occurs on the City side of the water meter, public works personnel should be notified as soon as practicable.

417.3.2 ELECTRICAL LINES
When a power line poses a hazard, a member of this department should be dispatched to the reported location to protect against personal injury or property damage that might be caused by the power line. The fire department, electric company and/or the public works department should be promptly notified, as appropriate.

417.3.3 RESERVOIRS, PUMPS, WELLS
In the event of flooding or equipment malfunctions involving City reservoirs, pumps or wells, the public works department should be contacted as soon as practicable.

417.3.4 NATURAL GAS LINES
All reports of a possible leak of natural gas or damage to a natural gas line shall promptly be referred to the fire department and the local entity responsible for gas lines. A member of this department should be dispatched to the reported location if it appears that assistance such as traffic control or evacuation is needed.

417.3.5 TRAFFIC SIGNALS
A member of this department should be dispatched upon report of a damaged or malfunctioning traffic signal in order to protect against personal injury or property damage that might occur as the result of the damaged or malfunctioning signal. The member will advise Communications of the problem with the traffic signal. The dispatcher should make the necessary notification to the appropriate traffic signal maintenance agency as soon as practicable.
Utility Service Emergencies

A decision to place a signal on flash should include a consultation with the appropriate traffic signal maintenance agency, unless exigent circumstances exist.

417.4 OUTAGES EFFECTING PUBLIC SAFETY FACILITIES
I. 911 System Failure (Local PSAP)
   1. Dispatch
      A. Notify the on-duty shift supervisor for police and both fire stations
      B. Call the Services Division Commander if no response, call the Deputy Chief of Police.
      C. Flip the Make Busy Switch
      D. Answer phones on the black phone located on the console by the South wall.
      E. Call the SBC Resolution Center at 1-866-722-3911 and reference System ID # 95EGNC910548.

II. Phone System Failure (General Public City Wide Outage)
   1. Dispatch
      A. Notify the on-duty shift supervisor for police and both fire stations.
      B. Have an on-duty unit dispatched to notify Chief of Police, Deputy Chief of Police and the Services Division Commander by cell phone or by driving to their residences.
      C. Have Fire Station 1 contact the Fire Chief and and Deputy Fire Chief.
   2. On-Duty Supervisor
      A. Place units at Quick Trip North, Quick Trip South, Kum and Go and the South End of the River Bridge if manpower allows.

III. Radio Failure
   1. Dispatch
      A. Contact the on-duty supervisor and all on-duty officers by text or MDC and have them switch to police conventional. Ask each unit to check in on the radio.
      B. Contact each fire station and have them switch to Fire Ground and ask each unit to check in on the radio.
      C. Contact Tulsa Regional Dispatch for a status update on the failure.
      D. Contact the Services Division Commander.
Utility Service Emergencies

E. If police conventional and or fire ground fail as well, notify the Chief of Police, Deputy Chief of Police, Fire Chief and Deputy Fire Chief as well. Alternate means should be used to communicate such as cell phone until service can be restored.

IV. Electrical Failure

1. Dispatch

   A. Notify the on-duty shift Supervisor for police and both fire stations.

   B. Contact PSO for a notification of the outage and status update on expected time for resolution of the problem.

   C. If the backup generator does not restore power, notify the Chief of Police, Deputy Chief of Police, Fire Chief, Deputy Fire Chief and the Services Division Commander.

   D. In all failure situations, no matter how brief, contact City of Sand Springs IT division and notify them of that fact.

V. ZTRON Failure

1. Dispatch

   A. Contact each fire station and advise them of the issue.

   B. Contact the Services Division Commander, if unavailable contact the City IT Department.

VI. Water Failure

1. Dispatch

   A. Notify the on-duty shift supervisor for police.

   B. Notify the Services Division Commander.

   C. Notify the City Building Maintenance Department and place an emergency work order.

VII HVAC Failure

1. Dispatch

   A. Notify the on-duty shift supervisor for police.

   B. Notify the Services Division Commander.

   C. Notify the City Building Maintenance Department and place an emergency work order.
Aircraft Accidents

418.1 PURPOSE AND SCOPE
The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

418.1.1 DEFINITIONS
Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/ dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

418.2 POLICY
It is the policy of the Sand Springs Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

418.3 ARRIVAL AT SCENE
Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

(a) Protect persons and property.
(b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
(c) Preserve ground scars and marks made by the aircraft.
(d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
(e) Maintain a record of persons who enter the accident site.
(f) Consider implementation of an Incident Command System (ICS).

418.4 INJURIES AND CASUALTIES
Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.
418.5 NOTIFICATIONS  
When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA) and, when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

- Fire department
- Appropriate airport tower
- Emergency medical services (EMS)
- Oklahoma Highway Patrol

418.6 CONTROLLING ACCESS AND SCENE AUTHORITY  
Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

- FAA.
- Fire department, EMS or other assisting law enforcement agencies.
- Medical Examiner.
- Air Carrier/Operators investigative teams with NTSB approval.
- Appropriate branch of the military, when applicable.
- Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

418.7 DANGEROUS MATERIALS  
Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:
Aircraft Accidents

- Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
- Pressure vessels, compressed gas bottles, accumulators and tires.
- Fluids, batteries, flares and igniters.
- Evacuation chutes, ballistic parachute systems and composite materials.

418.8 DOCUMENTATION

All aircraft accidents occurring within the City of Sand Springs shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of SSPD members deployed to assist; other City resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

The actual investigation and collision report shall be conducted by the Oklahoma Highway Patrol. Sand Springs personell will assist in the investigation phase if requested by OHP.

418.8.1 WRECKAGE

When reasonably safe, members should:

(a) Obtain the aircraft registration number (N number) and note the type of aircraft.

(b) Attempt to ascertain the number of casualties.

(c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.

1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).

(d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.

(e) Acquire copies of any recordings from security cameras that may have captured the incident.

418.8.2 WITNESSES

Members tasked with contacting witnesses should obtain:

(a) The location of the witness at the time of his/her observation relative to the accident site.

(b) A detailed description of what was observed or heard.
Aircraft Accidents

(c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.
(d) The names of all persons reporting the accident, even if not yet interviewed.
(e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

418.9 MEDIA RELATIONS
The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims’ names. The PIO should coordinate with other involved entities before the release of information.
Field Training

419.1 PURPOSE AND SCOPE
This policy provides guidelines for field training that ensure standardized training and evaluation; facilitate the transition from the academic setting to the actual performance of general law enforcement duties; and introduce the policies, procedures and operations of the Sand Springs Police Department. The policy addresses the administration of field training and the selection, supervision, training and responsibilities of the Field Training Officer (FTO).

419.2 POLICY
It is the policy of the Sand Springs Police Department that all newly hired or appointed officer trainees will participate in field training that is staffed and supervised by trained and qualified FTOs.

419.3 FIELD TRAINING
The Department shall establish minimum standards for field training, which should be of sufficient duration to prepare Apprentice Police Officers (APO) for law enforcement duties. The field training is designed to prepare APOs for a patrol assignment and ensure they acquire the skills needed to operate in a safe, productive and professional manner, in accordance with the general law enforcement duties of this department.

To the extent practicable, field training should include procedures for:

(a) Issuance of training materials to each APO at the beginning of his/her field training.
(b) Daily, weekly and monthly evaluation and documentation of the APO’s performance.
(c) A multiphase structure that includes:
   1. A formal evaluation progress report completed by the FTOs involved with the APO and submitted to the FTO coordinator.
   2. Assignment of the APO to a variety of shifts and geographical areas.
   3. Assignment of the APO to a rotation of FTOs in order to provide for an objective evaluation of the APO’s performance.
(d) The APO’s confidential evaluation of his/her assigned FTOs and the field training process.
(e) Retention of all field training documentation in the APO’s training file including:
   1. All performance evaluations.
   2. A certificate of completion certifying that the APO has successfully completed the required number of field training hours.
419.4 FTO COORDINATOR
The Chief of Police shall delegate certain responsibilities to an FTO coordinator. The coordinator shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:

   (a) Assignment of APOs to FTOs.
   (b) Conducting FTO meetings.
   (c) Maintaining and ensuring FTO and APO performance evaluations are completed.
   (d) Maintaining, updating and issuing department training materials to each FTO and APO.
   (e) Developing ongoing training for FTOs.
   (f) Mentoring and supervising individual FTO performance.
   (g) Monitoring the overall performance of field training.
   (h) Keeping the Shift Supervisor informed through monthly evaluation reports about the APOs’ progress.
   (i) Maintaining a liaison with FTO coordinators from other law enforcement agencies.
   (j) Maintaining a liaison with police academy staff on recruit officer performance during academy attendance.
   (k) Performing other activities as may be directed by the Patrol Division Commander.

The FTO coordinator will be required to successfully complete a training course approved by this department that is applicable to supervision of field training within one year of appointment to this position.

419.5 FTO SELECTION, TRAINING AND RESPONSIBILITIES

419.5.1 SELECTION PROCESS
The selection of an FTO will be at the discretion of the Chief of Police or the authorized designee. Selection will be based on the officer’s:

   (a) Desire to be an FTO.
   (b) Experience, which shall include a minimum of two years of patrol experience, both of which shall be with this department.
   (c) Demonstrated ability as a positive role model. Factors may include but are not limited to, productivity, work ethic, reliability, attitude and discipline history.
   (d) Successful completion of an internal oral interview process.


Field Training

(e) Evaluation by supervisors and current FTOs.

(f) Possession of, or ability to obtain, department-approved certification.

An FTO must remain in good standing and may be relieved from FTO duties due to discipline, inappropriate conduct, poor performance or attitude.

419.5.2 TRAINING
An officer selected as an FTO shall successfully complete the department-approved FTO course within one year to being assigned as an FTO.

All FTOs must complete an FTO update course approved by this department every three years while assigned to the position of FTO.

419.5.3 TRAINING MATERIALS
The FTO shall receive training materials outlining the requirements, expectations and objectives of the FTO position. FTOs should refer to their training materials or the FTO coordinator regarding specific questions related to FTO or field training.

419.5.4 RESPONSIBILITIES
The responsibilities of the FTO include, but are not limited to:

(a) Issuing his/her assigned APO field training materials in accordance with the Training Policy.
   1. The FTO shall ensure that the APO has the opportunity to become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.
   2. The FTO shall sign off on all completed topics contained in the training materials, noting the methods of learning and evaluating the performance of his/her assigned APO.

(b) Completing and reviewing daily performance evaluations with the APO.

(c) Completing and submitting a written evaluation on the performance of his/her assigned APO to the FTO coordinator on a daily basis.

(d) Providing the FTO Supervisor with a verbal synopsis of the APO’s activities at the end of the FTO phase or during any unusual occurrence needing guidance or clarification.
Air Support

420.1 PURPOSE AND SCOPE
The use of air support can be invaluable in certain situations. This policy specifies situations where the use of air support may be requested and the responsibilities for making a request.

420.2 POLICY
It is the policy of the Sand Springs Police Department to prioritize requests for air support to enhance law enforcement objectives and provide additional safety to officers and the community.

420.3 REQUEST FOR AIR SUPPORT
If a supervisor or officer in charge of an incident determines that the use of air support would be beneficial, a request to obtain air support may be made.

420.3.1 CIRCUMSTANCES FOR REQUESTS
Law enforcement air support may be requested under conditions that include, but are not limited to:

(a) When the safety of officers or the community is in jeopardy and the presence of air support may reduce such hazard.

(b) When the use of air support will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to officers or the community.

(c) When air support is needed to locate a person who is lost and whose continued absence constitutes a serious health or safety hazard.

(d) Vehicle pursuits.

(e) Pre-planned events or actions that require air support.

(f) Due to a request under an existing mutual aid agreement.

(g) When the Shift Supervisor or equivalent authority determines a reasonable need exists.

420.3.2 AREA AGENCY REQUEST
After consideration and approval of the request for air support, the Shift Supervisor or the authorized designee will call the closest agency having available air support and will apprise that agency of the specific details of the incident prompting the request.
Contacts and Temporary Detentions

421.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

421.1.1 DEFINITIONS
Definitions related to this policy include:

**Consensual encounter** - When an officer contacts an individual but does not create a detention through words, actions or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

**Field interview (FI)** - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

**Field photographs** - Posed photographs taken of a person during a contact, temporary detention or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio/Video (MAV) system or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

**Pat-down search** - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee or others.

**Reasonable suspicion** - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

**Temporary detention** - When an officer intentionally, through words, actions or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person's freedom of movement.

421.2 POLICY
The Sand Springs Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete an FI, pat-down search or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations and constitutional safeguards.
421.3 FIELD INTERVIEWS
Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Sand Springs Police Department to strengthen community involvement, community awareness and problem identification.

421.3.1 INITIATING A FIELD INTERVIEW
When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include, but are not limited to, an individual's:

(a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act.
(b) Actions suggesting that he/she is engaged in a criminal activity.
(c) Presence in an area at an inappropriate hour of the day or night.
(d) Presence in a particular area is suspicious.
(e) Carrying of suspicious objects or items.
(f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon.
(g) Location in proximate time and place to an alleged crime.
(h) Physical description or clothing worn that matches a suspect in a recent crime.
(i) Prior criminal record or involvement in criminal activity as known by the officer.

421.4 PAT-DOWN SEARCHES
Once a valid stop has been made, an officer may pat a suspect's outer clothing if the officer has a reasonable, articulable suspicion that the suspect has a dangerous weapon. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include, but are not limited to:

(a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.
(b) Where more than one suspect must be handled by a single officer.
(c) The hour of the day and the location or area where the stop takes place.
(d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.
Contacts and Temporary Detentions

(e) The actions and demeanor of the suspect.
(f) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

421.5 FIELD PHOTOGRAPHS
All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

421.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT
Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent. When taking a consensual photograph, the officer should have the individual read and sign the appropriate form accompanying the photograph.

421.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT
Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

421.5.3 DISPOSITION OF PHOTOGRAPHS
All detainee photographs must be adequately labeled and submitted to the Shift Supervisor with either an associated FI card or other documentation explaining the nature of the contact. If an individual is photographed as a suspect in a particular crime, the photograph should be submitted as an evidence item in the related case, following standard evidence procedures.

If a photograph is not associated with an investigation where a case number has been issued, the Shift Supervisor should review and forward the photograph to one of the following locations:

(a) If the photograph and associated FI or documentation is relevant to criminal organization/enterprise enforcement, the Shift Supervisor will forward the photograph and documents to the designated criminal intelligence system supervisor. The supervisor will ensure the photograph and supporting documents are retained as prescribed in the Criminal Organizations Policy.
Contacts and Temporary Detentions

(b) Photographs that do not qualify for retention in a criminal intelligence system or temporary information file shall be forwarded to the Records Clerk.

When a photograph is taken in association with a particular case, the investigator may use such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part of the case file. All other photographs shall be retained in accordance with the established records retention schedule.

421.5.4 SUPERVISOR RESPONSIBILITIES
While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

421.6 WITNESS IDENTIFICATION AND INTERVIEWS
Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

(a) Identifying all persons present at the scene and in the immediate area.
   1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.
   2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by department members.
   1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.
Criminal Organizations

422.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that the Sand Springs Police Department appropriately utilizes criminal intelligence systems and temporary information files to support investigations of criminal organizations and enterprises.

422.1.1 DEFINITIONS
Definitions related to this policy include:

Criminal intelligence system - Any record system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates. This does not include temporary information files.

422.2 POLICY
The Sand Springs Police Department recognizes that certain criminal activities, including, but not limited to, gang crimes and drug trafficking, often involve some degree of regular coordination and may involve a large number of participants over a broad geographical area.

It is the policy of this department to collect and share relevant information while respecting the privacy and legal rights of the public.

422.3 CRIMINAL INTELLIGENCE SYSTEMS
No department member may create, submit to or obtain information from a criminal intelligence system unless the Chief of Police has approved the system for department use.

Any criminal intelligence system approved for department use should meet or exceed the standards of 28 CFR 23.20.

A designated supervisor will be responsible for maintaining each criminal intelligence system that has been approved for department use. The supervisor or the authorized designee should ensure the following:

(a) Members using any such system are appropriately selected and trained.

(b) Use of every criminal intelligence system is appropriately reviewed and audited.

(c) Any system security issues are reasonably addressed.

422.3.1 SYSTEM ENTRIES
It is the designated supervisor’s responsibility to approve the entry of any information from a report, field interview (FI), photo or other relevant document into an authorized criminal intelligence system. If entries are made based upon information that is not on file with this department, such as open or public source documents or documents that are on file at another agency, the designated supervisor should ensure copies of those documents are retained by the Records Clerk. Any
supporting documentation for an entry shall be retained by the Records Clerk in accordance with the established records retention schedule and for at least as long as the entry is maintained in the system.

The designated supervisor should ensure that any documents retained by the Records Clerk are appropriately marked as intelligence information. The Services Supervisor may not purge such documents without the approval of the designated supervisor.

422.3.2 SUBMISSIONS TO THE OKLAHOMA STATE BUREAU OF INVESTIGATION'S CRIMINAL INTELLIGENCE UNIT
It is the designated supervisor's responsibility to approve all criminal intelligence submissions to the Criminal Intelligence Unit (CIU) of the Oklahoma State Bureau of Investigation (OSBI). This supervisor shall ensure (OAC 375:35-1-2; OAC 375:35-3-2):

(a) The information meets CIU's standard of reasonable suspicion of criminal activity (an experienced and trained officer's belief that there is a reasonable possibility that an individual or organization is involved in a definable criminal activity or enterprise).

(b) The information was not gathered by illegal means.

(c) A current CIU form is used for the submission.

Members authorized to receive criminal intelligence information from CIU shall provide a signed receipt on a form provided by the OSBI. Each individual shall be responsible for maintaining the secrecy of the information, shall not make copies of the information and shall not disseminate the information in any form. Members shall notify the OSBI and their supervisors immediately upon notice of any court order concerning CIU intelligence information (OAC 375:35-3-3; OAC 375:35-3-4).

It is both the member's and the designated supervisor's responsibility to ensure such information is kept in a secure location with access limited to those officers assigned to the specific investigation which generated the need for the information. It is also the supervisor's responsibility to purge information upon the request of the OSBI and to confirm in writing to the OSBI that the information has been purged (OAC 375:35-3-4).

422.4 TEMPORARY INFORMATION FILE
No member may create or keep files on individuals that are separate from the approved criminal intelligence system. However, members may maintain temporary information that is necessary to actively investigate whether a person or group qualifies for entry into the department-approved criminal intelligence system only as provided in this section. Once information qualifies for inclusion, it should be submitted to the supervisor responsible for consideration of criminal intelligence system entries.

422.4.1 FILE CONTENTS
A temporary information file may only contain information and documents that, within one year, will have a reasonable likelihood to meet the criteria for entry into an authorized criminal intelligence system.
Information and documents contained in a temporary information file:

(a) Must only be included upon documented authorization of the responsible department supervisor.

(b) Should not be originals that would ordinarily be retained by the Records Clerk or Property Division, but should be copies of, or references to, retained documents, such as copies of reports, FI forms, Communications records or booking forms.

(c) Shall not include opinions. No person, organization or enterprise shall be labeled as being involved in crime beyond what is already in the document or information.

(d) May include information collected from publicly available sources or references to documents on file with another government agency. Attribution identifying the source should be retained with the information.

422.4.2 FILE REVIEW AND PURGING
The contents of a temporary information file shall not be retained longer than one year. At the end of one year, the contents must be purged.

The designated supervisor shall periodically review the temporary information files to verify that the contents meet the criteria for retention. Validation and purging of files is the responsibility of the supervisor.

422.5 INFORMATION RECOGNITION
Department members should document facts that suggest an individual, organization or enterprise is involved in criminal activity and should forward that information appropriately. Examples include, but are not limited to:

(a) Gang indicia associated with a person or residence.

(b) Information related to a drug-trafficking operation.

(c) Vandalism indicating an animus for a particular group.

(d) Information related to an illegal gambling operation.

Department supervisors who utilize an authorized criminal intelligence system should work with the Training Supervisor to train members to identify information that may be particularly relevant for inclusion.

422.6 RELEASE OF INFORMATION
Department members shall comply with the rules of an authorized criminal intelligence system regarding inquiries and release of information.

Information from a temporary information file may only be furnished to department members and other law enforcement agencies on a need-to-know basis and consistent with the Records Maintenance and Release Policy.
When an inquiry is made by the parent or guardian of a juvenile as to whether that juvenile’s name is in a temporary information file, such information should be provided by the supervisor responsible for the temporary information file, unless there is good cause to believe that the release of such information might jeopardize an ongoing criminal investigation.

422.7 CRIMINAL STREET GANGS
The Detective Division supervisor should ensure that there are an appropriate number of department members who can:

(a) Testify as experts on matters related to criminal street gangs, and maintain an above-average familiarity with 21 O.S. § 856.3.

(b) Coordinate with other agencies in the region regarding criminal street gang-related crimes and information.

(c) Train other members to identify gang indicia and investigate criminal street gang-related crimes.

422.8 REPORTS TO THE CHIEF OF POLICE
The Detectives Division Commander shall complete and submit a monthly report to the Chief of Police regarding investigative reports and activities involving vice, drug and organized crime.

The Detectives Division Commander should periodically brief the Chief of Police regarding sensitive investigations involving vice, drug, organized crime, and other major criminal activities.

422.9 TRAINING
The Training Supervisor should provide training on best practices in the use of each authorized criminal intelligence system to those tasked with investigating criminal organizations and enterprises. Training should include:

(a) The protection of civil liberties.

(b) Participation in a multi-agency criminal intelligence system.

(c) Submission of information into a multi-agency criminal intelligence system or the receipt of information from such a system, including any governing federal and state rules and statutes.

(d) The type of information appropriate for entry into a criminal intelligence system or temporary information file.

(e) The review and purging of temporary information files.
Shift Supervisors

423.1 PURPOSE AND SCOPE
This policy provides guidelines for the designation of a Shift Supervisor and, as needed, an acting Shift Supervisor for each shift.

423.2 POLICY
Each shift will be directed by a Shift Supervisor capable of making decisions and managing in a manner consistent with the mission of the Sand Springs Police Department. To accomplish this, a Lieutenant shall be designated as the Shift Supervisor for each shift.

423.3 DESIGNATION AS ACTING SHIFT SUPERVISOR
With prior authorization from the Patrol Division Commander, generally when a Lieutenant is unavailable for duty as Shift Supervisor, a qualified lower-ranking member shall be designated as acting Shift Supervisor in accordance with the terms of applicable employment agreements and the Temporary Supervisors subsection of the Supervision Staffing Levels Policy.

423.4 SHIFT SUPERVISOR RESPONSIBILITIES
The Shift Supervisor shall have overall responsibility and accountability for the operation of this department on an assigned shift. Duties may include, but are not limited to:

(a) Ensuring sufficient members are on-duty to accomplish the mission of the Sand Springs Police Department.
(b) Providing command-level oversight of major crime scenes, tactical situations or disasters.
(c) Establishing service-level priorities.
(d) Providing job-related training and guidance to subordinates.
(e) Acquiring outside resources or providing assistance to other agencies, when applicable.
(f) Handling service inquiries or complaints from the public.
(g) Acting as the Public Information Officer when appropriate.
(h) Managing risk exposure.
(i) Ensuring the security of all department facilities.
(j) Ensuring the proper equipment and vehicles are available for member use.
(k) Representing the Department at community functions.
(l) Serving as a temporary Division Commander when so designated.
(m) Arranging for notifications as outlined in policy 329 - Major Incident Notification.
Mobile Data Computer Use

424.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Data Computer (MDT) system in order to ensure proper access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and Communications.

424.2 POLICY
Sand Springs Police Department members using the MDT shall comply with all appropriate federal and state rules and regulations and shall use the MDT in a professional manner, in accordance with this policy.

424.3 PRIVACY EXPECTATION
Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

424.4 RESTRICTED ACCESS AND USE
MDT use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDT system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDT by another member to their supervisors and the Services Division Commander.

Use of the MDT system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks or communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDT system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member’s name or to use the password of another member to log in to the MDT system. Members are required to log off the MDT or secure the MDT when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

424.4.1 USE WHILE DRIVING
Use of the MDT by the vehicle operator should generally be limited to times when the vehicle is stopped. When the vehicle is in motion, the operator should only attempt to read messages that are likely to contain information that is required for immediate enforcement, investigative or safety needs.
Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

424.5 DOCUMENTATION OF ACTIVITY
Except as otherwise directed by the Shift Supervisor or other department-established protocol, all calls for service assigned by a dispatcher should be communicated by voice over the police radio and electronically via the MDT unless security or confidentiality prevents such broadcasting.

MDT and voice transmissions are used to document the member's daily activity. To ensure accuracy:

(a) All contacts or activity shall be documented at the time of the contact.

(b) Whenever the activity or contact is initiated by voice, it should be documented by a dispatcher.

(c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDT.

424.5.1 STATUS CHANGES
All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio. Dispatchers are the official time keeperson calls and shall maintain the log information.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident.

424.6 EQUIPMENT CONSIDERATIONS

424.6.1 MALFUNCTIONING MDT
Whenever possible, members will not use vehicles without a functioning MDTs. Whenever members must drive a vehicle in which the MDT is not present, they shall notify Communications. It shall be the responsibility of the dispatcher to document all information that will then be transmitted verbally over the police radio.

424.6.2 BOMB CALLS
When investigating reports of possible bombs, members should not communicate on their MDTs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDT could cause some devices to detonate.
Portable Audio/Video Recorders

425.1 PURPOSE AND SCOPE
This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties. Portable audio/video recording devices include all recording systems whether body-worn, hand-held or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Sand Springs Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

425.2 POLICY
It shall be the policy of the Sand Springs Police Department to utilize Personal Recording Devices (PRD's) to insure officer safety, public confidence, accountability, prosecution of false complaints and evidence of crimes. This effort will be conducted while maintaining a balance between public transparency and protection of individuals right to privacy.

The PRD may be used to make video/audio recordings of conversations when interviewing suspects or witnesses within or away from the police unit. More importantly, the PRD can be used to video record traffic stops, domestic disputes, pedestrian checks or suspicious activity, and other police functions.

In order to preserve the integrity of the recordings to be presented as evidence in proceedings, the chain of custody must be adhered to.

425.3 DEFINITIONS
PRD - a video and audio recorder that is worn by an officer during his/her course of duty.

425.4 MEMBER PRIVACY EXPECTATION
All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity of this department, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

425.5 MEMBER RESPONSIBILITIES
Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder, issued by the Department, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable.
Portable Audio/Video Recorders

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a recorder, the assigned member shall record his/her name, SSPD identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user’s unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

425.6 ACTIVATION OF THE AUDIO/VIDEO RECORDER

This policy is not intended to describe every possible situation in which the recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The recorder should be activated in any of the following situations:

(a) All enforcement and investigative contacts including stops and field interview situations
(b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
(c) Self-initiated activity in which an officer would normally notify Communications
(d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

425.6.1 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.
Portable Audio/Video Recorders

425.6.2 SURREPTITIOUS USE OF THE AUDIO/VIDEO RECORDER
Oklahoma law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (13 O.S. § 176.4).

Members may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

425.6.3 EXPLOSIVE DEVICE
Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

425.7 PROHIBITED USE OF PORTABLE RECORDERS
Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in an official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Shift Supervisor. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

425.8 IDENTIFICATION AND PRESERVATION OF RECORDINGS
To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

(a) The recording contains evidence relevant to potential criminal, civil or administrative matters.

(b) A complainant, victim or witness has requested non-disclosure.
Portable Audio/Video Recorders

(c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.

(d) Disclosure may be an unreasonable violation of someone’s privacy.

(e) Medical or mental health information is contained.

(f) Disclosure may compromise an undercover officer or confidential informant.

(g) The recording or portions of the recording may be protected under the Oklahoma Open Records Act (51 O.S. § 24A.8).

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

425.8.1 RETENTION REQUIREMENTS
All recordings shall be retained for a period consistent with the requirements of the established records retention schedule but in no event for a period less than 90 days.

425.9 REVIEW OF RECORDED MEDIA FILES
When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing a member’s performance.

Recorded files may also be reviewed:

(a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.

(b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.

(c) By media personnel with permission of the Chief of Police or the authorized designee.

(d) In compliance with a public records request, provided that all recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recorded files released in compliance with a public records request (51 O.S. § 24A.8):
   1. Shall only be released after redaction or obscuring of specific portions of the recording that:
      (a) Depict the death of a person or a dead body.
Portable Audio/Video Recorders

(b) Depict any person who is nude.

(c) Identify minors under 16 years of age.

2. May have redaction or obscuring of specific portions of audio and video that reveal the identity of officers who become subject to internal investigation by the Department until the investigation has been concluded. After conclusion of the investigation and any disciplinary process, the unedited audio and video recordings shall be available for public inspection and copying. The unedited audio and video recordings shall be available for public inspection and copying before the conclusion of the investigation and disciplinary process if the investigation and disciplinary process lasts for an unreasonable amount of time.

425.10 ADMINISTRATIVE PROCEDURES
1. PRD Recordings Procedure

(a) The officer will be responsible for the downloading of PRD recordings at the end of the shift week (or as needed) at the designated location. Officers will make a reasonable attempt to download the PRD before the end of each shift. All PRD’s will be downloaded before going on days off. The original files from the PRD will be downloaded and stored on a designated server network to prevent destruction.

(b) Copies of PRD recordings for department use will be allowed at the discretion of the Chief of Police or his designee.

(c) If a copy of a PRD recording is needed for administrative or criminal proceedings, an inter-office will be submitted to the PRD Administrator. The PRD Administrator will distribute the requested copy upon approval of the Chief of Police or his designee.

(d) Officers who have made a PRD recording that they feel may have value as a training aid shall notify the PRD Administrator.

(e) Requests from outside law enforcement agencies for copies of PRD recordings to use as training aids, shall be forwarded to the Chief of Police.

(f) Non-evidentiary PRD recordings will be maintained in the network server for 90 days. Due to the limitations of storage and in effort to protect privacy concerns, videos that are not flagged for evidentiary purposes or administrative cause may be deleted.

(g) Evidentiary PRD recordings or PRD recordings held for administrative purposes may be retained at the discretion of the Chief of Police or as required by law.

(h) The destruction of any recording in violation of this policy may not be authorized by any elected official or city manager without written Police Chief approval, as the Chief of Police shall have the final authority to determine the retention of law enforcement records.
Portable Audio/Video Recorders

(i) PRD recordings will be handled as evidence, but may be transferred to approved persons by methods authorized by the PRD administrator.

(j) Audio and video recordings from recording equipment attached to law enforcement vehicles and/or on the person of a law enforcement officer; provided, the law enforcement agency may, before releasing any audio or videorecording, redact or obscure specific portions of the recording which depict the death of a person or a dead body, depict any person who is nude or identify minors under the age of sixteen (16) years. Provided further, law enforcement agencies may redact or obscure specific portions of audio and video recordings which reveal the identity of law enforcement officers who become subject to internal investigation by the law enforcement agency until the law enforcement agency concludes the investigation. At the conclusion of the investigation and disciplinary process, the unedited audio and video recordings shall be available for public inspection and copying. The unedited audio and video recordings shall be available for public inspection and copying before the conclusion of the investigation and disciplinary process if the investigation and disciplinary process lasts for an unreasonable amount of time.

(k) Officers do not need to label each video record unless it is use of force, pursuit, an arrest which holds evidentiary value, a complain/run in or any video which contains evidentiary value.

425.11 REGULATIONS

(a) Employees shall not release to or allow the viewing of a PRD recording by any person outside the Sand Springs Police Department without authorization from the Chief of Police (or his designee) or when mandated by law. (Exceptions: City Prosecutor’s Office, District Attorney’s Office and Department of Public Safety Officials).

(b) Allowing unauthorized viewing, release, erasure or alteration of a PRD recording or any portion thereof, shall be grounds for disciplinary action.

(c) PRD recordings are the property of the Sand Springs Police Department and will not be utilized for personal use for any reason without prior approval of the Chief of Police. Malicious destruction or deletion of PRD recordings is prohibited and may be punishable by administrative, civil and/or criminal penalties.

(d) Provisions of this policy may not apply if the PRD issued to the officer are restricted in their use by the regulations of the OHSO mandating that the PRD must only be used in the patrol vehicle and not worn by the officer. If this situation exists, the officer will comply with the regulation to leave the device in his unit. Additional provisions may be presented during training of the issued OHSO equipment.

425.12 COORDINATOR

The Chief of Police or the authorized designee should designate a coordinator responsible for:

(a) Establishing procedures for the security, storage and maintenance of data and recordings.
Portable Audio/Video Recorders

(b) Establishing procedures for accessing data and recordings.
(c) Establishing procedures for logging or auditing access.
(d) Establishing procedures for transferring, downloading, tagging or marking events.
Public Recording of Law Enforcement Activity

426.1 PURPOSE AND SCOPE
This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence.

426.2 POLICY
The Sand Springs Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

426.3 RECORDING LAW ENFORCEMENT ACTIVITY
Members of the public who wish to record law enforcement activities are limited only in certain aspects.

(a) Recordings may be made from any public place or any private property where the individual has the legal right to be present.

(b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:
   1. Tampering with a witness or suspect.
   2. Inciting others to violate the law.
   3. Being so close to the activity as to present a clear safety hazard to the officers.
   4. Being so close to the activity as to interfere with an officer’s effective communication with a suspect or witness.

(c) The individual may not present an undue safety risk to the officer, him/herself or others.

426.4 OFFICER RESPONSE
Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an
individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

426.5 SUPERVISOR RESPONSIBILITIES
A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

(a) Request any additional assistance as needed to ensure a safe environment.
(b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.
(c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.
(d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.
(e) Explain alternatives for individuals who wish to express concern about the conduct of department members, such as how and where to file a complaint.

426.6 SEIZING RECORDINGS AS EVIDENCE
Officers should not seize recording devices or media unless (42 USC § 2000aa):

(a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.

1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.
(b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.
(c) The person consents.

1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.
2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the
Public Recording of Law Enforcement Activity

Evidence is to transmit a copy of the recording from a device to a department-owned device.

Recording devices and media that are seized will be submitted within the guidelines of the Property Division Policy.
Bicycle Patrol

427.1 PURPOSE AND SCOPE
This policy establishes guidelines for the Sand Springs Police Department to safely and effectively use bicycle patrol for the purpose of enhancing field patrol efforts in the community.

427.2 POLICY
It is the policy of the Sand Springs Police Department that patrol bicycles may be used for regular patrol duty, traffic enforcement, parking control or special events. The use of the patrol bicycle will emphasize officer mobility and department visibility in the community.

427.3 OPERATIONS
Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas, and the quiet operation of the patrol bicycle can facilitate a tactical approach to crimes in progress. Patrol bicycles may be deployed to any area, at any hour of the day or night, according to department needs and as staffing levels allow.

Requests for specific deployment of bicycle patrol officers shall be coordinated through the bicycle patrol coordinator or the Shift Supervisor.

427.4 SELECTION
Interested officers who are off probation shall submit a change of assignment request to their appropriate Division Commanders. A copy will be forwarded to the bicycle patrol coordinator. Qualified applicants will then be invited to an oral interview. The oral interview will be conducted by the coordinator and the Sand Springs Police Department Steering Committee.

Interested officers shall be evaluated by the following criteria:

(a) Recognized competence and ability as evidenced by performance
(b) Special skills or training as it pertains to the assignment
(c) Good physical condition
(d) Willingness to perform duties using the bicycle as a mode of transportation

427.4.1 OFFICER RESPONSIBILITIES
Officers should operate the bicycle in compliance with the Oklahoma Highway Safety Code under normal operation, unless their duties require otherwise (47 O.S. § 11-1202).

Officers may operate the bicycle without lighting equipment during hours of darkness only when it reasonably appears necessary for officer safety or tactical considerations. Officers must use caution and care when operating bicycles without lighting equipment or when they are operating in violation of the rules of the road.
Bicycle Patrol

Officers are exempt from the rules of the road while using an audible siren or warning lights under the following conditions (47 O.S. § 11-106):

(a) In response to an emergency call
(b) While engaged in rescue operations
(c) In the immediate pursuit of an actual or suspected violator of the law

427.4.2 EXCEPTION TO THE USE OF EMERGENCY EQUIPMENT
Officers operating a bicycle may exceed maximum speed limits and disregard regulations governing turning in specified directions without using audible and visual signals, provided that the actions do not endanger life or property, when the officer is following a suspected violator of the law and has probable cause to believe that (47 O.S. § 11-106):

(a) Knowledge of the presence of the officer will cause the 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 an arrest.
   3. Evade apprehension or identification of the suspect or the vehicle of the suspect.
(b) Because of traffic conditions, there is a potential increased risk of a collision involving vehicles moving in response to the emergency lights and siren.

427.5 BICYCLE PATROL COORDINATOR
The Chief of Police shall delegate certain responsibilities to a bicycle patrol coordinator. The coordinator shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

The coordinator may appoint a senior bicycle patrol officer or other designee to assist in the coordination of bicycle patrol officers and their activities.

The responsibilities of the coordinator include, but are not limited to:

(a) Organizing bicycle patrol training.
(b) Inspecting and maintaining an inventory of patrol bicycles and program equipment.
(c) Inspecting, no less than every three months, bicycles that are not in active service and documenting that they are in serviceable condition.
(d) Scheduling maintenance and repairs.
(e) Evaluating the performance of bicycle patrol officers.
(f) Coordinating activities with the Patrol Division.
(g) Other activities as required to maintain the efficient operation of bicycle patrol.
427.6 PATROL BICYCLE
Bicycle patrol officers will be allowed to operate their personal bicycles on duty as a part of team functions.

Patrol bicycles will be equipped with reflectors and lights as required by state law. They may also be equipped with red/blue lights, bags and other equipment as authorized by the team leader.

427.6.1 TRANSPORTING THE PATROL BICYCLE
The patrol bicycle should be transported using a vehicle bicycle rack. Due to possible component damage, transportation of the patrol bicycle in a trunk or on a law enforcement vehicle push-bumper is discouraged.

427.6.2 MAINTENANCE
(a) Bicycle patrol officers shall conduct an inspection of the patrol bicycle and equipment prior to use to ensure proper working order of the equipment.
(b) Officers are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning).
   1. Each patrol bicycle should have scheduled maintenance yearly to be performed by a repair shop or technician.
(c) Officers shall not modify the patrol bicycle or remove, modify or add components to the patrol bicycle except with the express approval of the bicycle patrol coordinator, or in the event of an emergency.
(d) If a needed repair is beyond the ability of the bicycle patrol officer, repairs should be made by a trained technician.

427.7 UNIFORMS AND EQUIPMENT
Officers shall wear uniforms and safety equipment in accordance with the Uniforms and Civilian Attire Policy.

The uniform consists of the standard short-sleeve uniform shirt or other department-approved shirt, with Sand Springs Police Department badge and patches, and department-approved bicycle patrol pants or shorts. Optional attire may include, but is not limited to, a jacket in colder weather and turtleneck shirts or sweaters when worn under the uniform shirt.

Bicycle patrol officers shall carry the same equipment on their duty belts as they would on regular patrol assignments. Assignment-specific safety equipment should include, but is not limited to, department-approved helmet, a radio headset and microphone, riding gloves, protective eyewear and approved footwear.

Officers will be responsible for obtaining the necessary forms, citation books and other department equipment needed while on bicycle patrol.
Bicycle Patrol

427.8 TRAINING
Officers must complete an initial department-approved bicycle-training course prior to assignment to bicycle patrol. Thereafter, bicycle patrol officers should receive twice yearly in-service training to improve skills and refresh safety, health and operational procedures. The initial training shall minimally include:

(a) Bicycle patrol strategies.
(b) Bicycle safety and accident prevention.
(c) Operational tactics and techniques using bicycles.

Bicycle patrol officers will be required to train and qualify with their duty and secondary firearms while wearing bicycle safety equipment, including the helmet and riding gloves.
Homeless Persons

428.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that department members understand the needs and rights of the homeless, and to establish procedures to guide them during all contacts with the homeless, whether consensual or for enforcement purposes.

This policy establishes a liaison to the homeless community, addresses the responsibilities of the department member appointed to act as a liaison to the homeless, and details the need for special protection and services for homeless persons.

428.2 POLICY
It is the policy of the Sand Springs Police Department to protect the rights, dignity and private property of all members of the community, including people who are homeless. Abuse of authority to harass any member of the community will not be permitted. The Sand Springs Police Department will address the needs of homeless persons in balance with the overall mission of this department.

Homelessness is not a crime and members will not use homelessness as the sole basis for detention or law enforcement action.

428.3 LIAISON TO THE HOMELESS COMMUNITY
The Chief of Police shall delegate certain responsibilities to a liaison to the homeless community. The liaison shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

The responsibilities of the liaison include, but are not limited to:

(a) Maintaining and making available to all department members a list of assistance programs and other resources that are available to homeless persons.

(b) Meeting with social services and representatives of other organizations that render assistance to the homeless community.

(c) Maintaining a list of the areas within and near the jurisdiction of this department that are used as frequent homeless encampments.

(d) Remaining abreast of laws dealing with homelessness, including personal property rights.

(e) Being present during any clean-up operation conducted by this department that involves the removal of personal property of the homeless. This is to ensure that the established rights of the homeless are not violated.

(f) Developing training to assist members in understanding current legal and social issues relating to the homeless.
428.4 FIELD CONTACTS
Officers are encouraged to contact a homeless person to render aid, offer assistance or to check on the person’s welfare. Officers also will take enforcement action when information supports a reasonable and articulable suspicion of criminal activity. However, such contacts shall not be used for harassment.

When encountering a homeless person who has committed a nonviolent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, officers are encouraged to consider long-term solutions, such as shelter referrals and counseling, in lieu of an arrest and criminal charges.

Officers should provide homeless persons with resources and assistance information whenever it is reasonably apparent that such services may be appropriate.

428.4.1 CONSIDERATIONS
A homeless person will receive the same level and quality of service provided to other members of the community. The fact that a victim, witness or suspect is homeless can, however, require special consideration for a successful investigation and prosecution. When handling investigations involving victims, witnesses or suspects who are homeless, officers should consider:

(a) Documenting alternate contact information. This may include obtaining addresses and telephone numbers of relatives and friends.

(b) Documenting locations the person may frequent.

(c) Providing victim/witness resources, when appropriate.

(d) Obtaining sufficient statements from all available witnesses in the event that a victim cannot be located and is unavailable for a court appearance.

(e) Arranging for transportation for investigation-related matters, such as medical exams and court appearances.

(f) Whether a crime should be reported and submitted for prosecution, even when a victim who is homeless indicates that he/she does not desire prosecution.

(g) Whether the person may be an adult abuse victim and, if so, proceed in accordance with the Adult Abuse Policy.

428.5 MENTAL HEALTH ISSUES
When mental health issues are evident, officers should consider referring the person to the appropriate mental health agency or providing the person with contact information for mental health assistance, as appropriate. In these circumstances, officers may provide transportation to a mental health facility for voluntary evaluation if it is requested or offered and accepted by the person, and approved by a supervisor. Officers should consider detaining the person under an emergency detention when facts and circumstances reasonably indicate such a detention is warranted (see the Emergency Detentions Policy).
428.6 PERSONAL PROPERTY
The personal property of homeless persons must not be treated differently than the property of other members of the community. Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, it should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure it. It will be the supervisor’s responsibility to coordinate its removal and safekeeping.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the homeless liaison. When practicable, requests by the public for clean-up of a homeless encampment should be referred to the liaison.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the liaison if such property appears to involve a trespass, is a blight to the community or is the subject of a complaint. It will be the responsibility of the liaison to address the matter in a timely fashion.

Due to the potential for infestation and unsanitary articles within some personal property, the Services Division Commander will make arrangements for a secure place outside of the main facility to safely store these types of articles.

428.7 ECOLOGICAL ISSUES
Sometimes homeless encampments can have an impact on the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or City departments when a significant impact to the environment has or is likely to occur. A significant impact to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.
Medical Aid and Response

429.1 PURPOSE AND SCOPE
This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

429.2 POLICY
It is the policy of the Sand Springs Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

429.3 FIRST RESPONDING MEMBER RESPONSIBILITIES
Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR and use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact Communications and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide Communications with information for relay to EMS personnel in order to enable an appropriate response, including:

(a) The location where EMS is needed.
(b) The nature of the incident.
(c) Any known scene hazards.
(d) Information on the person in need of EMS, such as:
   1. Signs and symptoms as observed by the member.
   2. Changes in apparent condition.
   3. Number of patients, sex, and age, if known.
   4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
   5. Whether the person is showing signs or symptoms of excited delirium or other agitated chaotic behavior.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment and should defer medical decisions to the appropriate medical personnel.
429.4 TRANSPORTING ILL AND INJURED PERSONS
Except in exceptional cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

429.5 PERSONS REFUSING EMS CARE
If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive medical care or be transported.

However, members may assist EMS personnel when EMS personnel determine the person lacks the mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with an emergency detention in accordance with the Emergency Detentions Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

429.5.1 SICK OR INJURED ARRESTEE
If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.
Medical Aid and Response

Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor’s approval.

429.6 MEDICAL ATTENTION RELATED TO USE OF FORCE
Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Conducted Energy Device policies.

429.7 AIR AMBULANCE
Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.

The Patrol Division Commander should develop guidelines for air ambulance landings or enter into local operating agreements for the use of air ambulances, as applicable. In creating those guidelines, the Department should identify:

- Responsibility and authority for designating a landing zone and determining the size of the landing zone.
- Responsibility for securing the area and maintaining that security once the landing zone is identified.
- Consideration of the air ambulance provider’s minimum standards for proximity to vertical obstructions and surface composition (e.g., dirt, gravel, pavement, concrete, grass).
- Consideration of the air ambulance provider’s minimum standards for horizontal clearance from structures, fences, power poles, antennas or roadways.
- Responsibility for notifying the appropriate highway or transportation agencies if a roadway is selected as a landing zone.
- Procedures for ground personnel to communicate with flight personnel during the operation.

One department member at the scene should be designated as the air ambulance communications contact. Headlights, spotlights and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.

Members shall follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.
- Avoid the aircraft’s tail rotor area.
- Wear eye protection during the landing and take-off.
• Do not carry or hold items, such as IV bags, above the head.
• Ensure that no one smokes near the aircraft.

429.8 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION
Members who have been trained may administer opioid overdose medication (63 O.S. § 1-2506.1).

429.8.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES
Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Training Supervisor.

429.8.2 OPIOID OVERDOSE MEDICATION REPORTING
Any member administering opioid overdose medication should detail its use in an appropriate report.

429.8.3 OPIOID OVERDOSE MEDICATION TRAINING
The Training Supervisor should ensure training is provided to members authorized to administer opioid overdose medication.
First Amendment Assemblies

430.1 PURPOSE AND SCOPE
This policy provides guidance for responding to public assemblies or demonstrations.

430.2 POLICY
The Sand Springs Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

430.3 GENERAL CONSIDERATIONS
Individuals or groups present on the public way, such as public facilities, streets, or walkways, generally have the right to assemble, rally, demonstrate, protest, or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills, leafleting, and loitering. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential.

The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life, and to prevent the destruction of property.

Officers should not:

(a) Engage in assembly or demonstration-related discussion with participants.
(b) Harass, confront or intimidate participants.
(c) Seize the cameras, cell phones, or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members’ interaction with participants and their response to crowd dynamics is appropriate.
First Amendment Assemblies

430.3.1 PHOTOGRAPHS, VIDEO RECORDINGS AND OTHER INFORMATION
Photographs, video recordings and other information may be collected at assemblies and demonstrations as they can serve a number of purposes, such as support of criminal prosecutions, assistance in evaluating department performance, serving as training material, recording the use of dispersal orders and facilitating a response to allegations of improper law enforcement conduct.

Photographs, video recordings and other information shall not be maintained on the political, religious or social activities, views or associations of any individual, group or organization unless those activities, views or associations directly relate to an investigation of criminal activity and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

430.4 UNPLANNED EVENTS
When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to:

- Location.
- Number of participants.
- Apparent purpose of the event.
- Leadership (whether it is apparent and/or whether it is effective).
- Any initial indicators of unlawful or disruptive activity.
- Indicators that lawful use of public facilities, streets or walkways will be impacted.
- Ability and/or need to continue monitoring the incident.

Initial assessment information should be promptly communicated to Communications, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

430.5 PLANNED EVENT PREPARATION
For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

430.5.1 INFORMATION GATHERING AND ASSESSMENT
In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.
First Amendment Assemblies

• The potential time, duration, scope and type of planned activities.
• Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or the race, ethnicity, national origin or religion of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

430.5.2 OPERATIONAL PLANS
An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

(a) Command assignments, chain of command structure, roles and responsibilities.
(b) Staffing and resource allocation.
(c) Management of criminal investigations.
(d) Designation of uniform of the day and related safety equipment (helmets, shields, etc.).
(e) Deployment of specialized resources.
(f) Event communications and interoperability in a multijurisdictional event.
(g) An established liaison with demonstration leaders and external agencies.
(h) An established liaison with City government and legal staff.
(i) Media relations.
(j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.
(k) Traffic management plans.
(l) First aid and emergency medical service provider availability.
(m) Prisoner transport and detention.
(n) Review of policies regarding public assemblies and use of force in crowd control.
(o) Parameters for declaring an unlawful assembly.
(p) Arrest protocol, including management of mass arrests.
(q) Protocol for recording information flow and decisions.
(r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.
(s) Protocol for handling complaints during the event.
(t) Parameters for the use of body-worn cameras and other portable recording devices.
First Amendment Assemblies

430.5.3 MUTUAL AID AND EXTERNAL RESOURCES
The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

430.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS
If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear, standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

430.7 USE OF FORCE
Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and Electronic Control Device (ECD)s should be considered only when the participants’ conduct reasonably appears to present the potential to harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and the Conducted Energy Device policies).

Force or control devices, including oleoresin capsicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.
Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

430.8 ARRESTS
The Sand Springs Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been or reasonably appear likely to be unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

(a) Reasonable measures to address the safety of officers and arrestees.
(b) Dedicated arrest, booking and report writing teams.
(c) Timely access to medical care.
(d) Timely access to legal resources.
(e) Timely processing of arrestees.
(f) Full accountability for arrestees and evidence.
(g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Citation Releases Policy).

430.9 MEDIA RELATIONS
The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media, to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

430.10 DEMOBILIZATION
When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

430.11 POST EVENT
The Incident Commander should designate a member to assemble full documentation of the event, to include:
First Amendment Assemblies

(a) Operational plan.
(b) Any incident logs.
(c) Any assignment logs.
(d) Vehicle, fuel, equipment and supply records.
(e) Incident, arrest, use of force, injury and property damage reports.
(f) Photographs, audio/video recordings, Communications records/tapes.
(g) Media accounts (print and broadcast media).

430.11.1 AFTER-ACTION REPORTING
The Incident Commander should work with City legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used, to include:

(a) Date, time and description of the event.
(b) Actions taken and outcomes (e.g., injuries, property damage, arrests, costs).
(c) Problems identified.
(d) Significant events.
(e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

430.12 TRAINING
Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Department should, when practicable, train with its external and mutual aid partners.
Civil Disputes

431.1 PURPOSE AND SCOPE
This policy provides members of the Sand Springs Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Abuse Policy will address specific legal mandates related to domestic abuse court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Oklahoma law.

431.2 POLICY
The Sand Springs Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community when there is a direct threat of violence. Subject to available resources, members of this department will assist at the scene of civil disputes where there is a direct and current threat, with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

When a request is made where there is no direct threat of violence, officers may inform the party requesting police involvement that the officer will attempt to be in the general vicinity to mitigate response time. They should be encouraged to call 911 if a threat of violence becomes apparent.

431.3 GENERAL CONSIDERATIONS
When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While the following is not intended to be an exhaustive list, members should give consideration to the following when handling civil disputes:

(a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.

(b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.

(c) Members shall not provide legal advice; however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.
Civil Disputes

(d) Members are reminded that they shall not enter a residence or other non-public location without legal authority.

(e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.

431.4 COURT ORDERS
Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by referring the individuals to consult their attorney.

431.4.1 STANDBY REQUESTS
Officers responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should advise the requesting party that they will be in the area, but will not accompany them to the dispute. The party should be advised that if the dispute becomes threatening, they may call 911 and ask for assistance. The member should then respond to the scene and seek to assist. Once the scene is stable, the member should make clear that their presence is for safety and that they are not there to compel either side to give up their rights in the dispute.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

431.5 VEHICLES AND PERSONAL PROPERTY
Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

431.6 REAL PROPERTY
Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.
Criminal Trespass Program

432.1 POLICY
It shall be the policy to help property owners recognize and maintain their rights to hold and operate their property free of trespassing from individuals who commit criminal acts, or who’s conduct interferes with the operation of their property. To this end, the department has established the criminal trespass program.

432.2 SUMMARY
Procedures to be followed when dealing with a trespassing problem. This program will normally be applicable in a business settings or non-developed land. Residential trespassing should be accomplished through standard will-file citizens arrest procedures.

432.3 OFFICER RESPONSIBILITIES
Upon handling a call at a business about trespassing, stabilize the situation.

Ask the business if they have registered in the last 12 months for the program, and if not, supply them with a registration packet, and have them complete it. Send this packet to the police administration assistant who will enroll the business in the program.

Run a check on the suspect with dispatch, and if they are not on the list, complete two copies a criminal trespass warning. Give one to the suspect and keep one for department records. Then, absent another reason for arrest, release the suspect while making sure they leave the property.

If dispatch checks the suspect, and they have been previously notified under the program about trespassing, you may either cite the individual or arrest them if you have reason to believe that the person will continue to trespass or fail to appear in court.

When citing or arresting the individual, note on the citation or booking report the date the individual was previously warned under the program.

If you encounter a suspect and they are on the trespassing list and they are on the listed property trespassing, you may cite or arrest the individual without involvement of the business.
**Criminal Trespass Program**

432.4 DISPATCHER RESPONSIBILITIES
Upon receiving a request from an officer to check to see if a business is enrolled in the program, check the database and see if the business is listed and if the enrollment is within the last 12 months.

Upon receiving a request from an officer to check an individual for being trespassed from a specific property, check the database and see if they have been listed in the previous 24 months.

432.5 POLICE ADMINISTRATIVE ASSISTANT RESPONSIBILITIES
Upon receiving a business enrollment packet, review for all information being complete, enter the business into the database and files the original documents.

Upon receiving a trespass warning document, enter the information into the database and file the original document.

Monthly, review the database to insure that the individual and business file is kept current. Remove any trespassed persons from the file if the date warned is over 24 months old.

432.6 RECORDS RESPONSIBILITIES
Process all arrests and citations under this program as per normal procedure.
Suspicious Activity Reporting

433.1 PURPOSE AND SCOPE
This policy provides guidelines for reporting and investigating suspicious and criminal activity.

433.1.1 DEFINITIONS
Definitions related to this policy include:

Involved party - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

Suspicious activity - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Race, ethnicity, national origin or religious affiliation should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity may include, but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., “dry run,” creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.

Suspicious Activity Report (SAR) - An incident report used to document suspicious activity. The normal incident report should be titled Suspicious Activity Report.

433.2 POLICY
The Sand Springs Police Department recognizes the need to protect the public from criminal conduct and acts of terrorism and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

433.3 RESPONSIBILITIES
The Detectives Division Commander and the authorized designees will manage SAR activities. Authorized designees should include supervisors who are responsible for department participation in criminal intelligence systems as outlined in the Criminal Organizations Policy.

The responsibilities of the Detectives Division include, but are not limited to:

(a) Remaining familiar with those databases available to the department that would facilitate the purpose of this policy.
Suspicious Activity Reporting

(b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.

(c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.

(d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Department.

(e) Ensuring that SAR information is appropriately disseminated to members in accordance with their job responsibilities.

(f) Coordinating investigative follow-up, if appropriate.

(g) Coordinating with any appropriate agency or fusion center.

(h) Ensuring that, as resources are available, the Department conducts outreach that is designed to encourage community members to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

433.4 REPORTING AND INVESTIGATION
Any department member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any civilian member who receives such information should ensure that it is passed on to an officer in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare a SAR and include information about the involved parties and the circumstances of the incident. If, during any investigation an officer becomes aware of suspicious activity that is unrelated to the current investigation, the information should be documented separately in a SAR and not included in the original incident report. The report number of the original incident should be included in the SAR as a cross reference. A SAR should be processed as any other incident report.

433.5 HANDLING INFORMATION
The Records Clerk will forward copies of SARs, in a timely manner, to:

- The Detective Division supervisor.
- The Crime Analysis unit.
- Other authorized designees.
Medical Marijuana

434.1 PURPOSE AND SCOPE
The purpose of this policy is to provide members of this department with guidelines for investigating the acquisition, possession, transportation, delivery, production, or use of marijuana under Oklahoma’s medical marijuana laws (63 O.S. § 420 et seq.; OAC 310:681-1-4 et seq.).

434.1.1 DEFINITIONS
Definitions related to this policy include:

**Allowable amount** - A licensee is able to have possession of the following (63 O.S. § 420):
- (a) Up to 3 ounces of marijuana on the licensee’s person
- (b) 5 mature marijuana plants
- (c) 6 seedling plants
- (d) 1 ounce of concentrated marijuana
- (e) 72 ounces of edible marijuana
- (f) Up to 8 ounces of marijuana in the licensee’s residence.

**Licensee** – A person who has been properly issued a medical marijuana license by the Oklahoma State Department of Health (OSDH) (OAC 310:681-1-4).

**Medical marijuana** – Marijuana that is grown, processed, dispensed, tested, possessed, or used for a medical purpose (OAC 310:681-1-4).

**Medical marijuana concentrate** – A substance obtained by separating cannabinoids from any part of the marijuana plant by physical or chemical means and that delivers a product with a cannabinoid concentration greater than the raw plant material from which it is derived. Concentrate is intended to be refined for use as an ingredient in a medical marijuana product, not for administration to a qualified patient (OAC 310:681-1-4).

434.2 POLICY
It is the policy of the Sand Springs Police Department to prioritize resources to avoid making arrests related to marijuana that the arresting officers reasonably believes would not be prosecuted by state or federal authorities.

Oklahoma medical marijuana laws are intended to provide protection from prosecution to those who possess medical marijuana to mitigate the symptoms of a medical condition for which the medical marijuana provides therapeutic or palliative benefits. However, Oklahoma medical marijuana laws do not affect federal laws, and there is no medical exception under federal law for the possession or distribution of marijuana. The Sand Springs Police Department will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under Oklahoma law and the resources of the Department.
434.3 INVESTIGATION
Investigations involving the possession, delivery, production, or use of marijuana generally fall into one of several categories:

(a) Investigations when no person makes a medicinal claim.
(b) Investigations when a medicinal claim is made by a licensee.
(c) Investigations when a medicinal claim is made by a non-licensee.

434.3.1 INVESTIGATIONS WITH NO MEDICINAL CLAIM
In any investigation involving the possession, delivery, production, or use of marijuana or drug paraphernalia where no person claims that the marijuana is used for medicinal purposes, the officer should proceed with a criminal investigation. A medicinal claim may be raised at any time, so officers should document any statements and observations that may be relevant to whether the marijuana was possessed or produced for medicinal purposes.

434.3.2 INVESTIGATIONS INVOLVING MEDICINAL CLAIM BY LICENSEE
Officers should not take enforcement action against a person for possession of marijuana when the person presents a license issued by the OSDH and is in possession of the allowable amount of medical marijuana. Officers may utilize the system established by the OSDH to confirm the authenticity and validity of the person’s license (OAC 310:681-2-7).

When a person makes a medicinal claim and has an allowable amount of medical marijuana but does not have a license in his/her possession, if the officer can otherwise determine the person is a valid license holder, no enforcement action should be taken.

434.3.3 ADDITIONAL CONSIDERATIONS
Officers should consider the following when investigating an incident involving marijuana possession, delivery, production, or use:

(a) Because enforcement of medical marijuana laws can be complex, time-consuming, and can call for resources unavailable at the time of initial investigation, officers may consider submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:

1. The suspect has been identified and can be easily located at another time.
2. The case would benefit from review by a person with expertise in medical marijuana investigations.
3. Sufficient evidence, such as photographs or samples, has been lawfully obtained.
4. Any other relevant factors exist, such as limited available department resources and time constraints.

(b) Whenever the initial investigation reveals an amount of marijuana greater than that specified by law, officers should consider and document, in anticipation of an affirmative defense:
Medical Marijuana

1. The amount of marijuana recommended by a medical professional to be ingested.
2. The quality of the marijuana.
3. The method of ingestion (e.g., smoking, eating, nebulizer).
4. The timing of the possession in relation to a harvest (patient may be storing marijuana).
5. Whether the marijuana is being cultivated indoors or outdoors, the climate.

(c) Before proceeding with enforcement related to dispensaries, commercial growers, or processors, officers should consider conferring with appropriate legal counsel.

(d) Possession of up to one and one half (1.5) ounces of marijuana by persons who can state a medical condition, but who are not in possession of a state-issued medical marijuana license, is a misdemeanor offense with a fine prescribed by 63 O.S. § 420(B).

434.4 FEDERAL LAW ENFORCEMENT

Officers should provide information regarding a marijuana investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the officer believes those authorities would have a particular interest in the information.

434.5 EVIDENCE

434.5.1 MEMBER RESPONSIBILITIES
The investigating member should notify the receiving Property Division member in writing when marijuana may be the subject of a medical claim.

434.5.2 PROPERTY DIVISION SUPERVISOR RESPONSIBILITIES
The Property Division supervisor should ensure that marijuana, drug paraphernalia, or other related property seized from a person engaged or assisting in the use of medical marijuana is not destroyed. The Property Division supervisor is not responsible for caring for live marijuana plants.

Upon the prosecutor’s decision to forgo prosecution, or the dismissal of charges or an acquittal, the Property Division supervisor should as soon as practicable return to the person from whom it was seized any useable marijuana, plants, drug paraphernalia, or other related property.

The Property Division supervisor may release marijuana to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Detective Division supervisor.
Chapter 5 - Traffic Operations
Traffic

500.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for improving public safety through education and enforcement of traffic-related laws.

500.2 POLICY
It is the policy of the Sand Springs Police Department to educate the public on traffic-related issues and to enforce traffic laws. The efforts of the Department will be driven by such factors as the location and/or number of traffic collisions, citizen complaints, traffic volume, traffic conditions and other traffic-related needs. The ultimate goal of traffic law enforcement and education is to increase public safety.

500.3 DEPLOYMENT
Enforcement efforts may include such techniques as geographic/temporal assignment of department members and equipment, the establishment of preventive patrols to deal with specific categories of unlawful driving and a variety of educational activities. These activities should incorporate methods that are suitable to the situation; timed to events, seasons, past traffic problems or locations; and, whenever practicable, preceded by enforcement activities.

Several factors will be considered in the development of deployment schedules for department members. State and local data on traffic collisions are a valuable resource. Factors for analysis include, but are not limited to:

- Location.
- Time.
- Day.
- Violation factors.
- Requests from the public.
- Construction zones.
- School zones.
- Special events.

Department members assigned to uniformed patrol or traffic enforcement functions will emphasize the enforcement of violations that contribute to traffic collisions, and also will consider the hours and locations where traffic collisions tend to occur. Members will take directed enforcement action on request, and random enforcement action when appropriate. Members shall maintain high visibility while working general enforcement, especially in areas where traffic collisions frequently occur.
Traffic

500.4 ENFORCEMENT
Traffic enforcement will be consistent with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas. The number of arrests or citations issued by any member shall not be used as the sole criterion for evaluating member overall performance.

Several methods are effective in the reduction of traffic collisions (22 O.S. § 1115.1; 22 O.S. § 1115.1A).

500.4.1 WARNINGS
Warnings are a non-punitive option that may be considered by the member when circumstances warrant, such as when a non-hazardous, non-moving or minor violation was inadvertent.

500.4.2 CITATIONS
Generally, citations should be issued when a member believes it is appropriate. A citation shall be issued to release a person who is arrested solely for a misdemeanor violation of a state traffic law or a municipal traffic ordinance, if (11 O.S. § 27-117; 11 O.S. § 27-117.1; 11 O.S. § 28-114.1; 22 O.S. § 1115.1; 22 O.S. § 1115.1A):

(a) The arrested person has been issued a valid license to operate a motor vehicle by Oklahoma or another state that is a participant in the Nonresident Violator Compact or any party jurisdiction of the Nonresident Violator Compact.

(b) The officer is satisfied as to the identity of the arrested person.

(c) The arrested person signs a written promise to appear, unless the person is unconscious or injured and requires immediate medical treatment as determined by a treating physician.

(d) The violation does not constitute an offense for which a physical arrest should be made.

When issuing a citation for a traffic violation, it is essential that the rights and requirements imposed on motorists be fully explained. At a minimum, the arresting officer shall include on the citation:

- An explanation of the violation or charge.
- The court appearance procedure, including the optional or mandatory appearance by the motorist.
- A notice of whether the motorist can enter a plea and pay the fine by mail or at the court.
- Notice that failure to timely appear for arraignment will result in the suspension of his/her driving privilege and driver license in Oklahoma or, for nonresidents, pursuant to the Nonresident Violator Compact (47 O.S. § 790).

500.4.3 PHYSICAL ARREST
Physical arrest can be made on a number of criminal traffic offenses. These cases usually deal with, but are not limited to (22 O.S. § 1115.1; 22 O.S. § 1115.1A):
(a) A felony.

(b) Negligent homicide.

(c) Driving or being in actual physical control of a motor vehicle while impaired or under the influence of alcohol or other intoxicating substances, unless the person is unconscious or injured and requires immediate medical treatment as determined by a treating physician.

(d) Eluding or attempting to elude a law enforcement officer.

(e) Operating a motor vehicle without having been issued a valid driver license, or while the driving privilege and driver license is under suspension, revocation, denial or cancellation.

(f) An arrest based upon an outstanding warrant.

500.4.4 PUBLIC CARRIERS AND COMMERCIAL VEHICLES
Public carriers, commercial vehicles and other vehicles for which a commercial driver license is required should be handled in accordance with state law, which may include issuance of citations, warnings or other appropriate actions.

500.4.5 ANNOTATED OR MULTIPLE CITATIONS
All violations should be annotated unless the member believes a single citation is sufficient.

Multiple or stacked violations/citations should only be utilized when the violations are flagrant or the offender has repeatedly disregarded previous notifications of violations.

500.4.6 GRACE PERIOD
A grace period of no more than 30 days should be observed when a new law is implemented or when a traffic control device is installed, unless the violation is flagrant or dangerous.

500.4.7 PEDESTRIANS, BICYCLES OR NON-REGISTERED CONVEYANCES
Violations of traffic laws involving pedestrians, bicycles or other non-registered conveyances should be cited based upon local ordinances. The age and ability of the pedestrian, bicycle rider or other user should be considered in issuing citations.

500.5 SUSPENDED OR REVOKED LICENSES
If an officer contacts a traffic violator who is also driving on a suspended or revoked license, the officer should issue a traffic citation or make an arrest as appropriate.

500.6 HIGH-VISIBILITY VESTS
The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic or by maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601).
500.6.1 REQUIRED USE
Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn when increased visibility would improve the safety of the department member or when the member will be exposed to the hazards of passing traffic or will be maneuvering or operating vehicles, machinery and equipment.

Examples of when high-visibility vests should be worn include traffic control duties, traffic collision investigations, lane closures and disaster scenes.

When emergency conditions preclude the immediate donning of the vest, members should retrieve and wear the vest as soon as conditions reasonably permit.

Use of the vests shall also be mandatory when directed by a supervisor.

500.6.2 CARE AND STORAGE
High-visibility vests shall be maintained and readily available in every patrol and investigation vehicle, and in the gear bag of each patrol bicycle. Each vest should be in a serviceable condition.

A supply of high-visibility vests will be maintained and made available for replacement of damaged or unserviceable vests. The Training Supervisor should be promptly notified whenever the supply of vests needs replenishing.

500.7 HAZARDOUS CONDITIONS
Officers encountering hazardous road conditions should assess the severity of the hazard and take appropriate action, including but not limited to:

(a) Notifying the department responsible for maintaining that section of the road.
(b) Removing the hazard from the roadway if possible to do so in a safe manner.
(c) Placing a warning device around the hazard to warn oncoming traffic.
(d) When practicable, and safe to do so, positioning a patrol car to warn oncoming traffic and direct the traffic around the hazard.

500.8 VEHICLE CHECKPOINTS
The Patrol Division Commander may establish guidelines for roadside vehicle checkpoints based upon reasonable criteria (e.g., holidays, traffic injuries or fatalities, community requests). Operational decisions should be made by supervising officers. Guidelines for checkpoints should include, but are not limited to:

(a) Reasonable location and duration.
(b) Neutral criteria for stopping motorists.
(c) Clear indicators of the official nature of the checkpoint.
(d) Clearly identified officers and equipment.
(e) Adequate safety precautions.
(f) Minimal detention of motorists.
(g) Advance public notice.

500.9 TRAFFIC STOPS
Officers shall perform traffic stops only when there is an articulable reason to do so. The safety of the officer, the driver of the vehicle and the public shall be considered prior to the conducting a traffic stop.

Traffic stops should be performed by a uniformed on-duty officer.

Officers initiating a traffic stop shall follow department-approved safety procedures, including but not limited to:

(a) Contacting dispatch regarding the location, vehicle description and registration and occupants prior to the stop.
(b) Activating the emergency lights and siren.
(c) Escorting the vehicle to a tactically safe location to conduct the stop.
(d) Positioning the department vehicle to maximize officer safety.
(e) Approaching the vehicle and interacting with occupants in accordance with department-approved procedures.
(f) Calling for backup when warranted.

500.10 TRAFFIC CONTROL
Members of the Sand Springs Police Department may control traffic using department-approved temporary traffic control devices and uniform hand signals and gestures for manual traffic direction:

(a) At public events.
(b) At the scene of traffic collisions.
(c) At the scene of fires or other emergencies.
(d) During periods of adverse road and/or weather conditions.
(e) When circumstances warrant the manual operation of traffic control devices.
(f) As required by other road or traffic conditions.

500.11 ESCORT SERVICES
All requests for escort services provided by the Sand Springs Police Department shall be approved by the Chief of Police or the authorized designee.

If a request is granted, the Patrol Division Commander shall be responsible for:

(a) Identification of required department resources.
(b) Coordination with outside agencies.
(c) Identification of safety and security risks.
(d) Reasonable precautions to ensure public safety.
Traffic

Only vehicles equipped with emergency lights and sirens shall be used to provide escort services.
Traffic Collisions

501.1 PURPOSE AND SCOPE
This policy provides guidelines for responding to and investigating traffic collisions.

501.2 POLICY
It is the policy of the Sand Springs Police Department to respond to traffic collisions and render or summon aid to injured victims as needed. The Department will investigate and prepare reports according to the established minimum reporting requirements with the goal of reducing the occurrence of collisions by attempting to identify the cause of the collision and through enforcing applicable laws. Unless restricted by law, traffic collision reports will be made available to the public upon request.

501.3 RESPONSE
Upon arriving at the scene, the responding member should assess the need for additional resources and summon assistance as appropriate. Generally, the member initially dispatched to the scene will be responsible for the investigation and report, if required, unless responsibility is reassigned by a supervisor.

A supervisor should be called to the scene when the incident:

(a) Is within the jurisdiction of this department and there is:
   2. A fatality.
   3. A City vehicle involved.
   4. A City official or employee involved.
   5. Involvement of an on- or off-duty member of this department.

(b) Is within another jurisdiction and there is:
   1. A City of Sand Springs vehicle involved.
   3. Involvement of an on-duty member of this department.

501.3.1 MEMBER RESPONSIBILITIES
Upon arriving at the scene, the responding member should consider and appropriately address:

(a) Traffic direction and control.

(b) Proper placement of emergency vehicles, cones, roadway flares or other devices if available to provide protection for members, the public and the scene.

(c) First aid for any injured parties if it can be done safely.
Traffic Collisions

(d) The potential for involvement of hazardous materials.
(e) The need for additional support as necessary (e.g., traffic control, emergency medical services, fire department, hazardous materials response, tow vehicles).
(f) Clearance and cleanup of the roadway.
(g) Control of property belonging to collision victims. If the vehicle is towed at the direction of the member, property will be handled in accordance with the Vehicle Towing and Property Division policies.

501.4 NOTIFICATION
If a traffic collision involves a life-threatening injury or fatality, the responding officer shall notify a supervisor or, if unavailable, the Shift Supervisor. The Shift Supervisor or any supervisor may assign a traffic investigator, M.A.I.T. or other appropriate personnel to investigate the incident. The Shift Supervisor will ensure notification is made to the Patrol Division Commander, department command staff and City Manager in accordance with the Major Incident Notification Policy.

501.4.1 NOTIFICATION OF FAMILY
In the event of a life-threatening injury or fatality, the supervisor responsible for the incident should ensure notification of the victim’s immediate family or coordinate such notification with the Medical Examiner, department chaplain or another suitable person. Notification should be made as soon as practicable following positive identification of the victim.

The identity of any person seriously injured or deceased in a traffic collision should not be released until notification is made to the victim’s immediate family.

501.5 MINIMUM REPORTING REQUIREMENTS
A written collision report shall be taken when:
  (a) A fatality, any injury (including complaint of pain) or total property damage of $500 or more is involved (47 O.S. § 40-102).
  (b) Driving under the influence or hit-and-run is involved.
  (c) An on-duty member of the City of Sand Springs is involved.
  (d) The collision results in any damage to any City-owned or leased vehicle.
  (e) The collision involves any other public agency driver or vehicle.
  (f) There is damage to public property.
  (g) There is damage to any vehicle to the extent that towing is required.
  (h) Prosecution or follow-up investigation is contemplated.
  (i) Hazardous materials are involved.
  (j) The persons in the collision are involved in a disturbance.
  (k) The collision results in major traffic congestion.
Traffic Collisions

501.5.1 PRIVATE PROPERTY
Generally, reports should not be taken when a traffic collision occurs on private property unless it involves an injury or fatality, a hit-and-run violation or other traffic law violation. Members may provide assistance to motorists as a public service, such as exchanging information and arranging for the removal of the vehicles.

501.5.2 CITY VEHICLE INVOLVED
A traffic collision report shall be taken when a City vehicle is involved in a traffic collision that results in property damage or injury.

A general information report may be taken in lieu of a traffic collision report at the direction of a supervisor when the incident occurs entirely on private property or does not involve another vehicle.

Whenever there is damage to a City vehicle, a vehicle damage report shall be completed and forwarded to the appropriate Division Commander. The traffic investigator or supervisor at the scene should determine what photographs should be taken of the scene and the vehicle damage.

501.5.3 INJURED ANIMALS
Department members should refer to the Animal Control Policy when a traffic collision involves the disposition of an injured animal.

501.6 COLLISION REPORT WAIVER
A citizen who is involved in a collision may request that they be allowed to sign a waiver and that no investigation be conducted. A waiver will not be granted in the following circumstances:

1. A fatality is involved
2. A serious injury is involved
3. A juvenile is driving and no parent is present to sign the waiver.
4. Government property is damaged.
5. Private property is damaged and the owner is not present to sign the waiver
6. One or more parties in the collision wish the collision to be investigated.
7. Any circumstance in which the officer feels justice is better served by an investigation being conducted.

If no collision investigation report is prepared, no citations or arrests may be made.

If a waiver is prepared, all parties will be presented a copy.

Under no circumstances will a citizen be discouraged from requesting a collision report and investigation to be made.
501.7 INVESTIGATION
When a traffic collision meets minimum reporting requirements the investigation should include, at a minimum:

(a) Identification and interview of all involved parties.

(b) Identification and interview of any witnesses.

(c) A determination of whether a violation of law has occurred and the appropriate enforcement action.

(d) Identification and protection of items of apparent evidentiary value.

(e) Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence, reporting) on the appropriate forms.

501.8 ENFORCEMENT ACTION
After a thorough investigation in which physical evidence or independent witness statements indicate that a violation of a traffic law contributed to the collision, authorized members should issue a citation or arrest the offending driver, as appropriate.

More serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter or other felonies, shall be enforced. If a driver who is subject to enforcement action is admitted to a hospital, a supervisor shall be contacted to determine the best enforcement option.

501.9 REPORTS
Department members shall utilize forms approved by the DPS as required for the reporting of traffic collisions. All such reports shall be forwarded to the Patrol Division for approval and filing.

501.9.1 REPORT MODIFICATION
A change or modification of a written report that alters a material fact in the report may be made only by the member who prepared the report, and only prior to its approval and distribution. Once a report has been approved and distributed, corrections shall only be made by way of a written supplemental report. A written supplemental report may be made by any authorized member.

501.9.2 PATROL DIVISION COMMANDER RESPONSIBILITIES
The responsibilities of the Patrol Division Commander include, but are not limited to:

(a) Ensuring that reports of traffic collisions are forwarded to the DPS pursuant to 47 O.S. § 40-102.

(b) Ensuring the monthly and quarterly reports on traffic collision information and statistics are forwarded to the Patrol Division Commander or other persons as required.

501.10 M.A.I.T CALL OUT PROCEDURE
Investigating Fatality Collisions or Collisions with personal injuries that create a substantial risk of death requires specialized training. Therefore, Officers of the Major Accident Investigation
Traffic Collisions

Team who are trained in Advanced Traffic Collision Investigation shall be assigned to investigate all Collisions involving Fatalities, Personal Injuries creating a substantial risk of death, and injury collisions involving City of Sand Springs Vehicles.

State Statute 47 O.S. § 10-104 (B) directs that, “Any Driver of any vehicle involved in a Collision who could be cited for any Traffic Offense, where said collision resulted in the immediate death of any person, shall submit to Drug and Alcohol Testing as soon as practical after such collision occurs. The Traffic Offense Violation shall constitute Probable Cause for purpose of Section 752 of Title 47 and the procedures found in Section 752 of Title 47 shall be followed to determine the presence of Alcohol or Controlled Dangerous Substance within the Driver’s Blood System.”

DEFINITIONS:

*Advanced Traffic Investigator (A.T.I.):* Officers who have received advanced traffic collision training (Basic & Advanced Traffic Investigator School By C.L.E.E.T., I.P.T.M., NORTHWEST TRAFFIC, T.P.D, OR EQUIVALENT). Advanced Traffic Investigators assigned to Fatality Collisions must have a current assignment to the Major Accident Investigation Team.

*Fatal Traffic Collisions:* A collision in which death occurs as a proximate result of injuries sustained during the collision.

*Major Accident Investigation Team:* A Department Organization who’s Officers are trained in Advanced Traffic Collision Investigation for the purpose of Investigating Fatality Collisions, Collisions resulting in injuries creating a substantial risk of death, and injury Collisions involving City of Sand Springs Vehicles.

*M.A.I.T. Supervisor:* The Current assigned supervisor of the Major Accident Investigation Team or his designee.

*M.A.I.T. Call Out List:* A list compiled by the Patrol Division Commander of the current members of the Major Accident Investigation Team.

PROCEDURES:

Responding Officers should assess the scene and administer first aid, if applicable. Request supplemental services as needed (i.e., E.M.S.A., S.S.F.D., Wrecker Services, O.N.G., P.S.O., ECT.).

Officers should have a supervisor contact the O.D.O.T. through dispatch when a collision involves damage to a guardrail, causes highway or interstate to be closed to traffic, or damages the roadway itself.

The responding Officer will contact a Field Supervisor if the collision is a Fatality, a collision requiring higher traffic investigative skills and calculations (i.e. Falls or Vaults), involves personal injuries that create a substantial risk of death, or is a serious injury collision involving a City of Sand Springs Vehicle.

Any driver, whether at fault or not, involved in a Fatality Collision who could be cited for any moving traffic offense will be tested for Drugs and Alcohol utilizing procedures set forth in 47 O.S. § 752.
Traffic Collisions

Field Supervisors shall contact an On-Duty M.A.I.T. Investigator (A.T.I.) when any collision occurs that they believe that an A.T.I.'S assistance would be appropriate. If there is not an On-Duty M.A.I.T. Investigator then the M.A.I.T. Supervisor is to be contacted. If the M.A.I.T. Supervisor is unavailable contact shall be made with his designee or the next available Team Member on the Call Out List.

If the Traffic Collision is a Fatality or involves personal injuries that create a substantial risk of death the Shift Supervisor, On-Duty M.A.I.T. Investigator, or the M.A.I.T. Supervisor will request dispatch contact all members of the Major Accident Investigation Team by the Paging System. The M.A.I.T. Supervisor will notify the Detective Division when a Hit and Run Collision (10-79) involves a Fatality or personal injuries that create a substantial risk of death.

To protect the scene and eliminate the potential for additional collisions, Field Supervisors will establish a perimeter, request additional units for traffic control if necessary, and direct emergency services to the proper location insuring the scene is not destroyed or contaminated. The Scene will be treated like any other Crime Scene and held until the appropriate personnel arrive.

An on-scene M.A.I.T. Investigator can request additional M.A.I.T. members to assist when needed with a collision. If there are no on-duty M.A.I.T. members available, Dispatch will notify the M.A.I.T. Team Supervisor. The M.A.I.T. TeamSupervisor will assign additional M.A.I.T. members.

Upon arrival, A.T.I.'S of M.A.I.T. shall assume control of the Investigation. Field Supervisors will maintain control of the scene unless relieved by the M.A.I.T. Supervisor. A.T.I.'S shall be responsible for examining and locating, by measurements, physical evidence in the roadway, and for examining and noting vehicle damage. A.T.I.'S will be responsible for contacting crime scene detectives.

Field officers will assist in the investigation by identifying and isolating drivers and witnesses, obtaining Witness Statements on State Collision Report Forms, and performing other tasks as requested by the M.A.I.T. Investigator. Officers should encourage witnesses to remain at the scene until the M.A.I.T. Investigator arrives.

The Field Supervisor in charge of the scene shall ensure dispatch notifies the Medical Examiner (M.E.). In cases of heavy traffic or no evidence of foul play, the M.E. may allow the A.T.I./M.A.I.T. Investigator to have the body removed and meet at the Hospital or at the M.E.'S Office. If the M.E. elects to come to the scene, it must be held intact until the M.E. authorizes the removal of the body.

The Public Information Officer (P.I.O.), or person releasing the information, shall be notified as soon as practical or before the A.T.I./M.A.I.T. Investigator goes off-duty. The Name(s) of the deceased shall not be released until notification has been made to the next of kin. Provide the following information via inter-office correspondence for review by the Shift Commander and the Staff Duty Officer as well as the P.I.O. for use in drafting a news release.

A.  Collision location.
B.  Number of vehicles involved
C.  Name and age of victims and injured parties
Traffic Collisions

D. Name and Relationship of the next of kin, if notified.

The Field Supervisor or A.T.I./M.A.I.T. Investigator may request a Police Chaplin to assist officers with notifying the next of kin.

The Collision Report will not be turned in until it is completed. Partial Reports should be placed on the Server by the end of shift or before the A.T.I./M.A.I.T. Investigator goes off duty.

The investigating A.T.I./M.A.I.T. Investigator will be responsible for the entire investigation and will coordinate with the Detective Division in presenting charges to the District Attorney.

REGULATIONS:

The name(s) of the Deceased shall not be released until notifications have been made to the Next of Kin.

All completed Fatality Collision Reports must be signed by the M.A.I.T. Supervisor.
Vehicle Towing

502.1 PURPOSE AND SCOPE
This policy provides guidance related to vehicle towing. Nothing in this policy shall require a member of this department to tow a vehicle.

502.2 POLICY
The Sand Springs Police Department will tow vehicles when appropriate and in accordance with the law.

502.3 REMOVAL OF VEHICLES DUE TO HAZARD
When a vehicle should be towed because it presents a hazard, the owner or operator should arrange for the towing. Department members may assist by communicating requests through Communications to expedite the process.

If the owner or operator is unable to arrange for towing and the vehicle presents a hazard, the vehicle may be towed at the direction of the department member (47 O.S. § 955).

Vehicles that are not the property of the City should not be driven by department members unless it is necessary to move the vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or comply with posted signs.

502.4 ARREST SCENES
Whenever the owner or operator of a vehicle is arrested, the arresting officer should provide reasonable safekeeping by having the vehicle towed.

Officers are not required to investigate whether alternatives to towing a vehicle exist after an arrest.

The following are examples of situations where a vehicle should not be towed:

• The vehicle is parked on private property, on which the arrestee or owner is legally residing, or the property owner is a friend or family member and does not object to the vehicle being parked at that location. This does not apply to quazi public properties such as retail stores.

• The arrestee or owner of the vehicle requests that it be released to a person who is present, willing and able to legally take control of the vehicle.

• When the vehicle is legally parked as described above, the requester should be informed that the Department will not be responsible for theft or damages.

502.5 CIRCUMSTANCES FOR TOWING VEHICLES
Officers are authorized to order towing of vehicles when (47 O.S. § 955):
Vehicle Towing

(a) A report has been made that the vehicle has been stolen or taken without the consent of its owner or the officer has reason to believe the vehicle has been stolen pursuant to 47 O.S. § 4-105.

(b) There is reason to believe the vehicle has been abandoned as defined in 47 O.S. § 901 and 47 O.S. § 902.

(c) The person driving or in control of the vehicle is arrested for an alleged offense for which the officer is required by law to take the person arrested or summoned before a proper magistrate without unnecessary delay.

(d) At the scene of an collision, the owner or driver is not in a position to take charge of the vehicle and direct or request its proper removal.

(e) The officer has probable cause that the person operating the vehicle has not been granted driving privileges or that the person’s driving privileges have been suspended, revoked, canceled, denied or disqualified.

(f) The officer has probable cause that the vehicle has been used in the commission of a felony offense and the officer has obtained a search warrant authorizing the search and seizure of the vehicle.

(g) The officer has probable cause that the vehicle is not insured as required by the Compulsory Insurance Law of Oklahoma.

(h) The vehicle is involved in a fatal motor vehicle collision and is needed for evidentiary purposes.

502.6 RECORDS
Communications Division members shall ensure that pertinent data regarding a towed vehicle is promptly entered into the appropriate database.

502.6.1 VEHICLE STORAGE REPORT
Department members towing a vehicle shall complete a vehicle tow-in report. The report should be submitted to the Communication Center as soon as practicable after the vehicle is towed.

502.6.2 NOTICE OF TOW
As soon as practicable, and in any event within 72 hours of a vehicle being towed, the Records Clerk shall send a notice of tow to the Department of Public Safety. The notice shall include (47 O.S. § 903):

(a) The name and address of the owner, if known.

(b) The date and location where the vehicle is stored.

(c) A description of the vehicle, including:
   1. Make and model.
   2. License plate number, registration number and vehicle identification number (VIN).
(d) The estimated value of the vehicle as determined by the officer who directed the impoundment.

502.7 TOWING SERVICES
Members shall not show preference among towing services that have been authorized for use by the Department. A rotation or other system established by the Department for tow services should be followed.

502.7.1 ROTATION LOGS
The Department shall keep rotation logs on all requested tows as the City of Sand Springs has made the decision to regulate towing within its jurisdiction. Rotation logs shall be made available for public inspection upon request (47 O.S. § 952).

Calls made from cell phones or two-way radios by department members to any wrecker service shall be listed on the rotation or call logs and made available for public inspection.

A wrecker service shall not be removed from rotation without notification to the wrecker operator stating the reason for removal from the rotation log. A notification for removal from a rotation log shall be mailed to the wrecker service owner in accordance with City of Sand Springs regulation and shall state the procedure and requirements for reinstatement.

502.8 VEHICLE INVENTORY
The contents of all vehicles towed at the request of department members shall be inventoried and listed on the tow-in report. When reasonably practicable, photographs may be taken to assist in the inventory.

(a) An inventory of personal property and the contents of open containers will be conducted throughout the passenger and engine compartments of the vehicle including, but not limited to, any unlocked glove box, other accessible areas under or within the dashboard area, any pockets in the doors or in the back of the front seat, in any console between the seats, under any floor mats and under the seats.

(b) In addition to the passenger and engine compartments as described above, an inventory of personal property and the contents of open containers will also be conducted in any other type of unlocked compartments that are a part of the vehicle, including unlocked vehicle trunks and unlocked car top containers.

(c) Any locked compartments including, but not limited to, locked glove compartments, locked vehicle trunks, locked hatchbacks and locked car-top containers should be inventoried, provided the keys are available and released with the vehicle to the third-party towing company or an unlocking mechanism for such compartment is available within the vehicle.

(d) Closed containers located either within the vehicle or any of the vehicle’s compartments will not be opened for inventory purposes except for the following: wallets, purses, coin purses, fanny packs, personal organizers, briefcases or other
Vehicle Towing

Closed containers designed for carrying money, small valuables or hazardous materials.

Members should ask the occupants whether the vehicle contains any valuables or hazardous materials. Responses should be noted in the tow-in report. If the occupant acknowledges that any closed container contains valuables or a hazardous material, the container shall be opened and inventoried. When practicable and appropriate, such items should be removed from the vehicle and given to the owner, or booked into property for safekeeping. Hazardous materials shall not be stored by the Sand Springs Police Department.

Any cash, jewelry or other small valuables located during the inventory process will be held for safekeeping, in accordance with the Property Division Policy. A copy of the property receipt should be given to the person in control of the vehicle or, if that person is not present, left in the vehicle.

A copy of the vehicle inventory will be given to the tow truck operator.

These inventory procedures are for the purpose of protecting the vehicle owner's property, providing for the safety of department members and protecting the Department against fraudulent claims of lost, stolen or damaged property.

Towing a vehicle in order to perform an inventory should not be used as a pretext for an evidence search. Nothing in this policy prevents the towing of a vehicle that would occur for reasons independent of any suspicion that the vehicle may contain evidence if it is otherwise justified by law or this policy.

502.9 SECURITY OF VEHICLES AND RETRIEVAL OF PROPERTY

If the search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, the department member conducting the search shall take such steps as are reasonably necessary to secure or protect the vehicle or property from such hazards.

Unless it would cause an unreasonable delay in towing the vehicle or create an issue of officer safety, reasonable accommodations should be made to permit the owner, operator or occupant to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) that are not considered evidence or contraband.

Members who become aware that a vehicle may have been towed by the Department in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the owner or his/her agent to request a hearing to contest the tow.

502.10 RELEASE OF IMPOUNDED VEHICLES

Vehicles impounded at the direction of officers shall not be released to an owner without proof of valid insurance or an affidavit of nonuse on the roadway. An impounded vehicle may be released to an insurer who accepts liability for the vehicle without proof of valid insurance or an affidavit of nonuse (OAC 595:25-7-2).
Vehicle Towing

Members shall not authorize the release of vehicles when there is a legitimate reason to preserve the secured status of an impounded or stored vehicle, including but not limited to:

(a) Failure to pay taxes due to the state.
(b) Forfeiture proceedings under the Uniform Controlled Dangerous Substances Act (63 O.S. § 2-506).
(c) Evidentiary proceedings.
(d) Failure to provide proof of insurance.
(e) The vehicle was used in the commission of a felony offense (47 O.S. § 955).

In the event an officer determines a need exists to preserve the secured status of an impounded or stored vehicle, the officer may direct the operator of the towing service or storage facility to place a hold on the vehicle.
Vehicle Tow Hearings

503.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a process for vehicle tow hearings.

503.2 POLICY
When a vehicle is towed at the direction of any member of the Sand Springs Police Department, a hearing will be conducted upon request pursuant to 47 O.S. § 903A.

503.3 HEARING OFFICER
The Services Division Commander will act as a hearing officer when the decision of a member to tow a vehicle is contested. The hearing officer in any case must be a person other than the member who directed the vehicle to be towed.

503.4 HEARING PROCESS
The registered or legal owner of the vehicle or his/her agent may request a hearing when a vehicle is towed or stored at the direction of any member of the Sand Springs Police Department (47 O.S. § 903A).

A timely requested hearing shall be scheduled within 72 hours of the request, excluding weekends and holidays. If the registered or legal owner consents, the hearing may be conducted via a telephone conference call.

Any relevant evidence may be submitted and reviewed by the hearing officer to determine the validity of the tow or storage of the vehicle.

Failure of either the registered or legal owner, or his/her agent, to timely request or to timely appear at a scheduled hearing shall be considered a waiver of and satisfaction of the hearing.

503.5 DECISION
After consideration of all the evidence, the hearing officer shall determine whether the Department has established the validity of the tow or storage by a preponderance of the evidence (47 O.S. § 903A).

(a) If a decision is made that reasonable grounds for the tow and storage have been established, the hearing officer shall advise the requesting party of the decision.

(b) If a decision is made that reasonable grounds for the tow or storage have not been established, the vehicle shall be released immediately. Towing fees and storage fees will be waived by the operator of the towing service or storage facility.
Vehicle Tow Hearings

503.5.1 DE NOVO HEARING
The owner of a stored vehicle may file a petition in the district court of the county where the vehicle is stored to conduct a de novo hearing and determine the validity of a tow and storage either in lieu of or after a department hearing (47 O.S. § 903A).
Driving Under the Influence

504.1 PURPOSE AND SCOPE
This policy provides guidance to those department members who play a role in the detection and investigation of driving under the influence (DUI).

504.2 POLICY
The Sand Springs Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Oklahoma’s impaired driving laws.

504.3 INVESTIGATIONS
Officers should not enforce DUI laws to the exclusion of their other duties unless specifically assigned to DUI enforcement. All officers are expected to enforce these laws with due diligence.

The Patrol Division Commander will develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating officers in documenting relevant information and maximizing efficiency (47 O.S. § 11-902d). Any DUI investigation will be documented using these forms. Information documented elsewhere on the form does not need to be duplicated in the report narrative. Information that should be documented includes, at a minimum:

(a) The standard field sobriety tests (SFSTs) administered and the results.
(b) The officer’s observations that indicate impairment on the part of the individual, and the officer’s health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).
(c) Sources of additional information (e.g., reporting party, witnesses) and their observations.
(d) Information about any audio and/or video recording of the individual’s driving or subsequent actions.
(e) The location and time frame of the individual’s vehicle operation and how this was determined.
(f) Any prior related convictions in Oklahoma or another jurisdiction.

504.4 FIELD TESTS
The Patrol Division Commander should identify SFSTs and any approved alternate tests for officers to use when investigating violations of DUI laws.

504.4.1 SCREENING DEVICES
Screening devices may be used to detect the presence of alcohol or drugs in a person suspected of DUI. Members shall use approved devices in accordance with the rules prescribed by the Board of
Tests for Alcohol and Drug Influence (Board) and have proper training, if required (OAC 40:55-1-1 et seq.; OAC 40:55-2-1 et seq.).

The Patrol Division Commander shall establish procedures to properly maintain screening devices in accordance with the manufacturer’s instructions (OAC 40:5-1-3; OAC 40:55-2-3).

504.5 CHEMICAL TESTS
A person is deemed to have consented to a chemical test or tests, and to providing the associated chemical sample, when the person has been arrested by an officer who has probable cause to believe that the person was operating or in actual physical control of a motor vehicle while DUI (47 O.S. § 751).

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the officer should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

504.5.1 STATUTORY NOTIFICATIONS
Officers arresting a person for DUI should read the implied consent advisory prior to administering a chemical test. If a blood sample will be requested, the officer shall inform the person that the withdrawal will be performed by authorized medical personnel (47 O.S. § 751).

504.5.2 BREATH SAMPLES
The Patrol Division Commander should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Patrol Division Commander.

504.5.3 BLOOD SAMPLES
Only persons authorized by law to draw blood shall collect blood samples (47 O.S. § 752). The blood draw should be witnessed by the assigned officer. No officer, even if properly certified, should perform this task.

All blood samples shall be collected, packaged and transferred as required by OAC 40:20-1-3.

In addition to the blood sample collected for analysis (referred to as the state’s blood specimen), an additional and separate blood specimen shall be collected at the same time, without any additional punctures, whenever possible, and by the same qualified person. This will be the retained blood specimen (47 O.S. § 752; OAC 40:20-1-3).

If an arrestee cannot submit to a blood draw because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test shall not be considered a refusal. However, that arrestee may be required to complete another available and viable test.
504.5.4 ADDITIONAL TESTS AND RETENTION
In addition to any test administered at the direction of an officer, a person arrested for DUI has the right to request an additional test be administered. The cost of the test shall be at the expense of the arrested person and a sufficient quantity of the additional specimen taken shall be available to the Sand Springs Police Department (47 O.S. § 751).

If a sample is taken at the request of an officer, a sufficient quantity of the same specimen shall be obtained that would enable the person to have it tested at his/her own expense. The specimen shall be retained for a minimum of 60 days from the date of collection by the laboratory in cases of blood, saliva, or urine, or by the Sand Springs Police Department in cases of breath specimens obtained on a non-automated analyzer (47 O.S. § 752).

504.6 REFUSALS
When an arrestee refuses to provide a chemical sample, officers shall:

(a) Advise the arrestee of the requirement to provide a sample.

(b) Audio- and/or video-record the admonishment and the response when it is practicable.

(c) Document the refusal in the appropriate report.

504.6.1 STATUTORY NOTIFICATIONS UPON REFUSAL
Upon refusal to submit to a chemical test, or if the result of the chemical test indicates a prohibited alcohol concentration, officers shall personally serve the notice of revocation on the form prescribed by the Oklahoma Department of Public Safety (DPS). The officer shall take possession of any Oklahoma-issued license, permit, or other evidence of driving privilege to operate a motor vehicle that is held by that individual. If the evidence of driving privilege that is surrendered has not expired and otherwise appears valid, the officer shall issue the person a receipt that shall serve as a 30-day driving permit (47 O.S. § 754).

504.6.2 BLOOD SAMPLE WITHOUT CONSENT
A blood sample may be obtained from a person who refuses to submit to a chemical test when any of the following conditions exist:

(a) A search warrant has been obtained.

(b) The officer can articulate that exigent circumstances exist and has probable cause to believe that the person arrested for DUI caused the death or serious physical injury of another person (47 O.S. § 753). Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol in the person's bloodstream. Exigency can be established by the existence of special facts, such as a lengthy time delay resulting from a collision investigation or medical treatment of the person.

504.6.3 FORCED BLOOD SAMPLE
If an arrestee indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor to respond.
Driving Under the Influence

The responding supervisor should:

(a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.

(b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes, a viable form of testing in a timely manner.

(c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer), and attempt to persuade the individual to submit to providing such a sample without physical resistance.

   1. This dialogue should be recorded on audio and/or video when practicable.

(d) Ensure that the blood sample is taken in a medically approved manner.

(e) Ensure that the forced blood draw is recorded on audio and/or video when practicable.

(f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances:

   1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.

   2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.

   3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.

(g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform the duties of a supervisor, as set forth above.

504.7 RECORDS CLERK RESPONSIBILITIES

The Services Supervisor will ensure that:

(a) All case-related records are transmitted according to current records procedures and as required by the prosecuting attorney’s office.

(b) Any driving privilege seized from an arrestee is forwarded to DPS in a timely manner (47 O.S. § 754).

(c) A copy of the report and notice of revocation/disqualification is forwarded to the DPS within 72 hours (47 O.S. § 754).

(d) All DUI arrests are entered into the Oklahoma impaired driver database (11 O.S. § 34-108; 47 O.S. § 11-902d).
Driving Under the Influence

504.8 ADMINISTRATIVE HEARINGS
The Services Supervisor will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to the DPS.

504.9 MEDICAL CARE
Officers should take a person arrested for DUI to be medically evaluated if the person is:

(a) Vomiting.
(b) Talking incoherently.
(c) Unconscious.
(d) Unable to stand.
(e) Showing a blood alcohol level of .24 or higher.
Traffic and Parking Citations

505.1 PURPOSE AND SCOPE
This policy outlines the responsibilities for issuing, correcting, voiding and dismissing traffic and parking citations.

505.2 POLICY
It is the policy of the Sand Springs Police Department to enforce traffic laws fairly and equally. Authorized members may issue a traffic citation, parking citation, or written or verbal warning based upon the circumstances of the contact and in the best interest of the motoring public and community safety.

505.3 RESPONSIBILITIES
The Court Clerk shall be responsible for the supply and accounting of all traffic and parking citations numbers issued to members of this department. Citations numbers will be issued to members by the Court Clerk staff in the digiTicket system.

Members of the Sand Springs Police Department shall only use department-approved traffic and parking citation forms.

505.3.1 WRITTEN OR VERBAL WARNINGS
Written or verbal warnings may be issued when the department member believes it is appropriate. The Records Clerk should maintain information relating to traffic stops in which a written warning is issued. Written warnings are retained by this department in accordance with the established records retention schedule.

505.4 TRAFFIC CITATIONS

505.4.1 CORRECTION
When a traffic citation is issued but is in need of correction, the member issuing the citation shall submit the citation and a letter to his/her immediate supervisor requesting a specific correction. Once approved, the citation and letter shall then be forwarded to the Records Clerk. The Services Supervisor or the authorized designee shall prepare a letter of correction to the court having jurisdiction and notify the citation recipient in writing. Citations and warnings may be modified or corrected by the officer at any time before being uploaded into the system.

505.4.2 VOIDING
Voiding a traffic citation may occur when the citation has not been completed or when it is completed but not issued. All copies of the voided citation shall be presented to a supervisor for approval. The citation and copies shall then be forwarded to the Records Clerk.
Traffic and Parking Citations

505.4.3 DISMISSAL
Members of this department do not have the authority to dismiss a traffic citation once it has been issued. Only the court has that authority. Any request from a recipient to dismiss a citation shall be referred to the Patrol Division Commander. Upon a review of the circumstances involving the issuance of the traffic citation, the Patrol Division Commander may request the Patrol Division Commander to recommend dismissal. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal. All recipients of traffic citations whose request for dismissal has been denied shall be referred to the appropriate court.

Prior to a court hearing, a member may submit a request for dismissal of a traffic citation to his/her supervisor. The request must be in writing and should include the reason for dismissal (i.e., in the interest of justice, prosecution is deemed inappropriate). Upon a review of the circumstances involving the issuance of the traffic citation, the supervisor may forward the request to the Patrol Division Commander to recommend dismissal. If approved, the citation will be forwarded to the appropriate prosecutor with a request for dismissal.

Should a member determine during a court proceeding that a traffic citation should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the member may request the court to dismiss the citation. Upon such dismissal, the member shall notify his/her immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required, and forward it to the Patrol Division Commander for review.

505.4.4 DISPOSITION
The court and file copies of all traffic citations issued by members of this department shall be forwarded to the member’s immediate supervisor for review by the end of each shift. The citation copies shall then be filed with the Records Clerk.

Upon separation from appointment or employment with this department, all members who were issued traffic citation books shall return any unused citations to the Records Clerk.

505.4.5 JUVENILE CITATIONS
Completion of traffic citation forms for juveniles may vary slightly from the procedure for adults. The juvenile’s age, place of residency and the type of offense should be considered before issuing a juvenile a citation.

505.5 PARKING CITATION APPEALS
Parking citations may be appealed in accordance with local and state law.
Confiscation of Vehicles or Plates for Fail to Insure a Motor Vehicle

506.1 POLICY
The State of Oklahoma in attempt to reduce the number of uninsured vehicles has required certain actions by law enforcement. It shall be the policy of the Sand Springs Police Department to support this effort with strict enforcement related to uninsured vehicles. The following procedures will detail the available methods for dealing with these situations and processing the confiscated items after enforcement actions have been taken.

506.2 SUMMARY
Procedures for confiscating a license plate for per 47 O.S. 7-606.

506.3 PROCEDURES
An officer who encounters an owner or operator who fails to comply with the Compulsory Insurance Law outlined in state statute 47 O.S. 7-606 may:

(a) Seize the vehicle being operated by the person and cause the vehicle to be towed and stored, if the officer has probable cause to believe that the vehicle is not insured as required by the Compulsory Insurance Law of this state, OR

(b) Seize the license plate of the vehicle and issue the citation to the vehicle operator, provided that the vehicle is in a drivable condition at the time of issuing the citation. A copy of the citation retained by the owner or operator of the vehicle shall serve as the temporary license plate of the vehicle for up to ten (10) consecutive days after the issuance of the citation. After ten (10) working days, the vehicle shall not be used until the vehicle operator or owner completes the requirements to retrieve the license plate.

The Sand Springs Police Department will accept the following forms of proof as valid insurance:

(a) A security verification issued by the insurance company.
(b) A fax or computer generated document issued by the insurance company stating that insurance is currently in effect.
(c) An electronic document on a smart phone app documenting insurance.
(d) A phone call made by the officer to the insurance company verifying coverage.
(e) Verification by means of the OLETS system.
(f) Any other means by which an officer can reasonably verify coverage.

An officer who doubts the validity of a verification presented may conduct a reasonable investigation on scene. If this investigation becomes intrusive in the amount of time required, the violator will
Confiscation of Vehicles or Plates for Fail to Insure a Motor Vehicle

be released with no citation or seizure of their tag. If it is found to be fraudulent at a later time, an offense report will be generated for prosecution.

If a vehicle is towed and stored, all provisions of Sand Springs Police Department Policy 2008 - Vehicle Impound will be followed. If the vehicle is towed, the plate will not be seized.

If the license plate is seized from the vehicle, the officer will:

(a) Issue a citation for No Insurance - 47.606.A.1 and give the violator a copy of the Insurance Enforcement FAQ Sheet.

(b) Inform the violator that if, within 24 hours of the tag seizure, they can show proof of insurance was in effect at the time of the tag seizure, they may bring the verification to the Sand Springs Police Department and an officer will return their tag. Inform the violator that this is a courtesy our department has chosen to make available and not a requirement of the law.

(c) Take the plate off of the vehicle and replace with a yellow temporary tag after filling out the face of the tag with the applicable information.

(d) If it is not feasible to take the tag off of the vehicle, the vehicle should be towed instead of seizing the plate.

(e) The officer seizing the tag will place the tag in a manila envelope. The officer will also note the tag number, date and time seized on the outside of the envelope.

(f) The officer will complete the Tag Seizure Form and make two copies. The officer will also make two copies of the related citation. One set of copies will be placed in the citations box for filing by the records division, and one set of copies will be stapled onto the manila envelope with the seized tag.

(g) After 24 hours, the detective division will cause the seized tag to be taken to the Tulsa County Sheriffs Office. The detective will bring back a receipt from TCSO and place this with the Records Division.

(h) If a tag has been returned to a violator as outlined in this policy, the employee returning the tag will make a photocopy of the proof of verification and place it with the citation. The detective division will take this to the Sand Springs Court Clerk who will then cause the citation to be dismissed.
Disabled Vehicles

507.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for department members who provide assistance to motorists in disabled vehicles within the primary jurisdiction of the Sand Springs Police Department.

507.2 POLICY
It is the policy of the Sand Springs Police Department to assist motorists with disabled vehicles until those vehicles are safely removed from the roadway. Members should take appropriate action to mitigate potential problems when a vehicle constitutes a traffic hazard or the safety of the motorist is a concern.

507.3 RESPONSIBILITIES
When an on-duty member of this department sees a disabled vehicle on the roadway, the member should make a reasonable effort to provide assistance. If this is not reasonably possible, the dispatcher should be advised of the location of the disabled vehicle and the need for assistance. The dispatcher should then assign another department member to respond as soon as practicable.

507.4 ASSISTANCE
In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department members will be contingent on the time of day, the location, the availability of department resources and the vulnerability of the disabled motorist.

507.4.1 MECHANICAL REPAIRS
Department members shall not make mechanical repairs to a disabled vehicle. The use of push bumpers, with consent of the owner, to relocate vehicles to a position of safety is not considered a mechanical repair. No attempt shall be made to push start a vehicle.

507.4.2 RELOCATION OF DISABLED VEHICLES
The relocation of disabled vehicles by members of this department by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

507.4.3 RELOCATION OF MOTORIST
The relocation of a motorist with a disabled vehicle should only occur with the person’s consent and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The department member may stay with the motorist or transport him/her to a safe area to await pickup.
Disabled Vehicles

507.4.4 OTHER ASSISTANCE
Members who come into contact with motorists in need of medical assistance should provide assistance in accordance with the Medical Aid and Response Policy.
Chapter 6 - Investigation Operations
Investigation and Prosecution

600.1 PURPOSE AND SCOPE
The purpose of this policy is to set guidelines and requirements pertaining to the handling and dispositions of criminal investigations.

600.2 POLICY
It is the policy of the Sand Springs Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INITIAL INVESTIGATION

600.3.1 OFFICER RESPONSIBILITIES
An officer responsible for an initial investigation shall complete no less than the following:

(a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:
   1. An initial statement from any witnesses or complainants.
   2. A cursory examination for evidence.
   3. Documentation of any pertinent information including:
      (a) The weather and environmental conditions.
      (b) Events associated with the incident.
      (c) The officer’s factual observations.

(b) If information indicates a crime has occurred, the officer shall:
   1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
   2. Determine whether additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
   3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Shift Supervisor.
   4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
   5. Collect any evidence.
   6. Take any photographs, sketches or use other methods necessary to record the crime scene.
Investigation and Prosecution

7. Take any appropriate law enforcement action, including but not limited to apprehending suspects.

8. Complete and submit the appropriate reports and documentation.


(c) If the preliminary determination is that no crime occurred, determine what other action may be necessary and what other resources may be available, and advise the informant or complainant of this information.

600.3.2 CIVILIAN MEMBER RESPONSIBILITIES
A civilian member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

600.4 CUSTODIAL INTERROGATION REQUIREMENTS
Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.4.1 AUDIO/VIDEO RECORDINGS
Any custodial interrogation of an individual who is suspected of having committed any violent felony offense should be recorded (audio or video with audio as available) in its entirety. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Detective Division supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete, and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

600.5 DISCONTINUATION OF INVESTIGATIONS
The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:
Investigation and Prosecution

(a) All reasonable investigative efforts have been exhausted, there is no reasonable belief that the person who committed the crime can be identified and the incident has been documented appropriately.

(b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.
   1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.
   2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.

(c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.

(d) The case has been submitted to the appropriate prosecutor; charges have been filed; further investigation is not reasonable, warranted or requested; and there is no need to take the suspect into custody.

(e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.

(f) Investigation has proved that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic Abuse, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.6 COMPUTERS AND DIGITAL EVIDENCE
The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

600.7 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES
Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery
to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and Criminal Organizations policies).

600.7.1 ACCESS RESTRICTIONS
Information that can be accessed from any department computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party’s account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.7.2 INTERCEPTING ELECTRONIC COMMUNICATION
Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

600.8 MODIFICATION OF CHARGES FILED
Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a Division Commander or the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.
Sexual Assault Investigations

601.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

601.1.1 DEFINITIONS
Definitions related to this policy include:

Sexual assault - Any crime or attempted crime of a sexual nature, including, but not limited to, offenses defined in Title 21, Chapter 45 of the Oklahoma Statutes Annotated.

Sexual Assault Response Team (SART) - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

601.2 POLICY
It is the policy of the Sand Springs Police Department that a sexual assault crime scene will be treated as a major crime scene and the original investigation and all follow-up investigations will be conducted accordingly. State law provides for certain rights and protection for victims of rape, forcible sodomy, and domestic abuse through the Domestic Abuse Reporting Act and the Protection from Domestic Abuse Act. Officers interviewing victims of sexual assault or domestic abuse are required to inform the victim in writing of certain rights and information. Officers satisfy their legal requirement by providing the Victim's Rights Card to each victim. The victim's rights, 24 hour telephone numbers, and protective order information are printed on this card. When the court is not open for business, the victim of domestic abuse may request a petition for an emergency temporary order of protection. A victim protection order for any victim of rape or forcible sodomy shall be substantially similar to a protective order in domestic abuse cases.

Routinely, sexual assault examinations for adults are performed only if the sexual assault occurred within the past 120 hours. An exam may still be useful even if the victim has bathed or douched. An exception to the time restriction is given for assault victims who have been abducted. The Sexual Assault Nurse Examiner (SANE) facility will serve as the site for all adult sexual assault examinations when no medical emergency exists. In the event a medical emergency does exist, the victim should seek treatment at the nearest hospital. When a victim is admitted to a hospital other than where the SANE facility is located, the SANE nurse will travel to the facility to perform the sexual assault exam following treatment of the victim’s medical needs.

For child victims, sexual assault exams will be performed at the same location. However, if an investigation involving a child victim reveals that only touching or fondling type behavior occurred,
then a sexual abuse exam, performed at the Children’s Justice Center, will be scheduled at a later time to be determined by the assigned detective. If the investigation reveals genital to genital contact, genital to anal contact, oral contact on victim by suspect, and/or ejaculation within the past 120 hours, the victim should be transported to the SANE facility to have the sexual assault exam performed as soon as possible. If there is a likelihood of DNA evidence existing, then a child victim may still have the exam past 120 hours.

State law allows victims over 18 years of age to have the right to a free forensic medical examination. While a police report is not required for the exam, the victim should be aware that failure to report the crime to law enforcement may impede the investigation and prosecution of the assailant.

601.3 QUALIFIED INVESTIGATORS
Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

(a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations.
(b) Conduct follow-up interviews and investigation.
(c) Present appropriate cases of alleged sexual assault to the prosecutor for review.
(d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.
(e) Provide referrals to therapy services, victim advocates and support for the victim.
(f) Participate in or coordinate with the SART or other multidisciplinary investigative teams as applicable.

601.4 REPORTING
In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

601.5 RELEASING INFORMATION TO THE PUBLIC
In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Detective Division supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.
601.6  TRAINING
Subject to available resources, periodic training should be provided to:

(a) Members who are first responders. Training should include:
   1. Initial response to sexual assaults.
   2. Legal issues.
   3. Victim advocacy.
   4. Victim’s response to trauma.

(b) Qualified investigators, who should receive advanced training on additional topics. Advanced training should include:
   1. Interviewing sexual assault victims.
   2. SART.
   3. Medical and legal aspects of sexual assault investigations.
   4. Serial crimes investigations.
   5. Use of community and other federal and state investigative resources, such as the Violent Criminal Apprehension Program (ViCAP).
   6. Techniques for communicating with victims to minimize trauma.

601.7  PROCEDURES
Determine if the victim is in need of immediate medical attention. If there is no medical emergency, transport the victim to the SANE facility for police investigation. Victims requesting an examination without a police investigation will be provided with a Victims Rights Card and advised to call DVIS/Call Rape. No police report is required at this time, however, the victim should be advised that failure to report the crime to law enforcement may impede the investigation and prosecution of the assailant. Officers shall not discourage victims from requesting a police investigation and report.

Advise the victim that their clothing may be collected as evidence. If the victim does not bring a change of clothing to the hospital, DVIS/Call Rape will provide clothing at the SANE facility.

If possible, do not allow the victim to bathe, smoke, drink, or use the restroom prior to the exam. If the victim has done any of these activities prior to the exam, document the activity in the Incident Report. Only obtain basic information in reference to the assault as the victim will be interviewed more in-depth by both the SANE nurse and a detective. Victims should never be asked to complete a witness statement during the initial investigation unless directed by a detective.

Contact Dispatch and request that DVIS/Call Rape be notified. Inform the dispatcher of the victim’s estimated time of arrival at the SANE facility.
Sexual Assault Investigations

If the victim of rape or forcible sodomy requests a petition for an emergency temporary order of protection, the officer making the preliminary investigation will provide the petition and, if necessary, assist the victim in completing the petition form. Immediately notify a district court judge of the request and describe the circumstances.

Inform the victim whether the judge has approved or disapproved the emergency temporary order. Upon approval, provide the victim with a copy of the petition and the written statement.

Ensure the victims are given written notice of their rights, including the telephone number of the twenty-four-hour statewide hotline established by the Office of the Attorney General.

Officers will secure and preserve the crime scene and contact a Crime Scene Detective to process the scene. Ensure that each individual who collects evidence marks it and includes the date, time, and location of recovery.

If an adult victim is treated and released from another hospital and a sexual assault exam is required, transport the victim to the SANE facility.

If the victim is admitted to a hospital other than where the SANE facility is located, the SANE nurse will conduct the examination on-site.

Receive the Sexual Assault Information Forms from the SANE nurse (or from emergency room personnel). Ensure that the victim (the parent or the guardian if the victim is a juvenile), the SANE nurse (or the physician completing the exam), and the officer have all signed the AUTHORIZATION FOR EXAM portion of the Sexual Assault Information Form.

Receive the Sexual Assault Evidence Collection Kit and any other evidence from hospital personnel. If the victim’s clothing was recovered, each piece of clothing must be packaged separately. The SANE nurse will seal the panties/briefs separately in the kit.

Do not place clothing in the evidence collection kit. Clothing should be collected in individual paper sacks and sealed with tape. Never use plastic bags to collect evidence of sexual assault. Sign and date the sealed Sexual Assault Evidence Collection Kit and any additional packages.
Sexual Assault Investigations

If blood and/or urine were collected for Drug Facilitated Sexual Assault analyses, the specimens require specific handling. The sample container or tubes padded with paper towels containing urine must be placed in a paper bag and sealed with tape. The seal must be signed and dated. The bag must be clearly marked "Contains Urine–Store in Freezer." The tubes containing blood must be padded with paper towels, placed in a paper bag, and sealed with tape. The seal must be signed and dated, and the bag must be clearly marked "Contains Blood–Store in Refrigerator."

Sign the white copy of each Sexual Assault Information Form. Turn in each white copy of the Sexual Assault Examination Form with the Incident Report to the Records Section prior to the end of the shift.

Turn in the Sexual Assault Evidence Collection Kit, and any other evidence, to the property room as soon as possible.

Each Sexual Assault Information Form (white) will share the same case file number as the original Incident Report.

Officers called to pick up a SANE exam without a police report shall turn in the Sexual Assault Evidence Collection Kit to the Property Room. On the Property Receipt mark the kit "Hold for SANE" and document the SANE exam number in the description.

601.8 REGULATIONS
Sexual Assault Evidence Collection Kits and/or the victims will not be left at the SANE facility to be picked up by another officer when the exam is completed.

If an officer is assigned the call late in the shift, a supervisor may assign another officer to relieve the originally assigned officer.

Officers shall not examine victims of any age for evidence of sexual assault or sexual abuse.

All adult and juvenile victims of sexual assault will be examined at the Sexual Assault Nurse Examiner (SANE) facility, currently located at Hillcrest Hospital, 1120 South Utica Avenue. The circular drive on South Utica Avenue has been designated for use by officers and victims.
Sexual Assault Investigations

601.9  VICTIM INTERVIEWS
The primary considerations in sexual assault investigations, which begin with the initial call to Communications, should be the health and safety of the victim, the preservation of evidence and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

Whenever possible, a member of the SART should be included in the initial victim interviews.

An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

No opinion of whether the case is unfounded should be included in a report.

Victims should not be asked or required to take a polygraph examination (34 USC § 10451).

Victims should be apprised of applicable victim’s rights provisions, as outlined in the Victim and Witness Assistance Policy.

601.10  COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE
Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim.

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be submitted for testing.

Victims who choose not to assist with an investigation, do not desire that the matter be investigated or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should be collected and stored appropriately.

601.10.1  DNA TEST RESULTS
Members investigating sexual assault cases should notify victims of any DNA test results as soon as reasonably practicable.

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.
Sexual Assault Investigations

Members investigating sexual assaults cases should ensure that DNA results are entered into databases when appropriate and as soon as practicable.

601.11 DISPOSITION OF CASES
If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Detective Division supervisor.

Classification of a sexual assault case as unfounded requires the Detective Division supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

601.12 CASE REVIEW
The Detective Division supervisor should ensure cases are reviewed on a periodic basis, at least annually, using an identified group that is independent of the investigation process. The reviews should include an analysis of:

- Case dispositions.
- Decisions to collect biological evidence.
- Submissions of biological evidence for lab testing.

The SART and/or victim advocates should be considered for involvement in this audit. Summary reports on these reviews should be forwarded through the chain of command to the Chief of Police.
Asset Forfeiture

602.1 PURPOSE AND SCOPE
This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

602.1.1 DEFINITIONS
Definitions related to this policy include:

Fiscal agent - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Sand Springs Police Department seizes property for forfeiture or when the Sand Springs Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture reviewer - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and acting as the liaison between the Department and the forfeiture counsel.

Property subject to forfeiture - May include the following:

(a) Proceeds from misdemeanors or felonies under Oklahoma law or equivalent out of state offenses (21 O.S. § 2001; 21 O.S. § 2002).

(b) Property forfeitable for violations of the Oklahoma Uniform Controlled Dangerous Substances Act including (63 O.S. § 2-503):
   1. Containers used or intended to hold a controlled substance.
   2. Conveyances used to transport, conceal or cultivate controlled substances for distribution.
   3. Things of value furnished or intended to be furnished in exchange for a controlled dangerous substance.
   4. Real property used to commit a controlled substance offense that is punishable by more than one year imprisonment.
   5. Weapons used to facilitate controlled substance violations.

Seizure - The act of law enforcement officials taking property, cash or assets that have been used in connection with or acquired by specified illegal activities.

602.2 POLICY
The Sand Springs Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential of revenue shall not be allowed to jeopardize the effective investigation and prosecution
of criminal offenses, officer safety, the integrity of ongoing investigations or any person's due process rights.

It is the policy of the Sand Springs Police Department that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeitures.

**602.3 ASSET SEIZURE**

Property may be seized for forfeiture as provided in this policy.

**602.3.1 PROPERTY SUBJECT TO SEIZURE**

The following property may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer:

(a) Property seized under the authority of a valid court order.

(b) Property subject to forfeiture under the Oklahoma Uniform Controlled Dangerous Substances Act may be seized without a court order when (63 O.S. § 2-504):

1. The seizure is incident to arrest or other lawful evidence collection.
2. Probable cause exists to believe the property is dangerous to the health or safety of the public.
3. Probable cause exists to believe the property is subject to forfeiture under the Oklahoma Uniform Controlled Dangerous Substances Act and that a nexus between the property and the Act's violation can be articulated.

Whenever practicable, obtaining a search warrant or court order for seizure prior to making a seizure is the preferred method.

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

**602.3.2 PROPERTY NOT SUBJECT TO SEIZURE**

The following property should not be seized for forfeiture:

(a) Cash and property that does not meet the forfeiture counsel's current minimum forfeiture thresholds

(b) Property where there is reason to suspect the owner was not consenting or aware of the relation of the property and the offense (21 O.S. § 2002; 63 O.S. § 2-503)

**602.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS**

When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following:

(a) Complete the applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized.
When property is seized and no one claims an interest in the property, the officer must leave the copy in the place where the property was found, if it is reasonable to do so.

(b) Complete and submit a report and original seizure forms within 24 hours of the seizure, if practicable.

(c) Forward the original seizure forms and related reports to the forfeiture reviewer within two days of seizure.

The officer will book seized property as evidence with the notation in the comment section of the property form, “Seized Subject to Forfeiture.”

Photographs should be taken of items seized, particularly cash, jewelry and other valuable items. Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere; the whereabouts of the property is unknown; it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

602.5 MAINTAINING SEIZED PROPERTY
The Property Division supervisor is responsible for ensuring compliance with the following:

(a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.

(b) All property received for forfeiture is checked to determine whether the property has been stolen.

(c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.

(d) Property received for forfeiture is not used unless the forfeiture action has been completed.

(e) Forfeitable property is retained until such time as its use as evidence is no longer required.

602.6 FORFEITURE REVIEWER
The Chief of Police will appoint a forfeiture reviewer. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture reviewer should attend a course approved by the Department on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

(a) Remaining familiar with forfeiture laws, particularly the provisions of the Oklahoma Uniform Controlled Dangerous Substances Act pursuant to 63 O.S. § 2-503 et seq., the forfeiture of unlawful proceeds under 21 O.S. § 2002 and the forfeiture policies of the forfeiture counsel.
(b) Serving as the liaison between the Department and the forfeiture counsel and ensuring prompt legal review of all seizures.

(c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing and tracking forfeitures.

(d) Reviewing each seizure-related case and deciding whether the seizure is more appropriately made under state or federal seizure laws. The forfeiture reviewer should contact federal authorities when appropriate.

(e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.

(f) Ensuring that seizure forms are available and appropriate for department use. These should include notice forms, a receipt form and a checklist that provides relevant guidance to officers. The forms should be available in languages appropriate for the region and should contain spaces for:

1. Names and contact information for all relevant persons and law enforcement officers involved.
2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).
3. A space for the signature of the person from whom cash or property is being seized.
4. A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure and a detailed description of the items seized (63 O.S. § 2-507).

(g) Ensuring that officers who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs) or General Orders. The training should cover this policy and address any relevant statutory changes and court decisions.

(h) Reviewing each asset forfeiture case to ensure that:

1. Written documentation of the seizure and the items seized is in the case file.
2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
3. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property.
4. Property is promptly released to those entitled to its return.
Asset Forfeiture

5. All changes to forfeiture status are forwarded to the property officer.

6. Any cash received is deposited with the fiscal agent.

7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.

8. Current minimum forfeiture thresholds are communicated appropriately to officers.

9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.

(i) Ensuring that a written plan is available that enables the Chief of Police to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information for other law enforcement personnel and attorneys who may assist in these matters is available.

(j) Ensuring that the process of selling or adding forfeited property to Department inventory is in accordance with all applicable laws and consistent with the use and disposition of similar property.

(k) Upon completion of any forfeiture process, ensuring that no property is retained by the Sand Springs Police Department unless the Chief of Police authorizes in writing the retention of the property for official use.

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures (63 O.S. § 2-506).

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and City financial directives.

602.7 DISPOSITION OF FORFEITED PROPERTY

No member of this department may use property that has been seized for forfeiture until the forfeiture action has been completed and the Chief of Police has given written authorization to retain the property for official use.
Informants

603.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the use of informants.

603.1.1 DEFINITIONS
Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction or request of, or by agreement with, the Sand Springs Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the Sand Springs Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

603.2 POLICY
The Sand Springs Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

603.3 USE OF INFORMANTS

603.3.1 INITIAL APPROVAL
Before using an individual as an informant, an officer must receive approval from his/her supervisor. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

603.3.2 JUVENILE INFORMANTS
In all cases, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

(a) The juvenile’s parents or legal guardians
(b) The juvenile’s attorney, if any
(c) The court in which the juvenile’s case is being handled, if applicable
(d) The Chief of Police or the authorized designee

During an operation in which a juvenile is being used, an officer should maintain visual or auditory observation of the juvenile informant. An officer shall be assigned to the juvenile and shall remain in close enough proximity to the juvenile to intervene for his/her protection, based upon the type of operation involved.
603.3.3 INFORMANT AGREEMENTS
All informants are required to sign and abide by the provisions of the designated department informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant.

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

603.4 INFORMANT INTEGRITY
To maintain the integrity of the informant process, the following must be adhered to:

(a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Division Commander, Drug Team supervisor or their authorized designees.
   1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.

(b) Reasonable steps shall be taken to ensure the security and safety of informants, including, but not limited to:
   1. Meetings and transactions with the informant should include precautions that minimize the probability of revealing the informant's identity to subjects of the investigation.
   2. If the informant's identity is revealed or suspected to have been revealed and there is a threat of violence or harm against the informant, the Sand Springs Police Department will take appropriate and reasonable action to mitigate the threat.

(c) Criminal activity by informants shall not be condoned.

(d) Informants shall be told they are not acting as police officers, employees or agents of the Sand Springs Police Department, and that they shall not represent themselves as such.

(e) The relationship between department members and informants shall always be ethical and professional.
   1. Members shall not become intimately involved with an informant.
   2. Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Drug Team supervisor.
   3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.

(f) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the Drug Team supervisor.
Informants

1. Officers may meet informants alone in an occupied public place, such as a restaurant.

(g) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.

(h) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.

(i) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

603.4.1 UNSUITABLE INFORMANTS
The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the Department and, if so, what conditions will be placed on his/her participation or any information the informant provides. The supervisor shall document the decision and conditions in file notes and mark the file “unsuitable” when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

(a) The informant has provided untruthful or unreliable information in the past.

(b) The informant behaves in a way that may endanger the safety of an officer.

(c) The informant reveals to suspects the identity of an officer or the existence of an investigation.

(d) The informant appears to be using his/her affiliation with this department to further criminal objectives.

(e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.

(f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.

(g) The informant commits criminal acts subsequent to entering into an informant agreement.

603.5 INFORMANT FILES
Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents
that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Drug Team. The Drug Team supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, Division Commander, Drug Team supervisor or their authorized designees.

The Detectives Division Commander should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Drug Team supervisor is replaced, the files will be audited before the new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.

603.5.1 FILE SYSTEM PROCEDURE
A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

(a) Name and aliases
(b) Date of birth
(c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features
(d) Photograph
(e) Current home address and telephone numbers
(f) Current employers, positions, addresses and telephone numbers
(g) Vehicles owned and registration information
(h) Places frequented
(i) Briefs of information provided by the informant and his/her subsequent reliability
   1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.
(j) Name of the officer initiating use of the informant
(k) Signed informant agreement
(l) Update on active or inactive status of informant
(m) Criminal history
603.6 INFORMANT PAYMENTS
No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant’s personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant’s previous criminal activity
- The level of risk taken by the informant

The Drug Team supervisor will discuss the above factors with the Patrol Division Commander and recommend the type and level of payment, subject to approval by the Chief of Police.

603.6.1 PAYMENT PROCESS
Approved payments to an informant should be in cash using the following process:

(a) Payments of $500 and under may be paid in cash from the Drug Team buy/expense fund.
   1. The Drug Team supervisor shall sign the voucher for cash payouts from the buy/expense fund.

(b) Payments exceeding $500 shall be made by issuance of a check, payable to the officer who will be delivering the payment.
   1. The check shall list the case numbers related to and supporting the payment.
   2. A written statement of the informant's involvement in the case shall be placed in the informant's file.
   3. The statement shall be signed by the informant verifying the statement as a true summary of his/her actions in the case.
   4. Authorization signatures from the Chief of Police and the City Manager are required for disbursement of the funds.

(c) To complete the payment process for any amount, the officer delivering the payment shall complete a cash transfer form.
   1. The cash transfer form shall include:
      (a) Date.
      (b) Payment amount.
      (c) Sand Springs Police Department case number.
Informants

(d) A statement that the informant is receiving funds in payment for information voluntarily rendered.

2. The cash transfer form shall be signed by the informant.

3. The cash transfer form will be kept in the informant’s file.

603.6.2 REPORTING OF PAYMENTS
Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed $600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as “other income” and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant’s file.

603.6.3 AUDIT OF PAYMENTS
The Drug Team supervisor or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six months, the Chief of Police or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.
Eyewitness Identification

604.1 PURPOSE AND SCOPE
This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques.

604.1.1 DEFINITIONS
Definitions related to this policy include:

**Eyewitness identification process** - Any field identification, live lineup or photographic identification.

**Field identification** - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

**Live lineup** - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

**Photographic lineup** - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

604.2 POLICY
The Sand Springs Police Department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

604.3 INTERPRETIVE SERVICES
Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

604.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM
The Detective Division supervisor shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The process should include appropriate forms or reports that provide:

(a) The date, time and location of the eyewitness identification procedure.

(b) The name and identifying information of the witness.
**Eyewitness Identification**

(c) The name of the person administering the identification procedure.

(d) If applicable, the names of all individuals present during the identification procedure.

(e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.

(f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification.

(g) If the identification process is a photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as he/she did on the date of the incident.

(h) An admonishment to the witness that the investigation will continue regardless of whether an identification is made by the witness.

(i) A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.

(j) A statement from the witness in the witness’s own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure.

The process and related forms should be reviewed at least annually and modified when necessary.

604.5 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case. Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

Whenever feasible, the eyewitness identification procedure should be audio and/or video recorded and the recording should be retained according to current evidence procedures.

604.6 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

When practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect.

In no case should the member presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness. Techniques to achieve this include randomly numbering photographs, shuffling folders or using a computer program to order the persons in the lineup.
Eyewitness Identification

 Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup.

 The member presenting the lineup should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

 A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

604.7 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identification. A field elimination show-up or one-on-one identification should not be used when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated.

When initiating a field identification, the member should observe the following guidelines:

(a) Obtain a complete description of the suspect from the witness.

(b) Assess whether a witness should be included in a field identification process by considering:

1. The length of time the witness observed the suspect.
2. The distance between the witness and the suspect.
3. Whether the witness could view the suspect’s face.
4. The quality of the lighting when the suspect was observed by the witness.
5. Whether there were distracting noises or activity during the observation.
6. Any other circumstances affecting the witness’s opportunity to observe the suspect.
7. The length of time that has elapsed since the witness observed the suspect.

(c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.

(d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.

(e) The person who is the subject of the show-up should not be shown to the same witness more than once.
(f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.

(g) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.

(h) If a witness positively identifies a subject of a show-up as the suspect, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow-up, if necessary.

604.8 DOCUMENTATION
A thorough description of the eyewitness process and the result of any eyewitness identification should be documented in the case report.

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.
Brady Information

605.1 PURPOSE AND SCOPE
This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called “Brady information”) to a prosecuting attorney.

605.1.1 DEFINITIONS
Definitions related to this policy include:

Brady information - Information known or possessed by the Sand Springs Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant.

605.2 POLICY
The Sand Springs Police Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Sand Springs Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

605.3 DISCLOSURE OF INVESTIGATIVE INFORMATION
Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor’s office.

If information is believed to be privileged or confidential (e.g., informant or protected personnel files), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the department case file.
605.4 BRADY PROCESS
The Chief of Police shall select a member of the Department to coordinate requests for Brady information. This person shall be directly responsible to the Administration Division Commander or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:

(a) Working with the appropriate prosecutors’ offices and the City Attorney’s office to establish systems and processes to determine what constitutes Brady information and the method for notification and disclosure.

(b) Maintaining a current list of members who have Brady information in their files or backgrounds.
   1. Updating this list whenever potential Brady information concerning any department member becomes known to the Department or is placed into a personnel or internal affairs file.

605.5 DISCLOSURE OF REQUESTED INFORMATION
If Brady information is located, the following procedure shall apply:

(a) In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and department member whose file is related to the motion shall be notified of the potential presence of Brady information.

(b) The prosecuting attorney or City Attorney should be requested to file a motion in order to initiate an in camera review by the court.
   1. If no motion is filed, the Custodian of Records should work with the appropriate counsel to determine whether the records should be disclosed to the prosecutor.

(c) The Custodian of Records shall accompany all relevant personnel files during any in camera inspection and address any issues or questions raised by the court in determining whether any information contained in the files is both material and favorable to the criminal defendant.

(d) If the court determines that there is relevant Brady information contained in the files, only that information ordered released will be copied and released to the parties filing the motion.
   1. Prior to the release of any information pursuant to this process, a protective order should be requested from the court limiting the use of such information to the involved case and requiring the return of all copies upon completion of the case.

(e) If a court has determined that relevant Brady information is contained in a member’s file in any case, the prosecutor should be notified of that fact in all future cases involving that member.
605.6 INVESTIGATING BRADY ISSUES
If the Department receives information from any source that a member may have issues of credibility or dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

605.7 SUBPOENA PROCESSING
The individual processing subpoenas (or the supervisor of the subpoenaed member) shall check the subpoenaed member’s name against the current list of those who are known to have Brady information in their files or background, and shall alert the coordinator if a person on the list is subpoenaed.

605.8 TRAINING
Department personnel should receive periodic training on the requirements of this policy.
Unmanned Aerial System

606.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

606.1.1 DEFINITIONS
Definitions related to this policy include:

Unmanned aerial system (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

606.2 POLICY
A UAS may be utilized to enhance the department’s mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

606.3 PRIVACY
The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

606.4 PROGRAM COORDINATOR
The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.
- Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies and procedures regarding use of the UAS.
- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require written authorization of the Chief of Police or the authorized designee, depending on the type of mission.
Unmanned Aerial System

- Developing protocol for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing an operational protocol governing the deployment and operation of a UAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.

606.5 USE OF UAS
Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted during daylight hours and a UAS should not be flown over populated areas without FAA approval.

606.6 PROHIBITED USE
The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on individual characteristics, such as but not limited to, race, ethnicity, national origin, religion, disability, gender or sexual orientation.
Unmanned Aerial System

- To harass, intimidate or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized.

606.7 RETENTION OF UAS DATA
Data collected by the UAS shall be retained as provided in the established records retention schedule.
Warrant Service

607.1 PURPOSE AND SCOPE
This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this department. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

607.2 POLICY
It is the policy of the Sand Springs Police Department to balance the safety needs of the public, the safety of department members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

607.3 OPERATIONS DIRECTOR
The Division Commander shall review all risk assessment forms with the involved supervisor to determine the risk level of the warrant service.

The Division Commander will also have the responsibility to coordinate service of those warrants that are categorized as high risk. Deconfliction, risk assessment, operational planning, briefing and debriefing should follow guidelines in the Operations Planning and Deconfliction Policy.

607.4 SEARCH WARRANTS
Officers should receive authorization from their supervisor before preparing a search warrant application. Once authorization is received, the officer will prepare the affidavit and search warrant. He/she will also complete the risk assessment form and submit it, along with the warrant affidavit, to the appropriate Division Commander for review and classification of risk (see the Operations Planning and Deconfliction Policy).

607.5 ARREST WARRANTS
If an officer reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the officer should complete the risk assessment form and submit it to the appropriate supervisor and the Division Commander for review and classification of risk (see the Operations Planning and Deconfliction Policy).

If the warrant is classified as high risk, service will be coordinated by the Division Commander. If the warrant is not classified as high risk, the supervisor should weigh the risk of entry into a
residence to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

607.6 WARRANT PREPARATION
An officer who prepares a warrant should ensure the documentation in support of the warrant contains, as applicable:

(a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime or no-knock warrant execution.

(b) A clear explanation of the affiant’s training, experience and relevant education.

(c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.

(d) A relationship between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.

(e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.

(f) A specific description of the location to be searched, including photographs of the location, if reasonably available.

(g) A sufficient description of the items to be seized.

(h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the Brady Information Policy).

607.7 HIGH-RISK WARRANT SERVICE
The Division Commander or the authorized designee shall coordinate the service of warrants that are categorized as high risk and shall have sole authority in determining the manner in which the warrant will be served, including the number of officers deployed.

The member responsible for directing the service should ensure the following as applicable:

(a) A uniformed officer shall be present and visible during the execution of the warrant.

(b) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.

(c) The warrant service is audio- and video-recorded when practicable and reasonable to do so.
Warrant Service

(d) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.

(e) Reasonable efforts are made during the search to maintain or restore the condition of the location.

(f) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.

(g) Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).

(h) At the conclusion of the service of the arrest warrant, officers shall secure the premises. The scene supervisor will be responsible for supplying the necessary equipment and materials to secure the premises.

(i) A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.

(j) A copy of the search warrant is left at the location.

(k) The condition of the property is documented with video recording or photographs after the search.

607.8 DETENTIONS DURING WARRANT SERVICE

Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, officers must be mindful that only reasonable force may be used and weapons should be displayed no longer than the officer reasonably believes is necessary (see the Use of Force Policy).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Officers should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

607.9 ACTIONS AFTER WARRANT SERVICE

The supervisor shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant or in accordance with 22 O.S. § 1231.

When property damage has occurred, the on-scene supervisor shall notify the Division Commander by inter-office correspondence detailing the damage and circumstances involved at the incident.
Warrant Service

607.10 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS
The Division Commander will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

- Identity of team members
- Roles and responsibilities
- Familiarity with equipment
- Rules of engagement
- Asset forfeiture procedures

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the Division Commander. The director should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The director should ensure that members of the Sand Springs Police Department are utilized appropriately. Any concerns regarding the requested use of Sand Springs Police Department members should be brought to the attention of the Chief of Police or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the Division Commander is unavailable, the Shift Supervisor should assume this role.

If officers intend to serve a warrant outside Sand Springs Police Department jurisdiction, the Division Commander should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Officers will remain subject to the policies of the Sand Springs Police Department when assisting outside agencies or serving a warrant outside Sand Springs Police Department jurisdiction.

607.11 MEDIA ACCESS
No advance information regarding warrant service operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

607.12 TRAINING
The Training Supervisor should ensure officers receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.
Operations Planning and Deconfliction

608.1 PURPOSE AND SCOPE
This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

608.1.1 DEFINITIONS
Definitions related to this policy include:

**High-risk operations** - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

608.2 POLICY
It is the policy of the Sand Springs Police Department to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

608.3 OPERATIONS DIRECTOR
The Chief of Police will designate a Division Commander to lead the operations...

The Division Commander will develop and maintain a risk assessment matrix form to assess, plan and coordinate operations. This form should provide a process to identify high-risk operations.

The Division Commander will review risk assessment matrix forms with involved supervisors to determine whether a particular incident qualifies as a high-risk operation. The Division Commander will also have the responsibility for coordinating operations that are categorized as high risk.

608.4 RISK ASSESSMENT MATRIX

608.4.1 RISK ASSESSMENT FORM PREPARATION
Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a risk assessment form.

When preparing the form, the officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the officer should also submit information to these resources.

The officer should gather available information that includes, but is not limited to:
Operations Planning and Deconfliction

(a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.

(b) Maps of the location.

(c) Diagrams of any property and the interior of any buildings that are involved.

(d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).

(e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).

(f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).

(g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).

(h) Other available options that may minimize the risk to officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

608.4.2 RISK ASSESSMENT MATRIX REVIEW
Officers will present the risk assessment matrix form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor and the operations director.

The supervisor and operations director shall confer and determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

608.4.3 HIGH-RISK OPERATIONS
If the Division Commander, after consultation with the team, determines that the operation is high risk, the operations director should:

(a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:

1. South West Area Tactical (SWAT)
2. Additional personnel
3. Outside agency assistance
4. Special equipment
5. Medical personnel
6. Persons trained in negotiation
Operations Planning and Deconfliction

7. Additional surveillance
8. Canines
9. Property Division or analytical personnel to assist with cataloguing seizures
10. Forensic specialists
11. Specialized mapping for larger or complex locations

(b) Contact the appropriate department members or other agencies as warranted to begin preparation.
(c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.
(d) Coordinate the actual operation.

608.5 DECONFLICTION
Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The officer who is the operations lead shall ensure the subject of investigation and operations information have been entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation. The officer should also enter relevant updated information when it is received.

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

608.6 OPERATIONS PLAN
The Division Commander should ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

(a) Operation goals, objectives and strategies.
(b) Operation location and people:

1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)

2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other
hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids.

3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).

4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children.

(c) Information from the risk assessment form by attaching a completed copy in the operational plan.

1. The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.

(d) Participants and their roles.

1. An adequate number of uniformed officers should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.

2. How all participants will be identified as law enforcement.

(e) Whether deconfliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.

(f) Identification of all communications channels and call-signs.

(g) Use of force issues.

(h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).

(i) Plans for detaining people who are not under arrest.

(j) Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control policie.

(k) Responsibilities for writing, collecting, reviewing and approving reports.

608.6.1 OPERATIONS PLAN RETENTION
Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

608.7 OPERATIONS BRIEFING
A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.
Operations Planning and Deconfliction

(a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants’ understanding of the operations plan.

(b) All participants should be provided a copy of the operations plan and search warrant, if applicable. Participating personnel should be directed to read the search warrant and initial a copy that is retained with the operation plan. Any items to be seized should be identified at the briefing.

(c) The operations director shall ensure that all participants are visually identifiable as law enforcement officers.

   1. Exceptions may be made by the operations director for officers who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.

(d) The briefing should include details of the communications plan.

   1. It is the responsibility of the operations director to ensure that Communications is notified of the time and location of the operation, and to provide a copy of the officers lineup prior to officers arriving at the location.

   2. The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

608.8 SWAT PARTICIPATION
If the Division Commander determines that SWAT participation is appropriate, the director and the SWAT supervisor shall work together to develop a written plan. The SWAT supervisor shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the SWAT supervisor shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present.

608.9 MEDIA ACCESS
No advance information regarding planned operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

608.10 OPERATIONS DEBRIEFING
High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any SWAT debriefing.

608.11 TRAINING
The Training Supervisor should ensure officers and SWAT team members who participate in operations subject to this policy receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.
Chapter 7 - Equipment
Department-Owned and Personal Property

700.1 PURPOSE AND SCOPE
This policy addresses the care of department-owned property and the role of the Department when personal property, the property of another person or department-owned property is damaged or lost.

700.2 POLICY
Members of the Sand Springs Police Department shall properly care for department property assigned or entrusted to them. Department-owned property that becomes damaged shall be promptly replaced. Members’ personal property that becomes damaged during the performance of assigned duties will be reimbursed in accordance with this policy.

700.3 DEPARTMENT-ISSUED PROPERTY
All property and equipment issued by the Department shall be documented in the appropriate property sheet or equipment log. Receipt of issued items shall be acknowledged by the receiving member’s signature. Upon separation from the Department, all issued property and equipment shall be returned. Documentation of the return shall be acknowledged by the signature of a supervisor.

700.3.1 CARE OF PROPERTY
Members shall be responsible for the safekeeping, serviceable condition, proper care, proper use and replacement of department property that has been assigned or entrusted to them.

Intentional or negligent abuse or misuse of department property may lead to discipline.

(a) Members shall promptly report, through their chain of command, any loss, damage to, or unserviceable condition of any department-issued property or equipment through his/her chain of command in accordance with city policy and procedures and on forms prescribed by the city.

1. A supervisor receiving such a report shall conduct an investigation and direct a memo to the appropriate Division Commander, which shall include the result of the investigation and whether misconduct or negligence caused the loss, damage or unserviceable condition.

2. A review by command staff should determine whether additional action is appropriate.

(b) The use of damaged or unserviceable property should be discontinued as soon as practicable, and the item replaced with a comparable item as soon as available and following notice to a supervisor.

(c) Except when otherwise directed by competent authority or otherwise reasonable by circumstances, department property shall only be used by those to whom it was
assigned. Use should be limited to official purposes and in the capacity for which it was designed.

(d) Department property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority.

(e) A supervisor’s approval is required before any attempt to repair damaged or unserviceable property is made by a member.

700.4 PERSONAL PROPERTY
Carrying and/or using personal property or equipment on-duty requires prior written approval by the Chief of Police or appropriate Division Commander. The member should submit a request that includes a description of the property and the reason and length of time it will be used. Personal property of the type routinely carried by persons who are not performing law enforcement duties, and that is not a weapon, is excluded from this requirement.

The Department will repair or replace personal property as outlined in the collective bargaining agreement between the City of Sand Springs and FOP Lodge #109.

700.4.1 FILING CLAIMS FOR PERSONAL PROPERTY
Claims for reimbursement for damage to, or loss of, personal property must be made on the proper form. This form is submitted to the member’s immediate supervisor. The supervisor may require a separate written report.

The supervisor receiving such a report shall investigate and direct a memo to the appropriate Division Commander, which shall include the result of the investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition.

Upon review by command staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Chief of Police, who will then forward the claim to the city finance department which is responsible for issuing payments.

700.5 DAMAGE TO PROPERTY OF ANOTHER PERSON
Anyone who intentionally or unintentionally damages or causes to be damaged the real or personal property of another person while performing any law enforcement function shall promptly report the damage through his/her chain of command in accordance with city policy and procedures and on forms prescribed by the city.

The supervisor receiving such a report shall conduct an investigation and direct a memo to the appropriate Division Commander, which shall include the result of the investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition.

A review of the incident by command staff to determine whether misconduct or negligence was involved should be completed.
700.5.1 DAMAGE BY PERSONNEL OF ANOTHER AGENCY
Personnel from another agency may intentionally or unintentionally cause damage to the real or personal property of the City of Sand Springs or of another person while performing their duties within the jurisdiction of this department. It shall be the responsibility of the department member present or the member responsible for the property to report the damage as follows:

   (a) A verbal report shall be made to the member’s immediate supervisor as soon as circumstances permit.

   (b) A written report shall be submitted before the member goes off-duty through his/her chain of command in accordance with city policy and procedures and on forms prescribed by the city.

The supervisor receiving such a report shall conduct an investigation and direct a memo to the appropriate Division Commander, which shall include the result of the investigation and whether misconduct or negligence caused the loss, damage or unserviceable condition.
Personal Communication Devices

701.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

701.2 POLICY
The Sand Springs Police Department allows members to utilize department-issued PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member's PCD records to civil or criminal discovery or disclosure under applicable open records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION
Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCD issued or funded by the Department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities (see the Information Technology Use Policy for additional guidance.)

701.4 DEPARTMENT-ISSUED PCD
Depending on a member’s assignment and the needs of the position, the Department may, at its discretion, issue a PCD for the member’s use to facilitate on-duty performance. Department-issued PCDs may not be used for personal business either on- or off-duty unless authorized by the Chief of Police or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.
Unless a member is expressly authorized by the Chief of Police or the authorized designee for off-duty use of the PCD, the PCD will either be secured in the workplace at the completion of the tour of duty or will be turned off when leaving the workplace.

701.5 PERSONALLY OWNED PCD
Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

(a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.

(b) The Department accepts no responsibility for loss of or damage to a personally owned PCD.

(c) The PCD and any associated services shall be purchased, used and maintained solely at the member’s expense.

(d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications). Members will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any department business-related communication.

(e) The device shall not be utilized to record or disclose any department business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the Department, without the express authorization of the Chief of Police or the authorized designee.

(f) Use of a personally owned PCD while at work or for work-related business constitutes consent for the Department to access the PCD to inspect and copy data to meet the needs of the Department, which may include litigation, records retention and release obligations and internal investigations. If the PCD is carried on-duty, members will provide the Department with the telephone number of the device.

(g) All work-related documents, emails, photographs, recordings or other public records created or received on a member’s personally owned PCD should be transferred to the Sand Springs Police Department and deleted from the member’s PCD as soon as reasonably practicable but no later than the end of the member’s shift.

Except with prior express authorization from their supervisors, members are not obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing employment agreements, or if the member has prior express authorization from his/her supervisor, the member may engage in department business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document
the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty department-related business activities in any manner shall promptly provide the Department with a copy of such records to ensure accurate record keeping.

701.6 USE OF PCD
The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

(a) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.

(b) All PCDs in the workplace shall be set to silent or vibrate mode.

(c) A PCD may not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours). Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.

(d) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.

(e) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the express authorization of the Chief of Police or the authorized designee, may result in discipline.

(f) Members will not access social networking sites for any purpose that is not official department business.

(g) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES
The responsibilities of supervisors include, but are not limited to:

(a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.

(b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.
1. An investigation into improper conduct should be promptly initiated when circumstances warrant.

2. Before conducting any administrative search of a member’s personally owned device, supervisors should consult with the Chief of Police or the authorized designee.

701.8 OFFICIAL USE
Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

701.9 USE WHILE DRIVING
The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Members operating department vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Members operating department vehicles shall ensure that use of a PCD does not prevent them from devoting their full time and attention to driving (47 O.S. § 11-901b).

Members shall not use a PCD to compose, send or read electronic text messages while driving unless the communication is between other law enforcement or emergency services personnel and involves an imminent emergency (47 O.S. § 11-901d).
Vehicle Maintenance

702.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that department vehicles are appropriately maintained.

702.2 POLICY
The Sand Springs Police Department will service department vehicles to ensure they remain operational and maintain their appearance, as resources allow.

702.3 GENERAL DUTIES
Members are responsible for assisting in maintaining department vehicles so that they are properly equipped, properly maintained and properly refueled and present a clean appearance.

702.4 DEFECTIVE VEHICLES
When a vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service. Proper documentation shall be promptly completed by the member who becomes aware of the defective condition and forwarded for action.

Documents describing the correction of the safety issue shall be promptly filed with the vehicle history.

702.4.1 DAMAGE OR POOR PERFORMANCE
Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

702.4.2 SEVERE USE
Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer’s parameters, may be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

702.4.3 REMOVAL OF WEAPONS
All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory prior to the vehicle being released for maintenance, service or repair.

702.5 VEHICLE REFUELING
Absent emergency conditions or supervisor approval, patrol vehicles shall not be placed into service with less than one-quarter tank of fuel. Patrol vehicles should not be retired at the end of shift with less than one-quarter tank of fuel. Vehicles shall only be refueled at the authorized location.
Vehicle Maintenance

702.6  WASHING OF VEHICLES
Vehicles shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to maintain the professional appearance of the Department.

Patrol officers shall obtain clearance from the dispatcher before going to the car wash. Only one patrol vehicle should be at the car wash at a time unless otherwise approved by a supervisor.

Members using a vehicle shall remove any trash or debris at the end of their shifts. Confidential material should be placed in a designated receptacle that has been provided for shredding this material.
City Vehicle Collisions and Review Board

703.1 POLICY
The Sand Springs Police Department investigate traffic collisions involving City-owned vehicles that occur. Collisions involving police vehicles resulting in personal injury or property damage will be reported for investigation. In all city vehicle collisions investigating officers will complete an Official Oklahoma Traffic Collision Report. Traffic citations will not be issued to the operators of police vehicles or any other City-owned vehicles involved in traffic collisions unless approved by the Chief of Police. Except as set forth in this procedure, photographs will be taken of damage to City-owned vehicles and other vehicles or property involved in the collision.

703.2 SUMMARY
Procedures for reporting damage to police vehicles, investigating collisions involving City owned vehicles, and the post-collision review process.

703.3 DEFINITIONS
COLLISION – an occurrence whereby property damage or bodily injury results from the operation of a driver controlled vehicle at a location designed to accommodate vehicular movement.

INCIDENT – an occurrence whereby property damage or bodily injury results from the operation of a driver controlled vehicle in a non-traffic situation and at a location not designed to accommodate vehicular movement.

703.4 ACTIONS FOLLOWING A CITY VEHICLE COLLISION
Employees will notify the dispatcher immediately if involved in a collision. If the collision occurred outside the city limits of Sand Springs, the agency having jurisdiction will be notified and will investigate the collision.

Police collisions with injuries occurring within the City of Sand Springs will be investigated by a MAIT member if available.

Employees will notify their immediate supervisor who will respond to the scene. The circumstances and seriousness of the collision, as well as the distance from Sand Springs, will determine the necessity of having a Sand Springs Police supervisor respond to the scene of a collision occurring outside the Sand Springs city limits.

The employee involved in the collision will provide the investigating officer with the necessary information for completion of the traffic investigation.

When the collision results in damage to the property or vehicle of a private citizen, the investigating officer or supervisor shall instruct the citizen to call the City Legal Department for direction in filing a claim.
Photographs should be taken of the scene if possible. For serious collisions, the MAIT has photography as part of the team. If MAIT is unavailable, then call a detective for photographs. For less serious collisions, the patrol division camera will be acceptable.

703.5 REQUIRED REPORTS – POLICE DEPARTMENT VEHICLE COLLISIONS
The investigating officer will complete an Official Oklahoma Traffic Collision Report in all police vehicle collisions.

The officer’s immediate supervisor will respond to the scene. If the immediate supervisor is not available, any available field supervisor will respond. The officer will complete the Employee Incident Report. The supervisor will complete the Supervisors Incident Report. These reports are for internal use only and will not be turned in to the Records Division.

The scene supervisor will then take the original Employee Incident Report, and the original Supervisors Incident Report, and a copy of the Oklahoma Traffic Collision Report and forward them to the officer’s immediate supervisor. The immediate supervisor (or supervisors if more than one employee is involved) shall review the forms. The supervisor(s) will then forward these documents through the chain of command to the Chief’s office for further review.

703.6 REQUIRED REPORTS – OTHER CITY VEHICLES
For non-police city vehicle collisions, a collision report is all that is required from the investigating officer. Each city department has their own set of procedures for their employees. Investigating officers will provide a CAD number to the employee’s supervisor.

703.7 CITY POLICE VEHICLE COLLISION REVIEW
The collision review board is an administrative function. It will consist of the following personnel:

- The Deputy Chief of Police to act as chairman.
- The division commander of the involved officer or employee.
- A LEDT instructor
- An officer of equal rank to the officer involved.
- An officer below the rank of division commander chosen by the officer being reviewed.

In the event an accident occurs, the accident review board shall convene within thirty (30) days of that accident for the purpose of thoroughly reviewing the accident and hearing direct testimony from the officers and witnesses.

The review board will forward its finding and recommendations to the chief of police within twenty-four (24) hours after the review board completes its investigation and adjournment.

The collision Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident.
City Vehicle Collisions and Review Board

The board members may request further investigation, request reports be submitted for the board’s review, call persons to present information and request the involved member to appear. The involved member will be notified of the meeting of the board and may choose to have a representative through all phases of the review process.

The board does not have the authority to recommend discipline.

The Chief of Police will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

Absent an express waiver from the involved member, no more than two designated board members may ask questions of the involved member. Other board members may provide questions to the designated board members.

Any questioning of the involved member conducted by the board will be in accordance with Sand Springs Police Department disciplinary procedures, the Personnel Complaints Policy, the current collective bargaining agreement between the city of Sand Springs and FOP Lodge #109 and any applicable state or federal law.

The board shall make one of the following recommended findings:

(a) The member’s actions were within department policy and procedure.

(b) The member’s actions were in violation of department policy and procedure.

A recommended finding requires a majority vote of the board. The board may also recommend additional investigations or reviews, training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate. The board chairperson will submit the written recommendation to the Chief of Police.

The Chief of Police shall review the recommendation, make a final determination as to whether the member’s actions were within policy and procedure, and determine whether any additional actions, investigations or reviews are appropriate. Those findings will be forwarded to the involved member’s Division Commander for review and appropriate action. If the Chief of Police concludes that discipline should be considered, a disciplinary process will be initiated.

At the conclusion of any additional reviews, copies of all relevant reports and information will be filed with the Chief of Police.
Vehicle Use

704.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the City of Sand Springs to provide assigned take-home vehicles.

704.2 POLICY
The Sand Springs Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments and other considerations.

704.3 USE OF VEHICLES

704.3.1 SHIFT ASSIGNED VEHICLES
The Shift Supervisor shall ensure a copy of the shift assignment roster, indicating member assignments and vehicle numbers, is completed for each shift and retained in accordance with the established records retention schedule. If a member exchanges vehicles during his/her shift, the new vehicle number shall be documented on the roster.

704.3.2 OTHER USE OF VEHICLES
Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Shift Supervisor. A notation will be made on the shift assignment roster indicating the member’s name and vehicle number.

This provision does not apply to those who are assigned to transport vehicles to and from the maintenance yard or car wash, except that in those instances, the member shall notify communications that they are in transit and when out of operation.

704.3.3 INSPECTIONS
Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.
Vehicle Use

All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

704.3.4 SECURITY AND UNATTENDED VEHICLES
Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

704.3.5 MDT
Members assigned to vehicles equipped with a Mobile Data Computer (MDT) shall log onto the MDT with the required information when going on-duty. If the vehicle is not equipped with a working MDT, the member shall notify Communications. Use of the MDT is governed by the Mobile Data Computer Use Policy.

704.3.6 VEHICLE LOCATION SYSTEM
Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle’s location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by other than supervisors will require Division Commander approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

704.3.7 KEYS
Members approved to operate marked patrol vehicles should be issued a copy of the key as part of their initial equipment distribution. Members who are assigned a specific vehicle should be issued keys for that vehicle.

The loss of a key shall be promptly reported in writing through the member’s chain of command.
704.3.8 AUTHORIZED PASSENGERS
Members operating department vehicles shall not permit persons other than City personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Alongs Policy.

704.3.9 ALCOHOL
Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

704.3.10 ACCESSORIES AND/OR MODIFICATIONS
There shall be no modifications, additions or removal of any equipment or accessories without written permission from the assigned vehicle program manager. All vehicles will have basic equipment in it furnished by the department. Any additional equipment must be approved by the steering committee. All requests must be submitted to the committee in writing.

704.3.11 CIVILIAN MEMBER USE
Civilian members using marked emergency vehicles shall ensure that all weapons have been removed before going into service. Civilian members shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

704.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES
A. Eligibility for participation in the assigned unit program and assignments programs

1. Officer resides within 25 miles from the Sand Springs Police Department.

2. Upon approval of the Chief of Police

3. Vehicles assigned to officers who meet the above two items if vehicles are available.

4. If more officers are eligible for a vehicle and vehicles are not available, an eligibility list will be established based on rank first and then seniority.

5. Also, consideration for assignment will be based on officer’s current assignment and quality and care taken with vehicle and equipment.

6. Participation in the assigned unit program shall be voluntary, however, this policy and procedure also applies to non-participants.

7. Replacement vehicles will be based on vehicle condition and mileage first.

8. In accordance with the applicable collective bargaining agreement.
Vehicle Use

B. Revocation or loss of position on eligibility list may result, but not be limited to the following:

1. Unauthorized use of the vehicle.
2. Abuse of the vehicle or department equipment
3. Officer receiving a below meets or substandard performance evaluation.
4. Damaging the vehicle through improper operation.
5. Inability to operate the vehicle within the limits of the law.
6. Failure to maintain the vehicle.
7. By violations of departmental rules and regulations, policies or procedures.
8. By the Chief of Police for the good of the service.

704.4.1 ON-DUTY USE
Vehicle assignments shall be based on the nature of the member’s duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

704.4.2 UNSCHEDULED TAKE-HOME USE
Circumstances may arise where department vehicles must be used by members not eligible for the program to commute to and from a work assignment. Members may take home department vehicles only with prior approval of the division commander or Chief of Police and shall meet the following criteria:

(a) The circumstances are unplanned and were created by the needs of the Department.
(b) Other reasonable transportation options are not available.
(c) The member lives within 25 miles of the Sand Springs City limits.
(d) Off-street parking will be available at the member’s residence.
(e) The vehicle will be locked when not attended.
Vehicle Use

(f) All firearms, weapons and control devices will be removed from the interior of the vehicle and properly secured in the residence when the vehicle is not attended, unless the vehicle is parked in a locked garage.

704.4.3 ASSIGNED VEHICLES
Members who reside outside the City of Sand Springs may be required to secure the vehicle at a designated location or the Department at the discretion of the Chief of Police.

Members are cautioned that under federal and local tax rules, personal use of a City vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member’s tax adviser.

Criteria for use of take-home vehicles include the following:

(a) Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless special circumstances exist and the Chief of Police or a Division Commander gives authorization.

(b) Vehicles may be used to transport the member to and from the member’s residence for work-related purposes.

(c) Vehicles will not be used when off-duty except:

1. In circumstances when a member has been placed on call by the Chief of Police or Division Commanders and there is a high probability that the member will be called back to duty.

2. When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or traveling to or from a work-related activity or function.

3. When the member has received permission from the Chief of Police or Division Commanders.

4. When the vehicle is being used by the Chief of Police, Division Commanders or members who are in on-call administrative positions.

5. When the vehicle is being used by on-call investigators.

(d) While operating the vehicle, authorized members will carry and have accessible their duty firearms and identification card/Commission Card and be prepared to perform any function they would be expected to perform while on-duty.

(e) The two-way communications radio, MDT and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.

(f) Unattended vehicles are to be locked and secured at all times.
Vehicle Use

1. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).

2. All weapons shall be secured while the vehicle is unattended.

3. All department identification, portable radios and equipment should be secured.

(g) Vehicles are to be parked off-street at the member’s residence unless prior arrangements have been made with the Chief of Police or the authorized designee. If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be stored in a vehicle gun lock or shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).

(h) Vehicles are to be secured at the member’s residence or the appropriate department facility, at the discretion of the Department, when a member will be away (e.g., on vacation) for periods exceeding one week.

1. If the vehicle remains at the residence of the member, the Department shall have access to the vehicle.

2. If the member is unable to provide access to the vehicle, it shall be parked at the Department.

(i) The member is responsible for the care and maintenance of the vehicle.

704.4.4 ENFORCEMENT ACTIONS
When driving a take-home vehicle to and from work outside of the jurisdiction of the Sand Springs Police Department or while off-duty, an officer shall not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Officers may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Officers driving take-home vehicles shall be armed and appropriately attired and shall carry their department-issued identification card/Commission Card. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible.

704.4.5 MAINTENANCE
Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

(a) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.
(b) It is the member’s responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.

c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the department supervisor in charge of vehicle maintenance.

d) The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.

e) When leaving the vehicle at the maintenance facility, the member will complete a vehicle repair card explaining the service or repair, and leave it on the seat or dash.

f) All weapons shall be removed from any vehicle left for maintenance.

g) Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

704.5 DAMAGE, ABUSE AND MISUSE
When any department vehicle is involved in a traffic collision or otherwise incurs damage, the involved member shall immediately notify a supervisor. Any traffic collision report shall be filed with the agency having jurisdiction (see the Traffic Collisions Policy).

Damage to any department vehicle that was not caused by a traffic collision shall be immediately reported during the shift in which the damage was discovered and documented in memorandum format, which shall be forwarded to the Shift Supervisor. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

704.6 TOLL ROAD USAGE
Law enforcement vehicles are not routinely exempt from incurring toll road charges.

To avoid unnecessary toll road charges, all members operating department vehicles on a toll road shall adhere to the following:

(a) Members operating department vehicles for any reason other than in response to an emergency shall pay the appropriate toll charge or utilize the appropriate toll way transponder. Members may submit for reimbursement from the City for any toll fees incurred in the course of official business.

(b) Members passing through a toll plaza or booth during a response to an emergency shall notify, in writing, the appropriate Division Commander within five working days explaining the circumstances.

704.7 ATTIRE AND APPEARANCE
When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public,
Vehicle Use

appearance, regardless of the activity, should be suitable to reflect positively upon the Department, and will have their duty weapon and identification with them.
Fiscal Management

705.1 PURPOSE AND SCOPE
This policy does not address cash-handling issues specific to the Property Division and Informants policies.

This policy meets statutory requirements requiring the adoption of an inventories and audits policy pursuant to 11 O.S. § 34-107.

705.2 POLICY
It is the policy of the Sand Springs Police Department to properly manage and audit fiscal operations, including budget preparation, cash transactions, fund expenditures and disposition of assets, and to maintain accurate records of fiscal transactions, in order to protect the integrity of department operations and ensure the public trust.

705.3 FISCAL MANAGEMENT
The Chief of Police shall designate a person as the fiscal manager responsible for maintaining and managing fiscal accountability. The fiscal manager may appoint others to oversee specific portions of the fiscal operations.

Each member overseeing a fiscal responsibility is required to create and maintain an accurate and current transaction ledger that is approved by the fiscal manager and that documents all transactions relating to the specific fund or fiscal responsibility.

705.3.1 CASH MANAGEMENT
All cash funds shall be properly collected, safeguarded and disbursed by the member assigned to oversee the fund. The assigned member shall:

(a) Maintain a system or record of appropriations among organizational components.
(b) Prepare financial statements.
(c) Conduct internal audits.
(d) Verify members or positions authorized to accept or disburse funds.

705.4 FISCAL TRANSACTIONS
Each member overseeing a fiscal responsibility shall document all transactions on the ledger and any other appropriate forms. Each person participating in the transaction shall sign or otherwise validate the ledger, attesting to the accuracy of the entry. Transactions should include the filing of an appropriate receipt, invoice, cash transfer form or expense report.

705.5 ROUTINE CASH HANDLING
Members who handle cash as part of their regular duties (e.g., property officers, the Drug Team supervisor, those who accept payment for department services) will discharge those duties in
accordance with the procedures established for those tasks (see the Property Division and Informants policies).

705.6 OTHER CASH HANDLING
Members who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property Division Policy.

Cash in excess of $1,000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.

705.7 AUDITS
Each Division Commander shall monitor fiscal activities and the budget related to their area of responsibility using a procedure and forms approved by the fiscal manager. Internal control procedures shall be established and shall include evaluation of staff member’s fiscal management functions. Any discrepancies shall be immediately reported to the fiscal manager and the Chief of Police.

The fiscal manager shall ensure that an annual independent audit is conducted of the accounts and finances of the Department. All department funds shall be open for inspection and audit by auditors at any time. Members of the Department shall cooperate fully and provide assistance in support of any audit.

A separate audit of each fund or other fiscal area of responsibility should be completed on a random date, approximately once each year, by the Chief of Police or the City.

Audits shall include a review of procedures in place to manage the funds.

705.7.1 PETTY CASH AUDITS
Each member overseeing a petty cash fund shall perform an audit no less than once every six months. This audit requires that the fund manager and at least one command staff member, selected by the Chief of Police or the fiscal manager, review the transaction ledger and verify the accuracy of the accounting. The member overseeing the petty cash fund and the participating member shall sign or otherwise validate the ledger, attesting to the accuracy of all documentation and fund accounting. A discrepancy in the audit requires documentation by those performing the audit and an immediate reporting of the discrepancy to the fiscal manager and the Chief of Police.

Transference of fund management to another member shall require completion of a separate petty cash audit and involve a command staff member.

705.8 INVENTORY CONTROL OF PROPERTY, EQUIPMENT AND OTHER ASSETS
Members overseeing a fiscal responsibility for the acquisition, management or distribution of any capital or major items of equipment; the issue of any equipment and supplies; or the assignment
of control numbers and proper markings are responsible for compliance with inventory control procedures. Such members are also responsible for ensuring:

(a) Required inventory verification in compliance with a process authorized by the fiscal manager.

(b) Appropriate documentation in compliance with a process authorized by the fiscal manager and inclusion in inventory of items purchased or obtained for use by the Department.

(c) Appropriate documentation and deletion from inventory of items properly authorized for disposal by the fiscal manager or the Chief of Police.

(d) Reporting and disposition of damaged, excess and surplus property in compliance with a process authorized by the fiscal manager.

(e) Maintenance of complete records for all department property, equipment and other assets.

705.9 PURCHASING
All purchasing of department supplies and equipment will be in compliance with the City purchasing manual and in compliance with a process authorized by the fiscal manager.

Small-item or emergency purchases or rental of equipment during periods when normal purchasing procedures cannot be followed will be in compliance with a process authorized by the fiscal manager.

All purchases for the City made by an employee will require submission of a receipt and appropriate documentation necessary for reimbursement and will be in compliance with a process authorized by the fiscal manager.

705.10 PROPERTY DISPOSAL
The fiscal manager is responsible for prompt deposit of revenue from:

(a) Property sold under court order with the clerk of the court issuing the order.

(b) The sale of bicycles or other items of lost or found, or unclaimed non-evidentiary items into the appropriate funds.

(c) The sale of City property with the City finance manager.

705.11 CONTRACTUAL AGREEMENTS
Only the Chief of Police or the authorized designee may sign official memorandums of understanding or contracts with outside entities.
Personal Protective Equipment

706.1 PURPOSE AND SCOPE
This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

706.1.1 DEFINITIONS
Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

706.2 POLICY
The Sand Springs Police Department endeavors to protect employees by supplying certain PPE to members as provided in this policy.

706.3 OFFICER RESPONSIBILITIES
Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

706.4 HEARING PROTECTION
Approved hearing protection shall be used by members during firearms training.

Hearing protection should meet or exceed industry standards for use at firing ranges (29 CFR 1910.95; OAC 380:40-1-2).

706.5 EYE PROTECTION
Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the
prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

The Rangemaster should ensure eye protection meets or exceeds consensus standards set by the American National Standards Institute (29 CFR 1910.133; OAC 380:40-1-2).

706.6 HEAD AND BODY PROTECTION
Members who make arrests or control crowds should be provided ballistic head protection with an attachable face shield.

Padded body protection consisting of chest, arm, leg and groin protection should be provided as required by any employment agreement.

706.7 RESPIRATORY PROTECTION
The Administration Division Commander is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan should include procedures for (29 CFR 1910.134; OAC 380:40-1-2):

(a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.
(b) Fit testing, including identification of members or contractors qualified to conduct fit testing.
(c) Medical evaluations.
(d) PPE inventory control.
(e) PPE issuance and replacement.
(f) Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities.
(g) Regularly reviewing the PPE plan.
(h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

706.7.1 RESPIRATORY PROTECTION USE
Designated members may be issued respiratory PPE based on the member’s assignment (e.g., a narcotics investigator who is involved in clandestine lab investigations).

Respiratory PPE may be worn when authorized by a scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

Scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member’s degree of exposure or stress may affect respirator effectiveness, the scene commander shall
reevaluate the continued effectiveness of the respirator and direct the member to leave the respirator use area when the scene commander reasonably believes (29 CFR 1910.134; OAC 380:40-1-2):

(a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.

(b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.

(c) The member needs to replace the respirator, filter, cartridge or canister.

706.7.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION

Members shall not use self-contained breathing apparatus (SCBA), full-face respirators or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke or vapors shall use respiratory PPE.


(a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

(b) Not wear corrective glasses, goggles or other PPE that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

(c) Perform a user seal check per department-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.

(d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their facepiece and ensure that the respirator is replaced or repaired before returning to the affected area.

706.7.3 GAS MASK

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Members must identify and use the correct cartridge based on the circumstances (29 CFR 1910.134; OAC 380:40-1-2).

A scene commander may order the use of gas masks in situations where the use of a SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

(a) They smell, taste or are irritated by a contaminant.
(b) They experience difficulty breathing due to filter loading.
(c) The cartridges or filters become wet.
(d) The expiration date on the cartridges or canisters has been reached.

706.7.4 SELF-CONTAINED BREATHING APPARATUS
Scene commanders may direct members to use SCBA when entering an atmosphere that may pose an immediate threat to life, would cause irreversible adverse health effects or would impair an individual’s ability to escape from a dangerous atmosphere. These situations may include, but are not limited to:

(a) Entering the hot zone of a hazardous materials incident.
(b) Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
(c) Entering a smoke- or chemical-filled area.

The use of SCBA should not cease until approved by a scene commander.

706.7.5 RESPIRATOR FIT TESTING
No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (29 CFR 1910.134; OAC 380:40-1-2).

After initial testing, fit testing for respiratory PPE shall be repeated (29 CFR 1910.134; OAC 380:40-1-2):

(a) At least once every 12 months.
(b) Whenever there are changes in the type of SCBA or facepiece used.
(c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

706.7.6 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE
No member shall be issued respiratory protection that forms a complete seal around the face until (29 CFR 1910.134; OAC 380:40-1-2):

(a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.
(b) A physician or other licensed health care professional has reviewed the questionnaire.
(c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

706.8 RECORDS
The Training Supervisor is responsible for maintaining records of all:

(a) PPE training.
Personal Protective Equipment

(b) Initial fit testing for respiratory protection equipment.
(c) Annual fit testing.
(d) Respirator medical evaluation questionnaires and any subsequent physical examination results.
   1. These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the department records retention schedule, 29 CFR 1910.1020 and OAC 380:40-1-2.

706.9 TRAINING
Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove and adjust PPE; how to care for the PPE; and the limitations (29 CFR 1910.132; OAC 380:40-1-2).

Chapter 8 - Support Services
Crime Analysis

800.1 PURPOSE AND SCOPE
This policy provides guidelines for utilizing crime analysis to support the overall law enforcement efforts of the Sand Springs Police Department. It addresses the collection and dissemination of crime analysis data that is useful to long-range planning and that can assist in identifying enforcement priorities, strategies and tactics.

800.2 POLICY
It is the policy of the Sand Springs Police Department to utilize crime analysis as a tool in crime control and prevention efforts. This entails gathering, analyzing and correlating data to effectively deploy the resources of this department.

800.3 DATA SOURCES
Crime analysis data is extracted from many sources including, but not limited to:

- Crime reports.
- Field Interview (FI) cards.
- Parole and probation records.
- Activity records from Communications.
- Oklahoma Automated Criminal History System (ACHS).
- Juvenile On-Line Tracking System (JOLTS).
- Department of Public Safety State Computer Files (SCOM).
- Oklahoma Tax Commission Vehicle Registration Files (VREG).

800.4 CRIME ANALYSIS FACTORS
The following minimum criteria should be used in collecting data for crime analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information
800.5 CRIME ANALYSIS DISSEMINATION
Information developed through crime analysis should be disseminated to the appropriate divisions or members on a timely basis. Information that is relevant to the operational or tactical plans of specific line members should be sent directly to them. Information relevant to the development of department strategic plans should be provided to the appropriate command staff members.

When information pertains to tactical and strategic plans, it should be provided to all affected members.
Communications

801.1 PURPOSE AND SCOPE
This policy establishes guidelines for the basic functions of Communications. It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

801.2 POLICY
It is the policy of the Sand Springs Police Department to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Department provides two-way radio capability for continuous communication between Communications and department members in the field.

801.3 COMMUNICATIONS SECURITY
The communications function is vital and central to all emergency service operations. The safety and security of Communications, its members and its equipment must be a high priority. Special security procedures should be established in a separate operations manual for Communications.

Access to Communications shall be limited to Communications members, the Shift Supervisor, command staff and department members with a specific business-related purpose.

801.4 RESPONSIBILITIES

801.4.1 SERVICES SUPERVISOR
The Chief of Police shall appoint and delegate certain responsibilities to a Services Division Commander. The Services Division Commander is directly responsible to the Patrol Division Commander or the authorized designee.

The responsibilities of the Services Division Commander include, but are not limited to:

(a) Overseeing the efficient and effective operation of Communications in coordination with other supervisors.

(b) Scheduling and maintaining dispatcher time records.

(c) Supervising, training and evaluating dispatchers.

(d) Ensuring the radio and telephone recording system is operational.

1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.

(e) Processing requests for copies of Communications's information for release.

(f) Maintaining Communications database systems.

(g) Maintaining and updating Communications standard operating procedures manual.
Communications

1. Procedures for specific types of crime reports may be necessary. For example, specific questions and instructions may be necessary when talking with a victim of a sexual assault to ensure that his/her health and safety needs are met, as well as steps that he/she may take to preserve evidence.

2. Ensuring dispatcher compliance with established policies and procedures.

(h) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.

(i) Maintaining a current contact list of City personnel to be notified in the event of a utility service emergency.

(j) Maintaining a list of social service organizations that provide youth services within the local area.

801.4.2 DISPATCHERS

Dispatchers report to the Services Supervisor. The responsibilities of the dispatcher include, but are not limited to:

(a) Receiving and handling all incoming and transmitted communications, including:

1. Emergency 9-1-1 lines.
2. Business telephone lines.
3. Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.
4. Radio communications with department members in the field and support resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).
5. Other electronic sources of information (e.g., text messages, digital photographs, video).

(b) Documenting the field activities of department members and support resources (e.g., fire department, EMS, allied agency law enforcement units).

(c) Inquiry and entry of information through Communications, department and other law enforcement database systems (Automated Criminal History System (ACHS), Juvenile On-Line Tracking System (JOLTS), Oklahoma Law Enforcement Telecommunications System (OLETS), Department of Public Safety State Computer Files (SCOM), Oklahoma Tax Commission Vehicle Registration Files (VREG), National Crime Information Center (NCIC)).

(d) Monitoring department video surveillance systems.

(e) Maintaining the current status of members in the field, their locations and the nature of calls for service.
(f) Notifying the Shift Supervisor or field supervisor of emergency activity, including, but not limited to:

1. Vehicle pursuits.
2. Foot pursuits.
3. Assignment of emergency response.

**801.5 CALL HANDLING**

This department provides members of the public with access to the 9-1-1 system for a single emergency telephone number.

When a call for services is received, the dispatcher will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?
- What?
- When?
- Who?

If the dispatcher determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the dispatcher determines that the caller is a limited English proficiency (LEP) individual, the dispatcher should quickly determine whether sufficient information can be obtained to initiate an appropriate response. If language assistance is still needed, the language is known and a language-appropriate authorized interpreter is available in Communications, the dispatcher should immediately connect the LEP caller to the authorized interpreter.

If no authorized interpreter is available or the dispatcher is unable to identify the caller’s language, the dispatcher will contact the contracted telephonic interpretation service and establish a three-party call connecting the dispatcher, the LEP individual and the interpreter.

Dispatchers should be courteous, patient and respectful when dealing with the public.

**801.5.1 EMERGENCY CALLS**

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the dispatcher has obtained all necessary information to ensure the safety of the responding department members and affected individuals.

Emergency calls should be dispatched immediately. The Shift Supervisor shall be notified of pending emergency calls for service when department members are unavailable for dispatch.
Communications

If a dispatcher determines that the call has been misdirected to the Sand Springs Police Department, the dispatcher should forward the call and/or notify the appropriate agency pursuant to Communications procedures manual.

801.5.2 NON-EMERGENCY CALLS
A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the dispatcher to handle a higher priority or emergency call.

The reporting person should be advised if there will be a delay in the dispatcher returning to the telephone line or when there will be a delay in the response for service.

801.6 RADIO COMMUNICATIONS
The police radio system is for official use only, to be used by dispatchers to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

(a) Members acknowledging the dispatcher with their radio identification call signs and current location.
(b) Dispatchers acknowledging and responding promptly to all radio transmissions.
(c) Members keeping the dispatcher advised of their status and location.
(d) Member and dispatcher acknowledgements shall be concise and without further comment unless additional information is needed.

The Services Supervisor shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant’s supervisor and processed through the chain of command.

801.6.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE
Sand Springs Police Department radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

801.6.2 RADIO IDENTIFICATION
Radio call signs are assigned to department members based on member identification number. Dispatchers shall identify the department member by his/her call sign. Members should use their call signs when initiating communication with the dispatcher. The use of the call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate department member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the department station name.

801.7 DOCUMENTATION
It shall be the responsibility of Communications to document all relevant information on calls for service or self-initiated activity. Dispatchers shall attempt to elicit, document and relay as much
information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum:

- Incident report number.
- Date and time of request.
- Name and address of the reporting person, if possible.
- Type of incident reported.
- Involvement of weapons, drugs and/or alcohol.
- Location of incident reported.
- Identification of members assigned as primary and backup.
- Time of dispatch.
- Time of the responding member’s arrival.
- Time of member’s return to service.
- Disposition or status of reported incident.
- Vehicle mileage and transport time when a member is transporting a juvenile or a person of the opposite sex.

801.8 CONFIDENTIALITY
Information that becomes available through Communications may be confidential or sensitive in nature. All members of Communications shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

Automated data, such as Department of Public Safety records, warrants, criminal history information, records of internal police files or medical information, shall only be made available to authorized law enforcement personnel. Transmitting confidential information via the radio, shall be done on department encrypted radio channels.

801.9 TRAINING AND CERTIFICATION
Dispatchers shall complete any training required by the Department of Public Safety, the state or the Department.
Property Division

802.1 PURPOSE AND SCOPE
This policy provides guidelines for the proper processing, storage, security and disposition of evidence and other property. This policy also provides for the protection of the chain of custody and identifies those persons authorized to remove and/or destroy property.

This policy meets the statutory requirements of adopting an evidence and property management policy pursuant to 11 O.S. § 34-107.

802.1.1 DEFINITIONS
Definitions related to this policy include:

**Property** - All articles placed in secure storage within the Property Division, including the following:

- Evidence - Items taken or recovered in the course of an investigation that may be used in the prosecution of a case, including photographs and latent fingerprints.
- Found property - Items found by members of the Department or the public that have no apparent evidentiary value and where the owner cannot be readily identified or contacted.
- Safekeeping - Items received by the Department for safekeeping, such as a firearm, the personal property of an arrestee that has not been taken as evidence and items taken for safekeeping under authority of law.

802.2 POLICY
It is the policy of the Sand Springs Police Department to process and store all property in a manner that will protect it from loss, damage or contamination, while maintaining documentation that tracks the chain of custody, the location of property and its disposition.

802.3 PROPERTY DIVISION SECURITY
The Property Division shall maintain secure storage and control of all property in the custody of this department. A property officer shall be appointed by and will be directly responsible to the Services Division Commander or the authorized designee. The property officer is responsible for the security of the Property Division.

Security measures include ensuring 24-hour security of the property storage areas through:

(a) Personal presence of a property officer.
(b) Video surveillance.
(c) Monitored silent and audible alarms.
(d) Other appropriate measures.
802.3.1 REFUSAL OF PROPERTY
The property officer has the obligation to refuse any piece of property that is hazardous or that has not been properly documented or packaged. Should the property officer refuse an item of property, he/she shall maintain secure custody of the item in a temporary property locker or other safe location and inform the submitting member's supervisor of the reason for refusal and the action required for acceptance into the Property Division.

802.3.2 KEY CONTROL
Property Division keys should be maintained by the property officer and members assigned to the Property Division. An additional set of keys should be kept in a sealed and initialed envelope in an after-hours key box. Property Division keys shall not be loaned to anyone and shall be maintained in a secure manner. If any Property Division key is lost, all access points shall be re-keyed and new keys issued as necessary. After-hours access to the Property Division via the additional set of keys must be documented in a memorandum and submitted to the Services Division Commander as soon as practicable.

802.3.3 ACCESS
Only authorized members assigned to the Property Division shall have access to property storage areas. Any individual who needs to enter a property storage area (e.g., maintenance or repair contractors) must be approved by the Services Division Commander and accompanied by the property officer. Each individual must sign the Property Division access log and indicate:

(a) The date and time of entry and exit.
(b) The purpose for access, including the specific case or property number.

Each access log entry shall be initialed by the accompanying department member.

802.4 PROPERTY HANDLING
The member who first comes into possession of any property is generally responsible for the care, custody and control of such property until it is transferred to the property officer and/or processed and placed in a temporary property locker or storage area. Care shall be taken to maintain the chain of custody for all items of evidence.

Whenever property is taken from an individual, a property receipt form will be completed. The receipt shall describe the property and contain a notice on how to retrieve the property from the Department. A copy of the property receipt form shall be given to the individual from whom the property was taken.

802.4.1 PROCESSING AND PACKAGING
All property must be processed by the responsible member prior to the member going off-duty, unless otherwise approved by a supervisor. Members shall process and package property as follows:

(a) A property form shall be completed describing each item. List all known information, including:
1. Serial number.
2. Owner’s name.
3. Member’s name.
4. Other identifying information or marking.

(b) Each item shall be packaged and labeled and the package marked with the Property Receipt Number.

(c) Property shall be packaged in a container suitable for its size.

(d) A property tag shall be completed and attached to property that cannot be packaged.

(e) The property receipt shall be submitted with the case report.

(f) The property receipt shall be deposited in the property lock box. Items too large to fit in a temporary property locker may be placed in a designated storage area that can be secured from unauthorized entry.

802.4.2 EXCEPTIONAL PROCESSING
The following items require special consideration and shall be processed as follows, unless special conditions dictate a reasonable deviation:

**Bicycles** - Bicycles and bicycle frames shall have a property tag securely attached and should be locked in the bicycle storage area. The property officer will then secure the items to long term bicycle storage.

**Biological and related items** - Evidence that may contain biological samples shall be indicated as such on the property form.

Property stained with bodily fluids, such as blood or semen, shall be air-dried in a secure location (e.g., locked drying cabinet) prior to processing.

Items of evidence collected from a crime scene that require specific storage requirements pursuant to laboratory processing shall have such storage requirements clearly indicated on the property form.

Items that are potential biohazards shall be appropriately packaged and marked "Biohazard" to reduce the risk of exposure or contamination.

**Cash** - Cash shall be counted in the presence of another member. The cash shall be placed in a property envelope and initialed by both members. A supervisor shall be contacted for cash in excess of $1,000. The supervisor shall witness the count, initial and date the envelope, and specify any additional security procedures that may be necessary. Cash taken into the property system will be taken for deposit into a cash holding account through the finance department in the City of Sand Springs.
Explosives and fireworks - Explosives will not be retained in the police facility. Fireworks that are considered stable and safe, as well as road flares or similar signaling devices, may be stored in proper containers in an area designated for storage of flammable materials.

The property officer is responsible for transporting to the fire department, on a regular basis, any fireworks or signaling devices that are not retained as evidence.

Firearms and other weapons - Firearms shall be unloaded and packaged separately from ammunition. Knife boxes should be used to package knives.

Government property - License plates that have not been reported stolen or are of no evidentiary value should be placed in the designated container for return to the Oklahoma Tax Commission, Motor Vehicle Division (MVD).

City property that is of no evidentiary value should be released directly to the appropriate City department. No formal property processing is required.

If no responsible City personnel can be located, the property should be held for safekeeping.

Jewelry - Jewelry identified as having significant value shall be stored in a safe or other secure locked container or facility.

Other valuable items - Other valuable items identified as having significant value (e.g., collectibles, rare artifacts) shall be stored in a safe or other secure locked container or facility.

Sharps - Syringe tubes should be used to package syringes and needles.

802.4.3 CONTROLLED DANGEROUS SUBSTANCES

(a) Controlled dangerous substances shall not be packaged with other property, but shall be packaged separately.

(b) The member processing controlled dangerous substances shall retain such property in his/her possession until it is weighed, packaged, tagged and placed in the property locker. A note will be made on the property receipt noting the weight of the CDS. Both the submitting member as well as the witness will sign the property receipt.

(c) Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected controlled dangerous substances. If conducted, the result of the test shall be included in the field test report.

1. The member shall package controlled dangerous substances as follows:

   (a) Maintain the property in the container in which it was seized and place it in a property container of appropriate size.

   (b) Seal and initial the property container and cover the initials with cellophane tape.

   (c) Weigh the property envelope to obtain the Gross Package Weight (GPW).
Property Division

(d) Write the GPW and then sign and date both the outside of the package and the property receipt.

(d) When the quantity of controlled dangerous substances exceeds the available safe storage capacity as determined by the property officer, the quantity shall be photographed and weighed.

1. A representative sample of sufficient quantity to allow scientific analysis of the controlled dangerous substances should be taken as allowed by state law and placed in a separate package or container (63 O.S. § 2-508).

2. Excess quantities should be stored or disposed of as required by law or directed by court order.

(e) Marijuana with any perceptible moisture content shall be loosely packaged in a container that allows for drying or shall be dried prior to storage. The property officer shall monitor stored marijuana for growth of mold.

802.5 RECORDING OF PROPERTY

The property officer receiving custody of property shall ensure a record of entry into the property management software is made for each item or group of items is created. The property module will be the permanent record of the property in the Property Division. The property officer will record in the property module his/her signature, GPW if the package contains controlled dangerous substances, the date and time the property was received and where the property will be stored.

A unique property number shall be obtained for each item or group of items from the property log. This number shall be recorded on the property receipt, property tag and the property containers. The property log shall document the following:

(a) Property number

(b) Case number

(c) Item description

Any change in the location of property held by the Sand Springs Police Department shall be noted in the property module.

802.6 PROPERTY CONTROL

The property officer temporarily relinquishing custody of property to another person shall record in the property module, the date and time the property was released, the name of the person accepting custody of the property and the reason for release.

Any member receiving property shall be responsible for such property until it is returned to the Property Division or released to another authorized person or entity.

The return of the property to the Property Division should be recorded in the property module, indicating the date, the time and the name of the person who returned the property.
Property Division

802.6.1 EVIDENCE
Every time evidence is released or received, an appropriate entry in the property module shall be completed to maintain the chain of custody. No evidence is to be released without first receiving written authorization from the property officer, detective supervisor or investigator unless by court order.

The temporary release of evidence to members for investigative purposes or for court proceedings shall be noted on the property control card, stating the date, time and to whom it was released. Requests for items of evidence needed for court proceedings shall be submitted to the property officer at least one day prior to the court date.

Requests for laboratory analysis shall be completed on the appropriate lab form and submitted to the property officer. This request may be submitted any time after the property has been processed.

802.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY
The property officer releasing items of evidence for laboratory analysis must complete the required information in the property module. The lab form will be transported with the evidence to the examining laboratory. The original copy of the lab form will remain with the evidence and the form will be returned to the Records Clerk for filing with the case when completed.

802.6.3 CONTROLLED DANGEROUS SUBSTANCES
The property officer will be responsible for the storage, control and destruction of all controlled dangerous substances coming into the custody of this department. The GPW will be verified every time controlled dangerous substances are checked in or out of the Property Division and any discrepancies noted on the outside of the package. Any change in weight should be immediately reported to the services division commander.

802.6.4 UNCLAIMED MONEY
The property officer shall submit an annual report, or more frequently as directed, regarding money that is presumed to have been abandoned to the Chief of Police and the City department responsible for auditing property. The property officer may deposit such money in compliance with existing laws upon receipt of proper authorization from the Chief of Police.

802.6.5 OBSCENE MATERIAL AND CHILD PORNOGRAPHY
The property officer shall ensure that obscene material or child pornography held by this department as evidence is destroyed as set forth in 21 O.S. § 1024.4. Evidence includes material stored in a digital format. The destruction should only occur after the Detective Division supervisor obtains written approval from the prosecuting agency.

802.7 RELEASE OF PROPERTY
The property officer shall authorize the release of all property coming into the care and custody of the Department.
Release of property shall be made upon receipt of an authorized property release form, listing the name and address of the person to whom the property is to be released. The property release form shall be signed by the authorizing member, and must conform to the items listed on the property control card or must specify the specific items to be released. Release of all property shall be documented in the property module.

Firearms or ammunition should only be released upon presentation of valid identification and authorized documents showing that the individual may legally possess the item.

All reasonable attempts shall be made to identify the rightful owner of found property and items held for safekeeping.

Found property and property held for safekeeping shall be retained for the period of time required by law. During such period, the property officer shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. The final disposition of all such property shall be fully documented in the property module.

A property officer shall release such property when the owner presents proper identification and an authorized property release form has been received. The signature of the person receiving the property shall be recorded in the property module.

If any item listed in a property receipt has not been released, the property receipt will remain with the property officer. When all property listed on the receipt has been released, the receipt shall be forwarded to the Records Clerk for filing with the case, and the release of all items shall be documented in the property module.

802.7.1 DISCREPANCIES
The Services Division Commander shall be notified whenever a person alleges that there is a shortage or discrepancy regarding his/her property. The Services Division Commander will interview the person claiming the shortage. The Services Division Commander shall ensure that a search for the alleged missing items is completed and shall attempt to prove or disprove the claim.

802.7.2 DISPUTED CLAIMS TO PROPERTY
Occasionally, more than one party may claim an interest in property being held by this department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or establishes an undisputed right to the property.

All parties should be advised that their claims are civil. In extreme situations, legal counsel for this department should be contacted.

802.7.3 RELEASE OF ABANDONED OR UNCLAIMED PROPERTY
Disposition of unclaimed or abandoned property will be by order of a District Court magistrate. This disposition will follow all applicable state statutes.

Release of property before bringing it into the property system may be the most appropriate course of action. Officers may register the item to the citizen who found the item, but the officer must
make every reasonable attempt to locate the true owner of the property before a release is made. An offense report should be made detailing this effort.

Registering property will be accomplished by the following:

(a) People who find bicycles or other property of a value of less than $500.00 may register it by completing the appropriate form and holding the property for 90 days. If during the 90 days the rightful owner arrives to claim the property, they must surrender the property to them.

(b) Officers will have the person complete two registration forms, one for department records and one for their own records. The department copy will be returned to the station, a property receipt will be obtained, and the number noted on the registration form. The property receipt and the registration form will be turned into the property officer.

(c) Registration will not be used for illegal substances or items, money, guns or jewelry. No property shall be registered if it is probable that the owner could be located.

802.8 DESTRUCTION OR DISPOSAL OF PROPERTY

An authorized Detective Division investigator or supervisor shall approve the destruction or disposal of all property held by this department.

All property not held for evidence in a pending criminal investigation or proceeding may be destroyed or disposed of in compliance with existing laws upon receipt of proper authorization from a supervisor. The disposition of all property shall be entered on the property control card and property log.

The following types of property shall be destroyed or disposed of in the manner and at the time prescribed by law, unless a different disposition is ordered by a court:

- Weapons or devices declared by law to be illegal to possess
- Controlled dangerous substances declared by law to be illegal to possess without a legal prescription
- Personal property, money or legal tender

802.8.1 BIOLOGICAL EVIDENCE

The property officer shall ensure that no biological evidence held by this department is destroyed without adequate notification to the following persons, when applicable:

- The defendant
- The defendant’s attorney
- The appropriate prosecutor and Attorney General
- Any sexual assault victim
- The Detectives Division Commander
Biological evidence from a violent felony offense shall be retained until the expiration of any sentence imposed related to the evidence, and may be disposed of before that time only if (22 O.S. § 1372):

(a) Notification regarding the intention to destroy the evidence and any applicability of the provisions of the DNA Forensic Testing Act is sent to:

1. Any person who remains incarcerated in connection with the case.
2. The Oklahoma Indigent Defense System DNA Forensic Testing Program, if still applicable.
3. Any counsel of record or public defender organization for the judicial district in which the judgment of conviction for such person was entered.

(b) No person submits a written objection to the destruction of the biological evidence within 90 days of receiving notification.

(c) No other provision of law requires that the biological evidence be preserved.

Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice, unless a motion seeking an order to retain the sample is filed and served on this department within 90 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Detectives Division Commander.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Chief of Police and the head of the applicable prosecutor’s office.

Biological evidence from an unsolved sexual assault should not be disposed of prior to expiration of the statute of limitations. Even after expiration of the applicable statute of limitations, the Detectives Division Commander should be consulted and the sexual assault victim should be notified.

Any sexual assault evidence kits subject to the audit conducted by the Oklahoma Task Force on Sexual Assault Forensic Evidence must be preserved until the audit is concluded and the task force notifies the Department in writing that sexual assault evidence kits may be disposed of (Executive Order No. 2017-11).

802.8.2 MARIJUANA

At the first sign of mold growth, stored marijuana shall be photographed showing the mold growth. As soon as practicable, the property officer shall make efforts to lawfully destroy the contaminated marijuana, in compliance with this policy. The property officer should consult with the member assigned to the case investigation for authorization to destroy the remaining marijuana, after taking representative samples, and should request assistance from the appropriate prosecutor in obtaining a court order for immediate destruction.
802.9  INSPECTION OF THE PROPERTY DIVISION
The Detectives Division Commander shall ensure that periodic, unannounced inspections of the Property Division operations and storage facilities are conducted to ensure adherence to appropriate policies and procedures. The Detectives Division Commander also shall ensure that an audit is conducted annually, or as directed by the Chief of Police. Inspections and audits shall be conducted by a member of this department who is not routinely or directly connected with the Property Division operations.

Whenever there is a change of assignment for any member with authorized access to the Property Division, an inventory of all property shall be conducted by a person who is not associated with the Property Division or its function. This is to ensure that all property is accounted for and the records are correct.
Records Clerk

803.1 PURPOSE AND SCOPE
This policy establishes the guidelines for the operational functions of the Sand Springs Police Department Records Clerk. The policy addresses department file access and internal requests for case reports.

803.2 POLICY
It is the policy of the Sand Springs Police Department to maintain department records securely, professionally and efficiently.

803.3 RESPONSIBILITIES

803.3.1 SERVICE DIVISION COMMANDER
The Services Division Commander shall be the direct supervisor over the Records Division and Clerks. The responsibilities of the Services Division Commander include, but are not limited to:

(a) Overseeing the efficient and effective operation of the Records Clerk.
(b) Scheduling and maintaining Records Clerk time records.
(c) Supervising, training and evaluating Records Clerk staff.
(d) Maintaining and updating a Records Clerk procedure manual.
(e) Ensuring compliance with established policies and procedures.
(f) Supervising the access, use and release of protected information (see the Protected Information Policy).
(g) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include, but are not limited to:
   1. Homicides
   2. Cases involving department members or public officials
   3. Any case where restricted access is prudent

803.3.2 RECORDS CLERK

The responsibilities of the Records Clerk include, but are not limited to:

(a) Maintaining a records management system for case reports.
1. The records management system should include a process for numbering, identifying, tracking and retrieving case reports.

(b) Entering case report information into the records management system.

1. Modification of case reports shall only be made when authorized by a supervisor.

(c) Providing members of the Department with access to case reports when needed for investigation or court proceedings.

(d) Maintaining compliance with federal, state and local regulations regarding reporting requirements of crime statistics.

(e) Maintaining compliance with federal, state and local regulations regarding criminal history reports and auditing.

(f) Identifying missing case reports and notifying the responsible member’s supervisor.

(g) Preparing and maintaining periodic (annual, quarterly, monthly and/or weekly) reports of the Department activities and statistical data summaries.

(h) Providing members of the Department with 24-hour access to criminal warrants.

803.4 FILE ACCESS AND SECURITY
The security of files in the Records Clerk must be a high priority and shall be maintained as mandated by state or federal law. All case reports including, but not limited to, initial, supplemental, follow-up, evidence and any other reports related to a police department case, including field interview (FI) cards, criminal history records and publicly accessible logs, shall be maintained in a secure area within the Records Clerk, accessible only by authorized members of the Records Clerk. Access to case reports or files when Records Clerk staff is not available may be obtained through the Shift Supervisor.

The Records Clerk will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

803.4.1 ORIGINAL CASE REPORTS
Generally, original case reports shall not be removed from the Records Clerk. Should an original case report be needed for any reason, the requesting department member shall first obtain authorization from the Services Division Commander. All original case reports removed from the Records Clerk shall be recorded on a designated report check-out log, which shall be the only authorized manner by which an original case report may be removed from the Records Clerk.

All original case reports to be removed from the Records Clerk shall have a Case Removed Placard placed and retained in the file location of the original case report until the original is returned to the Records Clerk. The placard shall have the case number and name of the member removing the original report from the file. This placard shall be destroyed upon return.

803.5 CONFIDENTIALITY
Records Clerk staff has access to information that may be confidential or sensitive in nature. Records Clerk staff shall not access, view or distribute, or allow anyone else to access, view
or distribute any record, file or report, whether in hard copy or electronic file format, or any other confidential, protected or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Records Clerk procedure manual.
Records Maintenance and Release

804.1 PURPOSE AND SCOPE
This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

804.2 POLICY
The Sand Springs Police Department is committed to providing public access to records in a manner that is consistent with the Oklahoma Open Records Act (51 O.S. § 24A.3 et seq.).

804.3 CUSTODIAN OF RECORDS
The Chief of Police has designated the Services Division Commander as Custodian of Records. The responsibilities of the Custodian of Records include, but are not limited to (51 O.S. § 24A.5):

(a) Managing the records management system for the Department, including the retention, archiving, release and destruction of department public records.

(b) Maintaining and updating the department records retention schedule, including:
   1. Identifying the minimum length of time the Department must keep records.
   2. Identifying the department division responsible for the original record.

(c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records.

(d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.

(e) Establishing rules regarding the processing of subpoenas for the production of records.

(f) Ensuring the availability of a current schedule of fees for public records as allowed by law. Fee schedules shall be posted for public view at the Department and with the county clerk.

(g) Preparing and making available to the public a description of the basic rights of a person who requests public information, the responsibilities of the Department and the procedures, to include the cost of inspecting or obtaining copies.

Fee schedules shall be posted for public view at the Department and with the county clerk.

804.4 PROCESSING REQUESTS FOR PUBLIC RECORDS
Any department member who receives a request for any record shall route the request to the Custodian of Records or the authorized designee.
804.4.1 REQUESTS FOR RECORDS
The processing of requests for any record is subject to the following (51 O.S. § 24A.5):

(a) A request to inspect or obtain copies of records should be in writing.
(b) Records shall be made available for inspection or copying during regular business hours.
(c) The Department is not required to create records that do not exist.
(d) A response to a request to inspect or obtain copies of records shall be provided promptly.
(e) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.

1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio/video, a copy of the redacted audio/video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.

(f) A denial of a request to inspect or copy records should be in writing and include the reasons and specific statutory exemption supporting the denial.

804.5 RELEASE RESTRICTIONS
Examples of release restrictions include:

(a) Any personal identifying information, including an individual’s photograph; Social Security and driver identification numbers; name, address and telephone number; and medical or disability information that is contained in any driver license record, motor vehicle record or any department record, including traffic collision reports, are restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722; 51 O.S. § 24A.5).

(b) Personnel records relating to personnel investigations including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline or resignation, or where disclosure would constitute a clearly unwarranted invasion of personal privacy such as in evaluations (51 O.S. § 24A.7).

(c) Home addresses, telephone numbers and Social Security numbers of members or former members (51 O.S. § 24A.7).

(d) Law enforcement records except for those records identified in 51 O.S. § 24A.8.

(e) Certain victim information by court order (21 O.S. § 142A-9).
(f) Juvenile records (10A O.S. § 2-6-102).

(g) Certain information relating to acts of terrorism, including investigative evidence; assessments of the vulnerability of government facilities; details for deterrence, prevention, protection, response and remediation; and certain information technology of a public body (51 O.S. § 24A.28).

(h) Confidential reports and information relating to child abuse and vulnerable adult abuse (10A O.S. § 1-6-107; 43A O.S. § 10-110).

(i) Automated License Plate Reader (ALPR) data retained in conjunction with the Uninsured Vehicle Enforcement Program (47 O.S. § 7-606.1).

(j) Any other information that may be appropriately denied by federal or state law.

804.6 SUBPOENAS AND DISCOVERY REQUESTS
Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a Records Clerk or the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the District Attorney, City Attorney or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.

804.7 RELEASED RECORDS TO BE MARKED
Each page of any written record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the department name and to whom the record was released.

Each audio/video recording released should include the department name and to whom the record was released.

804.7.1 TRAFFIC COLLISION REPORTS
All traffic collision reports that are released shall include the following or a similar notice upon the copy (47 O.S. § 40-102): “Warning - State Law. Use of contents for commercial solicitation is unlawful.”

804.8 EXPUNGEMENT
Expungement orders received by the Department shall be reviewed for appropriate action by the Custodian of Records. The Custodian of Records shall expunge such records as ordered by the court. Records may include, but are not limited to, a record of arrest, investigation, detention or conviction. Once a record is expunged, members shall respond to any inquiry as though the record did not exist.
804.9 SECURITY BREACHES
Members who become aware that any Sand Springs Police Department system containing personal information may have been breached should notify the Services Supervisor as soon as practicable.

The Services Supervisor shall ensure the required notice is given to any resident of this state whose unsecured personal information is reasonably believed to have been acquired by an unauthorized person (24 O.S. § 163).

Notice shall be given without unreasonable delay, consistent with the legitimate needs of the Sand Springs Police Department or any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the agency data system. Notice may be delayed if notification will impede a criminal or civil investigation or homeland or national security (24 O.S. § 163).

For the purposes of the notice requirement, personal information includes an individual’s first name or first initial and last name in combination with any one or more of the following (24 O.S. § 162):

(a) Social Security number
(b) Driver’s license number or Oklahoma identification card number
(c) Full account number, credit or debit card number, or any required security code, access code or password that would permit access to an individual’s financial account.

If the breach reasonably appears to have been made to protected information covered in the Protected Information Policy, the Services Supervisor should promptly notify the appropriate member designated to oversee the security of protected information (see the Protected Information Policy).
Protected Information

805.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Sand Springs Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

805.1.1 DEFINITIONS
Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Sand Springs Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

805.2 POLICY
Members of the Sand Springs Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

805.3 RESPONSIBILITIES
The Services Division Commanders shall coordinate the use of protected information.

The responsibilities of this position include, but are not limited to:

(a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Department of Public Safety (DPS) records and Oklahoma Law Enforcement Telecommunications System (OLETS).

(b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice’s current Criminal Justice Information Services (CJIS) Security Policy.

(c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.

(d) Developing procedures to ensure training and certification requirements are met.

(e) Resolving specific questions that arise regarding authorized recipients of protected information.

(f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.
805.4 ACCESS TO PROTECTED INFORMATION
Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Sand Springs Police Department policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.

805.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION
Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Services Supervisor for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Clerk to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

805.6 SECURITY OF PROTECTED INFORMATION
The Services Division Commander shall oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

(a) Developing and maintaining security practices, procedures and training.

(b) Ensuring federal and state compliance with the U.S. Department of Justice’s CJIS Security Policy and the requirements of any state or local criminal history records systems.
(c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.

(d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

805.6.1 MEMBER RESPONSIBILITIES
Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk, in or on an unattended vehicle, in an unlocked desk drawer or file cabinet, on an unattended computer terminal).

805.7 TRAINING
All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.
Chapter 9 - Custody
Temporary Custody of Adults

900.1 PURPOSE AND SCOPE
This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the Sand Springs Police Department for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

900.1.1 DEFINITIONS
Definitions related to this policy include:

Holding cell/cell - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Department.

Safety checks - Direct, visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

Temporary custody - The period an adult is in custody at the Sand Springs Police Department prior to being released or transported to a housing or other type of facility.

900.2 POLICY
The Sand Springs Police Department is committed to releasing adults from temporary custody as soon as reasonably practicable, and to keeping adults safe while in temporary custody at the Department. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

900.3 GENERAL CRITERIA AND SUPERVISION
Any Sand Springs Police Department holding facility shall comply with Oklahoma law.

Adults may be held in the Sand Springs Lockup Facility for no longer than 10 days as provided by (OAC 310:670).

No adult should be in temporary custody for longer than six hours.

900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY
Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Sand Springs Police Department, but should be transported to a jail facility, a medical facility or other type of facility as appropriate. These include:

(a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.
Temporary Custody of Adults

(b) Any individual who has a medical condition, including pregnancy, that may require medical attention, supervision or medication while in temporary custody.

(c) Any individual who is seriously injured.

(d) Individuals who are a suspected suicide risk (see the Emergency Detentions Policy).
   1. If the officer taking custody of an individual believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.

(e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.

(f) Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.

(g) Any individual who has exhibited extremely violent or continuously violent behavior.

(h) Any individual who has claimed, is known to be afflicted with or displays symptoms of any communicable disease that poses an unreasonable exposure risk.

(i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to his/her health or safety.

Officers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in temporary custody at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

900.3.2 SUPERVISION IN TEMPORARY CUSTODY

An authorized department member capable of supervising shall be present at all times when an individual is held in temporary custody (OAC 310:670-1-2). The member responsible for supervising should not have other duties that could unreasonably conflict with his/her supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, accommodations shall be made to provide this ability.

At least one female department member should be present when a female adult is in temporary custody. In the event that none is readily available, the female in custody should be transported to another facility or released pursuant to another lawful process.

Absent exigent circumstances, such as a medical emergency or a violent subject, members should not enter the cell of a person of the opposite sex unless a member of the same sex as the person in custody is present.

No individual in custody shall be permitted to supervise, control or exert any authority over other individuals in custody.
Temporary Custody of Adults

900.3.3 ENTRY RESTRICTIONS
Entry into any location where a person is held in custody should be restricted to:

(a) Authorized members entering for official business purposes.
(b) Emergency medical personnel when necessary.
(c) Any other person authorized by the Shift Supervisor.

When practicable, more than one authorized member should be present for entry into a location where a person is held in custody for security purposes and to witness interactions.

900.4 INITIATING TEMPORARY CUSTODY
The officer responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The officer should specifically ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent.

The receiving officer should ask the arresting officer if there are any statements, indication or evidence surrounding the individual's arrest and transportation that would reasonably indicate the individual is at risk for suicide or critical medical care. If there is any suspicion that the individual may be suicidal, he/she shall be transported to the City jail or the appropriate mental health facility.

The officer should promptly notify the Shift Supervisor of any conditions that may warrant immediate medical attention or other appropriate action. The Shift Supervisor shall determine whether the individual will be placed in a cell, immediately released or transported to jail or another facility.

900.4.1 SCREENING AND PLACEMENT
The officer responsible for an individual in custody shall:

(a) Advise the Shift Supervisor of any significant risks presented by the individual (e.g., suicide risk, health risk, violence).

(b) Evaluate the following issues against the stated risks in (a) to determine the need for placing the individual in a single cell:

1. Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141), or whether the person is facing any other identified risk.

2. Provide an individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):

   (a) Continuous, direct sight and sound supervision.

   (b) Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.
Temporary Custody of Adults

3. Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).

4. Ensure males and females are separated by sight and sound when in cells.

5. Ensure restrained individuals are not placed in cells with unrestrained individuals.

   (c) Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.

   (d) Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

900.4.2 CONSULAR NOTIFICATION
Consular notification may be mandatory when certain foreign nationals are arrested. The Patrol Division Commander will ensure that the U.S. Department of State’s list of countries and jurisdictions that require mandatory notification is readily available to department members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

Department members assigned to process a foreign national shall:

   (a) Inform the individual, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.

      1. This notification should be documented.

   (b) Determine whether the foreign national’s country is on the U.S. Department of State’s mandatory notification list.

      1. If the country is on the mandatory notification list, then:

         (a) Notify the country’s nearest embassy or consulate of the arrest or detention by fax or telephone.

         (b) Tell the individual that this notification has been made and inform him/her without delay that he/she may communicate with consular officers.

         (c) Forward any communication from the individual to his/her consular officers without delay.

         (d) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual’s file.

      2. If the country is not on the mandatory notification list and the individual requests that his/her consular officers be notified, then:
Temporary Custody of Adults

(a) Notify the country’s nearest embassy or consulate of the arrest or detention by fax or telephone.

(b) Forward any communication from the individual to his/her consular officers without delay.

900.5 SAFETY, HEALTH AND OTHER PROVISIONS

900.5.1 TEMPORARY CUSTODY LOGS
Any time an individual is in temporary custody at the Sand Springs Police Department, the custody shall be promptly and properly documented in a custody log, including:

(a) Identifying information about the individual, including his/her name.

(b) Date and time of arrival at the Department.

(c) Any charges for which the individual is in temporary custody and any case number.

(d) Time of all safety checks.

(e) Any medical and other screening requested and completed.

(f) Any emergency situations or unusual incidents.

(g) Any other information that may be required by other authorities, such as compliance inspectors.

(h) Date and time of release from the Sand Springs Police Department.

The Shift Supervisor should initial the log to approve the temporary custody and should also initial the log when the individual is released from custody or transferred to another facility.

The Shift Supervisor should make periodic checks to ensure all log entries and safety and security checks are made on time.

900.5.2 TEMPORARY CUSTODY REQUIREMENTS
Members monitoring or processing anyone in temporary custody shall ensure:

(a) Safety checks and significant incidents/activities are noted on the log.

(b) Individuals in custody are informed that they will be monitored at all times, except when using the toilet.

1. There shall be no viewing devices, such as peep holes or mirrors, of which the individual is not aware.

2. This does not apply to surreptitious and legally obtained recorded interrogations.

(c) There is reasonable access to toilets and wash basins.

(d) There is reasonable access to a drinking fountain or water.
(e) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.

(f) There is privacy during attorney visits.

(g) Those in temporary custody are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

(h) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.

1. The supervisor should ensure that there is an adequate supply of clean blankets.

(i) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.

(j) Adequate furnishings are available, including suitable chairs or benches.

900.5.3 MEDICAL CARE
First-aid equipment and basic medical supplies should be available to department members. At least one member who has current certification in basic first aid and CPR should be on-duty at all times.

Should a person in custody be injured or become ill, appropriate medical assistance should be sought. A supervisor should meet with those providing medical aid at the facility to allow access to the person. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, he/she will be accompanied by an officer.

Those who require medication while in temporary custody should not be at the Sand Springs Police Department. They should be released or transferred to another facility as appropriate.

900.5.4 ORTHOPEDIC OR PROSTHETIC APPLIANCE
Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance. However, if the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance may be removed from the individual unless its removal would be injurious to his/her health or safety.

Whenever a prosthetic or orthopedic appliance is removed, the Shift Supervisor shall be promptly apprised of the reason. It shall be promptly returned when it reasonably appears that any risk no longer exists.

900.5.5 TELEPHONE CALLS
Every individual in temporary custody should be allowed to make a reasonable number of completed telephone calls as soon as possible after arrival.
Temporary Custody of Adults

(a) Telephone calls may be limited to local calls, except that long-distance calls may be made by the individual at his/her own expense.
   1. The Department should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult (see the Child and Dependent Adult Safety Policy).

(b) The individual should be given sufficient time to contact whomever he/she desires and to make any necessary arrangements, including child or dependent adult care, or transportation upon release.
   1. Telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may use his/her judgment in determining the duration of the calls.

(c) Calls between an individual in temporary custody and his/her attorney shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded.

900.5.6 RELIGIOUS ACCOMMODATION
Subject to available resources, safety and security, the religious beliefs and needs of all individuals in custody should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. Head coverings shall be searched before being worn.

Individuals wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex if they so desire. Religious garments that substantially cover the individual’s head and face may be temporarily removed during the taking of any photographs.

900.5.7 FIREARMS AND OTHER SECURITY MEASURES
Firearms and other weapons and control devices shall not be permitted in secure areas where individuals are in custody or are processed. They should be properly secured outside of the secure area. An exception may occur only during emergencies, upon approval of a supervisor.

All perimeter doors to secure areas shall be kept locked at all times, except during routine cleaning, when no individuals in custody are present or in the event of an emergency, such as an evacuation.

900.5.8 CALLS SPECIFICALLY TO ATTORNEY AND BONDSMAN
Individuals shall have an opportunity to use the telephone to call an attorney and bondsman within six hours of being placed in custody (59 O.S. § 1338).
**900.6 USE OF RESTRAINT DEVICES**

Individuals in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk, handcuffs should generally be removed when the person is in a cell.

The use of restraints, other than handcuffs or leg irons, generally should not be used for individuals in temporary custody at the Sand Springs Police Department unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.

Individuals in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

**900.6.1 PREGNANT ADULTS**

Women who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

**900.7 PERSONAL PROPERTY**

The personal property of an individual in temporary custody should be removed, inventoried and processed as provided in the Custodial Searches Policy, unless the individual requests a different disposition. For example, an individual may request property (e.g., cash, car or house keys, medications) be released to another person. A request for the release of property to another person must be made in writing. Release of the property requires the recipient’s signature on the appropriate form.

Upon release of an individual from temporary custody, his/her items of personal property shall be compared with the inventory, and he/she shall sign a receipt for the property's return. If the individual is transferred to another facility or court, the member transporting the individual is required to obtain the receiving person’s signature as notice of receipt. The Department shall maintain a copy of the property receipt.

The Shift Supervisor shall be notified whenever an individual alleges that there is a shortage or discrepancy regarding his/her property. The Shift Supervisor shall attempt to prove or disprove the claim.

**900.8 HOLDING CELLS**

A thorough inspection of a cell shall be conducted before placing an individual into the cell to ensure there are no weapons or contraband and that the cell is clean and sanitary. An inspection also should be conducted when he/she is released. Any damage noted to the cell should be photographed and documented.

The following requirements shall apply:

(a) The individual shall be searched (see the Custodial Searches Policy) and anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces, and jackets, shall be removed.
Temporary Custody of Adults

(b) The individual shall constantly be monitored by an audio/video system during the entire custody.
(c) The individual shall have constant auditory access to department members.
(d) The individual’s initial placement into and removal from a locked enclosure shall be logged.
(e) Safety checks by department members shall occur no less than every 15 minutes.
   1. Safety checks should be at varying times.
   2. All safety checks shall be logged.
   3. The safety check should involve questioning the individual as to his/her well-being.
   4. Individuals who are sleeping or apparently sleeping should be awakened.
   5. Requests or concerns of the individual should be logged.

900.9 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY
The Services Division Commander will ensure procedures are in place to address any suicide attempt, death or serious injury of any individual in temporary custody at the Sand Springs Police Department. The procedures should include:
   (a) Immediate request for emergency medical assistance if appropriate.
   (b) Immediate notification of the Services Division Commander, Patrol Division Commander, Shift Supervisor, Chief of Police and Detectives Division Commander.
   (c) Notification of the spouse, next of kin or other appropriate person.
   (d) Notification of the appropriate prosecutor.
   (e) Notification of the City Attorney.
   (f) Notification of the Medical Examiner.
   (g) Evidence preservation.

900.10 RELEASE AND/OR TRANSFER
When an individual is released or transferred from custody, the member releasing the individual should ensure the following:
   (a) All proper reports, forms and logs have been completed prior to release.
   (b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.
   (c) It has been confirmed that the correct individual is being released or transported.
   (d) All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual.
Temporary Custody of Adults

(e) All pertinent documentation accompanies the individual being transported to another facility (e.g., copies of booking forms, medical records, an itemized list of his/her property, warrant copies).

(f) The individual is not permitted in any nonpublic areas of the Sand Springs Police Department unless escorted by a member of the Department.

(g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.

1. The department member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.

(h) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, officers should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.

(i) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with his/her personal needs as reasonable.

900.11 ASSIGNED ADMINISTRATOR

The Patrol Division Commander will ensure any reasonably necessary supplemental procedures are in place to address the following issues:

(a) General security
(b) Key control
(c) Sanitation and maintenance
(d) Emergency medical treatment
(e) Escapes
(f) Evacuation plans
(g) Fire and life-safety
(h) Disaster plans
(i) Building and safety code compliance

900.12 TRAINING

Department members should be trained and familiar with this policy and any supplemental procedures.
Temporary Custody of Juveniles

901.1 PURPOSE AND SCOPE
This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Sand Springs Police Department (34 USC § 11133).

901.1.1 DEFINITIONS
Definitions related to this policy include:

**Juvenile non-offender** - An abused, neglected, dependent, or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian or other responsible person.

**Juvenile offender** - A juvenile 17 years of age or younger who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense). It also includes an offense under 21 O.S. § 1273 for handgun possession by a minor (28 CFR 31.303).

**Non-secure custody** - When a juvenile is held in the presence of an officer or other department member at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication, is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

**Safety checks** - Direct visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of juveniles in temporary custody.

**Secure custody** - When a juvenile offender is held in a locked room, a set of rooms, or a cell. The Oklahoma Juvenile Authority prohibits securing juveniles to a fixed object.

Examples of secure custody include:

(a) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.

(b) A juvenile being processed in a secure booking area when a non-secure booking area is available.

(c) A juvenile left alone in a secure booking area after being photographed and fingerprinted.

(d) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.

**Sight and sound separation** - Located or arranged to prevent physical, visual, or auditory contact.
Temporary Custody of Juveniles

**Status offender** - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation, and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

901.2 POLICY
The Sand Springs Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and to keeping juveniles safe while in temporary custody at the Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

901.2.1 JUVENILES IN HOLDING OR LOCKUP FACILITIES
A juvenile shall not be detained in any holding facility or lockup facility (OAC 310:670-7-1).

901.3 JUVENILES WHO SHOULD NOT BE HELD
Juveniles who exhibit certain behaviors or conditions should not be held at the Sand Springs Police Department. These include:

(a) Unconsciousness or having been unconscious while being taken into custody or transported.

(b) Serious injuries or a medical condition requiring immediate medical attention.

(c) A suspected suicide risk or showing obvious signs of severe emotional or mental disturbance (see the Emergency Detentions Policy).

   1. If the officer taking custody of a juvenile believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or transfer to an appropriate facility is completed.

(d) Significant intoxication or showing signs of having ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.

(e) Extremely violent or continuously violent behavior.

(f) Afflicted with, or displaying symptoms of, a communicable disease that poses an unreasonable exposure risk.

Officers taking custody of a juvenile exhibiting any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and should notify a supervisor of the situation. These juveniles should not be held at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

901.4 CUSTODY OF JUVENILES
Officers should take custody of a juvenile and temporarily hold the juvenile at the Sand Springs Police Department when there is no other lawful and practicable alternative to temporary custody.
Temporary Custody of Juveniles

Refer to the Child Abuse Policy for additional information regarding detaining a juvenile who is suspected of being a victim.

No juvenile should be held in temporary custody at the Department without authorization of the arresting officer's supervisor or the Shift Supervisor. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile's parent, legal guardian, or other responsible adult, or transferred to a juvenile custody facility or to other authority as soon as practicable. In no event shall a juvenile be held beyond six hours from the time of his/her entry into the Department (34 USC § 11133).

901.4.1 PARENTAL/GUARDIAN NOTIFICATION
Officers shall notify parents or guardians of juveniles who are taken into custody as soon as practicable.

901.4.2 CUSTODY OF JUVENILE NON-OFFENDERS
Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Sand Springs Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133).

901.4.3 CUSTODY OF JUVENILE STATUS OFFENDERS
Status offenders should generally be released by a promise to appear or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody (34 USC § 11133).

901.4.4 CUSTODY OF JUVENILE OFFENDERS
Juvenile offenders should be held in non-secure custody while at the Sand Springs Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Juvenile offenders may be taken into custody without a court order for any criminal offense for which an adult may be arrested without a warrant (10A O.S. § 2-2-101).

When applicable, members taking a juvenile offender into custody should advise a supervisor that the release of the juvenile may be contrary to the child's welfare and/or the protection of the public. The supervisor may then seek court-approved detention. Examples of when further detention may be appropriate include (10A O.S. § 2-3-101):

(a) The juvenile offender is an escapee from court placement or a fugitive.

(b) The juvenile offender is seriously assaultive, destructive toward others or a danger to him/herself.
**Temporary Custody of Juveniles**

(c) The juvenile offender is currently on probation or some form of supervision for a previous offense.

(d) The juvenile offender has a history of failing to appear at court proceedings.

(e) A warrant has been issued for the juvenile.

**901.5 ADVISEMENTS**

No custodial interrogation of a juvenile offender under 16 years of age and who is charged with an offense specified in the Youthful Offender Act (e.g., murder in the first degree, kidnapping, certain robbery offenses) shall begin until the juvenile and his/her parents, guardian, attorney, adult relative, adult caretaker, or legal custodian have been fully advised of the juvenile’s constitutional and legal rights (10A O.S. § 2-5-202; 10A O.S. § 2-2-301).

**901.6 JUVENILE CUSTODY LOGS**

Any time a juvenile is in temporary custody at the Sand Springs Police Department, the custody shall be promptly and properly documented in the juvenile custody log, including:

(a) Identifying information about the juvenile.

(b) Date and time of arrival and release from the Department.

(c) Shift Supervisor notification and approval to temporarily hold the juvenile.

(d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender or non-offender.

(e) Any changes in status (e.g., emergency situations, unusual incidents).

(f) Time of all safety checks.

(g) Any medical and other screening requested and completed.

(h) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The Shift Supervisor should initial the log to approve the temporary custody, including any secure custody, and should initial the log when the juvenile is released.

**901.7 NO-CONTACT REQUIREMENTS**

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Sand Springs Police Department (34 USC § 11133). There should also be sight and sound separation between non-offenders and juvenile and status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Department shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.
Temporary Custody of Juveniles

901.8 TEMPORARY CUSTODY REQUIREMENTS
Members and supervisors assigned to monitor or process any juvenile at the Sand Springs Police Department shall ensure:

(a) The Shift Supervisor is notified if it is anticipated that a juvenile may need to remain at the Department more than four hours. This will enable the Shift Supervisor to ensure no juvenile is held at the Department more than six hours.

(b) Safety checks and significant incidents/activities are noted on the log.

(c) Juveniles in custody are informed that they will be monitored at all times, except when using the toilet.
   1. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.
   2. This does not apply to surreptitious and legally obtained recorded interrogations.

(d) A member of the same sex will supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.

(e) There is reasonable access to toilets and wash basins.

(f) There is reasonable access to a drinking fountain or water.

(g) Food is provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.

(h) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.

(i) There is privacy during family, guardian and/or attorney visits.

(j) Juveniles are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

(k) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.
   1. The supervisor should ensure that there is an adequate supply of clean blankets.

(l) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.

(m) Adequate furnishings are available, including suitable chairs or benches.

(n) Juveniles have the right to the same number of telephone calls as adults in temporary custody (see the Temporary Custody of Adults Policy).

(o) Discipline is not administered to any juvenile, nor will juveniles be subjected to corporal or unusual punishment, humiliation or mental abuse.
Temporary Custody of Juveniles

901.9 RELIGIOUS ACCOMMODATION
Juveniles have the right to the same religious accommodation as adults in temporary custody (see the Temporary Custody of Adults Policy).

901.10 USE OF RESTRAINT DEVICES
Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Sand Springs Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Shift Supervisor. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

901.10.1 PREGNANT JUVENILES
Juveniles who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

901.11 PERSONAL PROPERTY
The personal property of a juvenile shall be processed in the same manner as an adult in temporary custody (see the Temporary Custody of Adults Policy).

901.12 SECURE CUSTODY
Only juvenile offenders 14 years of age or older in custody for a crime which would constitute a felony if committed by an adult or a juvenile who is an escapee from a juvenile training school or a Department of Human Services group home, may be placed in secure custody (OAC 310:670-7-1). Secure custody facilities are not available at the Sand Springs Police Department for juveniles. When those facilities are required, they should be arranged through JBDC or CIC.

901.13 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY
The Patrol Division Commander will ensure procedures are in place to address any suicide attempt, death or serious injury of any juvenile held at the Sand Springs Police Department. The procedures should include the following:

(a) Immediate request for emergency medical assistance if appropriate
(b) Immediate notification of the Shift Supervisor, Chief of Police and Detectives Division Commander
Temporary Custody of Juveniles

(c) Notification of the parent, guardian or person standing in loco parentis of the juvenile
(d) Notification of the appropriate prosecutor
(e) Notification of the City Attorney
(f) Notification of the Medical Examiner
(g) Notification of the juvenile court
(h) Evidence preservation

901.14 INTERVIEWING OR INTERROGATING
No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent, to an interview or interrogation.

901.15 RESTRICTION ON FINGERPRINTING AND PHOTOGRAPHING
While juvenile offenders may be fingerprinted under the same circumstances as arrested adults, all related records must be amended to reflect any determination made through investigation or by a court that the juvenile offender did not commit the offense for which the fingerprints were taken (10A O.S. § 2-6-107).

901.16 TRAINING
Department members should be trained on and familiar with this policy and any supplemental procedures.
Custodial Searches

902.1 PURPOSE AND SCOPE
This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Sand Springs Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

This policy meets statutory requirements requiring the adoption of a strip and body cavity search policy pursuant to 11 O.S. § 34-107.

902.1.1 DEFINITIONS
Definitions related to this policy include:

**Custody search** - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

**Physical body cavity search** - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

**Strip search** - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

902.2 POLICY
All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

902.3 FIELD AND TRANSPORTATION SEARCHES
An officer should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.
902.4 SEARCHES AT POLICE FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the Sand Springs Police Department facilities. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

902.4.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property Division Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another department member. The inventory should include the case number, date, time, member's Sand Springs Police Department identification number and information regarding how and when the property may be released.

902.4.2 VERIFICATION OF MONEY

All money shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The department member sealing it should place his/her initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

902.4.3 SPECIFIC PAT-DOWN GUIDANCE

Custody (or pat-down) searches shall be performed by lightly skimming the exterior surface of the inmate’s clothing covering the legs and torso. When an emergency custody search is done by a member of the opposite gender, the back or dorsal surface of the hand should be used (OAC 310:670-1-2).
902.5 STRIP SEARCHES
No individual in temporary custody at any Sand Springs Police Department facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention, or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:

(a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.

(b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.

1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.

(c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).

(d) The individual’s actions or demeanor.

(e) Criminal history (i.e., level of experience in a custody setting).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual’s genital status. If the individual’s genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

902.5.1 STRIP SEARCH PROCEDURES
Strip searches at Sand Springs Police Department facilities shall be conducted as follows (28 CFR 115.115):

(a) Written authorization from the Shift Supervisor shall be obtained prior to the strip search.

(b) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.

(c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that the search cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.

(d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.

(e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.

(f) The primary member conducting the search shall prepare a written report to include:
Custodial Searches

1. The facts that led to the decision to perform a strip search.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The written authorization for the search, obtained from the Shift Supervisor.
4. The name of the individual who was searched.
5. The name and sex of the members who conducted the search.
6. The name, sex and role of any person present during the search.
7. The time and date of the search.
8. The place at which the search was conducted.
9. A list of the items, if any, that were recovered.
10. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.

(g) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.

902.5.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES
A strip search may be conducted in the field only with Shift Supervisor authorization and only in exceptional circumstances, such as when:

(a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.

(b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the Shift Supervisor authorization does not need to be in writing.

902.6 PHYSICAL BODY CAVITY SEARCH
Physical body cavity searches shall be subject to the following:
Custodial Searches

(a) No individual shall be subjected to a physical body cavity search without written approval of the Shift Supervisor and only upon a search warrant. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).

(b) Only a physician may conduct a physical body cavity search.

(c) Except for the physician conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.

(d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.

(e) All such searches shall be documented, including:
   1. The facts that led to the decision to perform a physical body cavity search of the individual.
   2. The reasons less intrusive methods of searching were not used or were insufficient.
   3. The Shift Supervisor’s approval.
   4. A copy of the search warrant.
   5. The time, date and location of the search.
   6. The medical personnel present.
   7. The names, sex and roles of any department members present.
   8. Any contraband or weapons discovered by the search.

(f) A copy of the written authorization shall be retained and shall be made available to the individual who was searched or other authorized representative upon request.

902.7 TRAINING
The Training Supervisor shall ensure members have training that includes (28 CFR 115.115):

(a) Conducting searches of cross-gender individuals.

(b) Conducting searches of transgender and intersex individuals.

(c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.
Lockup Facility (Municipal Jail)

903.1 POLICY
The jail facilities at the Sand Springs Police Department are designated as a lockup facility that may hold a person not longer than ten (10) days. These procedures are pertaining to daily management and operations of the Sand Springs Police Lockup Facility. Failure to comply with this policy and rules and regulations herein could result in disciplinary action.

This policy will be augmented with the Sand Springs Police Lockup Facility Operations Manual. All contents of this manual will have the force and effect of policy and procedure.

903.2 APPLIES TO
All Police Personnel.

903.3 DEFINITIONS
- **Lockup Facility** – A facility that may hold a person no longer then ten (10) days.

- **Hot meal** - Means a measure of food served and eaten at one sitting prepared in accordance with OAC 310:256 and served at a palatable temperature range of 110° - 120° F. (43.3° – 48.8° C.).

- **Juvenile** - Means a person who is subject solely to the jurisdiction of a juvenile court or who is subject to the provisions of 10 O.S. Sections 7306-2.5 or 7306-2.6.


903.4 ADMISSION, RELASE AND RECORDS
In accordance with OS 310:670-5-1. The following admission and release procedures shall be followed.

903.4.1 INTAKE FORM
An intake form shall be completed for every person admitted to the Sand Springs Lock Up Facility. The intake form shall be placed in the inmate’s property locker, until their release, at which time it will be turned into records and attached to the corresponding case number/report(s). This form shall contain at least the following information:

(a) Date and time of admission;
(b) Verification of Citizenship;
(c) Name and aliases of inmate;
(d) Address;
(e) Name and title of arresting officer;
(f) Charges;
(g) Date of birth;
(h) Race;
(i) Gender;
(j) Height;
(k) Weight;
(l) Eye color;
(m) Hair color;
(n) Scars, tattoos and other identifying markings;
(o) Special medical and mental health comment-data and recommendations;
(p) Name, relationship, address and phone number of emergency contact;
(q) Court judgment and sentence if sentenced inmate (i.e. recommittal).

903.4.2 ADMISSION
Admission into the Sand Springs Lock Up Facility shall include the following:
(a) Verification of arrest or commitment papers;
(b) Complete search of the individual upon entering the facility;
(c) Medical/mental health screening utilizing a questionnaire approved by the Department of Health.
(d) Procedures to ensure orientation and understanding of facility rules (rules and emergency procedures are posted outside of the cells on the walls of the hallway);
(e) Issue footwear; bedding, clothing, will be issued and logged by Dispatchers/Jailers for Inmates who stay over night.
(f) Classification and assignment to a housing unit (i.e. Men’s, Women’s or isolation Cell).

903.4.3 ADMISSION PHONE CALLS
Each newly admitted inmate shall be permitted to complete at least two (2) local or collect telephone calls during the admission process or after a reasonable length of time. These telephone calls shall be documented on the Intake Screening Form and an inmate’s refusal to make telephone calls shall be documented.

903.4.4 PROPERTY INVENTORY
A written itemized inventory shall be made of all personal property of a newly admitted inmate, and documented on the Intake Screening Form. The types of personal property inmates may retain in
their possession during incarceration shall be limited to such items as wedding rings that can no longer be removed or surgically implanted piercings, Breathing Inhalers, and Nitroglycerin tablets. The booking officer shall specifically note any such article being retained by the inmate on the Intake Screening Form.

903.4.5 INTAKE SCREENING FORM ROUTING
That the Intake Screening Form will be printed off, and the inmate shall sign in any needed areas (property). This form will then be attached to the Inmate’s property locker or in the box in the Booking Room if there is no property.

903.4.6 POSITIVE ID BEFORE RELEASE
Before an inmate is released, positive identification shall be made of the individual and authority for release shall be verified.

903.4.7 RETURN OF PROPERTY AT RELEASE
After the individual is positively identified, the inmate’s personal property shall be returned. The items shall be compared with the inventory list and the inmate shall sign for the returned property upon release.

903.4.8 SIGNATURE AND COPIES
All needed release paperwork shall be signed and the inmate provided with any needed copies.

903.4.9 FILING OF INTAKE SCREENING FORM
That upon release the completed and signed Intake Screening Form shall be turned into Records for filing with the corresponding case (CAD) report(s).

903.5 SECURITY AND CONTROL

903.5.1 LOGBOOK MAINTENANCE
A logbook and computer record shall be maintained on all inmate’s admitted to the Sand Springs Lock up facility. The logbook and computer record shall include at least the following:

(a) Name of the inmate;
(b) Date and time of admission;
(c) Date and time of release;
(d) Offense charges;
(e) Arrest number;
(f) Date of birth;
(g) Race; and
(h) Gender;
(i) Social security number;
(j) Booking and intake number;
Lockup Facility (Municipal Jail)

(k) Documentation of meal service;
(l) Documentation of inmate counts;
(m) Documentation of inmate hourly visual sight checks;
(n) Documentation of visual checks on suicide precaution inmates.

903.5.2 DISPATCH RESPONSIBILITIES
The dispatch office shall be maintained to insure order and security of the jail. This office will be responsible for inmate counts, jail facilities, key control and the complete control of inmates.

903.5.3 INMATE COUNT
Dispatchers/Jailers will be responsible for an inmate count at every eight (8) hours. The inmate count shall be documented in the jail logbook.

903.5.4 VISUAL CHECKS
Dispatchers/Jailers will do at least one (1) visual sight check every hour. This shall include all areas of each cell. Documented video and audio equipment is to be on and volume up when inmates are in the jail.

903.5.5 PERIMETER SECURITY
All perimeter security entrances to the jail shall be kept shut and locked at all times unless personnel are entering or exiting. If there is a situation where a door must be opened and left unsecured (i.e. air conditioning failure or heater failure, etc.) the on-duty supervisor will be contacted for approval and the services division commander will be notified. The services division commander will take immediate steps to rectify the situation so that the jail may be returned to a secure status.

903.5.6 UNAUTHORIZED PERSONNEL
No unauthorized personnel are to enter into the jail area.

903.5.7 FIREARMS
No firearms are to be taken into the jail area. Firearms will be locked up in the lock box in booking or in the kitchen area.

903.5.8 KEY CONTROL
The booking officer shall control the jail keys at all times. Any officer using the keys will return them to the lock box as soon as the inmate is locked down. An emergency key to the outer doors will always be kept in dispatch.

903.5.9 ESCAPE
In the event of an escape or attempted escape, the dispatcher will notify all units and give pertinent details available. The on-duty supervisor will report to the station and coordinate a search of the area for the escapee, and insure that the following personnel are notified:

- Staff Duty Officer
903.5.10  LOCKUP TRAINING
All Dispatchers/Jailers shall be trained in lockup facility procedures.

903.5.11  USE OF FORCE
Physical force shall be restricted to instances of justifiable self protection, protection of others, protection of property, protection of escape, and only to the degree necessary.

903.5.12  USE OF FORCE REPORTING
Personnel using chemical agents or physical force shall submit a written report to the Chief of Police through their Division Commander prior to going off duty.

903.5.13  RESTRAINTS
Instruments of restraints such as hand cuffs, ankle cuffs etc should never be used as punishment. They shall be utilized as:

- A precaution against escape.
- For Medical reasons.
- To prevent inmate self injury, injury to others, or property damage.

903.5.14  RESTRAINT TRAINING
All officers shall be trained in the use of restraints and their location for utilizing in the jail and while transporting inmates.

903.5.15  INMATE DEATH OR ESCAPE WITH INJURY
In case of inmate death or escape with injury to a staff member or inmate, the on-duty supervisor will be contacted and he will immediately notify:

- Staff Duty Officer
- Service Division Commander
- Chief of Police or his designee
- Jail Inspection Division of Jail Inspector.

903.5.16  SUICIDE OR UNUSUAL INCIDENTS
In case of attempted suicide, any unusual incident such as extensive damage to jail property, injury to staff or inmate requiring medical attention or escapes, the on-duty shift supervisor will be contacted, and he will insure that the following personnel are notified:

- Staff Duty Officer
- Service Division Commander
- Chief of Police or his designee
• Jail Inspector (Coordinated through Service Division Commander)

903.5.17  SLEEPERS
No sleepers are to be kept under any circumstances.

903.5.18  CELLS OF OPPOSITE SEX - ENTRY
No one is to enter the cell of the opposite sex alone, unless in a life endangering situation, or monitored by at least one staff member of the police department.

903.5.19  EMERGENCY EVACUATION
In case of an emergency situation such as, fire or disturbances, the dispatcher will immediately notify the on-duty supervisor who will coordinate the evacuation of the inmates or take action to quell the disturbance.

903.6  JAIL COMMITTAL FORMS PROCEDURE
(a) The court clerk’s office shall send a completed committal form to dispatch when the judge orders an inmate to turn him/herself in on a specific date.
(b) Dispatch will place the form on the clip of current items in dispatch (located on the East console).
(c) The inmate will report for his/her court ordered jail time at the dispatcher window.
(d) The dispatcher will observe the committal form and make sure that the inmate is reporting at the require time and date. If the inmate is reporting on the wrong date, they will not be allowed into the jail. If the inmate reports more than thirty (30) minutes late, they will not be allowed into the jail.
(e) The dispatcher will call for an officer to book in the inmate.
(f) The officer will check the photo ID of the inmate to verify that the person reporting is the same as listed on the committal form. If no ID is present, reasonable means to insure the confirmation of the person shall be made. If the ID of the inmate cannot be verified, they will not be allowed in the jail.
(g) Upon verification, the officer will escort the inmate to the booking area of the lock up and complete the booking process.
(h) The officer will compete an Intake Screening Form and a copy of the committal form and place them in the tray in the Booking Room.
(i) The original committal form will be returned to dispatch and held on the clip until the inmate is released. The inmate will also be entered into the arrest book and jail log at this time.
(j) When the inmate has completed the time assigned by the court, his/her property will be returned.
(k) The releasing employee will fill out the return section of the committal form and the dispatcher will place this completed form in the bond drawer.
903.7 JAIL RULES AND INMATES RIGHTS

903.7.1 OBSERVANCE OF RULES
All inmates must obey the rules of the Sand Springs Police Department.

903.7.2 VIOLATION OF RULES
Violation of such rules may result in additional charges being filed.

903.7.3 SSPD JAIL RULES
Sand Springs Police Department Jail Rules are as follows:

- (a) Do not destroy, tamper with, or damage jail property.
- (b) Keep jail cells clean.
- (c) No fighting.
- (d) Inmates will not participate in sexual activities of any kind.
- (e) Inmates will bathe three (3) times a week.
- (f) No contraband will be allowed in the jail cell or on the person of any inmate for any reason.
- (g) Inmates will not annoy or harass fellow inmates or disturb the sleep of any other inmate.
- (h) Inmates will not write on or deface walls, ceilings, floors, tables or bunks.
- (i) Inmates will not waste water or disturb drain systems.
- (j) Inmates will not damage or destroy bedding or clothing.
- (k) Inmates will not be loud boisterous, shout, box or wrestle.
- (l) Inmates will not be allowed to save leftover food.
- (m) Inmates will share in clearing of the cell and respect others’ property and privacy.
- (n) Inmates will not make, fashion, or convert any article into any type of weapon, nor will they bring any type of weapon into the jail.
- (o) No smoking or tobacco use of any kind is permitted.

903.7.4 JAIL VISITORS LOG
Jail visitors log: All visitors for inmates will present I.D. and will be logged in the jail visitors log by full name, current address, current phone number, date of birth, social security number date time and name of inmate they are visiting.

903.7.5 TELEPHONE CALLS
Telephone Calls – Local or collect not to exceed 3 minutes each.

- (a) Two (2) calls after admission process is completed.
- (b) One (1) call daily (on phones in cell)
903.7.6 COURT RIGHTS
   (a) Inmates may post one of the following kinds of bonds, once the bond amount for municipal charges are set:
      • Cash bond
      • Appearance bond (issued through authorized bonding company)
      • Attorney’s affidavit of responsibility
   If bond is not met on Municipal charges, you will attend municipal court the following Tuesday at 5:00 P.M.

903.7.7 MEDICAL RIGHTS
   Medication: only medication prescribed by a licensed physician will be administered accordingly.

903.7.8 VISITATION
   You have the right to receive visitors during the normal visitation period from 9:30 A.M. to 10:30 A.M. and 5:00 P.M. to 6:00 P.M. every Monday and Wednesday. Two (2) visitors only during visitation periods.

903.7.9 PERSONAL HYGIENE STANDARDS
   • In order to maintain a clean and healthy environment, you are required to bathe at least three (3) times a week.
   • You will be supplied with soap, disposable razors, shaving cream, toothpaste, and toothbrush, and change of clothing (coveralls).

903.8 SAFETY, SANITARY AND SEGREGATION STANDARDS
   (a) Female inmates will be housed separately from male inmates, with no ability of visual contact.
   (b) An inmate who is believed to be a threat to other inmates shall be housed alone.
   (c) Inmates who are intoxicated or under the influence of a controlled substance shall be housed separately from other inmates until such time as they return to normal condition.
   (d) Inmates who are mentally ill will be kept separate from other inmates and should only be kept in jail while waiting transportation.
   (e) The jail facility shall comply with legally required federal, state and local sanitation and health codes.
   (f) Facility floors shall be kept clean, dry, and free of hazardous substances at all times.
   (g) Smoking or tobacco use of any kind is not allowed.
   (h) Inmates shall be provided appropriate personal hygiene items upon request.
   (i) Clean bedding shall be issued to each prisoner who is confined overnight in the facility. A standard issue of bedding shall include an approved mattress with a cleanable surface and enough blankets to provide comfort under the existing weather conditions.
After being in jail for Twenty-four (24) hour period, the inmate will be requested to change into jail coveralls.

Issuance of clothing, bedding and hygiene items to inmates will be recorded by dispatcher upon notification by issuing personnel.

Under certain circumstances, it may be necessary to remove linens and bedding form a inmate as a measure to protect the inmate or items.

Any condition conducive to harboring of rodents, vermin, the breeding of insects, or contagious diseases, shall be eliminated immediately.

Liquid and solid waste shall be collected, stored, and disposed of properly to protect the health and safety of inmates and staff. After feeding, all trash is to be collected and disposed of.

903.9 FEEDING AND FOOD SERVICE

Inmates will be provided at least three (3) meals in a twenty-four (24) hour period, at least two (2) of which will be hot.

All food will be served immediately after preparation, so as to insure hot fresh meals.

Inmates receiving specific medical authorization by a physician, shall be allowed a special diet; the services division commander needs to be contacted.

The dispatcher shall log the meals served to each inmate by date and time, log even if meal is refused.

While preparing and serving meals, sanitation standards shall be complied with, careless serving and waste are to be avoided.

903.10 MEDICAL CARE AND EMERGENCY ACTIONS

When an inmate asks for medical care, the on-duty supervisor will be contacted, and he will contact the staff duty officer.

If medical emergency care is needed from EMSA/hospital, the on-duty supervisor will be contacted, and he will contact the staff duty officer, all medical treatment will be logged.

When an inmate is in the custody of the Sand Springs Police Department Municipal Jail, the department shall only be liable for the cost of medical care for conditions that are not pre-existing prior to arrest and that arise due to acts or omission of the Police Department. Pre-existing conditions are defined as those illnesses beginning or injuries sustained outside police department custody.

When an inmate is on a prescription drug upon entrance to the facility, the prescription will be verified with the doctor listed on the Inmate Medication Sheet upon verification, the dispatcher/jailer will list such in the Jail Log Book and Inmate Medication Sheet when the medication is to be given, the reason it is to be given to the inmate, and initial the entry in the Jail Log Book and Inmate Medication Sheet. This is to be done by date and time. It will also be noted in the Jail Log Book that the inmate is on medication.
Lockup Facility (Municipal Jail)

If an inmate has a contagious disease, the inmate will remain separated from the other inmates and the cell will not be used until disinfected. The Service Division Commander and the on-duty supervisor will be contacted regarding the situation. If contact with the Service Division Commander cannot be made, contact the Staff Duty-Officer. A Universal Precautions sign will be placed on the outside of the jail cell for a caution notice.

Emergency Jail evacuation for fire or other potential emergency situations threatening the jail: Dispatch will immediately broadcast over police radio concerning the type of emergency in the jail. This will immediately summon all available units to the station. If during business hours, office staff will also be notified. The on-duty supervisor is responsible for both the orderly and safe movement of inmates and prevention of escape during the movement and use the best means possible to evacuate the building. However, the dispatcher/jailer may take measures necessary to prevent injury to inmates if necessary at their discretion, if waiting for assistance of officers arrival is not timely and will cause injury.

903.11 OKLAHOMA JAIL STANDARDS
All applicable standards from the Oklahoma Jail Standards. These and other helpful information may be found at:

The Oklahoma Jail Inspections Division Web Site
Prison Rape Elimination

904.1 PURPOSE AND SCOPE
This policy provides guidance for compliance with the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation that establishes standards (PREA Rule) to prevent, detect and respond to sexual abuse and sexual harassment (28 CFR 115.111).

904.1.1 DEFINITIONS
Definitions related to this policy include:

Intersex - A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development (28 CFR 115.5).

Sexual abuse - Any of the following acts, if the individual in custody does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or the buttocks of another person, excluding contact incidental to a physical altercation

Sexual abuse also includes abuse by a member of the Department or a contractor, with or without consent of the individual in custody, as follows:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Contact between the mouth and any body part where the department member or contractor has the intent to abuse, arouse or gratify sexual desire
- Penetration of the anal or genital opening, however slight, by a hand, finger, object or other instrument, that is unrelated to official duties, or where the department member or contractor has the intent to abuse, arouse or gratify sexual desire
- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh or the buttocks, that is unrelated to official duties, or where the member or contractor has the intent to abuse, arouse or gratify sexual desire
**Prison Rape Elimination**

- Any attempt, threat or request by the department member or contractor to engage in the activities described above
- Any display by the department member or contractor of his/her uncovered genitalia, buttocks or breast in the presence of an individual in custody
- Voyeurism by the department member or contractor (28 CFR 115.6)

**Sexual harassment** - Repeated and unwelcome sexual advances; requests for sexual favors; verbal comments, gestures or actions of a derogatory or offensive sexual nature by one individual in custody that are directed toward another; or repeated verbal comments or gestures of a sexual nature to an individual in custody by a member of the Department or contractor, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures (28 CFR 115.6).

**Transgender** - A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person’s assigned sex at birth (28 CFR 115.5).

**904.2 POLICY**
The Sand Springs Police Department has zero tolerance with regard to all forms of sexual abuse and sexual harassment (28 CFR 115.111). The Department will not tolerate retaliation against any person who reports sexual abuse or sexual harassment, or who cooperates with a sexual abuse or sexual harassment investigation.

The Sand Springs Police Department will take immediate action to protect those in its custody who are reasonably believed to be subject to a substantial risk of imminent sexual abuse (28 CFR 115.162).

**904.3 PREA COORDINATOR**
The Chief of Police shall delegate certain responsibilities to a PREA coordinator. The coordinator shall be the Services Division Commander. The coordinator must have sufficient time and authority to develop, implement and oversee department efforts to comply with PREA standards (28 CFR 115.111).

The responsibilities of the coordinator shall include, but are not limited to:

(a) Developing and maintaining procedures to comply with the PREA Rule.

(b) Ensuring that any contract for the confinement of individuals in custody includes the requirement to adopt and comply with applicable provisions in PREA and the implementing regulations, including the obligation to provide incident-based and aggregated data, as required in 28 CFR 115.187 (28 CFR 115.112).

(c) Developing a staffing plan to provide adequate levels of staffing and video monitoring, where applicable, in order to protect those in custody from sexual abuse (28 CFR 115.113).
1. This includes documenting deviations and the reasons for deviations from the staffing plan, as well as reviewing the staffing plan a minimum of once per year.

(d) Developing methods for department members to privately report sexual abuse and sexual harassment of individuals in custody (28 CFR 115.151).

(e) Developing a written plan to coordinate response among department members, medical and mental health practitioners, investigators, command staff and other first responders to an incident of sexual abuse (28 CFR 115.165).

(f) Ensuring a protocol is developed for investigating allegations of sexual abuse. The protocol shall include (28 CFR 115.121; 28 CFR 115.122):

1. Evidence collection practices that maximize the potential for obtaining usable physical evidence based on the most recent edition of the U.S. Department of Justice’s (DOJ) Office on Violence Against Women publication, “A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/Adolescents” or a similarly comprehensive and authoritative protocol.

2. A process to ensure a criminal or administrative investigation is completed on all allegations of sexual abuse or sexual harassment.

3. A process to document all referrals to other law enforcement agencies.

4. Access to forensic medical examinations, without financial cost, for all victims of sexual abuse where appropriate. Such examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners. The efforts to provide SAFEs or SANEs shall be documented.

5. In accordance with security needs, provisions to give, to the extent available, individuals in custody access to victim advocacy services if the individual is transported for a forensic examination to an outside hospital that offers such services.

(g) Ensuring that individuals with limited English proficiency and disabilities have an equal opportunity to understand and benefit from efforts to prevent, detect and respond to sexual abuse and sexual harassment. This includes access to appropriate interpreters and written materials in formats or through methods that provide effective communication to those with disabilities (e.g., limited reading skills; intellectual, hearing, speech or vision disabilities) (see the Limited English Proficiency Services and Communications for Persons with Disabilities policies) (28 CFR 115.116).

1. The Department shall not rely on other individuals in custody for assistance except in limited circumstances where an extended delay in obtaining an appropriate interpreter could compromise the individual’s safety, the
performance of first-response duties under this policy, or the investigation of an individual’s allegations of sexual abuse, harassment or retaliation

(h) Establishing a process that includes the use of a standardized form and set of definitions to ensure accurate, uniform data is collected for every allegation of sexual abuse at facilities under the direct control of this department (28 CFR 115.187).

1. The data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence, conducted by DOJ, or any subsequent form developed by DOJ and designated for lockups.

2. The data shall be aggregated at least annually.

(i) Ensuring audits are conducted pursuant to 28 CFR 115.401 through 28 CFR 115.405 for all department facilities used to house individuals in custody overnight (28 CFR 115.193).

(k) Ensuring those who work in department facilities where individuals are held in custody are informed of the department zero-tolerance policy regarding sexual abuse and sexual harassment of individuals in custody (28 CFR 115.132).

904.4 REPORTING SEXUAL ABUSE AND HARASSMENT

Individuals in custody may make reports verbally, in writing, privately or anonymously of any of the following (28 CFR 115.151):

• Sexual abuse
• Sexual harassment
• Retaliation by other individuals in custody or department members for reporting sexual abuse or sexual harassment
• Department member neglect or violation of responsibilities that may have contributed to sexual abuse or sexual harassment

Individuals in custody shall be notified of the department zero-tolerance policy regarding sexual abuse and sexual harassment, and of at least one way to report abuse or harassment to a public or private entity that is not part of the Department and that is able to receive and immediately forward a report of sexual abuse or sexual harassment to department supervisors and command staff. This allows the individual to remain anonymous (28 CFR 115.132; 28 CFR 115.151).

904.4.1 MEMBER RESPONSIBILITIES

Department members shall accept reports from individuals in custody and third parties, and shall promptly document all reports (28 CFR 115.151).
All members shall report immediately to the Shift Supervisor any knowledge, suspicion or information regarding:

(a) An incident of sexual abuse or sexual harassment.
(b) Retaliation against the individual or the member who reports any such incident.
(c) Any neglect or violation of responsibilities on the part of any department member that may have contributed to an incident or retaliation (28 CFR 115.161).

No member shall reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment and investigation decisions.

904.4.2 SHIFT SUPERVISOR RESPONSIBILITIES
The Shift Supervisor shall report to Sand Springs Police Department designated investigators all allegations of sexual abuse, harassment, retaliation, neglect or violations leading to sexual abuse, harassment or retaliation. This includes third-party and anonymous reports (28 CFR 115.161).

If the alleged victim is under the age of 18 or considered a dependent adult, the Shift Supervisor shall also report the allegation as required under mandatory reporting laws and department policy.

Upon receiving an allegation that an individual in custody was sexually abused while confined at another facility, the Shift Supervisor shall notify the head of that facility or the appropriate office of the agency where the alleged abuse occurred. The notification shall be made as soon as possible but no later than 72 hours after receiving the allegation. The Shift Supervisor shall document such notification (28 CFR 115.163).

If an alleged victim is transferred from the Department to a jail, prison or medical facility, the Shift Supervisor shall, as permitted by law, inform the receiving facility of the incident and the individual's potential need for medical or social services, unless the individual requests otherwise (28 CFR 115.165).

904.5 INVESTIGATIONS
The Department shall promptly, thoroughly and objectively investigate all allegations, including third-party and anonymous reports, of sexual abuse or sexual harassment. Only investigators who have received department-approved special training shall conduct sexual abuse investigations (28 CFR 115.171).

904.5.1 FIRST RESPONDER RESPONSIBILITIES
The responsibilities of the first officer to respond to a report of sexual abuse or sexual assault shall include, but are not limited to (28 CFR 115.164):

(a) Separating the parties.
(b) Establishing a crime scene to preserve and protect any evidence.
(c) Identifying and securing witnesses until steps can be taken to collect any evidence.
(d) Requesting that the alleged victim and suspect not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating if the abuse occurred within a time period that still allows for the collection of physical evidence.

If the first responder is not an officer, he/she shall request that the alleged victim not take any actions that could destroy physical evidence and should then notify an officer (28 CFR 115.164).

904.5.2 INVESTIGATOR RESPONSIBILITIES
The responsibilities of investigators shall include, but are not limited to (28 CFR 115.171):

(a) Gathering and preserving direct and circumstantial evidence, including any available physical and biological evidence and any available electronic monitoring data.

(b) Interviewing alleged victims, suspects and witnesses.

(c) Reviewing any prior complaints and reports of sexual abuse involving the suspect.

(d) Conducting compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.

(e) Assessing the credibility of the alleged victim, suspect or witness on an individual basis and not by the person’s status as an individual in custody or a member of the Sand Springs Police Department.

(f) Documenting in written reports a description of physical, testimonial, documentary and other evidence, the reasoning behind any credibility assessments, and investigative facts and findings.

(g) Referring allegations of conduct that may be criminal to the District Attorney for possible prosecution, including any time there is probable cause to believe an individual in custody sexually abused another individual in custody at the department facility (28 CFR 115.178).

(h) Cooperating with outside investigators and remaining informed about the progress of any outside investigation.

904.5.3 ADMINISTRATIVE INVESTIGATIONS
Administrative investigations shall include an effort to determine whether department member actions or failures to act contributed to the abuse. The departure of the alleged abuser or victim from the employment or control of this department shall not be used as a basis for terminating an investigation (28 CFR 115.171).

904.5.4 SEXUAL ASSAULT AND SEXUAL ABUSE VICTIMS
No individual in custody who alleges sexual abuse shall be required to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an allegation (28 CFR 115.171(e)).
Victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment. Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident (28 CFR 115.182).

904.5.5 CONCLUSIONS AND FINDINGS
All completed investigations shall be forwarded to the Chief of Police, or if the allegations may reasonably involve the Chief of Police, to the City Manager. The Chief of Police or City Manager shall review the investigation and determine whether any allegations of sexual abuse or sexual harassment have been substantiated by a preponderance of the evidence (28 CFR 115.172).

All department members shall be subject to disciplinary sanctions up to and including termination for violating this policy. Termination shall be the presumptive disciplinary sanction for members who have engaged in sexual abuse. All discipline shall be commensurate with the nature and circumstances of the acts committed, the member's disciplinary history and the sanctions imposed for comparable offenses by other members with similar histories (28 CFR 115.176).

All terminations for violations of this policy, or resignations by members who would have been terminated if not for their resignation, shall be criminally investigated unless the activity was clearly not criminal and reported to any relevant licensing body (28 CFR 115.176).

Any contractor who engages in sexual abuse shall be prohibited from contact with individuals in custody and reported to any relevant licensing bodies (28 CFR 115.177). The Chief of Police shall take appropriate remedial measures and consider whether to prohibit further contact with individuals in custody by a contractor.

904.6 RETALIATION PROHIBITED
All individuals in custody and department members who report sexual abuse or sexual harassment or who cooperate with sexual abuse or sexual harassment investigations shall be protected from retaliation (28 CFR 115.167). If any other person who cooperates with an investigation expresses a fear of retaliation, appropriate measures shall be taken to protect that person.

The Shift Supervisor or the authorized designee shall employ multiple protection measures, such as housing changes or transfers for victims or abusers, removal of alleged abusers from contact with victims, and emotional support services for individuals in custody or members who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

A member of the Department shall be identified by the Shift Supervisor or the authorized designee to monitor the conduct and treatment of individuals in custody or members who have reported sexual abuse, and of those who were reported to have suffered sexual abuse. The member shall act promptly to remedy any such retaliation. In the case of individuals in custody, such monitoring shall also include periodic safety checks.

904.7 REVIEWS AND AUDITS
904.7.1 INCIDENT REVIEWS
An incident review shall be conducted at the conclusion of every sexual abuse investigation, unless
the allegation has been determined to be unfounded. The review shall occur within 30 days of
the conclusion of the investigation. The review team shall include command staff and seek input
from supervisors and investigators (28 CFR 115.186).

The review shall (28 CFR 115.186):

(a) Consider whether the allegation or investigation indicates a need to change policy or
    practice to better prevent, detect or respond to sexual abuse.

(b) Consider whether the incident or allegation was motivated by race; ethnicity; gender
    identity; lesbian, gay, bisexual, transgender or intersex identification, status or
    perceived status; gang affiliation; or other group dynamics at the department facility.

(c) Examine the area in the facility where the incident allegedly occurred to assess
    whether physical barriers in the area may enable abuse.

(d) Assess the adequacy of staffing levels in that area during different shifts.

(e) Assess whether monitoring technology should be deployed or augmented to
    supplement supervision by department members.

The review team shall prepare a report of its findings, including any determinations made pursuant
to this section and any recommendations for improvement. The report shall be submitted to the
Chief of Police and the PREA coordinator. The Chief of Police or the authorized designee shall
implement the recommendations for improvement or shall document the reasons for not doing
so (28 CFR 115.186).

904.7.2 DATA REVIEWS
The PREA coordinator shall conduct an annual review of collected and aggregated incident-based
sexual abuse data. The review should include, as needed, data from incident-based documents,
including reports, investigation files and sexual abuse incident reviews (28 CFR 115.187).

The purpose of these reviews is to assess and improve the effectiveness of sexual abuse
prevention, detection and response policies, practices and training. An annual report shall be
prepared that includes (28 CFR 115.188):

(a) Identification of any potential problem areas.

(b) Identification of any corrective actions taken.

(c) Recommendations for any additional corrective actions.

(d) A comparison of the current year’s data and corrective actions with those from prior
    years.

(e) An assessment of the progress in addressing sexual abuse.
Prison Rape Elimination

The report shall be approved by the Chief of Police and made readily available to the public through the department website. Material may be redacted from the reports when publication would present a clear and specific threat to the safety and security of the facility. However, the nature of the redacted material shall be indicated.

All aggregated sexual abuse data from department facilities and private facilities with which it contracts shall be made readily available to the public at least annually. Before making aggregated sexual abuse data publicly available, all personal identifiers shall be removed (28 CFR 115.189).

904.8 RECORDS
The Sand Springs Police Department shall retain all written reports from administrative and criminal investigations pursuant to this policy for as long as the alleged abuser is in custody or is a member of the Department, plus five years (28 CFR 115.171).

All other data collected pursuant to this policy shall be securely retained for at least 10 years after the date of the initial collection unless federal, state or local law requires otherwise (28 CFR 115.189).

904.9 TRAINING
All department members and contractors who may have contact with individuals in custody shall receive department-approved training on the prevention and detection of sexual abuse and sexual harassment within the department facility.

(a) The Training Supervisor shall be responsible for developing and administering this training as appropriate, covering at a minimum (28 CFR 115.131):

1. The department zero-tolerance policy and the right of individuals in custody to be free from sexual abuse and sexual harassment and from retaliation for reporting sexual abuse or harassment.

2. The dynamics of sexual abuse and harassment in confinement settings, including which individuals in custody are most vulnerable.

3. The right of individuals in custody and department members to be free from sexual abuse and sexual harassment, and from retaliation for reporting sexual abuse or harassment.

4. Detecting and responding to signs of threatened and actual abuse.

5. Communicating effectively and professionally with all individuals in custody.

6. Compliance with relevant laws related to mandatory reporting of sexual abuse to outside authorities.

(b) Investigators assigned to sexual abuse investigations shall also receive training in conducting such investigations in confinement settings. Training should include (28 CFR 115.134):
Prison Rape Elimination

1. Techniques for interviewing sexual abuse victims.
2. Proper use of *Miranda* and *Garrity* warnings.
4. Criteria and evidence required to substantiate a case for administrative action or prosecution referral.

The Training Supervisor shall maintain documentation that department members, contractors and investigators have completed required training and that they understand the training. This understanding shall be documented through individual signature or electronic verification.

All current department members who may have contact with individuals in custody shall be trained within one year of the effective date of the PREA standards. The Department shall provide annual refresher information to all such members to ensure that they understand the current sexual abuse and sexual harassment policies and procedures.

904.10 PREA CALLS AT THE DAVID L. MOSS CENTER - TCSO

The Sand Springs Police Department has agreed to act as a PREA call center for the Tulsa County Sheriff's Office operations at the David L. Moss Center in Tulsa. If a dispatcher receives a call from an inmate at the DLMCC, the dispatcher will proceed as described in the Dispatcher SOP Manual.
Chapter 10 - Personnel
Recruitment and Selection

1000.1 PURPOSE AND SCOPE
This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Sand Springs Police Department and that are promulgated and maintained by the Human Resources Department.

1000.2 POLICY
In accordance with applicable federal, state and local law, the Sand Springs Police Department provides equal opportunities for applicants and employees, regardless of race, gender expression, age, pregnancy, religion, creed, color, national origin, ancestry, physical or mental handicap, genetic information, veteran status, marital status, sex or any other protected class or status. The Department does not show partiality or grant any special status to any applicant, employee or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT
The Administration Division Commander should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

(a) Identification of racially and culturally diverse target markets.

(b) Use of marketing strategies to target diverse applicant pools.

(c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.

(d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.

(e) Employee referral and recruitment incentive programs.

(f) Consideration of shared or collaborative regional testing processes.

The Administration Division Commander shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner.

The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.
1000.4 SELECTION PROCESS
The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

(a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)
(b) Driving record
(c) Reference checks
(d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.
(e) Information obtained from public internet sites
(f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)
(g) Local, state and federal criminal history record checks
(h) Polygraph or computer voice stress analyzer (CVSA) examination (when legally permissible)
(i) Medical and psychological examination (may only be given after a conditional offer of employment)
(j) Review board or selection committee assessment
(k) Completion of drug and alcohol screening (40 O.S. § 554)

1. An applicant may request a confirmation test of a sample within 24 hours of receiving notice of a positive test. The applicant shall pay all costs of the confirmation test unless the confirmation test reverses the findings of the positive test (40 O.S. § 556).

1000.5 BACKGROUND INVESTIGATION
Every candidate shall undergo a thorough background investigation pursuant to 70 O.S. § 3311(E) to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate’s unsuitability to perform duties relevant to the operation of the Sand Springs Police Department.

1000.5.1 NOTICES
Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).
1000.5.2 REVIEW OF SOCIAL MEDIA SITES
Due to the potential for accessing unsubstantiated, private or protected information, the Administration Division Commander shall not require candidates to provide passwords, account information or access to password-protected social media accounts (40 O.S. § 173.2).

The Administration Division Commander should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

(a) The legal rights of candidates are protected.
(b) Material and information to be considered are verified, accurate and validated.
(c) The Department fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Administration Division Commander should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.3 DOCUMENTING AND REPORTING
The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate’s background investigation file.

1000.5.3 RECORDS RETENTION
The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.5.4 STATE NOTICES
The Department shall report the hiring of an officer to the Council on Law Enforcement Education and Training (CLEET) within 10 days (70 O.S. § 3311(H)).

1000.6 DISQUALIFICATION GUIDELINES
As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
Recruitment and Selection

- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate’s qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 NEW EMPLOYEE ORIENTATION
All new employees of the Sand Springs Police Department shall receive information regarding:

(a) The agency’s role, purpose, goals, policies and procedures.
(b) Working conditions and regulations.
(c) Responsibilities and rights of employees and the Sand Springs Police Department.

1000.8 EMPLOYMENT STANDARDS
All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards and job descriptions shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position’s essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Human Resources Department should maintain validated standards and written job descriptions for all positions.

1000.8.1 STANDARDS FOR OFFICERS
Candidates shall meet the minimum standards established by Oklahoma law and CLEET-approved certification training, including those provided in 70 O.S. § 3311(E):

(a) Be at least 21 years of age prior to certification as a peace officer.
(b) Be a United States citizen or in resident alien status, as defined by U.S. Citizenship and Immigration Services.
(c) Possess a high school diploma or a GED equivalency certificate as recognized by state law.
(d) Not have been convicted in state or federal court for any felony, crime of moral turpitude, or a crime of domestic abuse.
(e) Have fingerprint clearance from the Federal Bureau of Investigation and the Oklahoma State Bureau of Investigation.
(f) Have undergone psychological evaluation by the employing agency using a psychological instrument approved by CLEET.
Recruitment and Selection

(g) Not be currently undergoing treatment for a mental illness, condition or disorder.
(h) Not be subject to a CLEET order revoking, suspending or accepting a voluntary surrender of peace officer certification.
(i) Be commissioned or appointed by the Department prior to attending CLEET-approved certification training.
(j) Not have been involuntarily committed to an Oklahoma state mental institution.
(k) Certify that he/she is physically able to fully participate in and complete all phases of the CLEET Basic Peace Officer Certification Academy as mandated in CLEET rules.
(l) Submit all required documentation and enrollment materials.

Candidates shall also meet the following requirements of the City of Sand Springs:

- 21 years of age
- High school diploma or GED
- 64 credit hours or an Associate's Degree from a regionally accredited college, or have received an honorable discharge after a minimum of two full-time active years with a branch of the military
- To verify your college meets the regionally accredited requirement, please visit this link: https://ope.ed.gov/accreditation/
- Your college must be from one of the following accreditations to be accepted as a minimum requirement
  - Accrediting Commission for Community and Junior Colleges
  - Western Association of Schools and Colleges
  - Southern Association of Colleges and Schools
  - Northwest Accreditation Commission
  - Higher Learning Commission
  - New England Association of Colleges and Schools
  - Middle States Commission on Higher Education

1000.9 JOB DESCRIPTIONS
The Administration Division Commander should ensure that a current job description is maintained for each position in the Department.
Performance Evaluations

1001.1 PURPOSE AND SCOPE
This policy provides guidelines for the Sand Springs Police Department performance evaluation system.

1001.2 POLICY
The Sand Springs Police Department shall use a performance evaluation system to measure, document and recognize work performance. The performance evaluation will serve as an objective guide for the recognition of good work and the development of a process for improvement.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee’s position, without regard to sex, race, color, national origin, religion, age, disability or other protected classes.

1001.3 TYPES OF EVALUATIONS
The Department shall use the following types of evaluations:

Regular - An evaluation completed annually by the employee’s immediate supervisor.

When an employee transfers to a different assignment in the middle of an evaluation period and less than six months has transpired since the transfer, the evaluation should be completed by the current supervisor with input from the previous supervisor.

Special - An evaluation that may be completed at any time the supervisor and Division Commander or the authorized designee determine an evaluation is necessary to address less than standard performance. The evaluation may include a plan for follow-up action (e.g., performance improvement plan (PIP), remedial training, retraining).

1001.3.1 RATINGS
When completing an evaluation, the supervisor will identify the rating category that best describes the employee’s performance. The definition of each rating category is as follows:

1 = Unacceptable - Consistently fails to meet job requirements; performance clearly below minimum requirements. Immediate improvement required to maintain employment.

2 = Needs Improvement – Occasionally fails to meet job requirements; performance must improve to meet expectations of position.

3 = Meets Expectations – Able to perform 100% of job duties satisfactorily. Normal guidance and supervision are required.

4 = Exceeds Expectations – Frequently exceeds job requirements; all planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
Performance Evaluations

5 = Superior – Consistently exceeds job requirements; this is the highest level of performance that can be attained.

Supervisor comments may be included in the evaluation to document the employee's strengths, weaknesses and requirements for improvement. Any job dimension rating marked as unsatisfactory or outstanding shall be substantiated with supervisor comments.

1001.3.2 PERFORMANCE IMPROVEMENT PLAN
Employees who receive an unsatisfactory rating may be subject to a PIP. The PIP shall delineate areas that need improvement, any improvement measures and a timetable in which to demonstrate improvement. The issuing supervisor shall meet with the employee to review his/her performance and the status of the PIP at least monthly.

1001.4 EVALUATION PROCESS
Supervisors should meet with the employees they supervise at the beginning of the evaluation period to discuss expectations and establish performance standards. Each supervisor should discuss the tasks of the position, standards of expected performance and the evaluation criteria with each employee.

Performance evaluations cover the period of June 1st to May 31st of each year and should be based upon documented performance dimensions that are applicable to the duties and authorities granted to the employee during that period. Evaluations should be completed by each employee’s immediate supervisor. Other supervisors directly familiar with the employee’s performance during the rating period should be consulted by the evaluating supervisor for input.

Assessment of an employee’s job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise and to acknowledge good work. Periodic discussions with the employee during the course of the evaluation period are encouraged. Supervisors should document all discussions in the prescribed manner.

Non-probationary employees demonstrating substandard performance shall be notified in writing as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur at the earliest opportunity, with the goal being a minimum of 90 days written notice prior to the end of the evaluation period.

All supervisors shall receive training on performance evaluations within one year of a supervisory appointment.

1001.5 EVALUATION FREQUENCY
Supervisors shall ensure that all employees they supervise are evaluated at least once every year on the anniversary of the employee’s date of appointment or hire.

Those employees who are required to successfully complete a probationary period should be evaluated monthly.
**1001.6 EVALUATION INTERVIEW**
When the supervisor has completed his/her evaluation, a private discussion of the evaluation should be scheduled with the employee. The supervisor should discuss the evaluation ratings and respond to any questions the employee may have. The supervisor should provide relevant counseling regarding advancement, specialty positions and training opportunities. Any performance areas in need of improvement and goals for reaching the expected level of performance should be identified and discussed. If the employee has reasonable objections to any of the ratings, the supervisor may make appropriate adjustments to the evaluation. The reason for such adjustments shall be documented.

Employees may write comments in an identified section of the evaluation. The supervisor and employee will sign and date the evaluation.

**1001.6.1 DISCRIMINATORY HARASSMENT FORM**
At the time of each employee’s annual evaluation, the supervisor shall provide access to and require the employee to read the City harassment and discrimination policies and the Sand Springs Police Department Discriminatory Harassment Policy. The supervisor shall give the employee a form to be completed and returned that acknowledges the following:

(a) The employee understands the harassment and discrimination policies.

(b) The employee has had all questions regarding the policies sufficiently addressed.

(c) The employee knows how to report alleged harassment and discrimination policy violations.

(d) Whether the employee has been the subject of, or witness to, any unreported conduct that may violate the discrimination or harassment policies.

The completed form should be returned to the supervisor (or other authorized individual if the employee is uncomfortable returning the form to the presenting supervisor) within one week. If the employee has expressed any questions or concerns, the receiving supervisor or other authorized individual shall ensure that appropriate follow-up action is taken.

**1001.7 APPEAL**
An employee who disagrees with his/her evaluation may provide a formal written response that will be attached to the evaluation, or may request an appeal.

To request an appeal, the employee shall forward a written memorandum within three days to the evaluating supervisor’s Division Commander or the authorized designee. The memorandum shall identify the specific basis for the appeal and include any relevant information for the reviewer to consider.

**1001.8 CHAIN OF REVIEW**
The signed performance evaluation and any employee attachment should be forwarded to the evaluating supervisor’s Division Commander or the authorized designee. The Division
Performance Evaluations

Commander or the authorized designee shall review the evaluation for fairness, impartiality, uniformity and consistency, and shall consider any written response or appeal made by the employee.

The Division Commander or the authorized designee should evaluate the supervisor on the quality of ratings given.

1001.9 RETENTION AND DISTRIBUTION
The original performance evaluation and any original correspondence related to an appeal shall be maintained by the Human Resources Department.

A copy of the evaluation and any documentation of a related appeal shall be provided to the employee and also forwarded to the Sand Springs Human Resources Department.
Special Assignments and Promotions

1002.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Sand Springs Police Department.

1002.2 POLICY
The Sand Springs Police Department determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Assignments and promotions are made by the Chief of Police.

1002.3 SPECIAL ASSIGNMENT POSITIONS
The following positions are considered special assignments and not promotions:

(a) SWAT Team Member
(b) CLEET Instructor
(c) Field Training Officer
(d) Drug Team Officer
(e) V.I.P.S. Coordinator
(f) Canine Handler
(g) Major Accident Investigation Team Member
(h) any other specialty team or group established by the department.

Divisional transfers such as Detective, Services and Administration are at the discretion of the Chief of Police who will be the sole authority over such assignments. No property interest is created by assignment to a divisional position outside of which may be outlined within the collective bargaining agreement between the City of Sand Springs and F.O.P. Lodge #109.

1002.3.1 GENERAL REQUIREMENTS
The following requirements should be considered when selecting a candidate for a special assignment:

(a) One year of relevant experience
(b) Off probation
(c) Possession of or ability to obtain any certification required by CLEET or law
(d) Exceptional skills, experience or abilities related to the special assignment

1002.3.2 EVALUATION CRITERIA
The following criteria will be used in evaluating candidates for a special assignment:
1002.3.3 SELECTION PROCESS
The selection process for special assignments will include an administrative evaluation as determined by the Chief of Police to include:

(a) Supervisor recommendations - Each supervisor who has supervised or otherwise been involved with the candidate will submit a recommendation.
    1. The supervisor recommendations will be submitted to the Division Commander for whom the candidate will work.

(b) The Steering Committee will convene and interview the members if needed. The Steering Committee will make a recommendation to the Chief of Police.

(c) Assignment by the Chief of Police.

The selection process for all special assignment positions may be waived for temporary assignments, emergency situations, training and at the discretion of the Chief of Police.

The selection process for members of the SWAT Team are excluded from this process and shall be conducted as regulated by the SWAT manual.

The selection for divisional transfers will be made solely at the discretion of the chief of police.

1002.4 PROMOTIONAL REQUIREMENTS
Requirements and information regarding any promotional process are available at the Sand Springs Human Resources Department. Promotions will be made in accordance with any provisions outlined within the collective bargaining agreement between the City of Sand Springs and F.O.P. Lodge #109.
Grievances

1003.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the Sand Springs Police Department grievance system. The grievance system is intended to facilitate communication and to promptly and equitably address employee grievances in the workplace.

1003.1.1 GRIEVANCE DEFINED

A grievance is a difference of opinion or dispute regarding the meaning, interpretation or application of any of the following:

- The employment agreement
- This Policy Manual
- Rules and regulations governing personnel practices or working conditions
- Workplace issues that do not amount to misconduct under the Personnel Complaints Policy, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members

Specifically outside the category of grievances are complaints related to alleged acts of sexual, racial, ethnic or other forms of unlawful harassment, as well as complaints related to allegations of discrimination on the basis of sex, race, religion, ethnic background and other lawfully protected status or activity that are subject to the complaint options set forth in the Discriminatory Harassment Policy. Also outside the category of grievances are personnel complaints regarding any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy or federal, state or local law, as set forth in the Personnel Complaints Policy.

1003.2 POLICY

It is the policy of the Sand Springs Police Department to provide a just and equitable system for the prompt handling of employee grievances without discrimination, coercion, restraint or retaliation against any employee who submits or is otherwise involved in a grievance.

1003.3 PROCESS

Grievances may be brought by an individual employee or by an employee group representative. Employees may have representation during the grievance process.

Except as otherwise required under the collective bargaining agreement between the City of Sand Springs and F.O.P. Lodge #109, if an employee believes that he/she has a grievance as defined above, that employee shall:

(a) Attempt to resolve the issue through informal discussion with his/her immediate supervisor
b) If the issue is not resolved, the employee may ask to meet with the Chief of Police to resolve the issue.

c) If the issue cannot be resolved at this time, the employee will proceed under the process outlined in the collective bargaining agreement between the City of Sand Springs and F.O.P. Lodge #109, taking care to present the initial grievance within 20 days, excluding Saturday and Sunday, of the incident or knowledge of the incident.

1003.4 GRIEVANCE RECORDS
At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Administration Division for inclusion into a secure file for all written grievances. Copies of the documents should also be sent to the Human Resources Department.

1003.5 POLICY OR TRAINING IMPLICATIONS
If an employee who participates in the grievance review process identifies any issue that may warrant an immediate revision to this Policy Manual, a procedural change or an immediate training need, the employee should promptly notify the Chief of Police in the memorandum.

1003.6 GRIEVANCE AUDITS
The Training Supervisor should perform an annual audit of all grievances filed the previous calendar year to evaluate whether any change in policy, procedure or training may be appropriate to avoid future grievances. The Training Supervisor should record these findings in a confidential memorandum to the Chief of Police without including any identifying information about any individual grievance.
Anti-Retaliation

1004.1 PURPOSE AND SCOPE
This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members’ access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, state and local law, ordinance or employment agreement.

1004.2 POLICY
The Sand Springs Police Department has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1004.3 RETALIATION PROHIBITED
No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including, but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.
1004.4 COMPLAINTS OF RETALIATION
Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, Chief of Police or the City Human Resources Director.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information, or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member’s identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1004.5 SUPERVISOR RESPONSIBILITIES
Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.
(b) Receiving all complaints in a fair and impartial manner.
(c) Documenting the complaint and any steps taken to resolve the problem.
(d) Acknowledging receipt of the complaint, notifying the Chief of Police via the chain of command and explaining to the member how the complaint will be handled.
(e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.
(f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.
(g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.
(h) Not interfering with or denying the right of a member to make any complaint.
(i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.
1004.6 COMMAND STAFF RESPONSIBILITIES
The Chief of Police should communicate to all supervisors the prohibition against retaliation. Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

(a) Communicating to all members the prohibition against retaliation.
(b) The timely review of complaint investigations.
(c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.
(d) The timely communication of the outcome to the complainant.

1004.8 RECORDS RETENTION AND RELEASE
The Services Supervisor shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1004.9 TRAINING
This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.
Reporting of Arrests, Convictions and Court Orders

1005.1 PURPOSE AND SCOPE
The purpose of this policy is to describe the notification requirements and procedures that members must follow when certain arrests, convictions and court orders restrict their ability to perform the official duties and responsibilities of the Sand Springs Police Department. This policy will also describe the notification requirements and procedures that certain retired officers must follow when an arrest, conviction or court order disqualifies them from possessing a firearm.

1005.2 POLICY
The Sand Springs Police Department requires disclosure of member arrests, convictions and certain court orders to maintain the high standards, ethics and integrity in its workforce, and to ensure compatibility with the duties and responsibilities of the Department.

1005.3 DOMESTIC ABUSE CONVICTIONS AND COURT ORDERS
Federal and Oklahoma law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing firearms. Such convictions and court orders often involve allegations of the use or attempted use of force, or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; 21 O.S. § 1290.10).

All members and retired officers with identification cards/Commission Cards issued by the Department are responsible for ensuring that they have not been disqualified from possessing firearms by any such conviction or court order, and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1005.4 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS
Members shall report arrests, prosecutions, diagnoses or detentions that may lead to the revocation of their CLEET certification. This may involve (70 O.S. § 3311(J)(1)):

- (a) A felony or domestic abuse offense.
- (b) A misdemeanor involving moral turpitude.
- (c) An emergency detention or a diagnosis of a mental illness, condition or disorder by a licensed physician, psychologist, or a licensed mental health professional as 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.
- (d) Entry of a final order of protection against a member.
While legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust, and shall be reported as provided in this policy.

1005.5 REPORTING
All members and all retired officers with identification cards/Commission Cards issued by the Department shall immediately notify their supervisors (retired officers should immediately notify the Shift Supervisor or the Chief of Police) in writing of any past or current criminal detention, arrest, charge or conviction in any state or foreign country, regardless of whether the matter was dropped or rejected, is currently pending or is on appeal, and regardless of the penalty or sentence, if any.

All members and all retired officers with identification cards/Commission Cards issued by the Department shall immediately notify their supervisors (retired officers should immediately notify the Shift Supervisor or the Chief of Police) in writing if they become the subject of a domestic violence-related order or any court order that prevents the member or retired officer from possessing a firearm or requires suspension or revocation of applicable CLEET certification.

Any member whose criminal arrest, conviction or court order restricts or prohibits that member from fully and properly performing his/her duties, including carrying a firearm, may be disciplined. This includes, but is not limited to, being placed on administrative leave, reassignment and/or termination. Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the member, on his/her own time and at his/her own expense.

Any employee failing to provide prompt written notice pursuant to this policy shall be subject to discipline, up to and including termination.

Retired officers may have their identification cards/Commission Cards rescinded or modified, as may be appropriate (see the Retiree Concealed Firearms Policy).

1005.5.1 NOTIFICATION REQUIREMENTS
The Administration Division Commander shall make notifications to CLEET regarding the resignation or termination regarding any current officer in accordance with the Personnel Complaints Policy.

Officers shall immediately notify CLEET if the officer is arrested or if criminal proceedings are initiated against the officer. Notice shall also be required if an emergency or a final victim protective order has been issued against the officer (70 O.S. § 3311(J)(14); OAC 390:10-1-8).
Drug- and Alcohol-Free Workplace

1006.1 PURPOSE AND SCOPE
The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace. This policy meets the statutory requirement setting forth the specifics of a drug- or alcohol-testing program (40 O.S. § 555).

1006.2 POLICY
It is the policy of the Sand Springs Police Department to maintain a work environment that is safe as well as conducive to productive work performance. Therefore, it is prohibited for City of Sand Springs employees to unlawfully manufacture, distribute, dispense, possess or use a controlled substance while on duty or on the work premises.

It is a condition of continued employment for an employee to abide by the terms of this statement. Any employee who pleads guilty to, or pleads no contest to, or who is convicted of a criminal drug statute occurring in the workplace must notify the Chief of Police no later than five (5) days after such conviction. The Police Department will take action against the employee in accordance with State law and the collective bargaining agreement with FOP Lodge #109.

Additionally, the City of Sand Springs will not consider for employment any applicant who tests positive on a detection test for illegal drugs. Those individuals will be prohibited from employment with the City for at least one (1) year. The applicant may re-apply after the one (1) year period; however, he/she must successfully pass the drug screen. In certain cases as required by law or regulations, proof of substance rehabilitation may be required.

1006.3 GENERAL GUIDELINES
Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public. Such use shall not be tolerated (41 USC § 8103).

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Shift Supervisor or appropriate supervisor as soon as the member is aware that he/she will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, he/she shall be immediately removed and released from work (see the Work Restrictions section in this policy).

1006.3.1 USE OF MEDICATIONS
Members should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.
Drug- and Alcohol-Free Workplace

Possession of medical marijuana or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

1006.4 MEMBER RESPONSIBILITIES
Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow on-duty member is impaired due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1006.5 EMPLOYEE ASSISTANCE PROGRAM
There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Human Resources Department, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

1006.6 WORK RESTRICTIONS
If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Department.

1006.7 SCREENING TESTS
The Department may request or require an individual to undergo drug or alcohol testing under the following circumstances (40 O.S. § 554):

(a) The supervisor reasonably believes that an employee may be under the influence of drugs or alcohol, based on, but not limited to, the following:

1. Drugs or alcohol on or about the employee’s person or in the employee’s vicinity.
Drug- and Alcohol-Free Workplace

2. Conduct by the employee suggests impairment or influence of drugs or alcohol.

3. A report of drug or alcohol use while the employee is at work or on-duty.

4. Information that an employee has tampered with drug or alcohol testing.

5. Negative performance patterns.

6. Excessive or unexplained absenteeism or tardiness.

(b) The employee or another person has sustained a workplace injury or property has been damaged.

(c) For a period of up to two years commencing with an employee’s return to work following a positive test or participation in a drug- or alcohol-dependency treatment program.

(d) An employee transfers or is reassigned to a different position or job.

(e) Following a conditional job offer.

In addition to alcohol, the following drugs may be tested for:

(a) Amphetamines, Barbiturates, Opiates, Benzodiazepines, Cocaine, Phencyclidine (PCP), Methadone, Methaqualone, Propoxyphene, Cannabinoids (Marijuana) and Steroids.

1006.7.1 ADDITIONAL SCREENING TESTS OF SAFETY-RELATED EMPLOYEES

The Department may also request or require employees who are officers, have drug interdiction responsibilities, are authorized to carry firearms or are engaged in activities which directly affect the safety of others to undergo drug or alcohol testing under the following circumstances (40 O.S. § 554):

(a) As part of the employee’s routinely scheduled fitness-for-duty medical examination or other routinely scheduled testing.

(b) In connection with the employee’s return to duty from a leave of absence.

(c) Under a random testing program of employees.

In addition to alcohol, the following drugs may be tested for:

(a) Amphetamines, Barbiturates, Opiates, Benzodiazepines, Cocaine, Phencyclidine (PCP), Methadone, Methaqualone, Propoxyphene, Cannabinoids (Marijuana) and Steroids.

1006.7.2 SUPERVISOR RESPONSIBILITIES

The supervisor shall prepare a written record documenting the specific facts that led to the decision to require the test, and shall inform the employee in writing of the following:

(a) The test will be given to detect either alcohol or drugs, or both.
Drug- and Alcohol-Free Workplace

(b) The result of the test is not admissible in any criminal proceeding against the employee.
(c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1006.7.3 DISCIPLINE
An employee may be subject to disciplinary action if he/she (40 O.S. § 562):
(a) Fails or refuses to submit to a screening test.
(b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.
(c) Violates any provisions of this policy.

1006.7.4 SAMPLE COLLECTION AND TESTING
The following apply to the department’s drug- and alcohol-testing procedures:
(a) An employee or applicant has the right to refuse a test but the consequences of a refusal may result in discipline, up to and including termination of employment, or a decision not to hire the applicant (40 O.S. § 554; 40 O.S. § 562).
(b) A confirmed positive test may result in discipline, up to and including termination of employment, or a decision not to hire the applicant (40 O.S. § 554; 40 O.S. § 562).
(c) An employee or job applicant will have the opportunity to provide notification of any information he/she considers relevant to the test, including currently or recently used prescription or non-prescription drugs (40 O.S. § 559).
(d) An employee or job applicant will have the opportunity to explain a positive test result and may request and pay for a retest if requested within 24 hours of receiving notice of a positive test result (40 O.S. § 555; 40 O.S. § 556).
(e) All disciplinary procedural safeguards in this Policy Manual apply including the post-discipline appeal procedures (see the Grievances Policy).
(f) Employees and job applicants shall receive required written notice of the drug- and alcohol-testing procedures as set forth in 40 O.S. § 555.
(g) The safeguards of 40 O.S. § 559 and 40 O.S. § 560 will be followed for any testing.

1006.8 PROCEDURES FOR EMPLOYEE DRUG TESTING
A. When urinalysis or blood test is to be conducted, the supervisor in charge will advise the department head, who will advise the employee. The Chief of Police or his designee will advise the employee that if such test result is positive, that the employee may be subject to disciplinary action. The department head shall notify the City Manager that an employee is being asked to submit to a drug test.

B. If the employee is ambulatory, the employee’s supervisor will transport the employee to the City’s designated drug testing collection site where a urinalysis or blood test will be conducted.
Drug- and Alcohol-Free Workplace

The supervisor will witness the consent form and supply a written statement outlining the reasons for requesting the drug tests.

C. If the urinalysis or blood test results are determined to be positive and if the employee is a current participant in the Employee Assistance Program for substance abuse, the employee may be suspended, demoted, or terminated following due process procedures as provided in the Personnel Policy & Procedures of the City and the Collective Bargaining Agreement if applicable. The EAP coordinator shall determine if the employee will be dropped from the program.

D. If the employee is not a participant of the EAP and work rules were violated in conjunction with a positive drug test, the employee shall be subject to dismissal following due process procedures as provided in the Personnel Policy & Procedures of the City and the Collective Bargaining Agreement if applicable.

E. If the employee is not a participant of the EAP and had a positive drug test, but did not break other work rules, the appointing authority may suspend, demote, or dismiss the employee following due process procedures as provided in the Personnel Policy & Procedures of the City and the Collective Bargaining Agreement if applicable.

F. Additional factors that shall be considered when determining the disciplinary action shall be the responsibilities of the position, the dangers which the drug use or intoxication presented, and the past work history of the employee.

G. Continued employment shall be contingent upon the employee agreeing in writing to undergo periodic drug testing for two (2) years and satisfactorily participating in the Employee Assistance Program.

H. If substances were detected in the urinalysis or blood test which were allegedly prescribed for the employee, the employee has twenty-four (24) hours after learning of the results of the urinalysis or blood test to produce a valid prescription. Employees who cannot produce a valid prescription will be subject to disciplinary action. The decision to suspend, demote, or dismiss will be based on criteria set out in the above policy sections.

I. The supervisor shall be responsible to make a reasonable effort to ensure the employee is safely transported to their place of residence after testing for drug use has been completed.

J. If an employee is not conscious, the situation will be considered a medical emergency. The physician will take whatever actions are deemed necessary, within the scope of professional judgment, to adequately respond to the emergency.
**Drug- and Alcohol-Free Workplace**

**1006.9 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT**
No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

**1006.10 CONFIDENTIALITY**
The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests, a member’s explanation of test results and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained in the member’s confidential medical file in accordance with the Personnel Records Policy (40 O.S. § 555).

Drug and alcohol test results and related information shall be made available for inspection and copying upon request by the applicant or employee and may be released to others pursuant to 40 O.S. § 560 and 40 O.S. § 562.

**1006.11 EXEMPTION FOR PRESCRIBED MEDICAL TREATMENT**
The use of legally controlled substances as part of a prescribed medical treatment by a licenses physician will not result in elimination from consideration for employment, if that treatment does not adversely affect the individual’s ability to perform the required duties of the position for which he/she is hired. This must be substantiated by a physician’s report or statement.

**1006.12 EMPLOYEES MUST BE NOTIFIED THEY COULD BE TESTED FOR USE OF DRUGS**
Any Sand Springs Police Department employee must be informed of the possibility that they could undergo drug tests by urinalysis or blood test for illegal classified or scheduled drugs and legal drugs before any such urinalysis or blood test may actually be conducted. This policy shall serve as such notice for all Police Department employees.

**1006.13 DRUG TESTING POLICY DOES NOT PROTECT SAND SPRINGS POLICE DEPARTMENT EMPLOYEES FROM LAW ENFORCEMENT AGENCIES**
No section of this policy is to be interpreted as protecting Sand Springs Police Department employees from law enforcement agencies or agents wishing to apprehend or investigate employees for the use, sale, or distribution of an illegal controlled or scheduled substance as part of a bona fide criminal investigation.
Sick Leave

1007.1 PURPOSE AND SCOPE
This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees is detailed in the City personnel manual or applicable employment agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.).

1007.2 POLICY
It is the policy of the Sand Springs Police Department to provide eligible employees with a sick leave benefit.

1007.3 USE OF SICK LEAVE
Sick leave is intended to be used for qualified absences.

Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick leave benefits, or both.

Employees on sick leave shall not engage in other employment or self-employment, or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see the Outside Employment and Outside Overtime Policy).

Qualified appointments should be scheduled during a member’s non-working hours when it is reasonable to do so.

1007.3.1 NOTIFICATION
All members should notify the Shift Supervisor or appropriate supervisor as soon as they are aware that they will not be able to report to work and no less than one hour before the start of their scheduled shifts. If, due to an emergency, a member is unable to contact the supervisor, every effort should be made to have a representative for the member contact the supervisor.

When the necessity to be absent from work is foreseeable, such as planned medical appointments or treatments, the member shall, whenever possible and practicable, provide the Department with no less than 30-days’ notice of the impending absence.

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

1007.4 EXTENDED ABSENCE
Members absent from duty for more than three consecutive days may be required to furnish a statement from a health care provider supporting the need to be absent and/or the ability to return
to work. Members on an extended absence shall, if possible, contact their supervisor at specified intervals to provide an update on their absence and expected date of return.

Nothing in this section precludes a supervisor from requiring, with cause, a health care provider’s statement for an absence of three or fewer days.

1007.5 SUPERVISOR RESPONSIBILITIES
The responsibilities of supervisors include, but are not limited to:

(a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.

(b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the Human Resources Department as appropriate.

(c) Addressing absences and sick leave use in the member’s performance evaluation when excessive or unusual use has:

   1. Negatively affected the member’s performance or ability to complete assigned duties.
   2. Negatively affected department operations.

(d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.

(e) Referring eligible members to an available employee assistance program when appropriate.

1007.6 LEAVE SHARING
Members may share accumulated leave time in compliance with the established employment agreement or city policy.
Communicable Diseases

1008.1 PURPOSE AND SCOPE
This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

1008.1.1 DEFINITIONS
Definitions related to this policy include:

**Communicable disease** - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

**Exposure** - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member’s position at the Sand Springs Police Department. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1008.2 POLICY
The Sand Springs Police Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1008.3 EXPOSURE CONTROL OFFICER
The Chief of Police will assign a person as the Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

(a) Exposure prevention and decontamination procedures.

(b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.

(c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) that is appropriate for each member’s position and risk of exposure.

(d) Evaluation of persons in custody for any exposure risk and measures to separate them.

(e) Compliance with all relevant laws or regulations related to communicable diseases, including:

2. Responding to requests and notifications regarding exposures covered under the Ryan White CARE Act (42 USC § 300ff-133; 42 USC § 300ff-136).


The ECO should also act as the liaison with the Oklahoma Public Employees Occupational Safety and Health Division and may request voluntary compliance inspections. The ECO should periodically review and update the exposure control plan and review implementation of the plan.

1008.4 EXPOSURE PREVENTION AND MITIGATION

1008.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or department vehicles, as applicable.

(b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.

(c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.

(d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.

(e) Using an appropriate barrier device when providing CPR.

(f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.

(g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.

1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.

(h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.

(i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.
(j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1008.4.2 IMMUNIZATIONS
Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2).

The vaccination program for members who may act as first responders shall be implemented as appropriate under 63 O.S. § 682.1.

1008.5 POST EXPOSURE

1008.5.1 INITIAL POST-EXPOSURE STEPS
Members who experience an exposure or suspected exposure shall (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).

(b) Obtain medical attention as appropriate.

(c) Notify a supervisor as soon as practical.

1008.5.2 REPORTING REQUIREMENTS
The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(a) Name and Social Security number of the employee exposed

(b) Date and time of incident

(c) Location of incident

(d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)

(e) Work being done during exposure

(f) How the incident occurred or was caused

(g) PPE in use at the time of the incident

(h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall complete an Oklahoma Health Department Communicable Disease Risk Exposure Report (Form 207) for each incident and submit to the appropriate Division Commander. The Division Commander shall ensure the report is submitted in accordance with OAC 310:555-1-4.
Communicable Diseases

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Work-Related Illness and Injury Reporting and Illness and Injury Prevention policies).

1008.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT
Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(a) Whether the member has been informed of the results of the evaluation.
(b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

1008.5.4 COUNSELING
The Department shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2).

1008.5.5 SOURCE TESTING
Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member’s supervisor to ensure testing is sought.

Source testing may be achieved by:

(a) Obtaining consent from the individual directly or through:
   1. Notification through public health reporting and disclosures (63 O.S. § 1-502.1).
   2. Notice to persons in contact with infected inmates pursuant to 63 O.S. § 1-523.
(b) An order by the local health officer for an examination for tuberculosis pursuant to 63 O.S. § 1-402.

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.
Communicable Diseases

The ECO should seek the consent of the individual for testing and consult the City Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

1008.6 CONFIDENTIALITY OF REPORTS
Medical information shall remain in confidential files and shall not be disclosed to anyone without the member’s written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1008.7 TRAINING
All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.

(b) Shall be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.

(c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.
Smoking and Tobacco Use

1009.1 PURPOSE AND SCOPE
This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Sand Springs Police Department facilities or vehicles.

For the purpose of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device that is intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1009.2 POLICY
The Sand Springs Police Department recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore, smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings and vehicles, and as is further outlined in this policy.

1009.3 SMOKING AND TOBACCO USE
Smoking and tobacco use by members is prohibited any time members are in public view representing the Sand Springs Police Department.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside City facilities and vehicles.

1009.4 SIGNAGE
Signs shall be conspicuously posted at entrances to, and in prominent locations within, the department facilities where smoking is prohibited, stating that smoking is prohibited and that the indoor environment is free of tobacco smoke or that a smoke-free environment is provided pursuant to 63 O.S. § 1-1525 and OAC 310:355-17-1.
Personnel Complaints

1010.1 PURPOSE AND SCOPE
This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Sand Springs Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1010.2 POLICY
The Sand Springs Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law and municipal and county rules and the requirements of any employment agreements.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1010.3 PERSONNEL COMPLAINTS
Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1010.3.1 COMPLAINT CLASSIFICATIONS
Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the Shift Supervisor is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the Internal Affairs Unit, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Internal Affairs Unit, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.
**Personnel Complaints**

1010.3.2 SOURCES OF COMPLAINTS

The following applies to the source of complaints:

(a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.

(b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.

(c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.

(d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

(e) Tort claims and lawsuits may generate a personnel complaint (see also the Notification to Council of Law Enforcement Education and Training (CLEET) section in this policy).

1010.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1010.4.1 COMPLAINT FORMS

Personnel complaint forms will be maintained in a clearly visible location in the public area of the police facility and be accessible through the department website. Forms may also be available at other City facilities.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

1010.4.2 ACCEPTANCE

All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1010.5 DOCUMENTATION

Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Chief of Police or the authorized designee.
Personnel Complaints

1010.6  ADMINISTRATIVE INVESTIGATIONS
Allegations of misconduct will be administratively investigated as follows.

1010.6.1  SUPERVISOR RESPONSIBILITIES
A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.
   1. The original complaint form will be directed to the Shift Supervisor of the accused member, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.
   2. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the member's Division Commander or the Chief of Police, who will initiate appropriate action.

(b) Responding to all complaints in a courteous and professional manner.

(c) Resolving those personnel complaints that can be resolved immediately.
   1. Follow-up contact with the complainant should be made within 48 hours of the Department receiving the complaint.
   2. If the matter is resolved and no further action is required, the supervisor will note the resolution on an inter-office correspondence and forward the form to the Division Commander.

(d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Shift Supervisor and Chief of Police are notified via the chain of command as soon as practicable.

(e) Promptly contacting the Human Resources Department and the Shift Supervisor for direction regarding the supervisor's role in addressing a complaint that relates to sexual, racial, ethnic or other forms of prohibited harassment or discrimination.

(f) Forwarding unresolved personnel complaints to the Shift Supervisor, who will determine whether to contact the complainant or assign the complaint for investigation.

(g) Informing the complainant of the investigator's name and the complaint number within three days after assignment.

(h) Investigating a complaint as follows:
   1. Making reasonable efforts to obtain names, addresses and telephone numbers of witnesses.
2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.

(i) Ensuring that the procedural rights of the accused member are followed.

(j) Ensuring interviews of the complainant are generally conducted during reasonable hours.

1010.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor or a member of the Internal Affairs Unit, the following applies to employees:

(a) Interviews of an accused employee shall be conducted during reasonable hours and preferably when the employee is on-duty. If the employee is off-duty, he/she shall be compensated.

(b) Unless waived by the employee, interviews of an accused employee shall be at the Sand Springs Police Department or other reasonable and appropriate place.

(c) No more than two interviewers should ask questions of an accused employee.

(d) Prior to any interview, an employee should be informed of the nature of the investigation.

1. Prior to any interview or special examination, the employee shall receive a confidential written notification of the complaint. This notification will include a copy of the original complaint or a summary adequately listing the relevant facts and a reference to the employee's rights and responsibilities during the investigation.

(e) All interviews should be for a reasonable period and the employee's personal needs should be accommodated.

(f) No employee should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers.

(g) Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.

1. An employee should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a Garrity advisement. Administrative investigators should consider the impact that compelling a statement from the employee may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).
2. No information or evidence administratively coerced from an employee may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

(h) The interviewer should record all interviews of employees and witnesses. The employee may also record the interview. If the employee has been previously interviewed, a copy of that recorded interview should be provided to the employee prior to any subsequent interview.

(i) All employees subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, in order to maintain the integrity of each individual’s statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

(j) All employees shall provide complete and truthful responses to questions posed during interviews.

(k) No employee may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

1010.6.3 ADMINISTRATIVE INVESTIGATION FORMAT
Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1010.6.4 DISPOSITIONS
Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.
Personnel Complaints

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1010.6.5 COMPLETION OF INVESTIGATIONS
Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation.

1010.6.6 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS
The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

1010.7 ADMINISTRATIVE SEARCHES
Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

1010.8 ADMINISTRATIVE LEAVE
When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

(a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.

(b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.

(c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.
Personnel Complaints

1010.9 CRIMINAL INVESTIGATION
Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

The Sand Springs Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

Administrative investigations shall not commence until the criminal investigation is complete unless authorized by the Chief of Police.

1010.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES
Upon completion of a formal investigation, an investigation report should be forwarded to the Chief of Police through the chain of command. Each level of command should review the report and include their comments in writing before forwarding the report. The Chief of Police may accept or modify any classification or recommendation for disciplinary action.

1010.10.1 DIVISION COMMANDER RESPONSIBILITIES
Upon receipt of any completed personnel investigation, the Division Commander of the involved member shall review the entire investigative file, the member's personnel file and any other relevant materials.

The Division Commander may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Prior to forwarding recommendations to the Chief of Police, the Division Commander may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Chief of Police, the Division Commander shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1010.10.2 CHIEF OF POLICE RESPONSIBILITIES
Upon receipt of any written recommendation for disciplinary action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any
recommendation and/or may return the file to the Division Commander for further investigation or action.

Once the Chief of Police is satisfied that no further investigation or action is required by staff, the Chief of Police or his designee shall start a due process tracking form and follow the outlined processes if the discipline is against a sworn member subject to provisions of the collective bargaining agreement. Discipline against members not subject to the collective bargaining agreement will proceed under city policy and procedures.

1010.10.3 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT
The Chief of Police or the authorized designee should ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint.

1010.11 PRE-DISCIPLINE EMPLOYEE RESPONSE
The pre-determination process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

(a) The response is not intended to be an adversarial or formal hearing.
(b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.
(c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Chief of Police to consider.
(d) In the event that the Chief of Police elects to conduct further investigation, the employee shall be provided with the results prior to the imposition of any discipline.
(e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

1010.12 DISCIPLINE DETERMINATION
When the Chief of Police has made his determination as to the discipline action, the member shall be notified of the proposed discipline. The Chief or his designee shall allow for the member to have:

(a) An opportunity to elect for a Police Board within 168 hours of receiving the notice.
Personnel Complaints

If the member waives their rights to a police board, the discipline will be imposed as set forth by the Chief of Police.

If the member elects for a Police Board, the discipline will be held until a final determination in the process is made.

The discipline process shall be finished as prescribed by the Collective Bargaining Agreement between the City of Sand Springs and FOP Lodge #109.

1010.13 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE
In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1010.14 POST-DISCIPLINE APPEAL RIGHTS
Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal using the procedures established by any employment agreement and/or personnel rules.

1010.15 PROBATIONARY EMPLOYEES AND OTHER MEMBERS
At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

In cases where an individual has been absent for more than a week or when additional time to review the individual is considered to be appropriate, the probationary period may be extended at the discretion of the Chief of Police.

1010.16 RETENTION OF PERSONNEL INVESTIGATION FILES
All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

1010.17 NOTIFICATION TO COUNCIL OF LAW ENFORCEMENT EDUCATION AND TRAINING (CLEET)
The Chief of Police or the authorized designee shall notify CLEET:

(a) Whenever any officer resigns or is terminated. The notification shall be made within 10 days of the resignation or termination or within 30 days if the officer was under investigation (70 O.S. § 3311(H); 70 O.S. § 3311(J)(8)).

(b) When any civil proceeding or lawsuit is initiated against an officer that relates to matters under the purview of CLEET pursuant to 70 O.S. § 3311. The notice must
Personnel Complaints

be sent no later than 10 days after the officer is served with notice of the proceeding (OAC 390:10-1-8).
Seat Belts

1011.1 PURPOSE AND SCOPE
This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles.

1011.1.1 DEFINITIONS
Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and regulations set forth in 49 CFR 571.213 (47 O.S. § 12-414).

1011.2 POLICY
It is the policy of the Sand Springs Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision.

1011.3 WEARING OF SAFETY RESTRAINTS
All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Department, are properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the department member or the public. Members must be prepared to justify any deviation from this requirement. Exceptions do not include a nonspecific belief that an unusual event could occur.

1011.4 TRANSPORTING CHILDREN
Child passengers shall be transported using an approved child restraint system in compliance with 47 O.S. § 11-1112.

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer’s design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side air bag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible.
Seat Belts

1011.5 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES
Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any department vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

1011.6 INOPERABLE SEAT BELTS
Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1011.7 VEHICLES MANUFACTURED WITHOUT SEAT BELTS
Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer's operator requirements for safe use.

1011.8 VEHICLE AIRBAGS
In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.
Body Armor

1012.1 PURPOSE AND SCOPE
The purpose of this policy is to provide officers with guidelines for the proper use of body armor.

1012.2 POLICY
It is the policy of the Sand Springs Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1012.3 ISSUANCE
The Administration Division Commander shall ensure that body armor is issued to all officers and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

Body armor shall be issued when an officer begins service at the Sand Springs Police Department and shall be replaced when the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

The Chief of Police may authorize issuance of body armor to uniformed, civilian members whose jobs may make wearing of body armor advisable.

1012.3.1 USE
Generally, the required use of body armor is subject to the following:

(a) Members shall only wear department-approved body armor.

(b) Members shall wear body armor any time they are in a situation where they could reasonably be expected to take enforcement action.

(c) Members shall wear body armor when working in uniform or taking part in department range training.

(d) Members are not required to wear body armor when they are functioning primarily in an administrative or support capacity and would not reasonably be expected to take enforcement action.

(e) Officers may be excused from wearing body armor when they are involved in undercover or plainclothes work that their supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.

1. In those instances when body armor is not worn, officers should have reasonable access to their body armor.
Body Armor

1012.3.2 INSPECTION
Supervisors should ensure through routine observation and periodic documented inspections that body armor is worn and maintained in accordance with this policy.

Annual inspections of body armor should be conducted by a person trained to perform the inspection for fit, cleanliness and signs of damage, abuse and wear.

1012.3.3 CARE AND MAINTENANCE
The required care and maintenance of body armor is subject to the following:

(a) Members are responsible for inspecting their body armor for signs of damage, wear and cleanliness at the start of each shift.
   1. Unserviceable body armor shall be reported to the supervisor.

(b) Members are responsible for the proper storage of their body armor.
   1. Body armor should not be stored for an extended period of time in an area where environmental conditions (e.g., temperature, light, humidity) could potentially degrade its effectiveness.

(c) Members are responsible for the care and cleaning of their body armor pursuant to the manufacturer’s care instructions.
   1. Body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer.
   2. Failure to follow manufacturer’s care instructions may damage the ballistic performance capabilities of the body armor. If care instructions for the body armor cannot be located, the manufacturer should be contacted to request the instructions.

(d) Body armor should be replaced in accordance with the manufacturer’s recommended replacement schedule, or when its effectiveness or functionality has been compromised.

1012.4 RANGEMASTER RESPONSIBILITIES
The responsibilities of the Rangemaster include, but are not limited to:

(a) Monitoring technological advances in the body armor industry for any appropriate changes to department-approved body armor.

(b) Assessing the level of weapons and ammunition currently utilized by the public and the suitability of approved body armor to protect against those threats.

(c) Educating officers about the safety benefits of wearing body armor.
Personnel Records

1013.1 PURPOSE AND SCOPE
This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name. All sections of this policy are secondary to provisions of the Collective Bargaining Agreement with the City of Sand Springs and Fraternal Order of Police Lodge #109. Where a conflict may arise between the two documents, the Collective Bargaining Agreement will be used as the standard.

1013.2 POLICY
It is the policy of this department to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of Oklahoma (51 O.S. § 24A.7).

1013.3 DEPARTMENT FILE
The department file shall be maintained in the Human Resources office of as a permanent record of a person's employment/appointment with this department. The department file should contain, at a minimum:

(a) Personal data, including photographs, marital status, names of family members, educational and employment history or similar information. A photograph of the member should be permanently retained.
(b) Election of employee benefits.
(c) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.
(d) Original performance evaluations. These should be permanently maintained.
(e) Discipline records, including copies of sustained personnel complaints.
(f) Adverse comments such as supervisor notes or memos may be retained in the department file after the member has had the opportunity to read and initial the comment.

1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment.
2. Any member response shall be attached to and retained with the original adverse comment.
3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment. Such a refusal, however, shall not be deemed insubordination nor shall it prohibit the entry of the adverse comment into the member's file.
(g) Commendations and awards.
(h) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

1013.4 DIVISION FILE
Division files may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The Division file may contain supervisor comments, notes, notices to correct and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

1013.5 TRAINING FILE
An individual training file shall be maintained by the Training Supervisor for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

(a) The involved member is responsible for providing the Training Supervisor or immediate supervisor with evidence of completed training/education in a timely manner.
(b) The Training Supervisor or supervisor shall ensure that copies of such training records are placed in the member’s training file.

1013.6 INTERNAL AFFAIRS FILE
Internal affairs files shall be maintained under the exclusive control of the Internal Affairs Unit in conjunction with the office of the Chief of Police. Access to these files may only be approved by the Chief of Police or the Internal Affairs Unit supervisor.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition. Investigations of complaints that result in the following findings shall not be placed in the member's department file but will be maintained in the internal affairs file.

(a) Non sustained
(b) Unfounded
(c) Exonerated

1013.7 MEDICAL FILE
A medical file shall be maintained separately from all other personnel records and shall contain all documents relating to the member’s medical condition and history, including but not limited to:

(a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).
(b) Documents relating to workers’ compensation claims or the receipt of short- or long-term disability benefits.

(c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.

(d) Medical release forms, doctor’s slips and attendance records that reveal a member’s medical condition.

(e) Any other documents or materials that reveal the member’s medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

1013.8 SECURITY
Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the City Manager, City Attorney or other attorneys or representatives of the City in connection with official business.

1013.8.1 REQUESTS FOR DISCLOSURE
Any member receiving a request for a personnel record shall promptly notify the Custodian of Records or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made.

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member’s personnel records shall be logged in the corresponding file.

1013.8.2 RELEASE OF PERSONNEL INFORMATION
The Department may release any factual information concerning a disciplinary investigation if the member who is the subject of the investigation (or the member’s representative) publicly makes a statement that is published in the media and that the member (or representative) knows to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement.
Personnel Records

1013.9 MEMBER ACCESS TO HIS/HER OWN PERSONNEL RECORDS
Any member may request access to his/her own personnel records except for those records made confidential by statute, during the normal business hours of those responsible for maintaining such files (51 O.S. § 24A.7).

Any member seeking the removal of any item from his/her personnel records shall file a written request to the Chief of Police through the chain of command. The Department shall remove any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member’s request and the written response from the Department shall be retained with the contested item in the member’s corresponding personnel record.

Members may be restricted from accessing files containing any of the following information:

(a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.

(b) Confidential portions of internal affairs files that have not been sustained against the member.

(c) Criminal investigations involving the member.

(d) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.

(e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.

(f) Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for Department planning purposes.

(g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.

(h) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding.

1013.10 RETENTION AND PURGING
Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

(a) During the preparation of each member’s performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor
responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.

(b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief of Police.

(c) If, in the opinion of the Chief of Police, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of such matter may be destroyed in accordance with the established records retention schedule.
Request for Change of Assignment

1014.1 PURPOSE AND SCOPE
This policy establishes guidelines for department members to request a change of assignment in response to an announced vacancy.

1014.2 POLICY
It is the policy of the Sand Springs Police Department that all requests for change of assignment be considered in an equitable and nondiscriminatory manner.

1014.3 REQUEST FOR CHANGE OF ASSIGNMENT
Members requesting a change of assignment shall submit a request document through the chain of command to their Division Commanders. In the case of patrol officers, the chain of command must include the Shift Supervisor.

The change of assignment request document provides members with the opportunity to list their qualifications for specific assignments. It should include:

(a) The member’s relevant experience, education and training.
(b) All assignments in which the member is interested.

The document will remain in effect until the end of the calendar year in which it was submitted. Effective January 1 of each year, members still interested in a change of assignment should complete and submit a new request.

1014.4 RESPONSIBILITIES

1014.4.1 SUPERVISORS
Upon receipt of a change of assignment request document, the supervisor shall make appropriate comments in the space provided on the document and forward it to the member’s Division Commander.

In the case of patrol officers, the Shift Supervisor shall make appropriate comments on the form regarding his/her recommendation and forward the request to the Division Commander.

1014.4.2 DIVISION COMMANDERS
If the Division Commander receives a change of assignment request document from a patrol officer that does not contain Shift Supervisor comments, he/she will make appropriate comments and return it to the member without consideration.

The Division Commander will review all change of assignment requests and submit his/her recommendation to the Chief of Police.
Commendations and Awards

1015.1 PURPOSE AND SCOPE
This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Sand Springs Police Department and individuals from the community.

1015.2 POLICY
It is the policy of the Sand Springs Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1015.3 COMMENDATIONS
Commendations for members of the Department or for individuals from the community may be initiated by any department member or by any person from the community.

1015.4 CRITERIA
A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond typical duties.

1015.4.1 DEPARTMENT MEMBER DOCUMENTATION
Members of the Department should document meritorious or commendable acts. The documentation should contain:

(a) Identifying information:
   1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
   2. For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the member submitting the documentation.

1015.4.2 COMMUNITY MEMBER DOCUMENTATION
Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Department members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

(a) Identifying information:
Commendations and Awards

1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
2. For individuals from the community - name, address, telephone number
   (b) A brief account of the meritorious or commendable act with report numbers, as appropriate.
   (c) The signature of the person submitting the documentation.

1015.4.3 PROCESSING DOCUMENTATION
Documentation regarding the meritorious or commendable act of a member of the Department should be forwarded to the appropriate Division Commander for his/her review. The Division Commander should sign and forward the documentation to the Chief of Police for his/her review.

The Chief of Police, or the authorized designee will present the commendation to the department member for his/her signature. The documentation will then be returned to the Administration secretary for entry into the member’s personnel file.

Documentation regarding the meritorious or commendable act of an individual from the community should be forwarded to the Administration Division Commander. The documentation will be signed by the Division Commander and forwarded to the Chief of Police for his/her review. An appropriate venue or ceremony to acknowledge the individual’s actions should be arranged. Documentation of the commendation shall be maintained in a file designated for such records.

1015.5 AWARDS
Awards may be conferred upon members of the Department and members honorably retired from the department. These awards include the following:

Sand Springs Police Department Medal Of Honor:
An award to any member of the Sand Springs Police Department for an act of conspicuous gallantry above and beyond the call of duty, while in a police situation where the recipient's life is in imminent danger.

Sand Springs Police Department Medal Of Valor:
An award to any member of the Sand Springs Police Department for an act of outstanding bravery or heroism through which the recipient demonstrates to a great degree the characteristics of selflessness, personal courage and devotion to duty.

Sand Springs Police Department Purple Heart:
An award to any member of the Sand Springs Police Department who is killed or injured as a direct result of a police situation. This award shall not be made to officers who are injured as a direct result of their own negligence; reviewing authorities shall not recommend this award lightly.

Sand Springs Police Department Lifesaving Award:
Commendations and Awards

An award to any member of the Sand Springs Police Department for sustaining or saving the life of any human being through the practice of first aid, either on or off duty, except those persons employed as medics or ambulance attendants, and where substantiated by a medical doctor that without aid a loss of life would have occurred. This award may be made to any officer who, through outstanding or appropriate actions, saves the life of another officer or citizen.

**Sand Springs Police Department Chief’s Award:**

An award to any member of the Sand Springs Police Department for an outstanding accomplishment which has resulted in improved administration, improved operation, or substantial savings in manpower or operational costs, where the recipient has gone above and beyond the requirements of his normal assignment to contribute to more effective and efficient police service, or for outstanding police work which has brought great credit to the department in a case of unusual public interest.

**Sand Springs Police Department Award:**

An award to any member of the Sand Springs Police Department for an outstanding act or achievement which brings credit to the city of Sand Springs and/or to the Sand Springs Police Department, which involves performance above and beyond that required by the recipient's basic assignment.

**Sand Springs Police Department Meritorious Commendation:**

An award to any member of the Sand Springs Police Department for an outstanding act or achievement, above and beyond the recipient's normal duties, which brings credit to the individual police officer or employee.

**Sand Springs Police Department Squad Commendation:**

An award to a shift, division or specialty group for an outstanding act or achievement or participation in a case or incident that brought credit upon the Sand Springs Police Department.

**Sand Springs Police Department Community Service Award:**

An award to any member of the Sand Springs Police Department for an outstanding act or achievement, which brings credit to the Sand Springs Police Department which involves a service to the community above and beyond the recipient's normal assignment.

**Sand Springs Police Department years of service award:**

An award given to any member of the Sand Springs Police Department who completes 5, 10, 15, 20, 25, 30 or 35 years of active service.

**1015.6 AWARDS COMMITTEE**

The awards committee will be a five (5) member board consisting of the following:

A. Two (2) division commanders or above, appointed by the Chief of Police

B. One (1) supervisor, elected by the supervisors, lieutenants and sergeants
Commendations and Awards

C. One (1) patrolman or detective, elected by the patrolman and detectives
D. One (1) representative from the F.O.P. Lodge #109

The committee will convene when directed by the Chief of Police.

The committee chairman will be elected by the committee members.

Upon receipt of a nominating letter, the committee chairman will cause all documentation relating to the incident(s) or reason, set forth in the nomination, to be collected and prepared for presentation to the committee.

After careful consideration of each nomination, the committee will forward a written recommendation to include all supportive documentation regarding the appropriateness of the nomination to the Chief of Police.

The committee may recommend a different award, an additional award, concur with the nomination, or recommend a denial of an award.

Upon receipt of the committee's recommendation, the Chief of Police may approve, alter, or deny the recommendation.

Upon final approval by the Chief of Police of the awards committee's recommendation, the recipient will be presented the approved award during an annual formal ceremony (however, an informal presentation may be conducted immediately upon the approval of the Chief of Police for any award.)

The Chief of Police may approve and present the Chief's award to any member of the department on his own initiative.

1015.7 WEARING OF AWARD RIBBONS
The commendation, specialized membership bars, and shooting pins shall be worn horizontally on the uniformed officer's regulation uniform, centered directly above the name plate.
Commendations and Awards

The commendation, specialized membership bars, and shooting pins shall be worn in rows of two (2) with the highest award near the heart. When three (3) different awards received, the highest award shall be worn centered above the other two.
Fitness for Duty

1016.1 PURPOSE AND SCOPE
Monitoring members’ fitness for duty is essential for the safety and welfare of the members of the Department and the community. The purpose of this policy is to ensure that all members of this department remain fit for duty and able to perform their job functions.

1016.2 POLICY
The Sand Springs Police Department strives to provide a safe and productive work environment and ensure that all members of this department can safely and effectively perform the essential functions of their jobs. Under limited circumstances, the Department may require a professional evaluation of a member’s physical and/or mental capabilities to determine his/her ability to perform essential functions.

1016.3 MEMBER RESPONSIBILITIES
It is the responsibility of each member of this department to maintain physical stamina and psychological stability sufficient to safely and effectively perform the essential duties of his/her position.

During working hours, all members are required to be alert, attentive and capable of performing their assigned responsibilities.

Any member who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that a member believes that another department member is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1016.4 SUPERVISOR RESPONSIBILITIES
All supervisors should be alert to any indication that a member may be unable to safely perform his/her duties due to an underlying physical or psychological impairment or condition.

Such indications may include:

(a) An abrupt and negative change in the member’s normal behavior.
(b) A pattern of irrational conduct, hostility or oppositional behavior.
(c) Personal expressions of instability.
(d) Inappropriate use of alcohol or other substances, including prescribed medication.
(e) A pattern of questionable judgment, impulsive behavior or the inability to manage emotions.
(f) Any other factor or combination of factors causing a supervisor to believe the member may be suffering from an impairment or condition requiring intervention.

Supervisors shall maintain the confidentiality of any information consistent with this policy.
Fitness for Duty

1016.4.1 REPORTING
A supervisor observing a member, or receiving a report of a member, who is perceived to be unable to safely or effectively perform his/her duties shall promptly document all objective information and/or observations.

The supervisor should attempt to meet with the member to inquire about the conduct or behavior giving rise to the concerns.

If a meeting does not resolve the supervisor’s concerns or does not take place, the supervisor shall promptly document his/her observations and actions in a written report and inform the Shift Supervisor or the member’s Division Commander.

1016.4.2 DUTY STATUS
In conjunction with the Shift Supervisor or the member’s Division Commander, the supervisor should make a preliminary determination regarding the member’s duty status.

If a determination is made that the member can safely and effectively perform the essential functions of his/her job, the member should be returned to duty and arrangements made for appropriate follow-up.

If a preliminary determination is made that the member’s conduct or behavior represents an inability to safely and effectively perform the essential functions of his/her job, the Shift Supervisor or the member’s Division Commander should immediately relieve the member of duty pending further evaluation.

Employees relieved of duty shall comply with the administrative leave provisions of the Personnel Complaints Policy.

The Chief of Police shall be promptly notified in the event that any member is relieved of duty.

1016.5 FITNESS-FOR-DUTY EVALUATIONS
A fitness-for-duty evaluation may be ordered whenever circumstances reasonably indicate that a member is unfit for duty or following an officer-involved shooting or death-in-custody incident.

1016.5.1 PROCESS
The Chief of Police, in cooperation with the Human Resources Department, may order the member to undergo a fitness-for-duty evaluation.

The examining practitioner will provide the Department with a report indicating whether the member is fit for duty. If the member is not fit for duty, the practitioner will include the existing restrictions or conditions in the report.

In order to facilitate the evaluation of any member, the Department will provide all appropriate documents and available information.

All reports and evaluations submitted by the examining practitioner shall be part of the member’s confidential medical file.
Any member ordered to undergo a fitness-for-duty evaluation shall comply with the terms of the order and cooperate fully with the examining practitioner. Any failure to comply with such an order and any failure to cooperate with the practitioner may be deemed insubordination and shall subject the member to discipline, up to and including termination.

Determinations regarding duty status of members who are found to be unfit for duty or fit for duty with limitations will be made in cooperation with the Human Resources Department.

1016.6 LIMITATION ON HOURS WORKED
Absent emergency operations, members should not work more than:

- 16 hours in a one-day (24 hours) period
- 30 hours in any two-day (48 hours) period
- 84 hours in any seven-day (168 hours) period

Except in unusual circumstances, members should have a minimum of eight hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve any member who has exceeded the above guidelines to off-duty status.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other work assignments.

1016.7 APPEALS
Employees disputing the application or interpretation of this policy may submit a grievance as provided in the Grievances Policy.
Meal Periods and Breaks

1017.1 PURPOSE AND SCOPE
This policy provides general guidance regarding the availability of meal periods and breaks.

1017.2 POLICY
It is the policy of the Sand Springs Police Department to provide meal periods and breaks to members of this department in accordance with the applicable employment agreement and the City personnel manual.

1017.3 MEAL PERIODS
Officers and dispatchers shall remain on-duty subject to call during meal periods. All other members are not on-call during meal periods unless directed otherwise by a supervisor.

Uniformed patrol and traffic officers shall request clearance from the dispatcher prior to taking a meal period. Uniformed officers shall take their meal periods within the City limits and shall monitor the police radio, unless on assignment outside of the City.

The time spent for the meal period shall not exceed one hour.

No meal period shall be taken in the first or last hour of the work day unless specifically authorized by the on-duty supervisor.
Lactation Breaks

1018.1 PURPOSE AND SCOPE
The purpose of this policy is to provide reasonable accommodations to members desiring to express breast milk for the member’s infant child.

1018.2 POLICY
It is the policy of the Sand Springs Police Department to provide, in compliance with the Fair Labor Standards Act (FLSA), reasonable break time and appropriate facilities to accommodate any member desiring to express breast milk for her infant nursing child for up to one year after the child’s birth (29 USC § 207).

1018.3 LACTATION BREAK TIME
A rest period should be permitted each time the member has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member’s regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid (40 O.S. § 435).

Members desiring to take a lactation break shall notify the dispatcher or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1018.4 PRIVATE LOCATION
The Department will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private (40 O.S. § 435). Such room or place should be in proximity to the member’s work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.
Lactation Breaks

1018.5 STORAGE OF EXPRESSED MILK
Any member storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the member’s shift ends.
Payroll Records

1019.1 PURPOSE AND SCOPE
This policy provides the guidelines for completing and submitting payroll records of department members who are eligible for the payment of wages.

1019.2 POLICY
The Sand Springs Police Department maintains timely and accurate payroll records.

1019.3 RESPONSIBILITIES
Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Supervisors are responsible for approving the payroll records for those under their commands.

1019.4 TIME REQUIREMENTS
Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to Administration as established by the City payroll procedures.

1019.5 RECORDS
The Administration Division Commander shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).
Overtime Compensation

1020.1 PURPOSE AND SCOPE
This policy establishes guidelines and procedures regarding overtime for employees, in conformance with the Fair Labor Standards Act (FLSA) (29 USC § 201 et seq.).

1020.2 POLICY
The Sand Springs Police Department will compensate nonexempt employees who work authorized overtime either by payment of wages or by the accrual of compensatory time (29 CFR 553.22). Employees who are salary exempt from FLSA are not compensated for overtime worked.

1020.3 COMPENSATION
Payment of wages to nonexempt employees for overtime, or accrual of compensatory time in lieu of compensation for overtime worked, shall be at the rate of not less than one and one-half hours for each hour of employment for which overtime compensation is required (29 USC § 207(k)(2); 29 USC § 207(o)(1)).

Short periods of overtime worked at the end of the normal duty day (e.g., less than one hour in duration) may be handled informally by an agreement between the supervisor and the employee. In such cases, the supervisor shall document the overtime worked and schedule a subsequent shift adjustment within the same work period that the overtime was worked, rather than submit a request for overtime compensation (29 USC § 207(k)).

Salary exempt employees may be eligible for administrative leave, which may be granted at the discretion of the exempt employee’s immediate supervisor.

1020.4 REQUESTS FOR OVERTIME COMPENSATION

1020.4.1 EMPLOYEE RESPONSIBILITIES
Generally, no employee is authorized to work overtime without the prior approval of a supervisor. If circumstances do not permit prior approval, approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift in which the overtime is worked.

Nonexempt employees shall:

(a) Obtain supervisory approval, verbal or written.

(b) Not work in excess of 16 hours, including regularly scheduled work time, overtime and extra-duty time, in any consecutive 24-hour period without supervisory approval.

(c) Record the actual time worked in an overtime status using the department-approved form or method. Informal notations on reports, logs or other forms not approved for overtime recording are not acceptable.

(d) Submit the request for overtime compensation to their supervisors by the end of shift or no later than the next calendar day.
1020.4.2 SUPERVISOR RESPONSIBILITIES
Supervisors shall:

(a) Prior to authorizing an employee to work overtime, evaluate the need for the overtime.
   1. Supervisors should not authorize any request to work overtime if the overtime
      would not be an appropriate use of department resources.

(b) Upon receipt of a request for overtime compensation, confirm that the overtime was
    authorized and then verify the actual time worked.
    1. Supervisors identifying any unauthorized overtime or discrepancy shall initiate
       an investigation consistent with the Personnel Complaints Policy.

(c) After verifying and approving the overtime amount, promptly forward the request for
    compensation to the employee’s Division Commander for final approval.
    1. After the Division Commander has authorized compensation, the request shall
       be submitted to Administration as soon as practicable.

Supervisors may not authorize or approve their own overtime.

1020.5 ACCOUNTING FOR PORTIONS OF AN HOUR
Authorized overtime work shall be accounted in the increments as listed:

<table>
<thead>
<tr>
<th>TIME WORKED</th>
<th>INDICATE ON CARD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to 15 minutes</td>
<td>.25 hour</td>
</tr>
<tr>
<td>16 to 30 minutes</td>
<td>.50 hour</td>
</tr>
<tr>
<td>31 to 45 minutes</td>
<td>.75 hour</td>
</tr>
<tr>
<td>46 to 60 minutes</td>
<td>1 hour</td>
</tr>
</tbody>
</table>

1020.5.1 VARIATION IN TIME REPORTED
When two or more employees are assigned to the same activity, case or court trial, and the
amount of time for which overtime compensation is requested varies among the officers, the Shift
Supervisor or other approving supervisor may require each employee to include the reason for
the variation on the overtime compensation request.

1020.6 REQUESTING USE OF COMPENSATORY TIME
Employees who have accrued compensatory time shall be allowed to use that time for time
off within a reasonable period after making a request, if the request does not unduly disrupt
department operations. Requests to use compensatory time will be submitted to the employee’s
supervisor at least 24 hours in advance of its intended use. Supervisors may make exceptions in
unusual or extraordinary circumstances.

Compensatory time may not be used for time off for a date and time when the employee is
required to appear in court on department-related matters. Supervisors shall not unreasonably
deny employee requests to use compensatory time (29 CFR 553.25).
Outside Employment and Outside Overtime

1021.1 PURPOSE AND SCOPE
This policy provides guidelines for department members who seek to engage in authorized outside employment or outside overtime.

1021.1.1 DEFINITIONS
Definitions related to this policy include:

Outside employment - Duties or services performed by members of this department for another employer, organization or individual who is not affiliated directly with this department when wages, compensation or other consideration for such duties or services is received. Outside employment also includes duties or services performed by those members who are self-employed and receive compensation or other consideration for services, products or benefits rendered.

Outside overtime - Duties or services performed by members of this department for a private organization, entity or individual, that are requested and scheduled directly through the Department. Member compensation, benefits and costs for such outside services are reimbursed to the Department.

1021.2 POLICY
Members of the Sand Springs Police Department shall obtain written approval from the Chief of Police or the authorized designee prior to engaging in any outside employment or outside overtime. Approval of outside employment or overtime shall be at the discretion of the Chief of Police in accordance with the provisions of this policy. Failure to obtain prior written approval for outside employment or overtime, or engaging in outside employment or overtime that is prohibited by this policy, may lead to disciplinary action.

1021.3 OUTSIDE EMPLOYMENT

1021.3.1 REQUEST AND APPROVAL
Members must submit the designated outside employment request form to their immediate supervisors. The request form will then be forwarded through the chain of command to the Chief of Police for consideration.

If approved, the member will be provided with a copy of the approved request form. Unless otherwise indicated in writing on the request form, approval for outside employment will be valid through the end of the calendar year in which the request is approved. Members seeking to continue outside employment must submit a new request form at the start of each calendar year.

1021.3.2 DENIAL
Any member whose request for outside employment has been denied should be provided with a written notification of the reason at the time of the denial.
1021.3.3 REVOCATION OR SUSPENSION

Any member whose approval for outside employment is revoked or suspended should be provided with a written notification of the reason for revocation or suspension.

Approval for outside employment may be revoked or suspended:

(a) When a supervisor determines the member’s performance is failing to meet standards and the outside employment may be related to the deficient performance.
   1. Approval for the outside employment may be reestablished when the member’s performance has reached a satisfactory level and with his/her supervisor’s authorization.

(b) When a member’s conduct or outside employment conflicts with department policy or any law.

(c) When the outside employment creates an actual or apparent conflict of interest with the Department or City.

1021.3.4 APPEAL

If a member’s request for outside employment is denied or if previous approval is revoked or suspended, the member may file a written notice of appeal with the Chief of Police within 10 days of receiving notice of the denial, revocation or suspension.

A revocation or suspension will only be implemented after the member has completed the appeal process.

If the member’s appeal is denied, he/she may file a grievance as provided in the Grievances Policy.

1021.4 REQUIREMENTS

1021.4.1 PROHIBITED OUTSIDE EMPLOYMENT

The Department reserves the right to deny any request for outside employment that involves:

(a) The use of department time, facilities, equipment or supplies.

(b) The use of the Sand Springs Police Department badge, uniform or influence for private gain or advantage.

(c) The member’s receipt or acceptance of any money or other consideration for the performance of duties or services that he/she would be required or expected to render in the course or hours of his/her employment, appointment or as a part of his/her regular duties.

(d) The performance of duties or services that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other member of this department.
(e) Demands upon the member’s time that would render the performance of his/her duties for this department deficient or substandard.

(f) Activities that may conflict with any other policy or rule of the Department.

(g) Duties involved in establishments such as night clubs, bars, strip clubs or other places which may bring discredit upon the agency.

1021.4.2 DEPARTMENT RESOURCES
Any use of departmental vehicles must be pre-approved by the Chief of Police. Only jobs that are within the City Limits of Sand Springs will be considered for the use of a vehicle. Factors that will be considered in determining approval for vehicle use will be, but may not be limited to:

a. Public benefit

b. Type of use of the vehicle

c. Length of drive to the City of Sand Springs

The department uniform may be worn at off-duty employment if within the City limits of Sand Springs and following the rules set forth by policy and procedure.

1021.4.3 CHANGES IN OUTSIDE EMPLOYMENT STATUS
If a member terminates his/her outside employment, the member shall promptly submit written notification of such termination to the Chief of Police through the chain of command. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through the procedures set forth in this policy.

Members shall also promptly submit in writing to the Chief of Police any material changes in outside employment, including any change in the number of hours, type of duties or the demands of any approved outside employment. Members who are uncertain whether a change in outside employment is material are advised to report the change.

1021.4.4 LEAVE OR RESTRICTED DUTY STATUS
Members who are placed on leave or other restricted duty status shall inform their immediate supervisors in writing within five days as to whether they intend to continue their outside employment while on such leave or restricted status. The immediate supervisor shall review the duties of the outside employment, along with any related orders (e.g., administrative, medical), and make a recommendation to the Chief of Police regarding whether such employment should continue.

In the event that the Chief of Police determines that the outside employment should be discontinued, or if the member fails to promptly notify his/her supervisor of his/her intention regarding outside employment, a notice revoking approval of the outside employment will be forwarded to the member and a copy attached to the original outside employment request form.

Criteria for revoking approval due to leave or restricted duty status include, but are not limited to:
Outside Employment and Outside Overtime

(a) The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the City’s medical professional advisers.

(b) The outside employment requires performance of the same or similar physical ability as would be required of an on-duty member.

(c) The member’s failure to make timely notice of his/her intention to the supervisor.

When the member returns to full duty with the Sand Springs Police Department, a written request may be submitted to the Chief of Police to approve the outside employment request.

1021.5 OUTSIDE OVERTIME

1021.5.1 REQUESTS FOR SPECIAL SERVICES
Any private organization, entity or individual seeking special services (e.g., security, traffic control) from members of this department must submit a written request to the Chief of Police in advance of the desired service. Such services will be assigned, monitored and compensated through the Department as outside overtime assignments.

(a) A request for special services during or at the site of a strike, lockout, picket or other physical demonstration of a labor dispute will not be approved.

(b) The requester will be required to reimburse the Department for the members’ compensation, benefits and costs (e.g., court time) associated with such outside services.

(c) Should such a request be approved, any member working outside overtime shall be subject to the following conditions:
   1. The member shall wear the department uniform and carry department identification.
   2. The member shall be subject to the rules and regulations of this department.
   3. Compensation for such approved outside overtime shall be pursuant to normal overtime procedures (see the Overtime Compensation Policy).

(d) Outside overtime shall be assigned at the discretion of the Chief of Police or the authorized designee.

1021.5.2 ARREST AND REPORTING PROCEDURE
Any officer making an arrest or taking other official law enforcement action while working in an outside overtime assignment shall be required to complete all related reports in a timely manner pursuant to the Report Preparation Policy. Time spent on the completion of such reports shall be considered part of the outside overtime assignment.

1021.5.3 SPECIAL RESTRICTIONS
Except for emergency situations or with prior authorization from the Division Commander, undercover officers or officers assigned to covert operations shall not be eligible to work outside
Outside Employment and Outside Overtime

overtime in a uniformed or other capacity that could reasonably disclose the officer's law enforcement status.
Work-Related Illness and Injury Reporting

1022.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance regarding timely reporting of work-related injuries and occupational illnesses.

1022.1.1 DEFINITIONS
Definitions related to this policy include:

Work-related illness or injury - Includes an injury to the body, or damage to prosthetics, eyeglasses, contact lenses or hearing aids, caused solely as the result of an accident, cumulative trauma or occupational disease arising out of the course and scope of employment. Does not generally include injuries related to violent acts that occur in the workplace but are not related to the employee’s customary duties, injuries from horseplay or injuries caused by the employee’s misuse of alcohol or drugs (85A O.S. § 2).

1022.2 POLICY
The Sand Springs Police Department will address work-related injuries and occupational illneses appropriately, and will comply with applicable state workers’ compensation requirements (85A O.S. § 3 et seq.).

1022.3 RESPONSIBILITIES

1022.3.1 MEMBER RESPONSIBILITIES
Any member sustaining any occupational illness or work-related injury shall report such event as soon as practicable, but within 24 hours to a supervisor, and shall seek medical care when appropriate.

1022.3.2 SUPERVISOR RESPONSIBILITIES
A supervisor learning of any work-related injury or occupational illness should ensure the member receives medical care as appropriate.

Supervisors shall ensure that required documents regarding workers’ compensation are completed and forwarded promptly. Any related City-wide injury- or illness-reporting protocol shall also be followed.

Supervisors shall determine whether the Major Incident Notification and Illness and Injury Prevention policies apply and take additional action as required.

1022.3.3 DIVISION COMMANDER RESPONSIBILITIES
The Division Commander who receives a report of an occupational illness or work-related injury should review the report for accuracy and determine what additional action should be taken. The report shall then be forwarded to the Chief of Police, the City’s risk management entity and the Administration Division Commander to ensure any required reporting is made to the Oklahoma
Work-Related Illness and Injury Reporting

Public Employees Occupational Safety and Health Division as required in the illness and injury prevention plan identified in the Illness and Injury Prevention Policy.

1022.3.4  CHIEF OF POLICE RESPONSIBILITIES
The Chief of Police shall review and forward copies of the report to the Human Resources Department. Copies of the report and related documents retained by the Department shall be filed in the member’s confidential medical file.

1022.4  OTHER ILLNESS OR INJURY
Illnesses and injuries caused or occurring on-duty that do not qualify for workers' compensation reporting shall be documented on the designated report of injury form, which shall be signed by a supervisor. A copy of the completed form shall be forwarded to the appropriate Division Commander through the chain of command and a copy sent to the Administration Division Commander.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1022.5  SETTLEMENT OFFERS
When a member sustains an occupational illness or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1022.5.1  NO SETTLEMENT WITHOUT PRIOR APPROVAL
No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational illness or work-related injury, the member shall provide the Chief of Police with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Chief of Police. The purpose of such notice is to permit the City to determine whether the offered settlement will affect any claim the City may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the illness or injury, and to protect the City's right of subrogation, while ensuring that the member's right to receive compensation is not affected.
Personal Appearance Standards

1023.1 PURPOSE AND SCOPE
This policy provides guidelines for the personal appearance of members of the Sand Springs Police Department.

Requirements for department uniforms and civilian attire are addressed in the Uniforms and Civilian Attire Policy.

1023.2 POLICY
Sand Springs Police Department members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this department and for their assignments. Department personal appearance standards are primarily based on safety requirements, appearance conformity and the social norms of the community served, while considering matters important to members of the Department.

1023.3 GROOMING
Unless otherwise stated and because deviations from these standards may present officer safety issues, the following appearance standards shall apply to all members, except those whose current assignments would deem them not applicable, and where the Chief of Police has granted an exception.

1023.3.1 PERSONAL HYGIENE
All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Chief of Police.

1023.3.2 HAIR
Hair shall be clean, neatly trimmed or arranged, and of a natural hair color. Hairstyles with shaved designs in the scalp are prohibited. Hair adornments shall be primarily for the purpose of securing the hair and must present a professional image.

Hairstyles for male department members must not extend below the top edge of a uniform or dress shirt collar while assuming a normal stance.

When working a field assignment, hairstyles for female department members must not extend below the bottom edge of a uniform or dress shirt collar while assuming a normal stance. Longer hair shall be worn up or in a tightly wrapped braid or ponytail that is secured to the head above the bottom edge of the shirt collar.
Personal Appearance Standards

1023.3.3 MUSTACHES
Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip and shall be short and neatly trimmed.

1023.3.4 SIDEBURNS
Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1023.3.5 FACIAL HAIR
Facial hair, other than sideburns, mustaches and eyebrows, is prohibited, unless authorized by the Chief of Police or the authorized designee.

1023.3.6 FINGERNAILS
Fingernails shall be clean and neatly trimmed to a length that will not present a safety concern. The color of fingernail polish shall present a professional image.

1023.4 APPEARANCE

1023.4.1 JEWELRY
For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related or obscene language is not allowed. See the Uniforms and Civilian Attire Policy for jewelry specifications that apply while wearing the department uniform.

(a) Necklaces shall not be visible above the shirt collar.

(b) Earrings shall be small, worn only in or on the earlobe and only by female department members. Earrings shall be limited to no more than two earrings per ear.

(c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.

(d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.

(e) Wristwatches shall be conservative and present a professional image.

(f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1023.4.2 TATTOOS
While on-duty or representing the Sand Springs Police Department in any official capacity, tattoos or other body art shall be concealed; except that tattoos may be visible on the arms extending to, but not below the crease in the arm at the elbow. At no time while on-duty or representing
the Department in any official capacity shall any offensive tattoo or body art be visible. Examples of offensive tattoos include, but are not limited to, those that exhibit or advocate discrimination against sex, race, religion, ethnicity, national origin, sexual orientation, age, physical or mental disability, medical condition or marital status; those that exhibit gang, supremacist or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts, nudity or other obscene material.

1023.4.3 BODY PIERCING OR ALTERATION
Body piercing (other than earlobes) or alteration to any area of the body that is visible while on-duty or while representing the Sand Springs Police Department in any official capacity, that is a deviation from normal anatomical features and that is not medically required, is prohibited. Such body alteration includes, but is not limited to:

(a) Tongue splitting or piercing.
(b) The complete or transdermal implantation of any material other than hair replacement (i.e., foreign objects inserted under the skin to create a design or pattern).
(c) Abnormal shaping of the ears, eyes, nose or teeth (i.e., enlarged or stretched out holes in the earlobes).
(d) Branding, scarification or burning to create a design or pattern.

1023.4.4 DENTAL ORNAMENTATION
Dental ornamentation that is for decorative purposes and that is not medically required is prohibited while on-duty or while representing the Sand Springs Police Department in any official capacity. Such ornamentation includes, but is not limited to:

(a) Objects that are bonded to front teeth.
(b) Gold, platinum or other veneers or caps used for decorative purposes.
(c) Orthodontic appliances that are colored for decorative purposes.

1023.4.5 GLASSES AND CONTACT LENSES
Eyeglasses and sunglasses shall be conservative and present a professional image. Contact lenses with designs that change the normal appearance of the eye and that are not medically required are prohibited while on-duty or while representing the Sand Springs Police Department in any official capacity.

1023.4.6 COSMETICS AND FRAGRANCES
Cosmetics shall be conservative and present a professional image. Use of cologne, perfume, aftershave lotion and other items used for body fragrance shall be kept to a minimum.

1023.4.7 UNDERGARMENTS
Proper undergarments shall be worn as necessary for reasons of hygiene and general appearance standards.
1023.5 RELIGIOUS ACCOMMODATION
The religious beliefs and needs of department members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Chief of Police should be advised any time a request for religious accommodation is denied.
Those who request to wear headscarves, simple head coverings, certain hairstyles or facial hair for religious reasons should generally be accommodated absent unusual circumstances.
Uniforms and Civilian Attire

1024.1 PURPOSE AND SCOPE
This policy provides guidelines for Sand Springs Police Department-authorized uniforms and civilian attire regulations. It is established to ensure that uniformed members will be readily identifiable to the public through the proper use and wearing of department uniforms, and that the appearance of members who wear civilian attire reflects favorably on the Department.

This policy addresses the wearing and maintenance of department uniforms, accessories, insignia, patches and badge; the requirements for members who wear civilian attire; and the authorized use of optional equipment and accessories by members of the Department.

Other related topics are addressed in the Badges, Patches and Identification, Department-Owned and Personal Property, and Personal Appearance Standards policies.

1024.2 POLICY
The Sand Springs Police Department will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency agreed upon in the respective employee group’s employment agreement. The Department may provide other department members with uniforms at the direction of the Chief of Police.

All uniforms and equipment issued to department members shall be returned to the Department upon termination or resignation.

1024.3 UNIFORMS
The Chief of Police or the authorized designee shall maintain and update uniform and equipment specifications, which should be consulted by all members as needed. Uniforms shall be worn as described therein and as specified in this policy.

The following shall apply to those assigned to wear department-issued uniforms:

(a) Uniforms and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.

(b) Officers in a non-uniformed assignment shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.

(c) Uniforms shall be worn in compliance with any applicable department specifications.

(d) Members shall wear only the uniforms specified for their ranks and assignments.

(e) Civilian attire shall not be worn in combination with any distinguishable part of a uniform.

(f) Civilian uniforms shall be clearly distinguishable from those of commissioned officers.
Unforms and Civilian Attire

(g) Uniforms are only to be worn while on-duty, for court, at official department functions or events, while in transit to or from work, or when authorized by the Chief of Police or the authorized designee.

(h) Members are not to purchase or drink alcoholic beverages while wearing any part of department-issued uniforms, including the uniform pants.

(i) All supervisors will perform periodic inspections of members under their commands to ensure conformance to this policy.

1024.3.1 ACCESSORIES
Members shall adhere to the following when wearing department uniforms:

(a) Mirrored sunglasses will not be worn.

(b) Jewelry shall be in accordance with the specifications in the Personal Appearance Standards Policy.

1024.3.2 INSIGNIA, PATCHES AND BADGE
Only the following elements may be affixed to department uniforms unless an exception is authorized by the Chief of Police:

(a) Shoulder patch - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets.

(b) Badge - The department-issued badge, or an authorized sewn-on cloth replica, must be worn and visible at all times while in uniform.

(c) Nameplate - The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform.

(d) Rank insignia - The designated insignia indicating the member’s rank must be worn at all times while in uniform in accordance with uniform specifications procedures.

(e) Assignment insignias - Assignment insignias (e.g., South West Area Tactical (SWAT) SWAT, Field Training Officer (FTO)) may be worn as designated by the Chief of Police.

(f) American flag pin - An American flag pin may be worn, centered above the nameplate.

(g) Award/commendation insignia - Insignia representing an award or commendation received under the Commendations and Awards Policy, or other recognition authorized by the Chief of Police, may be worn, centered above the nameplate. If more than one award is worn, or an American flag pin is worn, the insignia shall be equally spaced in one or two horizontal rows centered above the nameplate in a manner that provides a balanced appearance.

1024.3.3 MOURNING BAND
Uniformed members shall wear a black mourning band across the department badge whenever a law enforcement officer is killed in the line of duty or as directed by the Chief of Police. The following mourning periods will be observed:
Uniforms and Civilian Attire

(a) Sand Springs Police Department officer - From the time of death until midnight on the 14th day after the death.

(b) An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.

(c) Funeral attendee - While attending the funeral of an out-of-region fallen officer.

(d) National Peace Officers' Memorial Day (May 15) - From 0001 hours until 2359 hours.

(e) As directed by the Chief of Police.

1024.4 UNIFORM CLASSES
The Chief of Police or the authorized designee shall determine the uniform to be worn by each department member or any deviations that may be authorized.

Uniforms are classified as follows:

(a) Class A - Standard issue uniform to be worn daily by designated [department/office] members. This uniform is also to be worn by designated department members on special occasions, such as funerals, graduations, ceremonies, or as directed by the Chief of Police or the authorized designee.

(b) Class B - General utility uniform to be worn by members when directed by the Chief of Police or his designee.

(c) Specialized assignment - Specific uniforms to be worn by members in special assignments or divisions.

1024.4.1 CLASS A UNIFORM

1. **Shirt** (long or short sleeve) - Navy blue in color

2. **Trousers**, navy blue in color, without cuffs.

3. **Coat and gloves**
   A. "Tactel" type jacket with muted or hidden snaps or 511 (Part #48038)
      1. Option - black fur collar
      2. Option - High visibility reversible
      3. Option - removable liner
   B. Jackets, when worn, will display a sewn on breast badge at all times.
   C. Gloves will be smooth leather or equivalent and black in color only. Optional color will be limited to markings on gloves as reflective material used for traffic control only.
4. **Shoes and socks**
   A. Black leather lace up style tactical boots.
   B. Black leather lace up style athletic shoes. This shoe must have a rounded toe.
   C. Black dress shoe (glossy style) optional for formal appearance only.
   E. Socks will be black in color and of any type which the wearer chooses, if wearing ¾ top or less athletic shoes. Socks may be of any color when wearing full length boots.

5. **Neck dressing**
   A. Tie (optional for normal duty, mandatory for formal appearances)
      a. Dark blue in color
      b. Clip on style
   B. T-Shirt
      a. Black t-shirt short sleeve crew neck (worn with short or long sleeve uniform)
      b. Sleeve of t-shirt shall not show below sleeve of uniform.
      c. No logo shall be visible on t-shirt
   C. Turtleneck
      a. Black Turtleneck
      b. Worn with long sleeve uniform only
      c. Only SSPD logo as approved

6. **Rain gear**
   A. Yellow in color
   B. Coat or rain suit type only
      C. A stencil with the word police in two (2) inch high block letters will be applied on the back.

7. **Breast badge**
   A. Worn on shirt located over the left breast pocket
   B. Sewn on cloth type badge acceptable on coats and jackets only. Located over left breast pocket.
Uniforms and Civilian Attire

C. Badge – Blackinton b448 hi-glo with maximum dap applied or equivalent
   a. Seven point star with one point centered on the bottom
   b. Rank shall be displayed in the top rocker
      c. Sand Springs shall be displayed on the top of the inner circle with police being displayed in the bottom half.
   d. Badge number shall be displayed in the bottom rocker
   e. State of Oklahoma seal shall be displayed in the center

8. Shoulder patch (See Exhibit 4)
   A. Regulation Sand Springs Police Department patch
   B. Worn one-half (1/2) inch below shoulder seam
   C. Worn on all shirts and coats with the exception of rain gear
   D. Patch will be worn both shoulders

9. Collar insignia (non-ranking officers) (See Exhibit 5)
   A. Regulation Sand Springs Police Department (SSP)
   B. Brass or gold in color
   C. Worn on both collars, one-half (1/2) inch from leading edge of the collar and centered
   D. See appendix "a" for example

10. Collar insignia (ranking officers) (See Exhibit 6)
    A. Brass or gold in color
       a. Chief of Police - Eagles
       b. Deputy Chief of Police - Eagles
       c. Captain bars
       d. Lieutenant bar
       e. Sergeant chevron
       f. Corporal chevron
    B. Worn on both collars, one-half (1/2) inch from the front and leading edge of the collar
Unforms and Civilian Attire

C. See appendix "b" for example

D. Collar Insignias my be omitted if wearing an external vest carrier. In such cases, an officer with any rank above that of patrolman will wear a name tag in compliance with this policy.

11. **Name plate** (See Exhibit 7)
   A. Regulation brass name plate only
   B. Dimensions of plate will be 3/8 inch x 2-1/4 inch
   C. Initials with last name only or last name only
   D. All ranks over patrolmen will have rank followed by specifications in item C.

12. **Weapons**
   A. All side arms for all officers will be departmental issued.
   B. Back up weapons will be allowed that conform to department weapons policy

13. **Gun belt** (See Exhibit 8)
   A. Regulation 2-1/4 inch wide, fancy stitching, hidden brass hooks
   B. Smooth black clarino

14. **Inner belt**
   A. 1-1/2 inch wide, two layers, bonded edges, velcro outside

15. **Belt keepers**
   A. Will be of the type with hidden, velcro, or black snaps
   B. A maximum of four (4) keepers will be worn on belt
   C. Smooth black clarino

16. **Holster**
   A. All holsters must be approved by the Chief of Police
   B. Smooth black clarino
   C. Exception to item "b" is made for non-uniformed officers
17. **Magazine carriers**
   A. One (1) double magazine carrier either vertical or horizontal style with velcro, hidden, or black snaps
   B. Smooth black clarino

18. **Handcuff case**
   A. A maximum of two (2) sets of handcuffs will be worn by an officer.
   B. The case(s) can be a single or double in style
   C. Will be of the type with hidden, velcro, or black snaps

19. **Awards ribbons**
   A. Awards ribbons will comply with the Awards policy and procedure.

20. **Organizational ribbons**
   A. Organizational ribbons may be worn as authorized by the Chief of Police

21. **Other police insignias**
   A. A maximum of one (1) non-department issued insignias may be worn, these will be approved by the Chief of Police

22. **Body Armor**
   A. All officers are required to wear body armor while wearing the Class A uniform, or the Class B uniform while conducting police operations.
   B. An exception is made to item "A" for all officers assigned to the station, who will then be required to have their body armor in their immediate possession unless authorized by the Chief of Police.
   C. Immediate possession is defined as having it in the police unit and available to the officer
   D. Internal or External carriers must be authorized by the department.

23. **Head gear** (See Exhibit 9)
A. Dark blue duty type hat (round). This hat will be Bayly, Inc. manufactured hat. This shall be worn for formal appearances only.

B. Regulation brass 2-1/8 inch police hat badge having the State of Oklahoma seal with police" under the state seal

C. The only exception is for extreme cold weather when the officer deems it necessary to protect himself from the cold while mandated to be out side for an extended length of time.

   1. This head gear will be of solid dark color, black or navy blue. No logos or patches are allowed.

24. **Baton** (officer qualification required)
   A. The type of baton authorized will be that of which is approved by the Chief of Police or his designee

25. **Baton holder**
   A. Smooth black clarion or that as approved by the Chief of Police.

26. **OC unit** (officer qualification required)
   A. OC unit authorized by the Chief of Police

27. **OC unit holder**
   A. Smooth black clarino with hidden, Velcro, or black snaps.

28. **Taser**
   A. X26 yellow in color with standard holster

29. **Knife**
   A. Only knives with a maximum blade length of four (4) inches will be carried
   B. All knives will be carried in discreet manner concealed from public view including all parts of the weapon.

1024.4.2 **CLASS B UNIFORM**
1. **Shirt** - Long Sleeve
   a. Navy blue in color
Uniforms and Civilian Attire

b. Elbeco long or short sleeve uniform polo (not tactical)

2. Trousers
   a. Navy blue in color
   b. Elbeco Tek2 Cargo trousers

3. Coats and gloves - Complying with the Class A uniform requirements of this policy

4. Shoes and socks - Complying with the Class A uniform requirements of this policy

5. Breast badge - Cloth sewn on type seven (7) point star

6. Shoulder patch - Cloth sewn on type

7. T-Shirt - Complying with the Class A uniform requirements of this policy

8. Weapons - Complying with the Class A uniform requirements of this policy

9. Gun belt and holster - Complying with Class A regulations, or the equivalent equipment in an optional Nylon rig.

1024.4.3 SPECIALIZED ASSIGNMENT UNIFORM
The Chief of Police or the authorized designee may authorize certain uniforms to be worn by members in specialized assignments, such as canine handlers, the (SWAT), bicycle patrol, motor officers and other specific assignments.

1024.5 NON-UNIFORMED OFFICERS ATTIRE
Non-uniformed officers will wear items from the following list that is appropriate for their gender:


2. Collard shirts, polo, golf, chambray or oxford.

3. Skirts, capri pants, dresses length ankle to just above the knee.

4. Dress shoes, loafers, boot shoes, dress boots.

5. Dress shirts and ties.
Uniforms and Civilian Attire

7. Suits
8. Slacks
9. Other clothing as authorized by the Chief of Police for special assignments.

1024.6 CIVILIAN ATTIRE
There are assignments within the Department that do not require a uniform because recognition and authority are not essential to their functions. There are also assignments for which civilian attire is necessary. Non-uniformed members shall wear items from the following list that is appropriate for their gender:

2. Collard shirts, polo, golf, chambray or oxford.
3. Skirts, capri pants, dresses length ankle to just above the knee.
4. Dress shoes, loafers, boot shoes, dress boots.
5. Dress shirts and ties.
7. Suits
8. Slacks
9. Jeans that are free of wear and stains.
10. Other clothing as authorized by the Chief of Police for special assignments.

1024.7 BIKE PATROL TEAM
1. The Sand Springs Police Department Bike Team uniform will consist of:

   A. Short-sleeved dark navy polo shirt
      1. 1½(half) inch reflective band just above the cuffs of the sleeves
      2. Shoulder patches, the cloth badge patch on the left chest.
      3. Officer’s first initial and last name embroidered on the right chest
      4. POLICE on the back in reflective material

   B. Dark navy pants with zip-off legs shall have a 1(one) inch reflective patch on the lower thigh under the cargo pocket.
Uniforms and Civilian Attire

C. The shoes will be an all black athletic low-cut shoe worn with black socks. If wearing shorts the socks will be low ankle-cut type, and if wearing long pants the socks will be crew or tube type.

1024.8 HONOR GUARD
1. The Sand Springs Police Department Honor Guard uniform will consist of:

   A. White barracks cover with high gloss bill and 1 ¼” wide yellow band, worn two fingers off of bridge of nose.

   B. Hat badge

   C. White gloves

   D. High gloss gun belt with stitching and brass buckle holding the following:

      1. High gloss holster
      2. Cuff case with brass snap
      3. Double magazine pouch with brass snaps
      4. 2 Single keepers with brass snap worn in front, pointing down

   E. High gloss low quarter shoes with black socks

   F. Marine Corp style dress blue long sleeve, choker collar outer blouse, (or coat) with yellow trim on epaulets with the following:

      1. The coat should have gold buttons on breast pockets, 5 gold buttons down the middle of the coat, a gold button on the epaulets and three gold buttons on cuff.
      2. There should be two single yellow stripes which are ½” wide separated by ¼”, just above the buttons on the cuff.
      3. On the right breast pocket should be the name plate with first initial and last name.
      4. On the left breast pocket should be the honor guard badge with a mourning badge.
      5. On the left shoulder should be a yellow braided shoulder cord.
      6. On the choker collar should be SSPD collar brass.

   G. On each sleeve should be a Sand Springs Police Department patch centered on outer sleeve approx. 1” below the top shoulder seam.

   H. The pants are a blue trouser with a 1 ¼” wide stripe that consists of ¾” navy blue fabric with ¼” yellow stripe on each side of blue fabric, down the outside seam.
1024.9 SWAT
SWAT team members shall wear uniforms and equipment in compliance with the South West Area Tactical (SWAT) policy manual.

1024.10 OPTIONAL EQUIPMENT
Any items that are allowed by the Sand Springs Police Department but that have been identified as optional shall be purchased entirely at the expense of the member. No part of the purchase cost shall be offset by the Department.

Maintenance of optional items shall be the financial responsibility of the purchasing member (e.g., repairs due to normal wear and tear).

Replacement of items listed in this policy as optional shall be managed as follows:

(a) When the item is no longer functional because of normal wear and tear, the member bears the full cost of replacement.

(b) When the item is no longer functional because of damage in the course of the member’s duties, it shall be replaced in accordance with the Department-Owned and Personal Property Policy.

1024.11 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES
Sand Springs Police Department members may not wear any uniform item, accessory or attachment unless specifically authorized by the Chief of Police or the authorized designee.

Department members may not use or carry any safety item, tool or other piece of equipment unless specifically authorized by the Chief of Police or the authorized designee.
Conflict of Interest

1025.1 PURPOSE AND SCOPE
The purpose of this policy is to assist members in recognizing and avoiding potential conflicts of interest, thereby ensuring effective and ethical operating practices on the part of the Sand Springs Police Department.

1025.1.1 DEFINITIONS
Definitions related to this policy include:

Conflict of interest - Any actual, perceived or potential conflict, in which it reasonably appears that a member’s action, inaction or decisions are or may be influenced by a personal or business relationship.

1025.2 POLICY
Members of the Sand Springs Police Department are expected to conduct themselves with the utmost professional integrity and objectivity. Members will guard against actual or perceived conflicts of interest in order to ensure the fair and equitable treatment of department members and the public, and thereby maintain the trust of the public and department members.

1025.3 PROHIBITIONS
The Department prohibits the following types of personal or business relationships among members:

(a) Members are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other member who is a relative or with whom they are involved in a personal or business relationship.

1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved member to an uninvolved supervisor.

2. When personnel and circumstances permit, the Department will attempt to make every reasonable effort to avoid placing members in such supervisor/subordinate situations. The Department, however, reserves the right to transfer or reassign any member to another position within the same classification in order to avoid conflicts with any provision of this policy.

(b) Members are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting a member who is a relative or with whom they are involved in a personal or business relationship.

(c) Whenever possible, field training officers (FTOs) and other trainers will not be assigned to train relatives. Department FTOs and other trainers are prohibited from
Conflict of Interest

Members are prohibited from holding an additional public office unless allowed by law (51 O.S. § 6).

Members are prohibited from engaging in any way in the alcoholic beverage business (37a O.S. § 1-111).

1025.4 MEMBER RESPONSIBILITIES
Members shall avoid situations that create a conflict of interest. Members should take reasonable steps to address a perception of a conflict of interest when such a perception is reasonably foreseeable and avoidable (e.g., deferring a decision to an uninvolved member).

Whenever any member is placed in circumstances that would require him/her to take enforcement action or to provide official information or services to any relative or individual with whom the member is involved in a personal or business relationship, that member shall promptly notify his/her uninvolved, immediate supervisor.

In the event that no uninvolved supervisor is immediately available, the member shall promptly notify the dispatcher to have another uninvolved member either relieve the involved member or, minimally, remain present to witness the action.

1025.5 SUPERVISOR RESPONSIBILITIES
Upon being notified of or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Chief of Police or the authorized designee of such actual or potential violations through the chain of command.
Badges, Patches and Identification

1026.1 PURPOSE AND SCOPE
The Sand Springs Police Department (SSPD) badge, patch and identification card/Commission Card, as well as the likeness of these items and the name of the Department, are property of the Department. Their use shall be restricted as set forth in this policy.

1026.2 POLICY
Members of the Department will use the SSPD badge, patch and identification card/Commission Card, as well as the likeness of these items, appropriately and professionally.

1026.3 UNAUTHORIZED USE
The SSPD badge, patch and identification card/Commission Card shall not be displayed or used by any member except when acting in an official or authorized capacity.

Department members shall not:

(a) Display or use the SSPD badge, patch or identification card/Commission Card for personal gain or benefit.

(b) Loan the SSPD badge, patch or identification card/Commission Card to others or permit these items to be reproduced or duplicated.

(c) Use images of the SSPD badge, patch or identification card/Commission Card, or the likeness thereof, or the Sand Springs Police Department name, for personal or private reasons including, but not limited to, letters, memoranda and electronic communications, such as email, blogs, social networking or websites.

1026.3.1 LOST BADGE, PATCH OR IDENTIFICATION CARD/COMMISSION CARD
Department members shall promptly notify their supervisors whenever their SSPD badges, patches or identification cards/Commission Cards are lost, damaged or are otherwise removed from their control.

1026.4 BADGES
The Chief of Police shall determine the form of badges authorized for use by department members. No other badges may be used, carried, worn or displayed.

Only badges issued by this department are authorized to be used, displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

Members, with the written approval of the Chief of Police, may purchase at their own expense a second badge or flat badge that can be carried in a wallet.

1026.4.1 RETIREE BADGES
The Chief of Police may establish rules for allowing honorably retired members to keep their badges in some form upon retirement, for use as private memorabilia.
1026.4.2 PERMITTED USE BY EMPLOYEE GROUPS
The likeness of the SSPD badge shall not be used for any purpose without the express authorization of the Chief of Police and shall be subject to the following:

(a) An authorized employee group may use the likeness of the SSPD badge for merchandise and official employee group business provided it is used in a clear representation of the employee group and not the Sand Springs Police Department. The following modification shall be included:

1. Any text identifying the Sand Springs Police Department is replaced with the name of the employee group.
2. A badge number is not included. That portion of the badge may display the acronym of the employee group.

1026.5 IDENTIFICATION CARDS/COMMISSION CARDS
All members will be issued an official SSPD identification card/Commission Card bearing the member’s name, full-face photograph, member identification number, member’s signature and signature of the Chief of Police or the official seal of the Department. All members shall be in possession of their department-issued identification card/Commission Card at all times while on-duty or in department facilities.

(a) Whenever on-duty or acting in an official capacity representing the Department, members shall display their department-issued identification card/Commission Card in a courteous manner to any person upon request and as soon as practicable.

(b) Officers or other members working specialized assignments may be excused from the possession and display requirements when directed by their Division Commanders.

1026.6 BUSINESS CARDS
The Department will supply business cards to those members whose assignments involve frequent interaction with the public or who may require the use of a business card. The only authorized business cards are those issued or approved by the Department and should contain identifying information including, but not limited to, the member’s name, division, badge or other identification number and contact information (e.g., telephone number, email address).

Members should provide a business card upon request.
Temporary Modified-Duty Assignments

1027.1 PURPOSE AND SCOPE
This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, City rules or current employment agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

1027.2 POLICY
Temporary light-duty assignments, when available, are for officers and other eligible personnel in the department who, because of injury or illness, are temporarily unable to perform their regular assignments but are capable of performing alternative duty assignments. Use of temporary light duty can provide employees with an opportunity to remain productive while convalescing as well as provide a work option for employees who may otherwise risk their health and safety or the safety of others by remaining on duty when physically or mentally unfit for their regular assignment. Therefore, it is the policy of the Sand Springs Police Department that eligible personnel be given a reasonable opportunity to work in temporary light-duty assignments when available and consistent with this policy.

1027.3 DEFINITIONS
Eligible Personnel: For purposes of this policy, a sworn or civilian member suffering from medically certified illness, injury, or condition, who is temporarily unable to perform their regular assignment but is capable of performing alternative assignments.

Family Medical Leave Act (FMLA): Federal law providing for up to twelve (12) weeks of leave for eligible workers, for their own serious health condition or other situations as outlined in the law and the City's FMLA policy.

1027.4 GENERAL CONSIDERATIONS
Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) shall be treated equally, without regard to any preference for a work-related injury.

No position in the Sand Springs Police Department shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty positions are limited in number, task, variety, and availability. Therefore: personnel injured or otherwise disabled in the line of duty may be given preference in initial
Temporary Modified-Duty Assignments

assignment to temporary modified duty; and assignments may be changed at any time, with concurrence of the treating physician, if deemed in the best interest of the employee or the agency.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee’s ability to perform in a temporary modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle or engaging in outside employment, or may otherwise limit them in employing their peace officer powers.

This policy in no way affects the privileges of employees under provisions of the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, collective bargaining agreement, or other federal or state law.

Assignment to temporary modified duty shall not affect an employee’s pay classification, pay increases, promotions, retirement benefits or other employee benefits.

No specific position within the Department shall be established for the use as a temporary modified-duty assignment, nor shall any existing position be designated or utilized exclusively for personnel on temporary modified duty.

Officers on temporary modified duty are strictly prohibited from engaging in outside employment in which that officer may reasonably be expected to perform law enforcement functions which they have been determined physically or mentally unable to perform on behalf of the department.

Members who are medically prohibited from performing their regularly assigned duties may not engage in outside or "off-duty" employment until approved by the Chief of Police. Members shall provide the Chief of Police documentation from their attending physician stating that the outside/off-duty employment is medically permitted.

Depending upon the nature and extent of the injury or illness, an officer on temporary modified duty may be prohibited or restricted from wearing departmental uniform, carrying a weapon or otherwise limited in employing police powers as determined by the Chief of Police so long as such limitations are consistent with this policy.

Temporary modified-duty assignments shall not be made for disciplinary purposes.

Members who incur a duty-related injury and refuse a temporary modified-duty assignment may be subject to loss of Worker's Compensation benefits. However, such members may be covered by FMLA provisions with respect to obtaining leave, whether paid or unpaid, per FMLA.

Temporary modified-duty assignments are strictly temporary and will not exceed 960 Hours. (Temporary modified duty may be provided for a total of 960 Hours in a one year period, with a year being defined as beginning on the first temporary modified duty day and ending 12 calendar
Temporary Modified-Duty Assignments

months after the first temporary modified-duty day.) After 960 Hours, personnel on temporary modified duty who are not capable of returning to their original duty assignment may pursue other options as provided by employment provisions under federal or state statute, or collective bargaining agreement.

1027.5 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses. Employees seeking a temporary modified-duty assignment should submit a written request to their Division Commanders or the authorized designees. The request should, as applicable, include a certification from the treating medical professional containing:

(a) An assessment of the nature and probable duration of the illness or injury.
(b) The prognosis for recovery.
(c) The nature and scope of limitations and/or work restrictions.
(d) A statement regarding any required workplace accommodations, mobility aids or medical devices.
(e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Division Commander will make a recommendation through the chain of command to the Chief of Police regarding temporary modified-duty assignments that may be available based on the needs of the Department and the limitations of the employee. The Chief of Police or the authorized designee shall confer with the Human Resources Department or the City Attorney as appropriate.

The request for temporary light duty and the physician's statement shall be forwarded to the Office of Chief of Police. The Chief of Police or designee may consult with the City’s Human Resources and/or other City Department prior to making a determination regarding the assignment to temporary light-duty.

The Department may require the employee to submit to an independent medical examination by a health provider of the Department's choosing. In the event the opinion of this second health care provider differs from the foregoing health provider, the employee may request a third opinion at the employer's expense.

The employee and representative of the Department shall cooperate and act in good faith in selecting any third health-care provider, and both parties shall be bound by that medical decision.

Requests for a temporary modified-duty assignment of 20 hours or less per week may be approved and facilitated by the Shift Supervisor or Division Commander, with notice to the Chief of Police.


Temporary Modified-Duty Assignments

Employees not eligible for FMLA leave, may be offered a temporary modified-duty assignment upon submission of a request from the officer's/employee's immediate supervisor or unit commander to the Chief of Police.

Failure to follow conditions and or to perform adequately at the temporary modified-duty assignment may be cause for the employee to face discipline or to be removed from temporary modified-duty.

1027.6 ACCOUNTABILITY
Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee’s medical appointments, as mutually agreed upon with the Division Commander.

1027.6.1 EMPLOYEE RESPONSIBILITIES
The responsibilities of employees assigned to temporary modified duty shall include, but are not limited to:

(a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.

(b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.

(c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.

(d) Submitting a written status report to the Division Commander that contains a status update and anticipated date of return to full duty when a temporary modified-duty assignment extends beyond 60 days.

1027.6.2 SUPERVISOR RESPONSIBILITIES
The employee’s immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified duty.

The responsibilities of supervisors shall include, but are not limited to:

(a) Periodically apprising the Division Commander of the status and performance of employees assigned to temporary modified duty.

(b) Notifying the Division Commander and ensuring that the required documentation facilitating a return to full duty is received from the employee.

(c) Ensuring that employees returning to full duty have completed any required training and certification.
Temporary Modified-Duty Assignments

1027.7 MEDICAL EXAMINATIONS
Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1027.8 PREGNANCY
If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

1027.8.1 NOTIFICATION
Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the City’s personnel rules and regulations regarding family and medical care leave.

1027.9 PROBATIONARY EMPLOYEES
Probationary employees who are assigned to a temporary modified-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary modified duty.

1027.10 MAINTENANCE OF CERTIFICATION AND TRAINING
Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.
Speech, Expression and Social Networking

1028.1 PURPOSE AND SCOPE
This policy is intended to address issues associated with the use of social networking sites, and provides guidelines for the regulation and balancing of member speech and expression with the needs of the Sand Springs Police Department.

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech and use of all Internet services, including the Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit a member from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisors regarding any questions arising from the application or potential application of this policy.

1028.2 POLICY
Members of public entities occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of the Sand Springs Police Department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that members of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Department will carefully balance the individual member’s rights against the needs and interests of the Department when exercising a reasonable degree of control over its members’ speech and expression.

1028.3 SAFETY
Members should carefully consider the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of Sand Springs Police Department members, such as posting personal information in a public forum or posting a photograph taken with a GPS-enabled camera, can result in compromising a member’s home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member’s family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover.
Speech, Expression and Social Networking

- Disclosing the address of a fellow department member.
- Otherwise disclosing where another officer can be located off-duty.

1028.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT
To meet the safety, performance and public-trust needs of the Sand Springs Police Department, the following are prohibited unless the speech is otherwise protected (for example, a member speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Department or its members.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Department and tends to compromise or damage the mission, function, reputation or professionalism of the Department or its members. Examples may include:
   1. Statements that indicate disregard for the law or the state or U.S. Constitutions.
   2. Expression that demonstrates support for criminal activity.
   3. Participation in sexually explicit photographs or videos for compensation or distribution.

(c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting to a website statements or expressions that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the Department (e.g., a statement on a blog that provides specific details as to how and when prisoner transportsations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape).

(e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Department.

(f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment or appointment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.

(g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Sand
Speech, Expression and Social Networking

Springs Police Department on any personal or social networking or other website or web page, without the express authorization of the Chief of Police.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1028.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens or as authorized members of recognized bargaining units or employee groups, members may not represent the Sand Springs Police Department or identify themselves in any way that could be reasonably perceived as representing the Department in order to do any of the following, unless specifically authorized by the Chief of Police:

(a) Endorse, support, oppose or contradict any political campaign or initiative.
(b) Endorse, support, oppose or contradict any social issue, cause or religion.
(c) Endorse, support or oppose any product, service, company or other commercial entity.
(d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video or public broadcast or on any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization, including as an authorized member of a recognized bargaining unit or an employee group, is affiliated with this department, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Sand Springs Police Department.

Members retain their rights to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of recognized bargaining units or employee groups, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of elections or nominations for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1028.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published or maintained through file-sharing software or any Internet site (e.g., Facebook, MySpace) that is accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

However, the Department may not request or require a member to disclose a personal username or password or open a personal social website for review or observation. When it is reasonably believed, based on the receipt of specific information, that work-related misconduct has or is
Speech, Expression and Social Networking

occurring, the employee may be required to share the content that has been reported in order to make a factual determination (40 O.S. § 173.2).

1028.6 CONSIDERATIONS
In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or the authorized designee should consider include:

(a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.

(b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.

(c) Whether the speech or conduct would reflect unfavorably upon the Department.

(d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.

(e) Whether similar speech or conduct has been previously authorized.

(f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

1028.7 TRAINING
Subject to available resources, the Department should provide training regarding the limitations on speech, expression and use of social networking to all members of the Department.
Jury Duty by Members

1029.1 POLICY
The Sand Springs Police Department recognizes that all citizens have a civic duty to serve as jurors when they are summoned. Therefore, jury leave will be granted in accordance with this policy and the City of Sand Springs Personnel Policies and Procedures, C-4 Court or Jury Duty Leave. Jury leave for nonsworn employees will be administered according to the City of Sand Springs Personnel Policies and Procedures, C-4 Court or Jury Duty Leave.

1029.2 SUMMARY
Procedures for members who are summoned to serve as jurors.

1029.3 PROCEDURES
When officers receive a summons to appear for jury service, they will notify their supervisor and fill out a Leave Report for jury duty as soon as possible. Attach a copy of the summons to the Leave Report. The normal term of service is one week.

Supervisors may adjust the officer’s days off during the scheduled jury leave if necessary.

If officers receive a subpoena to appear as a witness during the time they have been summoned for jury duty, they must present their subpoena to the Court Administrator to be excused from jury duty.

If officers are selected as jurors and the trial is expected to continue beyond the normal term of one week, officers will notify their supervisors and complete an additional Leave Report as soon as possible.

If officers are not selected as jurors and are excused by the court, they will return to work on their next scheduled duty day, canceling the remainder of their jury leave. Supervisors may again adjust officers’ days off to reflect their return to work.

At the conclusion of jury duty, whether they were impaneled or excused, officers must request a signed statement from the court clerk showing the actual dates of court attendance. Officers will present this statement to their supervisor. Supervisors will forward this to the Chief’s office.

1029.4 REGULATIONS
City vehicles will not be used for transportation to or from jury duty.
Illness and Injury Prevention

1030.1 PURPOSE AND SCOPE
The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Sand Springs Police Department, in accordance with the requirements of 40 O.S. § 403.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related City-wide safety efforts.

1030.2 POLICY
The Sand Springs Police Department is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Department will establish and maintain an illness and injury prevention plan and will provide tools, training and safeguards designed to reduce the potential for accidents, injuries and illness. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

1030.3 ILLNESS AND INJURY PREVENTION PLAN
The Administration Division Commander is responsible for developing an illness and injury prevention plan that shall include:

(a) Workplace safety and health training programs.
(b) Regularly scheduled safety meetings.
(c) Posted or distributed safety information.
(d) A system for members to anonymously inform management about workplace hazards.
(e) Establishment of a safety and health committee that will:
    1. Meet regularly.
    2. Prepare a written record of safety and health committee meetings.
    3. Review the results of periodic scheduled inspections.
    4. Review investigations of accidents and exposures.
    5. Make suggestions to command staff for the prevention of future incidents.
    6. Review investigations of alleged hazardous conditions.
    7. Submit recommendations to assist in the evaluation of member safety suggestions.
8. Assess the effectiveness of efforts made by the Department to meet applicable standards.

(f) Establishing a process to ensure illnesses and injuries are reported as required under 40 O.S. § 403 to the Oklahoma Department of Labor Public Employees Occupational Safety and Health Division within 48 hours for all work-related deaths and for injuries requiring hospitalization of five or more employees.

1030.4 ADMINISTRATION DIVISION COMMANDER RESPONSIBILITIES
The responsibilities of the Administration Division Commander include, but are not limited to:

(a) Managing and implementing a plan to reduce the incidence of member illness and injury.
   1. This includes acting as the safety coordinator and meeting related safety program standards (40 O.S. § 403; OAC 380:40-1-22).

(b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:
   1. New member orientation that includes a discussion of safety and health policies and procedures.
   2. Regular member review of the illness and injury prevention plan.

(c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.

(d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes, but is not limited to:
   1. Informing members of the illness and injury prevention guidelines.
   2. Recognizing members who perform safe work practices.
   3. Ensuring that the member evaluation process includes member safety performance.
   4. Ensuring department compliance to meet standards regarding the following (40 O.S. § 403; OAC 380:40-1-2):
      (a) Mandates contained in 29 CFR 1910.1030 regarding bloodborne pathogens
      (b) Personal protective equipment (29 CFR 1910.132) (see the Personal Protective Equipment Policy)
      (c) Emergency action plan (29 CFR 1910.38)
Illness and Injury Prevention

(e) Making available a form to document inspections, unsafe conditions or unsafe work practices, and actions taken to correct unsafe conditions and work practices.

(f) Making available a form to document individual incidents or accidents.

(g) Making available a form to document the safety and health training of each member. This form will include the member’s name or other identifier, training dates, type of training and training providers.

(h) Conducting and documenting a regular review of the illness and injury prevention plan.

1030.5 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include, but are not limited to:

(a) Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.

(b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.

(c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.

(d) Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Administration Division Commander.

(e) Notifying the Administration Division Commander when:

1. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.

2. New, previously unidentified hazards are recognized.

3. Occupational illnesses and injuries occur.

4. New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.

5. Workplace conditions warrant an inspection.

1030.6 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be
immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Administration Division Commander via the chain of command.

The Administration Division Commander will take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.

1030.7 INSPECTIONS
Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Administration Division Commander shall ensure that the appropriate documentation is completed for each inspection.

1030.7.1 EQUIPMENT
Members are charged with daily vehicle inspections of their assigned vehicles and of their PPE prior to working in the field. Members shall complete the appropriate form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

1030.8 INVESTIGATIONS
Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty, shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

(a) A visit to the accident scene as soon as possible.
(b) An interview of the injured member and witnesses.
(c) An examination of the workplace for factors associated with the accident/exposure.
(d) Determination of the cause of the accident/exposure.
(e) Corrective action to prevent the accident/exposure from reoccurring.
(f) Documentation of the findings and corrective actions taken.
Illness and Injury Prevention

Additionally the supervisor should proceed with the steps to report an on-duty injury, as required under the Work-Related Illness and Injury Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

1030.9 TRAINING
The Administration Division Commander should work with the Training Supervisor to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

(a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.
(b) To all members with respect to hazards specific to each member’s job assignment.
(c) To all members given new job assignments for which training has not previously been provided.
(d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.
(e) Whenever the Department is made aware of a new or previously unrecognized hazard.

1030.9.1 TRAINING TOPICS
The Training Supervisor shall ensure that training includes:

(a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.
(b) Use of appropriate clothing, including gloves and footwear.
(c) Use of respiratory equipment.
(d) Availability of toilet, hand-washing and drinking-water facilities.
(e) Provisions for medical services and first aid.
(f) Handling of bloodborne pathogens and other biological hazards.
(g) Prevention of heat and cold stress.
(h) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).
(i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.
(j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.
(k) Back exercises/stretches and proper lifting techniques.
Illness and Injury Prevention

(l) Avoidance of slips and falls.
(m) Good housekeeping and fire prevention.
(n) Other job-specific safety concerns.
(o) Any other training as may be required and at a frequency established by law (40 O.S. § 403).

1030.10 RECORDS
Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.
Line-of-Duty Deaths

1031.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance to members of the Sand Springs Police Department in the event of the death of a member occurring in the line of duty and to direct the Department in providing proper support for the member’s survivors.

The Chief of Police may also apply some or all of this policy in situations where members are injured in the line of duty and the injuries are life-threatening.

1031.1.1 DEFINITIONS
Definitions related to this policy include:

**Line-of-duty death** - The death of a sworn member during the course of performing law enforcement-related functions while on- or off-duty, or a civilian member during the course of performing their assigned duties.

**Survivors** - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual’s relationship with the member and whether the individual was previously designated by the deceased member.

1031.2 POLICY
It is the policy of the Sand Springs Police Department to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this department to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1031.3 INITIAL ACTIONS BY COMMAND STAFF

(a) Upon learning of a line-of-duty death, the deceased member’s supervisor should provide all reasonably available information to the Shift Supervisor and Communications.

   1. Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Public Information Officer section of this policy).

(b) The Shift Supervisor should ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.

(c) If the member has been transported to the hospital, the Shift Supervisor or the designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.
Line-of-Duty Deaths

(d) The Chief of Police or the authorized designee should assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve the temporary Hospital Liaison) and the Department Liaison as soon as practicable (see the Notifying Survivors section and the Department Liaison and Hospital Liaison subsections in this policy).

1031.4 NOTIFYING SURVIVORS
Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Chief of Police or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Chief of Police, Shift Supervisor or the authorized designee should select at least two members to conduct notification of survivors, one of which may be the Department Chaplain.

Notifying members should:

(a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.

(b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity and current location (e.g., small children at home, children in school).

(c) Plan for concerns such as known health concerns of survivors or language barriers.

(d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in department vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital. Notifying members should remain at the hospital while the survivors are present.

(e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.

(f) If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.

(g) Offer to call other survivors, friends or clergy to support the survivors and to avoid leaving survivors alone after notification.

(h) Assist the survivors with meeting childcare or other immediate needs.
Line-of-Duty Deaths

(i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.

(j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Department Liaison.

(k) Provide their contact information to the survivors before departing.

(l) Document the survivor’s names and contact information, as well as the time and location of notification. This information should be forwarded to the Department Liaison.

(m) Inform the Chief of Police or the authorized designee once survivor notifications have been made so that other Sand Springs Police Department members may be apprised that survivor notifications are complete.

1031.4.1 OUT-OF-AREA NOTIFICATIONS
The Department Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

(a) The Department Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the department member that the survivors can call for more information following the notification by the assisting agency.

(b) The Department Liaison may assist in making transportation arrangements for the member’s survivors, but will not obligate the Department to pay travel expenses without the authorization of the Chief of Police.

1031.5 NOTIFYING DEPARTMENT MEMBERS
Supervisors or members designated by the Chief of Police are responsible for notifying department members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shift. Members reporting for duty from their residence should be instructed to contact their supervisor as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support group, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Department regarding the deceased member or the incident.
1031.6  LIAISONS AND COORDINATORS
The Chief of Police or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including, but not limited to:

(a) Department Liaison.
(b) Hospital Liaison.
(c) Survivor Support Liaison.
(d) Critical Incident Stress Management (CISM) coordinator.
(e) Funeral Liaison.
(f) Mutual aid coordinator.
(g) Benefits Liaison.
(h) Finance coordinator.

Liaisons and coordinators will be directed by the Department Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available department resources. The Department Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed.

1031.6.1 DEPARTMENT LIAISON
The Department Liaison should be a Division Commander or of sufficient rank to effectively coordinate department resources, and should serve as a facilitator between the deceased member’s survivors and the Department. The Department Liaison reports directly to the Chief of Police. The Department Liaison’s responsibilities include, but are not limited to:

(a) Directing the other liaisons and coordinators in fulfilling survivors’ needs and requests. Consideration should be given to organizing the effort using the National Incident Management System (NIMS).
(b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.
(c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.
(d) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.
(e) Coordinating all official law enforcement notifications and arrangements.
(f) Making necessary contacts for authorization to display flags at half-mast.
(g) Ensuring that department members are reminded of appropriate information—sharing restrictions regarding the release of information that could undermine future legal proceedings.
(h) Coordinating security checks of the member’s residence as necessary and reasonable.
Line-of-Duty Deaths

(i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

1031.6.2 HOSPITAL LIAISON
The Hospital Liaison should work with hospital personnel to:

(a) Arrange for appropriate and separate waiting areas for:
   1. The survivors and others whose presence is requested by the survivors.
   2. Department members and friends of the deceased member.
   3. Media personnel.

(b) Ensure, as much as practicable, that any suspects who are in the hospital and their families or friends are not in close proximity to the member’s survivors or Sand Springs Police Department members (except for members who may be guarding the suspect).

(c) Ensure that survivors receive timely updates regarding the member before information is released to others.

(d) Arrange for survivors to have private time with the member, if requested.
   1. The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
   2. The Hospital Liaison should accompany the survivors into the room, if requested.

(e) Stay with survivors and ensure that they are provided with other assistance as needed at the hospital.

(f) If applicable, explain to the survivors why an autopsy may be needed.

(g) Ensure hospital bills are directed to the Department, that the survivors are not asked to sign as guarantor of payment for any hospital treatment and that the member’s residence address, insurance information and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include, but are not limited to:

- Arranging transportation for the survivors back to their residence.
- Working with investigators to gather and preserve the deceased member’s equipment and other items that may be of evidentiary value.
- Documenting his/her actions at the conclusion of his/her duties.

1031.6.3 SURVIVOR SUPPORT LIAISON
The Survivor Support Liaison should work with the Department Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term department contact for survivors.

The Survivor Support Liaison should be selected by the deceased member’s Division Commander. The following should be considered when selecting the Survivor Support Liaison:
Line-of-Duty Deaths

- The liaison should be an individual the survivors know and with whom they are comfortable working.

- If the survivors have no preference, the selection may be made from names recommended by the deceased member’s supervisor and/or coworkers. The deceased member’s partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.

- The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include, but are not limited to:

(a) Arranging for transportation of survivors to hospitals, places of worship, funeral homes and other locations, as appropriate.

(b) Communicating with the Department Liaison regarding appropriate security measures for the family residence, as needed.

(c) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.

(d) Providing assistance with travel and lodging arrangements for out-of-town survivors.

(e) Returning the deceased member’s personal effects from the Department and the hospital to the survivors. The following should be considered when returning the personal effects:

1. Items should not be delivered to the survivors until they are ready to receive the items.

2. Items not retained as evidence should be delivered in a clean, unmarked box.

3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).

4. The return of some personal effects may be delayed due to ongoing investigations.

(f) Assisting with the return of department-issued equipment that may be at the deceased member’s residence.

1. Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors’ wishes.

(g) Working with the CISM coordinator to ensure that survivors have access to available counseling services.

(h) Coordinating with the department’s Public Information Officer (PIO) to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Public Information Officer section of this policy).

(i) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal and administrative investigations.
(j) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.

(k) Introducing survivors to prosecutors, victim’s assistance personnel and other involved personnel as appropriate.

(l) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).

(m) Inviting survivors to department activities, memorial services or other functions as appropriate.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Department recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Department to facilitate communications necessary to the assignment. The department-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1031.6.4 CRITICAL INCIDENT STRESS MANAGEMENT COORDINATOR

The CISM coordinator should work with the Chief of Police or the authorized designee, liaisons, coordinators and other resources to make CISM and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the CISM coordinator include, but are not limited to:

(a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for CISM and counseling services, including:

   1. Members involved in the incident.
   2. Members who witnessed the incident.
   3. Members who worked closely with the deceased member but were not involved in the incident.

(b) Ensuring that members who were involved in or witnessed the incident are relieved of department responsibilities until they can receive CISM support as appropriate and possible.

(c) Ensuring that CISM and counseling resources (e.g., peer support, debriefing, grief counselors) are available to members as soon as reasonably practicable following the line-of-duty death.

(d) Coordinating with the Survivor Support Liaison to ensure survivors are aware of available CISM and counseling services and assisting with arrangements as needed.
(e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional CISM or counseling services are needed.

1031.6.5 FUNERAL LIAISON
The Funeral Liaison should work with the Department Liaison, Survivor Support Liaison and survivors to coordinate funeral arrangements to the extent the survivors wish. The Funeral Liaison’s responsibilities include, but are not limited to:

(a) Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures.
(b) Completing funeral notification to other law enforcement agencies.
(c) Coordinating the funeral activities of the Department, including, but not limited to the following:

1. Honor Guard
   (a) Casket watch
   (b) Color guard
   (c) Pallbearers
   (d) Bell/rifle salute
2. Bagpipers/bugler
3. Uniform for burial
4. Flag presentation
5. Last radio call
(d) Briefing the Chief of Police and command staff concerning funeral arrangements.
(e) Assigning an officer to remain at the family home during the viewing and funeral.
(f) Arranging for transportation of the survivors to and from the funeral home and interment site using department vehicles and drivers.

1031.6.6 MUTUAL AID COORDINATOR
The mutual aid coordinator should work with the Department Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

(a) Traffic control during the deceased member’s funeral.
(b) Area coverage so that as many Sand Springs Police Department members can attend funeral services as possible.

The mutual aid coordinator should perform his/her duties in accordance with the Outside Agency Assistance Policy.
Line-of-Duty Deaths

1031.6.7 BENEFITS LIAISON
The Benefits Liaison should provide survivors with information concerning available benefits and will assist them in applying for benefits. Responsibilities of the Benefits Liaison include, but are not limited to:

(a) Confirming the filing of workers’ compensation claims and related paperwork (see the Workplace Illness and Injury Reporting Policy).

(b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the:
   1. Public Safety Officers’ Educational Assistance (PSOEA) Program.
   2. Social Security Administration.
   3. Department of Veterans Affairs.

(c) Researching and assisting survivors with application for state and local government survivor benefits.
   2. One-time death benefit (11 O.S. § 50-117.2; 47 O.S. § 2-306.3; 74 O.S. § 916.1).
   3. Tuition waivers (70 O.S. § 3218.7).
   4. Room and board waivers (70 O.S. § 3218.7-1).

(d) Researching and assisting survivors with application for other survivor benefits such as:
   1. Private foundation survivor benefits programs.
   2. Survivor scholarship programs.

(e) Researching and informing survivors of support programs sponsored by police associations and other organizations.

(f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.
   1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.

(g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.

(h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.
1031.6.8 FINANCE COORDINATOR

The finance coordinator should work with the Chief of Police and the Department Liaison to manage financial matters related to the line-of-duty death. The finance coordinator’s responsibilities include, but are not limited to:

(a) Establishing methods for purchasing and monitoring costs related to the incident.
(b) Providing information on finance-related issues, such as:
   1. Paying survivors’ travel costs if authorized.
   2. Transportation costs for the deceased.
   3. Funeral and memorial costs.
   4. Related funding or accounting questions and issues.
(c) Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member’s survivors.
(d) Providing accounting and cost information as needed.

1031.7 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the department’s PIO should be the department’s contact point for the media. As such, the PIO should coordinate with the Department Liaison to:

(a) Collect and maintain the most current incident information and determine what information should be released.
(b) Ensure that department members are instructed to direct any media inquiries to the PIO.
(c) Prepare necessary press releases.
   1. Ensure coordination with other entities having media roles (e.g., outside agencies involved in the investigation or incident).
   2. Ensure that important public information is disseminated, such as information on how the public can show support for the department and deceased member’s survivors.
(d) Arrange for community and media briefings by the Chief of Police or the authorized designee as appropriate.
(e) Respond, or coordinate the response, to media inquiries.
(f) If requested, assist the member’s survivors with media inquiries.
   1. Brief the survivors on handling sensitive issues such as the types of questions that reasonably could jeopardize future legal proceedings.
(g) Release information regarding memorial services and funeral arrangements to department members, other agencies and the media as appropriate.
(h) If desired by the survivors, arrange for the recording of memorial and funeral services via photos and/or video.
Line-of-Duty Deaths

The identity of deceased members should be withheld until the member’s survivors have been notified. If the media has obtained identifying information for the deceased member prior to survivor notification, the PIO should request that the media withhold the information from release until proper notification can be made to survivors. The PIO should ensure that media are notified when survivor notifications have been made.

1031.8 DEPARTMENT CHAPLAIN
The Department chaplain may serve a significant role in line-of-duty deaths. His/her duties may include, but are not limited to:

• Assisting with survivor notifications and assisting the survivors with counseling, emotional support or other matters, as appropriate.
• Assisting liaisons and coordinators with their assignments, as appropriate.
• Assisting department members with counseling or emotional support, as requested and appropriate.

Further information on the potential roles and responsibilities of the chaplain is in the Chaplains Policy.

1031.9 INVESTIGATION OF THE INCIDENT
The Chief of Police shall ensure that line-of-duty deaths are investigated thoroughly and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved department members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

1031.10 LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL
The Chief of Police may authorize appropriate memorial and funeral services for law enforcement animals killed in the line of duty.

1031.11 NON-LINE-OF-DUTY DEATH
The Chief of Police may authorize certain support services for the death of a member not occurring in the line of duty.
012- Organization chart 2.pdf
INDEX / TOPICS

A

ACKNOWLEDGEMENTS
Discriminatory harassment. 569
Evidence. 503
Policy manual. 17
Policy revisions. 17

ADMINISTRATIVE COMMUNICATIONS 31
ADMINISTRATIVE INVESTIGATIONS
Criminal parallel. 601
OIS. 71
PREA. 556
Recorded media files. 354
Use of force. 43
Vehicle damage. 480

ADMINISTRATIVE LEAVE
Compensation. 627
Employee convictions. 580
Fitness for duty. 621
OIS. 68
Outside employment. 631

ADULT ABUSE 134
Homeless persons. 366
Investigations. 421
Sexual Assault. 424

AIRCRAFT
Accidents. 332
Ambulance. 370
Flying while armed. 83
Pursuits. 90
Support. 339
Temporary flight restrictions. 181

ALCOHOL
Firearms. 79
Intoxicants. 167
Vehicle use. 476

AMBER ALERTS 152

AMMUNITION 77
Body armor. 608
Property packaging. 500

ANIMALS
Canines. 109
Dangerous. 61, 82
Euthanize. 82
Injured. 82, 396
Line-of-duty deaths. 682
Service. 221

APPOINTMENTS
ADA coordinator. 216
Audio/video coordinator. 356
Bicycle patrol coordinator. 362
Brady coordinator. 447
Canine coordinator. 109
Chaplain coordinator. 231
Chief executive officer. 13
Community relations coordinator. 258
Custodian of records. 511
Exposure control officer. 589
Forfeiture reviewer. 433
FTO coordinator. 337
LEP coordinator. 208
Liaison to the homeless community. 365
Line-of-duty death liaisons and coordinators 675
Operations director. 452, 456
Petty cash fund manager. 482
PREA coordinator. 552
Press information officer (PIO). 180
Training committee. 27
UAS Coordinator. 449
Vehicle maintenance supervisor. 479
Volunteer coordinator. 249

ARRESTS
Authority. 10
Child and dependent adult safety. 240
Citations. 315
Consular notifications. 522
Control devices. 52
Diplomatic immunity. 318
Disabled persons. 222
Domestic abuse. 120
Employee. 579
Handcuffs and restraints. 49, 50
Homeless persons. 367
Immigrants. 327
Juveniles. 182
Limited English proficiency (LEP). 213
Log. 183
Mental health. 310
Private Person’s. 206
Response team. 283
Seatbelts. 606
Sick or injured person. 369
Towed Vehicles. 401
Use of force. 39

ASSET FORFEITURE 431

AUDIO/VIDEO RECORDING
Body-worn cameras. 351
Custodial Interrogation. 421
Holding cells. 526
OIS. 72
Public safety surveillance. 236

AUDITS
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Asset forfeiture</td>
<td>433</td>
</tr>
<tr>
<td>Criminal intelligence system</td>
<td>344</td>
</tr>
<tr>
<td>Grievances</td>
<td>575</td>
</tr>
<tr>
<td>Informant files</td>
<td>438</td>
</tr>
<tr>
<td>Informant funds</td>
<td>441</td>
</tr>
<tr>
<td>Information technology</td>
<td>168</td>
</tr>
<tr>
<td>Personnel complaints</td>
<td>596</td>
</tr>
<tr>
<td>PREA</td>
<td>552, 557</td>
</tr>
<tr>
<td>Public safety video surveillance</td>
<td>239</td>
</tr>
<tr>
<td>Use of force</td>
<td>44</td>
</tr>
<tr>
<td><strong>AUTHORITY</strong></td>
<td></td>
</tr>
<tr>
<td>Abuse of</td>
<td>365</td>
</tr>
<tr>
<td>Canine handler</td>
<td>110, 111</td>
</tr>
<tr>
<td>Command</td>
<td>21</td>
</tr>
<tr>
<td>Emergency detentions</td>
<td>309</td>
</tr>
<tr>
<td>Ethics</td>
<td>163</td>
</tr>
<tr>
<td>Member</td>
<td>21</td>
</tr>
<tr>
<td>Official</td>
<td>663</td>
</tr>
<tr>
<td>Policy manual</td>
<td>15</td>
</tr>
<tr>
<td>Use of force</td>
<td>37, 46</td>
</tr>
<tr>
<td><strong>B</strong></td>
<td></td>
</tr>
<tr>
<td><strong>BACKGROUNDS</strong></td>
<td></td>
</tr>
<tr>
<td>Ride-alongs</td>
<td>288</td>
</tr>
<tr>
<td><strong>BADGES, PATCHES AND IDENTIFICATION</strong></td>
<td></td>
</tr>
<tr>
<td>Administrative leave</td>
<td>600</td>
</tr>
<tr>
<td>Conduct</td>
<td>164</td>
</tr>
<tr>
<td>Prohibited speech</td>
<td>662</td>
</tr>
<tr>
<td>Prohibited use</td>
<td>630</td>
</tr>
<tr>
<td>Temporary modified-duty assignment</td>
<td>656</td>
</tr>
<tr>
<td>Uniforms</td>
<td>641</td>
</tr>
<tr>
<td><strong>BARRICADE INCIDENTS</strong></td>
<td>293</td>
</tr>
<tr>
<td><strong>BATONS</strong></td>
<td>53</td>
</tr>
<tr>
<td><strong>BIAS-BASED POLICING</strong></td>
<td>267</td>
</tr>
<tr>
<td><strong>BICYCLES</strong></td>
<td>361</td>
</tr>
<tr>
<td>Property storage</td>
<td>500</td>
</tr>
<tr>
<td>Special assignment</td>
<td>571</td>
</tr>
<tr>
<td>Uniforms</td>
<td>648</td>
</tr>
<tr>
<td><strong>BIOLOGICAL SAMPLES</strong></td>
<td></td>
</tr>
<tr>
<td>Evidence</td>
<td>505</td>
</tr>
<tr>
<td>Hazards</td>
<td>333, 670</td>
</tr>
<tr>
<td>PREA</td>
<td>556</td>
</tr>
<tr>
<td>Property packaging</td>
<td>500</td>
</tr>
<tr>
<td><strong>BODY ARMOR</strong></td>
<td></td>
</tr>
<tr>
<td>Suspects</td>
<td>75</td>
</tr>
<tr>
<td><strong>BODY PIERCING</strong></td>
<td>638</td>
</tr>
<tr>
<td><strong>BOMBS</strong></td>
<td></td>
</tr>
<tr>
<td>Aircraft accidents</td>
<td>333</td>
</tr>
<tr>
<td>Chaplains</td>
<td>234</td>
</tr>
<tr>
<td>Mobile Digital Terminal</td>
<td>350</td>
</tr>
<tr>
<td>Portable audio/video recorders</td>
<td>353</td>
</tr>
<tr>
<td>Radios</td>
<td>300</td>
</tr>
<tr>
<td><strong>BRADY</strong></td>
<td>446</td>
</tr>
<tr>
<td><strong>BUSINESS CARDS</strong></td>
<td>655</td>
</tr>
<tr>
<td><strong>C</strong></td>
<td></td>
</tr>
<tr>
<td><strong>CANINES</strong></td>
<td></td>
</tr>
<tr>
<td>Asset forfeiture</td>
<td>431</td>
</tr>
<tr>
<td>Audit</td>
<td>441</td>
</tr>
<tr>
<td>Custody</td>
<td>526</td>
</tr>
<tr>
<td>Informants</td>
<td>440</td>
</tr>
<tr>
<td>Property packaging</td>
<td>500</td>
</tr>
<tr>
<td>Searches</td>
<td>537</td>
</tr>
<tr>
<td>Unclaimed</td>
<td>503</td>
</tr>
<tr>
<td>Vehicle inventory</td>
<td>403</td>
</tr>
<tr>
<td><strong>CHANGE OF ASSIGNMENT</strong></td>
<td></td>
</tr>
<tr>
<td>Bicycle patrol</td>
<td>361</td>
</tr>
<tr>
<td><strong>CHAPLAINS</strong></td>
<td>230</td>
</tr>
<tr>
<td><strong>CHIEF EXECUTIVE OFFICER</strong></td>
<td>13</td>
</tr>
<tr>
<td><strong>CHILD AND DEPENDENT ADULT SAFETY</strong></td>
<td>240</td>
</tr>
<tr>
<td><strong>CHILDREN</strong></td>
<td></td>
</tr>
<tr>
<td>Amber alerts</td>
<td>152</td>
</tr>
<tr>
<td>Child safety</td>
<td>240</td>
</tr>
<tr>
<td>Domestic abuse</td>
<td>119</td>
</tr>
<tr>
<td>Drug endangered</td>
<td>131</td>
</tr>
<tr>
<td>Firearms</td>
<td>79</td>
</tr>
<tr>
<td>Language assistance</td>
<td>212, 220</td>
</tr>
<tr>
<td>Pursuits</td>
<td>94</td>
</tr>
<tr>
<td>Reports</td>
<td>176</td>
</tr>
<tr>
<td>Safety</td>
<td>121, 524</td>
</tr>
<tr>
<td>Transportation</td>
<td>605</td>
</tr>
<tr>
<td><strong>CIVIL</strong></td>
<td></td>
</tr>
<tr>
<td>Accountability</td>
<td>414</td>
</tr>
<tr>
<td>Diplomatic immunity</td>
<td>319</td>
</tr>
<tr>
<td>Evaluation criteria</td>
<td>389</td>
</tr>
<tr>
<td>Juvenile</td>
<td>414</td>
</tr>
<tr>
<td>Parking</td>
<td>414</td>
</tr>
<tr>
<td>Traffic</td>
<td>389, 413</td>
</tr>
<tr>
<td><strong>COMMISSION STAFF</strong></td>
<td></td>
</tr>
<tr>
<td><strong>CITATIONS</strong></td>
<td></td>
</tr>
<tr>
<td>Accountability</td>
<td>414</td>
</tr>
<tr>
<td>Diplomatic immunity</td>
<td>319</td>
</tr>
<tr>
<td>Evaluation criteria</td>
<td>389</td>
</tr>
<tr>
<td>Juvenile</td>
<td>414</td>
</tr>
<tr>
<td>Parking</td>
<td>414</td>
</tr>
<tr>
<td>Traffic</td>
<td>389, 413</td>
</tr>
<tr>
<td><strong>COMMISSION STAFF</strong></td>
<td></td>
</tr>
<tr>
<td>Disputes</td>
<td>378</td>
</tr>
<tr>
<td>Immigration hold</td>
<td>327</td>
</tr>
<tr>
<td>Liability response (OIS)</td>
<td>72</td>
</tr>
<tr>
<td>Subpoenas</td>
<td>184</td>
</tr>
<tr>
<td><strong>COMMAND STAFF</strong></td>
<td></td>
</tr>
<tr>
<td><strong>CIVIL</strong></td>
<td></td>
</tr>
<tr>
<td>Disputes</td>
<td>378</td>
</tr>
<tr>
<td>Immigration hold</td>
<td>327</td>
</tr>
<tr>
<td>Liability response (OIS)</td>
<td>72</td>
</tr>
<tr>
<td>Subpoenas</td>
<td>184</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Conducted energy device</td>
<td>64</td>
</tr>
<tr>
<td>Line-of-duty deaths</td>
<td>672</td>
</tr>
<tr>
<td>Policy review</td>
<td>17</td>
</tr>
<tr>
<td>PREA reviews</td>
<td>558</td>
</tr>
<tr>
<td>Protocol</td>
<td>21</td>
</tr>
<tr>
<td>Tactical training</td>
<td>285</td>
</tr>
<tr>
<td>Training recommendations</td>
<td>27</td>
</tr>
<tr>
<td>Use of force review</td>
<td>45</td>
</tr>
<tr>
<td>Work-related injuries</td>
<td>634</td>
</tr>
<tr>
<td>COMMENDATIONS AND AWARDS</td>
<td>615</td>
</tr>
<tr>
<td>COMMENDATIONS AND AWARDS</td>
<td>31</td>
</tr>
<tr>
<td>COMMUNICABLE DISEASES</td>
<td></td>
</tr>
<tr>
<td>Custody</td>
<td>519</td>
</tr>
<tr>
<td>Illness and injury prevention</td>
<td>666</td>
</tr>
<tr>
<td>Juvenile custody</td>
<td>530</td>
</tr>
<tr>
<td>COMMUNICATIONS FOR PERSONS WITH DISABILITIES</td>
<td>216</td>
</tr>
<tr>
<td>COMMUNITY ADVISORY COMMITTEE</td>
<td>261</td>
</tr>
<tr>
<td>COMMUNITY RELATIONS</td>
<td>258</td>
</tr>
<tr>
<td>COMPENSATORY TIME</td>
<td>627</td>
</tr>
<tr>
<td>COMPUTERS</td>
<td></td>
</tr>
<tr>
<td>Digital evidence</td>
<td>422</td>
</tr>
<tr>
<td>DTBs</td>
<td>28</td>
</tr>
<tr>
<td>Email</td>
<td>30</td>
</tr>
<tr>
<td>Protected information</td>
<td>516</td>
</tr>
<tr>
<td>CONDUCT</td>
<td></td>
</tr>
<tr>
<td>Anti-retaliation</td>
<td>576</td>
</tr>
<tr>
<td>Conflict of interest</td>
<td>652</td>
</tr>
<tr>
<td>Criminal</td>
<td>579</td>
</tr>
<tr>
<td>Discriminatory harassment</td>
<td>140</td>
</tr>
<tr>
<td>Fitness for duty</td>
<td>620</td>
</tr>
<tr>
<td>OIS</td>
<td>66</td>
</tr>
<tr>
<td>Prohibited speech</td>
<td>662</td>
</tr>
<tr>
<td>Ride-alongs</td>
<td>288</td>
</tr>
<tr>
<td>Standards of conduct</td>
<td>166</td>
</tr>
<tr>
<td>CONDUCTED ENERGY DEVICE</td>
<td>57</td>
</tr>
<tr>
<td>CONFIDENTIALITY</td>
<td></td>
</tr>
<tr>
<td>Adult abuse reports</td>
<td>139</td>
</tr>
<tr>
<td>Chaplains</td>
<td>234</td>
</tr>
<tr>
<td>Child abuse reports</td>
<td>132</td>
</tr>
<tr>
<td>Communicable disease information</td>
<td>593</td>
</tr>
<tr>
<td>Conduct</td>
<td>164</td>
</tr>
<tr>
<td>Crisis intervention incidents</td>
<td>306</td>
</tr>
<tr>
<td>Custodial telephone calls</td>
<td>524</td>
</tr>
<tr>
<td>Custodian of records</td>
<td>511</td>
</tr>
<tr>
<td>Fitness for duty</td>
<td>620</td>
</tr>
<tr>
<td>Informants</td>
<td>436</td>
</tr>
<tr>
<td>Media</td>
<td>182</td>
</tr>
<tr>
<td>Personnel complaints</td>
<td>597</td>
</tr>
<tr>
<td>Personnel records</td>
<td>611</td>
</tr>
<tr>
<td>Protected information</td>
<td>252, 515</td>
</tr>
<tr>
<td>Radio broadcasts</td>
<td>350</td>
</tr>
<tr>
<td>Retaliation complaints</td>
<td>577</td>
</tr>
<tr>
<td>Surreptitious recording</td>
<td>353</td>
</tr>
<tr>
<td>Technology use</td>
<td>170</td>
</tr>
<tr>
<td>CONFLICT OF INTEREST</td>
<td></td>
</tr>
<tr>
<td>Outside employment</td>
<td>630</td>
</tr>
<tr>
<td>CONTACTS AND TEMPORARY DETENTIONS</td>
<td></td>
</tr>
<tr>
<td>Bias-based policing</td>
<td>268</td>
</tr>
<tr>
<td>Warrant service</td>
<td>454</td>
</tr>
<tr>
<td>CONTROL DEVICES</td>
<td></td>
</tr>
<tr>
<td>Custody</td>
<td>525</td>
</tr>
<tr>
<td>Decontamination</td>
<td>590</td>
</tr>
<tr>
<td>Pain compliance</td>
<td>40</td>
</tr>
<tr>
<td>COURT APPEARANCES</td>
<td>184</td>
</tr>
<tr>
<td>COURT ORDERS</td>
<td></td>
</tr>
<tr>
<td>Adult abuse</td>
<td>136</td>
</tr>
<tr>
<td>Asset seizure</td>
<td>432</td>
</tr>
<tr>
<td>Canine controlled substance</td>
<td>116</td>
</tr>
<tr>
<td>Child custody</td>
<td>240</td>
</tr>
<tr>
<td>Citation releases</td>
<td>315</td>
</tr>
<tr>
<td>Civil disputes</td>
<td>379</td>
</tr>
<tr>
<td>Domestic abuse</td>
<td>118</td>
</tr>
<tr>
<td>Foreign</td>
<td>122</td>
</tr>
<tr>
<td>Juvenile informants</td>
<td>436</td>
</tr>
<tr>
<td>Marijuana destruction</td>
<td>506</td>
</tr>
<tr>
<td>Members</td>
<td>579</td>
</tr>
<tr>
<td>Property</td>
<td>501, 504</td>
</tr>
<tr>
<td>Source testing</td>
<td>592</td>
</tr>
<tr>
<td>Surreptitious recording</td>
<td>353</td>
</tr>
<tr>
<td>Video images</td>
<td>238</td>
</tr>
<tr>
<td>CRIME ANALYSIS</td>
<td></td>
</tr>
<tr>
<td>Public safety video surveillance</td>
<td>237</td>
</tr>
<tr>
<td>CRIME AND DISASTER SCENE INTEGRITY</td>
<td></td>
</tr>
<tr>
<td>CRIMINAL INTELLIGENCE SYSTEMS</td>
<td>344</td>
</tr>
<tr>
<td>CRIMINAL ORGANIZATIONS</td>
<td>344</td>
</tr>
<tr>
<td>CRISIS INTERVENTION INCIDENTS</td>
<td>303</td>
</tr>
<tr>
<td>CUSTODIAL INTERROGATIONS</td>
<td></td>
</tr>
<tr>
<td>Communications for persons with disabilities</td>
<td>221</td>
</tr>
<tr>
<td>Limited English proficiency</td>
<td>214</td>
</tr>
<tr>
<td>CUSTODIAL SEARCHES</td>
<td>536</td>
</tr>
<tr>
<td>CUSTODIAN OF RECORDS</td>
<td></td>
</tr>
<tr>
<td>Brady</td>
<td>447</td>
</tr>
<tr>
<td>Email</td>
<td>30</td>
</tr>
<tr>
<td>OIS</td>
<td>182</td>
</tr>
<tr>
<td>Personnel records</td>
<td>611</td>
</tr>
<tr>
<td>CUSTOMS AND BORDER PROTECTION (CBP)</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td></td>
</tr>
<tr>
<td>DAILY TRAINING BULLETINS (DTBS)</td>
<td>28</td>
</tr>
<tr>
<td>Training records</td>
<td>610</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>-------</td>
<td>------</td>
</tr>
<tr>
<td>DEADLY FORCE APPLICATIONS</td>
<td>41</td>
</tr>
<tr>
<td>DEATH</td>
<td>177</td>
</tr>
<tr>
<td>Chaplains.</td>
<td>233</td>
</tr>
<tr>
<td>Custody-Adults.</td>
<td>527</td>
</tr>
<tr>
<td>Custody-juveniles.</td>
<td>534</td>
</tr>
<tr>
<td>Investigations.</td>
<td>202</td>
</tr>
<tr>
<td>Mourning bands.</td>
<td>641</td>
</tr>
<tr>
<td>Native American Graves (NAGPRA).</td>
<td>254</td>
</tr>
<tr>
<td>Traffic-related.</td>
<td>395</td>
</tr>
<tr>
<td>DEBRIEFING</td>
<td>458</td>
</tr>
<tr>
<td>Crisis intervention incidents.</td>
<td>306</td>
</tr>
<tr>
<td>Warrant service.</td>
<td>454</td>
</tr>
<tr>
<td>DECONFLICION</td>
<td>458</td>
</tr>
<tr>
<td>DEPENDENT ADULTS</td>
<td>555</td>
</tr>
<tr>
<td>PREA</td>
<td>121, 240, 524</td>
</tr>
<tr>
<td>Safety</td>
<td>240, 524</td>
</tr>
<tr>
<td>DISABILITY IMMUNITY</td>
<td>320</td>
</tr>
<tr>
<td>DISABLED</td>
<td>216</td>
</tr>
<tr>
<td>Communicating with the.</td>
<td>313</td>
</tr>
<tr>
<td>Emergency detention training.</td>
<td>417</td>
</tr>
<tr>
<td>Motorist.</td>
<td>660</td>
</tr>
<tr>
<td>Pregnancy.</td>
<td>417</td>
</tr>
<tr>
<td>Vehicles.</td>
<td>162</td>
</tr>
<tr>
<td>DISCIPLINE</td>
<td>533</td>
</tr>
<tr>
<td>Custody-juveniles.</td>
<td>602</td>
</tr>
<tr>
<td>Personnel complaints.</td>
<td>609</td>
</tr>
<tr>
<td>DISMISSAL</td>
<td>253</td>
</tr>
<tr>
<td>Administrative communications</td>
<td>15</td>
</tr>
<tr>
<td>DISCLAIMER</td>
<td>31</td>
</tr>
<tr>
<td>American with Disabilities (ADA).</td>
<td>216</td>
</tr>
<tr>
<td>Conduct.</td>
<td>163</td>
</tr>
<tr>
<td>Limited English proficiency.</td>
<td>208</td>
</tr>
<tr>
<td>Personnel complaints.</td>
<td>597</td>
</tr>
<tr>
<td>DISCRIMINATORY HARRASSMENT</td>
<td>140</td>
</tr>
<tr>
<td>Evaluation form.</td>
<td>569</td>
</tr>
<tr>
<td>DOMESTIC ABUSE</td>
<td>118</td>
</tr>
<tr>
<td>Member convictions.</td>
<td>579</td>
</tr>
<tr>
<td>DRIVING</td>
<td>252</td>
</tr>
<tr>
<td>Defensive.</td>
<td>349</td>
</tr>
<tr>
<td>Mobile Data Terminal.</td>
<td>468</td>
</tr>
<tr>
<td>Pursuit tactics.</td>
<td>89</td>
</tr>
<tr>
<td>Safety.</td>
<td>166</td>
</tr>
<tr>
<td>Seat belts.</td>
<td>605</td>
</tr>
<tr>
<td>Severe use.</td>
<td>469</td>
</tr>
<tr>
<td>DRUG AND ALCOHOL FREE WORKPLACE</td>
<td>581</td>
</tr>
<tr>
<td>DUTY TO INTERCEDE</td>
<td>38</td>
</tr>
<tr>
<td>E</td>
<td>594</td>
</tr>
<tr>
<td>ELECTRONIC CIGARETTES</td>
<td>594</td>
</tr>
<tr>
<td>ELECTRONIC MAIL</td>
<td>465</td>
</tr>
<tr>
<td>Personal communication devices.</td>
<td>465</td>
</tr>
<tr>
<td>Personnel complaints.</td>
<td>596</td>
</tr>
<tr>
<td>Privacy expectation.</td>
<td>168</td>
</tr>
<tr>
<td>Speech, expression and social networking.</td>
<td>661</td>
</tr>
<tr>
<td>EMAIL</td>
<td>30</td>
</tr>
<tr>
<td>EMERGENCY DETENITIONS</td>
<td>308</td>
</tr>
<tr>
<td>Homeless persons.</td>
<td>366</td>
</tr>
<tr>
<td>EMERGENCY OPERATIONS PLAN</td>
<td>24</td>
</tr>
<tr>
<td>EMPLOYEE ASSISTANCE PROGRAM</td>
<td>582</td>
</tr>
<tr>
<td>ETHICS</td>
<td>163</td>
</tr>
<tr>
<td>EXHIBITIONS</td>
<td>301</td>
</tr>
<tr>
<td>EXPOSURE CONTROL</td>
<td>290</td>
</tr>
<tr>
<td>HAZMAT</td>
<td>163</td>
</tr>
<tr>
<td>Officer.</td>
<td>589</td>
</tr>
<tr>
<td>Property packaging.</td>
<td>500</td>
</tr>
<tr>
<td>Reviews.</td>
<td>666</td>
</tr>
<tr>
<td>EXPUNGEMENT</td>
<td>513</td>
</tr>
<tr>
<td>EYEWITNESS IDENTIFICATION</td>
<td>343</td>
</tr>
<tr>
<td>EYEWITNESS IDENTIFICATION</td>
<td>444</td>
</tr>
<tr>
<td>FIELD TRAINING OFFICER</td>
<td>571</td>
</tr>
<tr>
<td>Special assignment.</td>
<td>336</td>
</tr>
<tr>
<td>FIELD TRAINING OFFICERS</td>
<td>652</td>
</tr>
<tr>
<td>Conflict of interest.</td>
<td>166</td>
</tr>
<tr>
<td>FIREARMS</td>
<td>525</td>
</tr>
<tr>
<td>Conduct.</td>
<td>176</td>
</tr>
<tr>
<td>Custody.</td>
<td>579</td>
</tr>
<tr>
<td>Discharge.</td>
<td>312</td>
</tr>
<tr>
<td>Domestic Abuse convictions.</td>
<td>256</td>
</tr>
<tr>
<td>Emergency detentions.</td>
<td>75</td>
</tr>
<tr>
<td>Off-duty law enforcement actions.</td>
<td>500</td>
</tr>
<tr>
<td>Personally owned.</td>
<td>503</td>
</tr>
<tr>
<td>Property packaging.</td>
<td>94</td>
</tr>
<tr>
<td>Property releases.</td>
<td>33</td>
</tr>
<tr>
<td>Topic</td>
<td>Page</td>
</tr>
<tr>
<td>------------------------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Seizure</td>
<td>119</td>
</tr>
<tr>
<td>Vehicle maintenance</td>
<td>469</td>
</tr>
<tr>
<td>Vehicle use</td>
<td>477</td>
</tr>
<tr>
<td>FIRST AMENDMENT ASSEMBLIES</td>
<td>372</td>
</tr>
<tr>
<td>FITNESS FOR DUTY</td>
<td></td>
</tr>
<tr>
<td>Medical file</td>
<td>610</td>
</tr>
<tr>
<td>OIS</td>
<td>68</td>
</tr>
<tr>
<td>Temporary modified-duty assignments.</td>
<td>660</td>
</tr>
<tr>
<td>Volunteers</td>
<td>251</td>
</tr>
<tr>
<td>FLYING WHILE ARMED</td>
<td>83</td>
</tr>
<tr>
<td>FOREIGN</td>
<td></td>
</tr>
<tr>
<td>Country convictions</td>
<td>580</td>
</tr>
<tr>
<td>Court orders</td>
<td>122</td>
</tr>
<tr>
<td>Currency</td>
<td>537</td>
</tr>
<tr>
<td>Diplomatic and consular representatives.</td>
<td>318</td>
</tr>
<tr>
<td>Nationals</td>
<td>522</td>
</tr>
<tr>
<td>FORMS</td>
<td></td>
</tr>
<tr>
<td>Employment eligibility</td>
<td>563</td>
</tr>
<tr>
<td>Eyewitness identification</td>
<td>442</td>
</tr>
<tr>
<td>Illness or injury</td>
<td>667</td>
</tr>
<tr>
<td>Safety and health training</td>
<td>667</td>
</tr>
<tr>
<td>Safety inspections</td>
<td>667</td>
</tr>
<tr>
<td>GANGS</td>
<td></td>
</tr>
<tr>
<td>Civilian attire</td>
<td>649</td>
</tr>
<tr>
<td>Employee affiliation</td>
<td>163</td>
</tr>
<tr>
<td>Personal appearance standards</td>
<td>637</td>
</tr>
<tr>
<td>PREA</td>
<td>558</td>
</tr>
<tr>
<td>GRIEVANCES</td>
<td></td>
</tr>
<tr>
<td>Fitness for duty</td>
<td>622</td>
</tr>
<tr>
<td>Outside employment</td>
<td>630</td>
</tr>
<tr>
<td>Supervisor authority</td>
<td>15</td>
</tr>
<tr>
<td>HANDBALLING AND RESTRAINTS</td>
<td>48</td>
</tr>
<tr>
<td>Custody</td>
<td>526</td>
</tr>
<tr>
<td>Persons with disabilities</td>
<td>218</td>
</tr>
<tr>
<td>HATE CRIMES</td>
<td>159</td>
</tr>
<tr>
<td>HAZARDOUS MATERIAL (HAZMAT)</td>
<td></td>
</tr>
<tr>
<td>RESPONSE</td>
<td>290</td>
</tr>
<tr>
<td>Aircraft accidents</td>
<td>333</td>
</tr>
<tr>
<td>Precautions</td>
<td>590</td>
</tr>
<tr>
<td>Traffic</td>
<td>394</td>
</tr>
<tr>
<td>Training</td>
<td>670</td>
</tr>
<tr>
<td>Vehicle inventory</td>
<td>403</td>
</tr>
<tr>
<td>HAZARDS</td>
<td>668</td>
</tr>
<tr>
<td>HIGH-VISIBILITY VESTS</td>
<td>390</td>
</tr>
<tr>
<td>HOMELESS PERSONS</td>
<td>365</td>
</tr>
<tr>
<td>HOSTAGE AND BARRICADE INCIDENTS</td>
<td></td>
</tr>
<tr>
<td>Notifications</td>
<td>200</td>
</tr>
<tr>
<td>Rapid response and deployment</td>
<td>322</td>
</tr>
<tr>
<td>HOSTAGE SITUATIONS</td>
<td>295</td>
</tr>
<tr>
<td>IDENTIFICATION CARDS/COMMISSION CARDS</td>
<td>655</td>
</tr>
<tr>
<td>IDENTIFY THEFT</td>
<td>205</td>
</tr>
<tr>
<td>ILLNESS AND INJURY PREVENTION</td>
<td>666</td>
</tr>
<tr>
<td>IMMIGRATION AND CUSTOMS</td>
<td></td>
</tr>
<tr>
<td>ENFORCEMENT (ICE)</td>
<td>326</td>
</tr>
<tr>
<td>IMMIGRATION VIOLATIONS</td>
<td>325</td>
</tr>
<tr>
<td>IMMUNIZATIONS</td>
<td>591</td>
</tr>
<tr>
<td>INFORMANTS</td>
<td>436</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY</td>
<td>168</td>
</tr>
<tr>
<td>INFORMATION TECHNOLOGY USE</td>
<td>168</td>
</tr>
<tr>
<td>INSPECTIONS</td>
<td></td>
</tr>
<tr>
<td>Body armor</td>
<td>608</td>
</tr>
<tr>
<td>Control devices</td>
<td>52</td>
</tr>
<tr>
<td>Exposure control</td>
<td>589</td>
</tr>
<tr>
<td>Firearms</td>
<td>79, 82</td>
</tr>
<tr>
<td>Holding cells</td>
<td>526</td>
</tr>
<tr>
<td>Illness and injury prevention</td>
<td>666, 669</td>
</tr>
<tr>
<td>In camera</td>
<td>447</td>
</tr>
<tr>
<td>Personal communication devices</td>
<td>465</td>
</tr>
<tr>
<td>Personal protective equipment</td>
<td>699</td>
</tr>
<tr>
<td>Personnel</td>
<td>270, 640</td>
</tr>
<tr>
<td>Technology use</td>
<td>171</td>
</tr>
<tr>
<td>Vehicles</td>
<td>474, 669</td>
</tr>
<tr>
<td>INVESTIGATION AND PROSECUTION</td>
<td>420</td>
</tr>
<tr>
<td>JURISDICTION</td>
<td></td>
</tr>
<tr>
<td>Aircraft <em><strong>accidents/collisions/crashes</strong></em></td>
<td>333</td>
</tr>
<tr>
<td>Authority</td>
<td>10</td>
</tr>
<tr>
<td>Consular notification</td>
<td>522</td>
</tr>
<tr>
<td>Death notifications</td>
<td>204</td>
</tr>
<tr>
<td>Emergency management</td>
<td>24</td>
</tr>
<tr>
<td>Foreign court orders</td>
<td>122</td>
</tr>
<tr>
<td>Identity theft</td>
<td>205</td>
</tr>
<tr>
<td>Multijurisdictional negotiation teams.</td>
<td>278</td>
</tr>
<tr>
<td>Off-duty law enforcement actions</td>
<td>257</td>
</tr>
<tr>
<td>OIS</td>
<td>65</td>
</tr>
<tr>
<td>Pursuits</td>
<td>92</td>
</tr>
<tr>
<td>Registered offenders</td>
<td>197</td>
</tr>
<tr>
<td>Traffic Collisions</td>
<td>394</td>
</tr>
<tr>
<td>KEYS</td>
<td></td>
</tr>
<tr>
<td>Searches</td>
<td>125</td>
</tr>
<tr>
<td>Vehicle</td>
<td>475</td>
</tr>
<tr>
<td>KINETIC ENERGY PROJECTILE</td>
<td>54</td>
</tr>
<tr>
<td>LACTATION BREAKS</td>
<td>624</td>
</tr>
<tr>
<td>LAW ENFORCEMENT AUTHORITY</td>
<td>10</td>
</tr>
</tbody>
</table>

Copyright Lexipol, LLC 2018/09/25, All Rights Reserved. Published with permission by Sand Springs Police Department
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Informants</td>
<td>438</td>
</tr>
<tr>
<td>Occupational hazards</td>
<td>668</td>
</tr>
<tr>
<td>Pat-down searches</td>
<td>341</td>
</tr>
<tr>
<td>Personal appearance standards</td>
<td>636</td>
</tr>
<tr>
<td>Personal communication devices</td>
<td>465</td>
</tr>
<tr>
<td>Portable audio/video recorders</td>
<td>351, 352</td>
</tr>
<tr>
<td>Search and seizure</td>
<td>125</td>
</tr>
<tr>
<td>Seat belts</td>
<td>605</td>
</tr>
<tr>
<td>Vehicle pursuits</td>
<td>85</td>
</tr>
<tr>
<td>Vehicle Towing</td>
<td>404</td>
</tr>
<tr>
<td>Warrant service</td>
<td>452</td>
</tr>
<tr>
<td>OFFICER-INVOLVED SHOOTING (OIS)</td>
<td>621</td>
</tr>
<tr>
<td>Fitness for duty</td>
<td></td>
</tr>
<tr>
<td>Notifications</td>
<td>200</td>
</tr>
<tr>
<td>OFFICER-INVOLVED SHOOTINGS AND DEATHS</td>
<td>65</td>
</tr>
<tr>
<td>OPERATIONS PLANNING AND DECONFLICTION</td>
<td>456</td>
</tr>
<tr>
<td>ORGANIZATIONAL STRUCTURE AND RESPONSIBILITY</td>
<td>20</td>
</tr>
<tr>
<td>OUTSIDE AGENCY ASSISTANCE</td>
<td>195</td>
</tr>
<tr>
<td>OUTSIDE EMPLOYMENT</td>
<td>629</td>
</tr>
<tr>
<td>OVERTIME</td>
<td></td>
</tr>
<tr>
<td>Court</td>
<td>186</td>
</tr>
<tr>
<td>Limitation on hours worked</td>
<td>622</td>
</tr>
<tr>
<td>Outside</td>
<td>632</td>
</tr>
<tr>
<td>PARKING</td>
<td></td>
</tr>
<tr>
<td>Citations</td>
<td>414</td>
</tr>
<tr>
<td>PAYROLL RECORDS</td>
<td>264</td>
</tr>
<tr>
<td>PAYROLL RECORDS Limitation on hours worked</td>
<td>622</td>
</tr>
<tr>
<td>PEPPER PROJECTILES</td>
<td>53</td>
</tr>
<tr>
<td>PERFORMANCE EVALUATIONS</td>
<td></td>
</tr>
<tr>
<td>Conflict of interest</td>
<td>652</td>
</tr>
<tr>
<td>Field training</td>
<td>338</td>
</tr>
<tr>
<td>Sick leave</td>
<td>588</td>
</tr>
<tr>
<td>Volunteers</td>
<td>249, 251</td>
</tr>
<tr>
<td>PERSONAL APPEARANCE STANDARDS</td>
<td>636</td>
</tr>
<tr>
<td>PERSONAL COMMUNICATION DEVICES</td>
<td>465</td>
</tr>
<tr>
<td>PERSONAL PROTECTIVE EQUIPMENT</td>
<td>485</td>
</tr>
<tr>
<td>PERSONNEL COMPLAINTS</td>
<td></td>
</tr>
<tr>
<td>Bias-based policing</td>
<td>268</td>
</tr>
<tr>
<td>Brady.</td>
<td>448</td>
</tr>
<tr>
<td>Disabled persons</td>
<td>218, 222</td>
</tr>
<tr>
<td>Limited English proficiency</td>
<td>214</td>
</tr>
<tr>
<td>Portable audio/video review</td>
<td>354</td>
</tr>
<tr>
<td>Protected information</td>
<td>516</td>
</tr>
<tr>
<td>Volunteers</td>
<td>253</td>
</tr>
<tr>
<td>PERSONNEL ORDERS</td>
<td>31</td>
</tr>
<tr>
<td>PERSONNEL RECORDS</td>
<td>609</td>
</tr>
<tr>
<td>PHOTOGRAPHS</td>
<td></td>
</tr>
<tr>
<td>Aircraft accidents</td>
<td>334</td>
</tr>
<tr>
<td>Field</td>
<td>342</td>
</tr>
<tr>
<td>Photo lineup</td>
<td>443</td>
</tr>
<tr>
<td>POLICY MANUAL</td>
<td>15</td>
</tr>
<tr>
<td>PORTABLE AUDIO/VIDEO RECORDERS</td>
<td>351</td>
</tr>
<tr>
<td>PREA</td>
<td>551</td>
</tr>
<tr>
<td>PREGNANCY</td>
<td></td>
</tr>
<tr>
<td>CUSTODY</td>
<td>519</td>
</tr>
<tr>
<td>Custody</td>
<td>526</td>
</tr>
<tr>
<td>Juveniles</td>
<td>534</td>
</tr>
<tr>
<td>Use of restraints</td>
<td>48</td>
</tr>
<tr>
<td>PRIVACY EXPECTATIONS</td>
<td></td>
</tr>
<tr>
<td>Administrative Searches</td>
<td>597</td>
</tr>
<tr>
<td>Audio/video recordings</td>
<td>351</td>
</tr>
<tr>
<td>Email</td>
<td>30, 30</td>
</tr>
<tr>
<td>Mobile Data Terminal</td>
<td>349</td>
</tr>
<tr>
<td>Personal communication devices</td>
<td>465</td>
</tr>
<tr>
<td>Speech, expression and social networking</td>
<td>663</td>
</tr>
<tr>
<td>Technology use</td>
<td>168</td>
</tr>
<tr>
<td>Vehicles</td>
<td>474</td>
</tr>
<tr>
<td>PRIVATE PERSON'S ARREST</td>
<td>206</td>
</tr>
<tr>
<td>PROPERTY BUREAU</td>
<td></td>
</tr>
<tr>
<td>Canine controlled substances</td>
<td>116</td>
</tr>
<tr>
<td>PROTECTED INFORMATION</td>
<td></td>
</tr>
<tr>
<td>Ride-alongs</td>
<td>288</td>
</tr>
<tr>
<td>Unauthorized release</td>
<td>164</td>
</tr>
<tr>
<td>PROTECTIVE CUSTODY</td>
<td></td>
</tr>
<tr>
<td>Dependent adults</td>
<td>136</td>
</tr>
<tr>
<td>PUBLIC ALERTS</td>
<td>152</td>
</tr>
<tr>
<td>PUBLIC RECORD REQUEST</td>
<td>511</td>
</tr>
<tr>
<td>PUBLIC RECORDING OF LAW ENFORCEMENT ACTIVITY</td>
<td>358</td>
</tr>
<tr>
<td>PUBLIC SAFETY VIDEO SURVEILLANCE</td>
<td>236</td>
</tr>
<tr>
<td>PURSUITS</td>
<td></td>
</tr>
<tr>
<td>Foot</td>
<td>98</td>
</tr>
<tr>
<td>Vehicle</td>
<td>85</td>
</tr>
<tr>
<td>RANGEMASTER</td>
<td></td>
</tr>
<tr>
<td>Inspections</td>
<td>76</td>
</tr>
<tr>
<td>RAPID RESPONSE AND DEPLOYMENT</td>
<td>322</td>
</tr>
<tr>
<td>RECORDS RELEASE</td>
<td></td>
</tr>
<tr>
<td>Adult abuse</td>
<td>139</td>
</tr>
<tr>
<td>Media.</td>
<td>182</td>
</tr>
<tr>
<td>OIS</td>
<td>182, 182</td>
</tr>
<tr>
<td>Personnel records</td>
<td>611</td>
</tr>
<tr>
<td>Public safety video surveillance</td>
<td>238</td>
</tr>
<tr>
<td>Subpoenas and discovery requests</td>
<td>513</td>
</tr>
<tr>
<td>RECORDS RETENTION</td>
<td></td>
</tr>
<tr>
<td>Background reports</td>
<td>564</td>
</tr>
<tr>
<td>DTB training records</td>
<td>29</td>
</tr>
</tbody>
</table>