

Salt Lake City Police Department Policies and Procedures Manual

Updated on October 13th, 2017

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Foreword

I

CONSTITUTION OF THE UNITED STATES

PREAMBLE

WE THE PEOPLE of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America.

ARTICLES IN ADDITION TO, AND AMENDMENT OF, THE CONSTITUTION OF THE UNITED STATES OF AMERICA

AMENDMENT I - FREEDOM OF RELIGION, SPEECH, THE PRESS AND OF ASSEMBLY AND PETITION: Congress shall make no law respecting an establishment of religion, or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the government for a redress of grievances.

AMENDMENT II - RIGHT TO KEEP AND BEAR ARMS: A well-regulated militia, being necessary to the security of a Free State, the right of the people to keep and bear arms, shall not be infringed.

AMENDMENT III - QUARTERING OF TROOPS: No soldier shall, in time of peace be quartered in any house, without the consent of the owner, nor in time of war, but in a manner to be prescribed by law.

AMENDMENT IV - PROTECTION AGAINST UNREASONABLE SEARCH AND SEIZURE: The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by Oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized.

AMENDMENT V - PROTECTION OF RIGHTS TO LIFE, LIBERTY, AND PROPERTY: No person shall be held to answer for a capital, or otherwise infamous crime, unless on a presentment or indictment of a Grand Jury, except in cases arising in the land or naval forces, or in the militia, when in actual service in time of war or public danger; nor shall any person be subject for the same offense to be twice put in jeopardy of life or limb; nor shall be compelled in any criminal case to be a witness against himself, nor be deprived of life, liberty, or property, without due process of law; nor shall private property be taken for public use, without just compensation.

AMENDMENT VI - RIGHTS OF AN ACCUSED PERSON IN CRIMINAL CASES: In all criminal prosecutions, the accused shall enjoy the right to a speedy and public trial, by an impartial jury of the State and district

wherein the crime shall have been committed, which district shall have been previously ascertained by law, and to be informed of the nature and cause of the accusation; to be confronted with the witnesses against him; to have compulsory process for obtaining witnesses in his favor, and to have the assistance of counsel for his defense.

AMENDMENT VII - RIGHT TO TRIAL BY JURY IN CIVIL SUITS: In suits at common law, where the value in controversy shall exceed twenty dollars, the right of trial by jury shall be preserved, and no fact tried by a jury, shall be otherwise re-examined in any court of the United States, than according to the rules of the common law.

AMENDMENT VIII - PROHIBITION OF EXCESSIVE BAIL, FINES, CRUEL AND UNUSUAL PUNISHMENTS: Excessive bail shall not be required, nor excessive fines imposed, nor cruel and unusual punishments inflicted.

AMENDMENT IX - RIGHTS RETAINED BY THE PEOPLE: The enumeration in the Constitution, of certain rights, shall not be construed to deny or disparage others retained by the people.

AMENDMENT X - POWERS RESERVED TO STATES, PEOPLE: The powers not delegated to the United States by the Constitution, nor prohibited by it to the States, are reserved to the States respectively, or to the people.

AMENDMENT XIV - PROTECTION OF CITIZENSHIP RIGHTS:

SECTION 1: CITIZENS DEFINED; STATES NOT TO ABRIDGE CITIZENS' PRIVILEGES: All persons born or naturalized in the United States, and subject to the jurisdiction thereof, are citizens of the United States and of the State wherein they reside. No State shall make or enforce any law which shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws.

SECTION 2: APPORTIONMENT OF REPRESENTATIVES: Representatives shall be apportioned among the several States according to their respective numbers, counting the whole number of persons in each State, excluding Indians not taxed. But when the right to vote at any election for the choice of Electors for President and Vice-President of the United States, Representatives in Congress, the executive and judicial officers of a State, or the members of the Legislature thereof, is denied to any of the male inhabitants of such State, being twenty-one years of age, and citizens of the United States, or in any way abridged, except for participation in rebellion, or other crime, the basis of representation therein shall be reduced in the proportion which the number of such male citizens shall bear to the

whole number of male citizens twenty-one years of age in such State.

SECTION 3: LOSS OF POLITICAL PRIVILEGES: No person shall be a Senator or Representative in Congress, or elector of President and Vice-President, or hold any office, civil or military, under the United States, or under any State, who, having previously taken an oath, as a member of Congress, or as an officer of the United States, or as a member of any State legislature, or as an executive or judicial officer of any State, to support the Constitution of the United States, shall have engaged in insurrection or rebellion against the same, or given aid or comfort to the enemies thereof. But Congress may by a vote of two-thirds of each House, remove such disability.

SECTION 4: PUBLIC DEBTS: The validity of the public debt of the United States, authorized by law, including debts incurred for payment of pensions and bounties for services in suppressing insurrection or rebellion, shall not be questioned. But neither the United States nor any State shall assume or pay any debt or obligation incurred in aid of insurrection or rebellion against the United States, or any claim for the loss or emancipation of any slave; but all such debts, obligations and claims shall be held illegal and void.

SECTION 5: ENFORCEMENT: The Congress shall have power to enforce, by appropriate legislation, the provisions of this Article.

Officers should be familiar with the Bill of Rights (Amendments I through X) and the XIV Amendment.

OBLIGATION TO OATH OF OFFICE

Every sworn officer of the department takes the following Oath of Office:

“I do solemnly swear that I will support, obey, and defend the Constitution of the United States, and the Constitution of this State, and that I will discharge the duties of my office with fidelity.”

LAW ENFORCEMENT CODE OF ETHICS

All law enforcement officers must be fully aware of the ethical responsibilities of their position and must strive constantly to live up to the highest possible standards of professional policing.

The International Association of Chiefs of Police believes it is important that police officers have clear advice and counsel available to assist them in performing their duties consistent with these standards, and has adopted the following ethical mandates as guidelines to meet these ends.

Responsibilities of a Police Officer

A police officer acts as an official representative of government who is required and trusted to work within the law. The officer’s powers and duties are conferred by statute. The fundamental duties of a police officer include serving the community, safeguarding lives and property; protecting the innocent; keeping the peace; and ensuring the rights of all to liberty, equality and justice.

Performance of the Duties of a Police Officer

A police officer shall perform all duties impartially, without favor or affection or ill will and without regard to status, sex, race, religion, political belief or aspiration. All citizens will be treated equally with courtesy, consideration and dignity.

Officers will never allow personal feelings, animosities or friendships to influence official conduct. Laws will be enforced appropriately and courteously and, in carrying out their responsibilities, officers will strive to obtain maximum cooperation from the public. They will conduct themselves in appearance and deportment in such a manner as to inspire confidence and respect of the position of public trust they hold.

Discretion

A police officer will use responsibly the discretion vested in the position and exercise it within the law. The principle of reasonableness will guide the officer’s determinations and the officer will consider all surrounding circumstances in determining whether any legal action shall be taken.

Consistent and wise use of discretion, based on professional policing competence, will do much to preserve good relationships and retain the confidence of the public. There can be difficulty in choosing between conflicting courses of action. It is important to remember that a timely word of advice rather than arrest - which may be corrected in appropriate circumstances - can be a more effective means of achieving a desired end.

Use of Force

A police officer will never employ unnecessary force or violence and will use only such force in the discharge of duty as is reasonable in all circumstances.

Force should be used only with the greatest restraint and only after discussion, negotiation and persuasion have been found to be inappropriate or ineffective. While the use of force is occasionally unavoidable, every police officer will

refrain from applying the unnecessary infliction of pain or suffering and will never engage in cruel, degrading or inhuman treatment of any person.

Confidentiality

Whatever a police officer sees, hears or learns, which is of a confidential nature, will be kept secret unless the performance of duty or legal provision requires otherwise.

Members of the public have a right to security and privacy, and information obtained about them must not be improperly divulged.

Integrity

A police officer will not engage in acts of corruption or bribery, nor will an officer condone such acts by other police officers.

The public demands that the integrity of police officers be above reproach. Police officers must, therefore, avoid any conduct that might compromise integrity and thus undercut the public confidence in a law enforcement agency. Officers will refuse to accept any gifts, presents, subscriptions, favors, gratuities or promises that could be interpreted as seeking to cause the officer to refrain from performing official duties.

Respect from the public cannot be bought; it can only be earned and cultivated.

Cooperation with Other Officers and Agencies

Police officers will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

An officer or agency may be one among many organizations that may provide law enforcement services to a jurisdiction. It is imperative that a police officer assist colleagues fully and completely with respect and consideration at all times.

Personal/Professional Capabilities

Police officers will be responsible for their own standard of professional performance and will take every reasonable opportunity to enhance and improve their level of knowledge and competence.

Through study and experience, a police officer can acquire the high level of knowledge and competence that is essential for the efficient and effective performance of duty. The acquisition of knowledge is a never ending process of personal and professional development that should be pursued constantly.

Private Life

Police officers will behave in a manner that does not bring discredit to their agencies or themselves.

A police officer's character and conduct while off duty must always be exemplary, thus maintaining a position of respect in the community in which he or she lives and serves. The officer's personal behavior must be beyond reproach.

SLCPD VISION STATEMENT

The vision statement articulates the beliefs and values of the Police Department and defines the ultimate goal and what all employees will work to achieve.

“We will build upon the noble traditions of integrity and trust to foster a culture of service, respect, and compassion toward our employees and the communities we serve.”

SLCPD MISSION STATEMENT

The mission of the Salt Lake City Police Department outlines the specific ways each employee will work to achieve the vision of the department for the city and its residents and visitors.

“We will serve as guardians of our community to preserve life, maintain human rights, protect property, and promote individual responsibility and community commitment.”

ACHIEVING THE GOALS OF THE VISION AND MISSION STATEMENT

Upholding the vision of the Department can only be achieved by using the mission statement to guide all work and strategies while focusing on dedicated commitment and solidarity of purpose in Department activities and community involvement.

Commitment to:

- Provide high-quality, community-oriented police services with sensitivity.
- Protecting constitutional rights.
- Problem solving.
- Teamwork in the department and the community.
- Long-range planning.
- Providing leadership for the police profession.
- Community policing and problem-solving principles
- Interpersonal and communication skills
- Bias awareness
- Scenario-based, situational decision making

- Crisis intervention y Procedural justice and impartial policing
- Trauma and victim service
- Mental health issues
- Analytical research and technology
- Languages and cultural responsiveness

Employees shall work to accomplish the Mission Statement of the Department. Employees are to work with citizens, preserve life, maintain human rights, and promote individual responsibility. Officers shall preserve the public peace, detect and arrest offenders, prevent crime, protect life and property, and enforce the ordinances and statutes of Salt Lake City, the State of Utah, and the United States.

LEADERSHIP

The principles of leadership for the Salt Lake City Police Department are to:

- Believe in, foster and support teamwork.
- Be committed to the problem solving process; use it and let facts, not emotions, drive decisions.
- When possible, seek employees' input before making key decisions.
- Believe that the best way to improve the quality of work or service is to ask and listen to the employees promptly and fairly.
- Strive to develop mutual respect and trust with employees.
- Have a service orientation with a focus toward employees and citizens.
- Manage on the behavior of most employees, not on the few who cause problems. Deal with all employees promptly and fairly.
- Encourage creativity through risk taking while continuing to improve systems and examine processes.
- Be a facilitator and coach. Develop an open atmosphere that encourages both providing and accepting feedback.
- Apply team-work, develop with employees agreed-upon goals and plans to achieve them.

COMMUNITY-SUPPORTED POLICING PHILOSOPHY

Crime and public safety are community issues. Therefore, the community and the police must work together with solidarity of purpose to solve them with unilateral responsibility and participation. Citizens, the Police Department, other agencies and City government are equally responsible to help reshape this mission and advance in demonstrable steps. Each entity must be willing to work together, to become involved, to take initiative and

to cooperate with each other to help make the City more enjoyable and safer for all, unilaterally raising the bar over time for the community as a whole.

Community-Supported Policing is the heart of this direction and plan and is a durable platform for sustained action. Each member of the Salt Lake City Police Department is responsible for achieving its mission, owning the outcome and providing consideration for unique circumstances. Likewise, the community, in solidarity and shared vision, has a stake in the outcome, provides bottom-up contributions, and shares responsibility for making this City both safer and more enjoyable.

How members of the department define their role will set the tone for the community.

CORE VALUES

Character

The moral qualities distinctive to an individual. Foundational pillars of character are integrity, reverence for the law, and respect for individuals.

Compassion

Caring and respect with sensitivity and empathy. Compassionate service is essential to human relationships and indispensable to the foundation of a just and peaceful community.

Commitment to the Community

A promise to be a loyal partner with the community. Uphold our responsibility to be responsive to community needs and implement solutions that produce meaningful results.

Communication

Honest and transparent dialogue with the community. Professional representation, dignity in our speech, and truthfulness in our interactions establish trust and legitimacy. Communication creates an environment that encourages authentic conversations about hard issues that impact the community.

Courage

Guardian and protector of the community in the face of personal sacrifice. The quality of mind or spirit that enables a person to face difficulty, danger, or pain. Organizational and individual courage to do the right thing and be held to a high standard and show the strength to stand up for those we serve.

STATE LAW REQUIRING A POLICE DEPARTMENT

The people of the United States of America and the State of Utah have created police agencies to serve public purposes within our constitution form of government. State Law requires the City Government to “create, support, maintain and control a Police Department” (§ 10-3-909 UCA). The basic purposes for which Police Departments are instituted have also been stated in law.

It shall be the duty of the police in any City at all times to preserve the public peace, prevent crime, detect and arrest offenders, suppress riots, protect persons and property, remove nuisances existing in the public streets, roads and highways, enforce every law relating to the suppression of offenses, and perform all duties required of them by ordinance (Ref. § 10-3-914, UCA).

CITY ORDINANCES GOVERNING THE POLICE DEPARTMENT

Powers and Duties

The Mayor is the Chief Executive Officer of the City and is responsible for the proper administration of all City affairs. The Mayor’s power and duties pertaining to the Police Department include, but are not limited to, the following:

- Appoint the Chief of Police with the advice and consent of the City Council.
- Supervise the administration and enforcement of all laws and ordinances of the City.
- Administer and exercise control of all departments of the City.
- Authorize the issuance of administrative rules and regulations and outline general administrative procedures, which are not in conflict with the laws of the state or City ordinances.
- Hire and appoint all executive department employees, officers and agents (subject to the advice and consent of the City Council where required by state law), and discipline or terminate the same in accordance with state law and City ordinances.

General

II

II-010 OBLIGATION TO ABIDE BY POLICY AND ORDERS

Employees shall willfully obey the lawful verbal and written policies of the Salt Lake City Corp. and the Salt Lake City Police Department. Police Department Policy is any written directive contained within this Manual. Employees shall also subordinate their personal preferences and work priorities to the lawful verbal and written policies of the City and Department as well as to the lawful orders and directives of supervisory personnel.

It is reasonable to expect employees to obey the written and verbal directives of their supervisors. When disagreements between management and employees occur, management has the right to expect employees to follow the accepted labor principle of “obey now and grieve later.”

Insubordination occurs when an employee is capable of performing, but refuses, to do a job or comply with a lawful verbal or written directive.

II-020 THE POLICE MANUAL

These directives are for internal use only and do not enlarge any employee's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of these directives, if proven, can only form the basis of complaint by this Department, and then only in a non-judicial administrative setting.

The Police Manual is intended to serve as a guide to all employees of the Salt Lake City Police Department, and provides an outline of Departmental objectives and policies. It serves as a foundation on which to base the sound judgment and discretion underlying the duties of each employee. It is not intended to cover every situation that may arise in the discharge of those duties.

The Manual often refers to a Memorandum of Understanding (MOU). This refers to the memorandums of understanding the City has with the different labor organizations.

Amendments and Revisions

Amendments to and revisions of this manual shall be in the form of General Orders and Chief's Orders. General Order replacements can be easily identified by the issue date that is printed on the upper right of each page. The general order number will be printed in the lower left of each page. Chief's Orders will be issued on a special form with a heading format similar to Chief's Memorandums.

These orders may introduce new policies or procedures, or may revise or amend the manual or previously published orders.

Definition of Orders and Memorandums

General Orders

General Orders are issued for the purpose of announcing, adopting or revising a policy or procedure in the Police Manual that is generally applicable throughout the Department. The order may include detailed instructions outlining the procedures to be followed to accomplish a task or departmental policy.

General Orders are issued under the Chief's direction to all employees. General Orders will be issued with a notation of the change and the date of revision.

Chief's Orders

Chief's orders are issued by the Chief of Police. Chief's Orders are used to establish new policy or change existing policy until it is incorporated into the Police Manual.

Chief's Memorandums

Chief's Memorandums are issued for the purpose of disseminating information to employees concerning notifications of routine events such as; training, signups, transfer openings, non-general order procedural changes, etc. Memorandums are not self-canceling. Chief's Memos may be used as a direct order.

Special Orders – Blue in Color

Special Orders are issued for the purpose of disseminating information or instructions concerning an event or function that requires the coordinated effort of two or more Bureaus.

Submitting Requests for Orders or Memorandums

Requests for any of the above types of orders must be submitted to the Unit Commander who will forward these requests to the proper Bureau Commander for approval or recommendations. Those recommendations will be forwarded to the Administration Secretary assigned this duty. The order or memorandum will be drafted, indexed, and prepared for approval before it is published. It will be necessary, in each instance, for the chain of command to be followed and each order to be approved by the Chief of Police.

Employees are expected to use good judgment in those actions that are not covered by the manual and may request a change in procedure by submitting a request through the chain of command to the Chief of Police.

Any order affecting Departmental policy will be distributed to the Department management staff for review and recommendations prior to presenting it to the Chief of Police for final approval.

Final authority for all policy and procedural changes rests with the Chief of Police.

A master copy of all orders, except division, unit and bureau memorandums must be maintained in the Public Relations Unit and the Office of the Chief of Police.

Bureau/Unit Commanders are responsible for publishing and maintaining bureau/unit policies that apply only to personnel assigned to their command. Bureau/unit orders must not conflict with Department policies. Commanders submitting orders that do not require general distribution should specify the squads, units, divisions or bureaus that should receive distribution.

Distribution of General Orders and Chief's Orders

Employees are held responsible for the subject matter of Department orders and memorandums and they will be given training on and access to all orders that affect them.

- General Orders and Chief's Orders will be distributed electronically to all bureaus/units. All employees are responsible for maintaining knowledge of the contents of the Police Manual and Chief's Orders.
- Special Orders will be issued to those employees affected, and those employees are responsible for maintaining all such current orders.

References

All drafts will be reviewed to ensure that they do not conflict with any existing order, Department Policy, City Ordinance, statute or law.

Policy Formats

The Police Manual and any updates will be maintained on the City's computer network.

Manual Updating Procedure

Manual changes will be handled as stated below:

- The Chief and staff will adopt the policy.
- The changes will be updated immediately in the electronic manual.
- Every supervisor and designated personnel will be sent an electronic copy of every general order update.

- A copy of each policy will be made by the supervisors and used for the training of all employees assigned to them. Supervisors will document all personnel training on the On-line Training Program.
- Updates to the Police Manual will be published periodically. Those updates shall be maintained in the rear of the individual employees' Manual until such time as a new Manual is printed.

II-030 DEPARTMENT FUNCTION AND DUTIES

Function

The Police Department, by and through its personnel, is responsible for preserving the public peace, preventing crime, detecting and arresting criminal offenders, protecting the rights of persons and property, regulating and controlling motorized and pedestrian traffic, training personnel, and providing and maintaining police records and communications systems.

Duties

The Chief of Police is the appointing power and has command over all officers and employees in the Department. It is the duty of the Chief to make and adopt such rules and regulations for the operation and administration of the Department as, in the Chief's judgment, shall be necessary for the good of the service.

II-040 DEPARTMENT ORGANIZATION AND STRUCTURE

Department Entities

Bureau: A component of the Police Department made up of Divisions, Units, and Squads.

Division: A component of the Police Department made up of Units and Squads.

Unit: A component of the Police Department made up of Squads.

Squad: A component of the Police Department with two or more personnel assigned to a specific duty or area.

Watch: A period of time corresponding to the duty hours and assignment of personnel. There are three watches in a 24-hour period: days, afternoons and graveyards.

Rank Structure: Sworn Personnel

Chief of Police: Commands/administers the Police Department.

Assistant Chief of Police: Assists the Chief in commanding and administering the Police Department as the Department Chief of Staff. Reports to the Chief of Police.

The Chief of Staff directs all day-to-day operations of the Police Department and ensures the Chief's priorities and assignments are completed in a timely manner.

Deputy Chief of Police: Commands a bureau within the Department. Reports to the Chief of Staff / Assistant Chief of Police.

Bureau Commanders / Deputy Chiefs are responsible for over-seeing the functions of police and support services within assigned bureaus by maintaining direct supervision of bureau command. They assist in directing development, organizational changes, staffing, and information systems to increase operational effectiveness and reduce administrative costs of their assigned bureau.

Captain: Commands a division within the Department. Reports to a Bureau Commander / Deputy Chief of Police.

Division Commanders / Captains are responsible for directing the operational efforts of their respective divisions to meet departmental objectives. To accomplish this, Division Commanders have been delegated authority and control over the personnel and equipment assigned to their command.

Division Commanders have the authority to formulate division policy and to carry out any functions deemed necessary to meet objectives as long as these actions fall within the limits of Departmental policy and approval of the Chief of Police.

Lieutenant: Commands a unit within the Department. Reports to a Division Commander / Captain.

Lieutenant – Watch Commander: Commands a watch within the Department. Reports to a Division Commander / Captain.

Sergeant: Commands a squad within the Department and reports to a Lieutenant.

Rank Structure: Civilian Personnel

Director: Commands a unit within the Department. Reports to a Division Commander / Captain.

Unit Manager / Supervisor: Manages a unit or shift. Reports to a Director or Lieutenant.

Organizational Structure of the Department

See chart for current organization in Appendix Charts.

Office of the Chief of Police

The Office of the Chief consists of the Chief of Police, the Assistant Chief of Police (designated as Chief of Staff), two Deputy Chiefs (designated as Bureau Commanders), the Chief's Executive Officer, Peer Support and the Public Relations Unit. Support staff in the Office of the Chief includes the Chief's Executive Assistant, the Chief of Staff's Administrative Assistant, and the Finance Unit.

The Chief of Police plans, organizes, directs, and controls the personnel and resources of the Police Department. The Chief of Police administers the Department in a manner consistent with the ordinances of the City of Salt Lake, the laws and constitution of the State of Utah, and the Constitution of the United States of America.

The Chief of Staff works directly with the Deputy Chiefs to solve problems, mediate disputes, and deal with issues that do not require the direct attention of the Chief. The Chief of Staff is responsible for implementing the Chief's strategies and delivering results. As part of this, the Chief of Staff focuses on troubleshooting issues, researching efficiencies, and improving department communication. The Chief of Staff represents the Chief as directed, carrying out the duties of the Chief of Police in the absence of the Chief.

The responsibility for the direction and guidance of the Police Department is shared by the Assistant Chief and Deputy Chiefs. In addition to commanding a bureau, the Deputy Chiefs support the Chief in policy matters and represent the Chief as directed, carrying out the duties of the Chief of Police in the absence of the Chief and Assistant Chief.

Administrative and Operational Support Bureau

The Administrative and Operational Support Bureau is commanded by a Deputy Chief. The Administrative

Bureau is divided into three divisions, each commanded by a Captain. The Bureau's divisions are Administration, Professional Standards, and Investigations. The Administrative and Operational Support Bureau is responsible for all support functions of the Department, including record keeping, logistics, technology, training, and internal investigations.

Operations Bureau

The Operations Bureau is commanded by a Deputy Chief and is divided into three divisions, each commanded by a Captain. The Bureau's divisions are Pioneer Patrol, Liberty Patrol, and Special Operations. The Pioneer Patrol and Liberty Patrol Divisions have daily field operations directed by a cadre of Watch Commanders (Lieutenants). The Operations Bureau is responsible for the overall direction, control, and coordination of field operations to include: calls for service, proactive patrolling, specialty responses, and community problem resolution.

Unity of Command

The authority delegated or granted to a supervisor is not generally confined or restricted to their division. That authority includes supervision over all subordinate employees of the Department in any situation necessary for the efficient operation of the Department.

In order to avoid confusion among Department employees or conflict in orders and commands, supervisors will use their authority with discretion and under normal circumstances avoid giving commands to employees not assigned to their control. However, in the absence of an employee's direct supervisor, and the purposes of efficiency and discipline can be served, supervisors may give commands to employees not assigned to their control.

Supervisory Responsibilities

Supervisors are accountable for the performance of their subordinates and must take reasonable steps to promote their subordinates' understanding of, and compliance with, Departmental rules and regulations through:

- Personal supervision
- Delegation of authority
- On-going training

- Clarification of directives, orders, and procedures

Based on their own resourcefulness and personal experience, each supervisor should seek to improve or upgrade Departmental procedures. Subordinates should be encouraged to offer new ideas.

An electronic copy of the Policy and Procedures Manual is maintained on the City's Intranet and on the Department webpage.

Electronic copies of updated Chief's Orders and Memorandums are maintained on the "P" drive for access by employees needing them.

II-050 ACCEPTING GIFTS AND GRATUITIES

Employees are prohibited from knowingly receiving, accepting, taking, seeking, or directly or indirectly soliciting any personal gift or loan, or a gift or loan for another if it tends to influence the discharge of official duties, or if it involves any governmental action directly affecting the donor or lender.

Gifts and Gratuities not permitted by Mayor's Executive Order "Employees Acceptance of Gifts," include:

- Employees shall neither solicit nor accept any personal gifts as a consequence of their employment by Salt Lake City Corporation, except when reasonably necessary to, or helpful in, the performance of their duties.
- No employee should solicit or accept anything that might be perceived as inappropriately influencing the way in which City business is conducted. Nor should employees tolerate gifts to their family members, friends, or organizations with which they are associated, if such gifts are a consequence of the employee's employment by Salt Lake City Corporation.
- This order includes gifts given to City employees as "social hospitality," such as free meals, flowers and chocolates. The policy is not dependent on the value of the gift; in other words, there is no blanket exception for gifts under \$50.
- The order only applies to gifts given in connection with employment by the City; private gifts from family or friends are permitted if not given as a consequence of employment. We ought to ask ourselves, "Would I be getting this if I didn't work for Salt Lake City?" If the answer is "No," then the gift should be refused.
- City officials, as representatives of the City, may freely accept gifts for the City. Those are not "personal" gifts. For example, gifts presented as part of the "Sister

Cities" program should be graciously accepted and then become the property of the City.

- Employees invited to represent the City at a social, cultural, charitable, political, civic, or business function should accept the hospitality of the occasion because such functions are a "reasonably necessary" or "helpful" part of doing the job for the taxpayers.
- City employees may accept food and drinks offered when working in emergency or charitable circumstances.
- Group gifts to classes of city employees are permitted under this policy provided that 1) all the members of the class are provided with the same gift or gifts of approximately the same type and value and 2) the gift does not give the appearance of or have the potential to influence the way in which City business is conducted. A group is understood as an employment class (e.g., police, teachers, sanitation workers) and may not single out policy-making individuals within that group. Group gifts must be reported to the Mayor's office and will be a matter of public record.
- This Executive Order provides for no criminal penalties, and, as such, does not supersede the City's gift ordinance. It does, however, deal with non-criminal measures and, as such, surpasses the ethical standard under the ordinance. If construed to be in conflict with the City Gift Ordinance, Salt Lake City Ordinance (SLCO) 2.44, the city ordinance takes precedence.

City Ordinance does permit an officer to receive and accept:

- Any reward or present tendered for meritorious service upon a recommendation by the Chief of Police, approved by the Mayor.
- Any bona fide loan made in an ordinary course of business authorized by the laws of this State or any other state to engage in making loans.
- Political campaign contributions, if same are actually used in a political campaign of the recipient public employee (2.44.070 SLCO).

The City has adopted a conflict of interest ordinance that is stricter than State law. No City employee may receive or agree to receive compensation for assisting any person or business entity in any transaction involving the City, unless they have filed disclosure statements with the Mayor. Forms are available at the City Recorder's Office.

II-060 ACCEPTING SPECIAL PRIVILEGES

Employees shall not use their positions with the Department to secure or attempt to secure special privileges or exemptions.

II-070 ADDRESS AND TELEPHONE NUMBER REQUIREMENTS

All employees shall have a telephone at their residence and make the telephone number available in their division and the Administrative Assistant in the Office of the Chief of Police.

Employees who change their residence or telephone number shall report the address or number change within 72 hours to those noted in the preceding paragraph.

Telephone numbers and addresses of Department employees shall not be released to the public. Messages shall be relayed to the employee or referred to the division secretaries, the administrative offices, the desk officer, or the employee's immediate supervisor.

Telephone numbers and addresses of employees shall only be released to other employees of the Department who have been properly identified by Department identification number.

II-090 ASSOCIATION WITH CONVICTS

Employees shall not knowingly associate with ex-convicts or known felons except in the performance of duty. Any association out of the line of duty shall be reported immediately to the employee's commanding officer.

II-100 ATTENDANCE AND PAYROLL RECORDS

The responsibility for maintenance of all attendance records rests with the divisions and the division timekeepers.

II-110 BADGES, OWNERSHIP AND TRANSFER

Ownership of Badges

All Department issued badges are the sole property of the Salt Lake City Police Department. This includes, but is not limited to breast shields, flat badges, coat badges and hat badges that identify the bearer as police personnel or a police officer.

Custody of Badges

The Department will issue badges necessary to the employee's assignment and position. Upon termination of employment, all badges must be immediately surrendered. When rank advancement or other circumstances require the issuance of new or different badges, the badges being

replaced must be surrendered to the Department Quartermaster or purchased by the employee. Employees are responsible for the care and security of all badges issued to them.

Loss or Theft of Badges

The loss or theft of a badge must be reported immediately to the employee's supervisor. A detailed initial report with case number describing the circumstances of the loss or theft will be submitted for follow-up investigation. The lost or stolen badge will be listed on NCIC whenever possible. After this process is completed, the employee will report to the Quartermaster with the case number for a replacement badge.

Transfer or Conveyance of Badges

Except for the provisions above, the Department and its employees will not convey, donate, sell, or otherwise transfer custody of a badge to anyone except under the following conditions:

- Conditions listed above.
- At the express direction of the Chief of Police.
- When an employee is promoted, the employee will be awarded one breast shield to commemorate years of service at the previous rank. Within five (5) working days following the promotion the employee shall report to the Quartermaster with the option to purchase the second breast shield, the flat badge and/or hat badge. Any badges not purchased or gifted will be returned to the Quartermaster.
- Upon recommendation and by approval of the Chief of Police an employee who retires in good standing with the department will be awarded one breast shield representing their rank at the time of retirement and will also receive a Retired Officer flat badge with wallet representing their rank at the time of retirement. The employee may request that the breast shield be placed on a commemorative service plaque.
- Prior to the employee's retirement date they will report to the Quartermaster with the option to purchase the second breast shield, the flat badge and/or hat badge. Any badges not purchased or gifted will be returned to the Quartermaster.
- The Chief of Police reserves the right to change or alter this process at any time.
- The Department will charge \$40 for each badge purchased by employees. The employee will be provided with a receipt to document the transaction.

II-120 BALLISTIC VESTS

The Department will provide a ballistic vest for officers. All uniformed officers and supervisors in assignments which necessitate response to calls for service must wear protective vests during their tour of duty. Additionally, all officers of this department must wear protective vests during high-risk and/or tactical situations. Examples of high-risk or tactical situations include, but are not limited to; execution of search warrants, initial crime scene response, and service of arrest warrants.

It is highly recommended that all officers in other assignments wear a protective vest during their tour of duty. However, those officers who choose not to wear their protective vest must have it immediately available at all times during their tour of duty.

All officers working police-related secondary employment or special event posts must wear protective vests.

Sergeants shall check for compliance at the start of each shift and perform spot checks in the field.

Only vests specified by the Training Unit and approved by the Chief of Police shall be issued. Issued vests will be fitted to each officer by the vendor. Officers may, at their own expense, purchase and wear armor meeting or exceeding Department standards with approval of the Training Unit.

Old vests must be returned to the Training Unit upon issuance of a new vest.

Care and Maintenance

Each officer is responsible for periodically inspecting, cleaning, and maintaining their vest. Officers should follow the care instructions provided by the manufacturer of the vest.

II-130 CELLULAR TELEPHONES

Cellular Telephones (Cell Phones) may be provided to employees when Bureau Commanders determine that there is a justifiable business need that will improve efficiency or work performance. The Technical Support Unit will coordinate cell phone purchases and service agreements for the Department.

Except for incidental, infrequent, and/or emergency personal use, Department cellular services are to be used only for business purposes. In order to minimize costs, cellular phones should be used prudently and only

when a landline is not readily available or convenient. Employees who are assigned cell phones as their primary department phone are not required to use a landline while working at police facilities. Bureau Commanders or their designees will review cellular phone usage on a monthly basis.

Employees shall reimburse the Department for cellular phone charges in material excess of the monthly service agreement (materiality is defined as the administrative cost of processing and collecting the reimbursement when it does not substantially override the benefit of the reimbursement itself). Bureau Commanders may authorize charges in excess of the monthly service agreement when the employee provides a reasonable explanation for the additional charges. Bureau Commanders may request that the Technical Support Unit increase the monthly service agreement for an employee based upon increased cellular phone usage. Some employees will be assigned a cellular phone as their primary use phone for police department business. The monthly service agreement for these employees should be appropriate relative to the employee's assignment. The Technical Support Unit will periodically audit employee's Department cellular phone usage and adjust service agreements as necessary.

The City has a duty to preserve documents and evidence that are likely to be requested during discovery or that might be relevant to current or future litigation.

After the City Attorney's Office has issued a litigation hold to an individual employee, the duty to preserve runs to the employee and he or she is on notice of their obligation to retain documents that might be relevant to current or future litigation. Potential evidence can include hard copy documents as well as electronic information stored on networks, servers, computers, computing devices, cell phones and PDA's.

Consistent with the City's policy on Cell Phone Procedure and Electronic Communications Procedure, City employees do not have an expectation of privacy on cell phones or PDA devices used to conduct City business. Moreover, information contained on cell phones and PDA's (owned by either the City or an individual employee) may be subject to search with respect to human resource personnel matters, litigation disclosure, forensic analysis, and information requests under GRAMA.

Consistent with the City's policy on Electronic Communications Procedure, employees are not to use City electronic communication technology for non-City business; however some *de minimis* personal use is understandable and expected.

Consequently, employees subject to a litigation hold may delete information of a personal nature from the cell phones or PDA's, including but not limited to personal contacts, personal calendar entries, and personal photographs,

provided that this information is unrelated to the City's business or a litigation hold.

Before cell phones or PDA devices are updated or wiped, all employees are obligated to ensure that City records are retained, consistent with the City's document retention schedules, the requirements of the Electronic Communications Procedure, and any litigation hold.

Before cell phones or PDA devices are updated or wiped, employees subject to a litigation hold are required to certify in writing that they have provided any document, picture, or communication potentially relevant to the litigation that resides exclusively on the cell phone or PDA to their department's general counsel. Employees subject to litigation returning a cell phone or PDA device to the Depot for any reason will comply by signing and dating a record log in the Depot.

Selective cases and litigation holds may require the forensic imaging of cell phones or PDA devices under the City's Policy on Document Retention Related to Potential Civil Claims by and against the City. Employees are on notice of this possibility, under the Electronic Communication Procedure and are advised to use their cell phones and PDA's in a manner consistent with existing City policies.

If the employee is not able to transfer information relevant to the City's business or to the litigation hold off of the cell phone or PDA device the employee should contact IMS for assistance in transferring this information before updating or wiping the device.

Sale of Cell Phones to Department Employees

As per Salt Lake City policy 4.01.07, the department recognizes that as cell phone devices have become commoditized, the value of retaining those devices assigned to a specific employee is marginal. The cost(s) associated with redeploying these devices is often greater than the value of the device. As such, they may be sold to employees when they are turned in for upgrades, separation of employment, etc.

Approval of all sales of cell phones falls under the Logistics Bureau Deputy Chief. The Quartermaster Unit will be responsible for the processing and sale of such devices.

Conditions Where Cell Phone Devices May Be Sold

Due to logistical constraints, the sale of cell phone devices will be limited to Police Department personnel only. Cell phone devices will not be sold if the value or benefit of the device to the department is determined to outweigh the benefit to the employee or the device is found to be necessary to the department.

The department must receive better than fair market value for any device sold under this policy. The device must not

be under hold for litigation as determined by the Salt Lake City Police Legal Counsel.

Procedure for Purchase

Persons separating from city employment or receiving a new or upgraded device to replace their existing device must request to purchase cell phone devices assigned to them within 4 weeks of their separation date.

First right of refusal to purchase the device is held by the employee to whom the device is currently assigned. The employee may elect to purchase this device for up to 4 weeks after separation from employment or the date the device was replaced. After a device has been held for 4 weeks, it will be held with other surplus phones.

At the first of each month, an email will be sent to Police Department personnel informing them of the device(s) to be sold, their description, and prices. Persons wishing to purchase the device must respond in person to the Quartermaster office with immediate payment in the form of cash or check payable to the Salt Lake City Police Department. **Holds and Reservations will not be accepted.**

Persons purchasing devices that were not assigned to them are limited to purchasing one device per year unless no other interest exists in the purchasing of remaining devices.

No refund, warranty, or service is promised or implied through the sale of the device.

II-140 COMMUNICATION

Electronic Messaging Devices (EMDs)

It is the purpose of this policy to provide employees with guidance on the proper use of Department-owned computers and related electronic messaging systems utilized by this Department for purposes of disseminating electronic mail, utilizing the Internet, and any other related electronic message transmission, recording and storage devices.

Employees will abide by the guidelines set forth herein when using Department-owned or personally owned computers (when used to access Department or City files or databases) and the services of both internal and external databases and information exchange networks, and where applicable, voice mail, mobile data terminals, and related electronic messaging devices. The guidelines in this policy shall govern any access or sending of information to or involving Department or police related databases such as Utah Bureau of Criminal Identification (BCI), drivers' license information, vehicle registration, etc.

Email Accounts

The primary system used for dissemination of Department communications is Microsoft Outlook on the City's Intranet Network. Regularly scheduled on duty employees are required to read and respond as necessary to their outlook messages daily.

The email system can be accessed from any computer operating on or accessing the City's network. Individual accounts can be accessed by entering the user ID and password. Additionally, employees can access their account via the internet at www.slcmailbox.com. The employee will be prompted to supply the individual user ID and password to gain access to their personal account.

Employees will not use the city email system to promote any private business or service, or to advertise any items for sale. Employees will not use the city email system to send mass emails to promote or advertise non-work related events or gatherings without the prior administrative approval. The city's Employee Forum is the proper venue for these types of distribution.

Employees are reminded to adhere to the Salt Lake City Electronic Mail and Electronic Documents Policy.

General Guidelines

Electronic Messages - Electronic Messages are neither private nor confidential. They are generally subject to public disclosure under Government Records Access and Management Act (GRAMA). Employees shall treat all electronic messages with the same degree of propriety, professionalism, and confidentiality as official written correspondence.

The City does not read electronic messages routinely, but does reserve the right to do so without prior notice. Attorney-client protected messages are an exception to the above policy.

Use a Privilege -This department encourages personnel with access to EMDs to utilize these devices whenever possible. However, use of any of these devices is a privilege that is subject to revocation.

Ownership - EMDs and their contents (with the exception of personally owned software authorized for installation on department computers) are the property of the Police Department and intended for use in conducting official business with limited exceptions noted elsewhere in this policy.

Damage to Equipment - Any damage caused by careless, negligent or intentional actions may cause an employee to be held financially responsible for repairs.

Privacy Issues - Employees are advised that they do not maintain any right to privacy in EMD equipment or its contents, to include personally owned software.

- The Police Department reserves the right to access any information contained in EMDs, and may require employees to provide passwords to files that have been encrypted or password protected.
- The department reserves the right to access, for quality control purposes and/or for violations of this policy, electronic and voice transmissions of employees conducting business for the department.

Inappropriate Materials - Accessing or transmitting materials, other than those required for police business, whether or not a recipient has consented to or requested such material, is not appropriate. This includes, but is not limited to items that are:

- Obscene language or images
- Obscene jokes
- Sexually suggestive or explicit materials that are not a job related necessity
- Hateful, bigoted or threatening statements or materials
- Messages that disparage the City, any City administrator or the Police Department
- Messages that disparage any person, group, or classification of individuals
- Excessive personal messages

Confidentiality - Confidential, proprietary or sensitive information may be disseminated (or made available through shared directories or networked systems) only to individuals with a need and right to know and when there is sufficient assurance that appropriate security of such information will be maintained. Such information includes, but is not limited to, transmittal of personnel information, such as:

- Salary, performance reviews, complaints, grievances, misconduct, disciplinary information, medical records, or related employee information.
- Criminal history information and confidential informant master files, identification files, or related information.
- Intelligence files and information containing sensitive tactical and undercover information.

File or Database Access - No Employee shall access or allow others to access any file or database unless that person has a need and right to know such information. Personal identification and access codes shall not be revealed to or shared to any unauthorized source.

Unauthorized Use - Employees shall not permit unauthorized persons to use this Department's electronic messaging devices or access Department or any other restricted law enforcement databases.

Software Setup - PCs and Laptops will be installed with a standardized program setup, depending on the employee's assignment. Any additional programs, City or privately owned, require pre-authorization in writing from the bureau commander of the employee involved and the Quartermaster. The installations on non-networked laptops will be performed by Tech Support personnel. Computers attached to the network will have all installations performed by IMS technicians or Tech Support is appropriate.

Software - An EMD is designed and intended to conduct the business of the Police Department and is restricted to that purpose. Installation of or access to software purely for entertainment purposes is prohibited. Exceptions to business use include the following:

- Infrequent personal use may be permissible if limited in scope and frequency, if in conformance with other elements of this policy, and if not connected with a profit making business enterprise or the promotion of any product, service, or cause that has not received prior approval.
- Personnel may make off-duty personal use of computers for professional and career development purposes when in keeping with other provisions of this policy and with prior knowledge of the bureau commander.

Laptop Repairs - Employees turning a laptop into the Quartermaster for repairs may be issued a different laptop for use until the assigned laptop is repaired and returned to the employee.

Employees should be aware that if a computer is repaired, any personal programs that had been installed may not be on the computer when it is returned.

Software Updates - All Police Department laptops will require periodic updates. It is the officer's responsibility to submit their assigned laptop to the Quartermaster for required updates. A notice will be sent to each officer when updates are required.

Importing/Downloading Information and Software

Employees shall not download or install on their Department-owned PC or laptop computer or network terminal any file software or other materials from external sources without taking prescribed steps to preclude infection by computer viruses.

In no case shall external materials or applications be downloaded directly to any shared (network) drive. When in doubt, consult with IMS at 801-535-7272 prior to downloading.

Employees shall observe the copyright and licensing restrictions of all software applications and shall not copy

software from internal or external sources unless legally authorized.

- Employees shall provide Technical Support with a copy of documentation proving copyright laws are being adhered to. A file will be maintained for each laptop, keeping a history of that computer, the programs installed and maintenance performed.
- Any software for which proof of licensing (original disks, original manuals and/ or license) cannot be provided is subject to removal.

Employees shall observe copyright restrictions of any documents, images, or sounds sent through or stored on electronic mail.

To avoid breaches of security, employees shall use password protected screen savers during the work day and log off of the network at the end of each day.

Reporting Problems with Computers, Phones, etc.

The user (employee using the computer) will notify their immediate supervisor if they are unable to remedy the problem internally.

Call the IMS Help Desk at 801-535-7272 for assistance.

- Do not contact the IMS technicians directly.
- Assist the Help Desk personnel over the phone as requested to assist in the remedy of your problem. They will require a brief, informative description of the problem and the PC ID number.

If unable to resolve the problem by phone, the Help Desk personnel will open a numbered service ticket for a technician to respond to the problem.

- Obtain the IMS ticket number and ask the Help Desk personnel what the expected time for the technician's response may be. Keep this information for future reference.
- The Help Desk employee will assign the priority response level specified by the user.
 - Urgent Priority – within 15 minutes
 - High Priority – within 1 hour
 - Medium Priority - within 8 working hours
 - Low Priority – within 5 working days
- The responding technician will assess the problem and determine if a cost is associated with the needed repair.
- If the response time is unreasonable, notify the IMS Technology consultant for the Police Department at 801-799-4100.

If no cost is attached to the repair, the repair can be carried out with no authorization needed.

If a cost is attached to the repair, the following approval process will be followed:

- Forward the request including the estimated costs incurred up the chain of command via email for Bureau/Unit Commander expenditure approval.
- If approved, the Bureau/Unit Commander will mark the email approved with their rank, name, department assignment and cost center number and forward the request to the IMS Help Desk requesting a service request ticket be opened.

If a cost is incurred, the following information must be provided to IMS prior to the repair being performed.

- The name of the requesting person
- Authorizing supervisor's name
- Cost center number
- Object code must be obtained and provided

II-150 CONDUCT UNBECOMING

The conduct of employees, on or off duty, may directly reflect upon the Salt Lake City Police Department. Employees shall conduct themselves at all times, both on and off duty, in such a manner to reflect most favorably upon the Department or the City of Salt Lake.

Conduct unbecoming by a police employee is any conduct that has a tendency to adversely affect the operations or efficiency of the Department or any conduct that has a tendency to adversely affect public respect and confidence in the Department or any employee. Conduct unbecoming also includes any conduct that brings the Department or any employee into disrepute or brings discredit upon the Department or any employee.

II-160 COURT APPEARANCE & SUBPOENAS

II-160.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Department employees who must appear in court. It outlines employee responsibilities regarding different types of subpoenas, as well as procedures for appearing in court.

II-160.2 POLICY

Upon receipt of notice, any employee will testify as a

witness before any competent investigative or judicial body. Proper courtroom demeanor shall be maintained and all questions shall be answered truthfully. Failure to appear in court or at a deposition after being served in any of the manners listed below may result in discipline.

II-160.3 CITY PROSECUTOR AND DISTRICT ATTORNEY SUBPOENAS

Subpoenas for court appearance from the City Prosecutor and District Attorney offices will be sent electronically to the Department Subpoena Coordinator. The Department Subpoena Coordinator will log and distribute subpoenas to employees' Outlook account and any other email account as requested. The Subpoena Coordinator will attempt to notify off-duty officers at their residence if they will not be at work prior to the appearance date listed. The Subpoena Coordinator will alert employees of short notice appearance by indicating it in the title of the email. Any employee receiving a subpoena must print it and take it to court at the time of their appearance.

II-160.4 ATTORNEY GENERAL AND CRIMINAL DEFENSE ATTORNEY SUBPOENAS

Attorney General and criminal defense attorney subpoenas for criminal cases where Department employees are witnesses may still come in the mail or be hand delivered to the Department Subpoena Coordinator as in the past. The Subpoena Coordinator will notify officers in the same manner as with City Prosecutor and District Attorney Subpoenas.

II-160.5 CIVIL SUBPOENAS FOR ACTIONS TAKEN IN AN OFFICIAL CAPACITY

The City Recorder's Office will accept subpoenas for employees in civil matters if the employee is being named in his or her official capacity. The subpoena will be forwarded to the City Attorney's Office and assigned to the Police Legal Advisor. The Police Legal Advisor will contact the subpoenaed employee regarding the civil subpoena. Any questions regarding the civil subpoena should be directed to the Police Legal Advisor.

II-160.6 CIVIL SERVICE COMMISSION SUBPOENAS

For subpoenas issued by the Civil Service Commission (CSC), service may be directed via email to the employee's Outlook email account from the party

requesting the subpoena. If a CSC subpoena is received, employees shall notify their immediate supervisor and the Police Legal Advisor as soon as possible.

II-160.7 COURT APPEARANCE – NOTIFICATION OF SCHEDULING CONFLICTS

If there is a scheduling conflict with the date listed in the subpoena, it is the responsibility of the subpoenaed employee to contact an attorney in the manner listed below as soon as possible:

- a. If the subpoena is for a criminal matter, regardless of which party served the subpoena, the subpoenaed employee shall contact the assigned prosecutor in the matter.
- b. If the subpoena is for a civil matter in which the employee is being named in his or her official capacity the employee shall contact the Police Legal Advisor.

II-160.8 COURT APPEARANCE – WEAPONS AND EQUIPMENT

Category I police officers will be allowed to retain their firearms while in state courthouses and other judicial buildings, with the following guidelines:

- a. Officers may be required to show valid police identification to court security screening personnel even if they are in uniform.
- b. Plainclothes officers must have at least one retaining device, such as a thumb break, tension screw, etc., on their holsters. Court security screening officers may inspect all holsters. If an officer's holster does not pass this inspection, the officer may not be allowed to take the weapon past the screening area.
- c. Officers who are litigants or parties in any personal matter are not allowed to carry their weapons past the security screening area.
- d. Officers who have Department holsters not meeting the above requirements may contact the Training Division for modifications.
- e. Uniformed officers' holsters must be Department approved and of such a design that the trigger guard is covered and has at least two retention or tension devices.
- f. The court may establish additional

security procedures. Officers are expected to comply with any additional direction given by the court.

- g. Officers will comply with federal court rules and regulations regarding firearms.

II-160.9 OTHER PROCESS SERVICES

All personnel, except the chief of police, must be served legal documents (that are not subpoenas) in person. The chief of police may only be served via the chief's executive assistant. If a process server approaches the front desk or any other employee in order to serve legal documents on any employee:

- a. **Do Not** – furnish the process server any personal information about the indicated employee, including but not limited to: home address and/or phone number.
- b. **Do Not** – accept service of documents on behalf of another employee, except as set forth above.
- c. **Do** – tell the process server if the employee is not on duty or otherwise unavailable.
- d. **Do** – tell the process server the scheduled workdays and shift of the employee to be served.
- e. **Do** – have dispatch call the employee to the PSB for the service to be made if the employee is working and not busy.

If the employee is unavailable and the process server refuses to accept that explanation, refer them to the City Attorney's Office.

Once an employee has been served any legal documents in connection with a job- or City-related incident, lawsuit, investigation, or claim, the employee should notify his/her supervisor and the City Attorney's Office (preferably the assigned Police Department Legal Advisor) as soon as possible.

II-170 COURTESY IN PUBLIC CONTACTS

Employees shall be responsive to the needs of the public by rendering prompt and courteous service and consistently conducting themselves in a manner that encourages public respect. Employees are expected to conduct themselves in a professional manner at all times while in public view.

Personal Contacts

Employees will introduce themselves upon initial contact with the public. This includes when responding to calls for service or any other appropriate public contact.

Employees will treat all persons with respect. Employees are expected to be courteous and dignified at all times as the circumstances allow. The personal prejudices or attitudes of the employees must not influence their decision to take police action other than is justified or expected within the constraints of discretion.

Employees will not use degrading, profane, abusive or defamatory language when in contact with the public or in public view.

Employees will provide their Department business card to the public when appropriate and also identify themselves by name and department assignment when requested.

Telephone Courtesy

Employees shall maintain a courteous and professional telephone demeanor.

Employees shall answer the telephone promptly and identify themselves with name, rank, and department assignment or unit.

Employees shall identify themselves by name and Department when placing business calls or calls to the homes of other Department employees.

Conduct towards Officers from Other Jurisdictions

If an officer must initiate police action against any member of another police agency, the officer shall notify their supervisor immediately and document the incident in a report.

Criticism of Other Agencies

Public criticism of other agencies, the courts, or the disposition of cases shall be avoided. Complaints against or criticism of other associated agencies shall be channeled through the chain of command.

II-180 DISABILITIES

Guidelines for Dealing with Persons with Disabilities

The Department will afford people with disabilities the same access to programs, services and employment provided to all citizens. Employees of this department will assure the rights of all people with disabilities are protected.

Guidelines

On occasion, employees of the department will have contact with people who have mental or physical disabilities. Unexpected or extreme actions taken by some individuals with disabilities may be misconstrued as illegal, uncooperative or resistant behavior.

Employees should take any reasonable steps necessary to assist people with disabilities in accessing the full range of services provided by the department. Employees should use any reasonable method which will lead to a positive experience with the department, while maintaining the safety of all department employees.

Employees should be aware that many people have multiple disabilities, and many disabilities are not readily apparent. The following information provides a brief overview of several categories of disabilities, and how employees may respond to the needs of people with these disabilities.

Visual Disabilities

One of the most difficult issues facing vision impaired individuals in times of need is that of identifying police officials. When vision-impaired individuals are known to be present, the officer may ask the dispatch office to make telephone contact with the person to affirm that an employee of the department is at the scene. The visually impaired individual may also be allowed to call the Department to verify an officer is on the scene. Officers may also present wallet or shirt badges to the individual, to help verify the employee's identity.

Speech and Hearing Disabilities

Employees may confuse the behavior of individuals with hearing and speech disabilities with those who intentionally refuse to cooperate, or those who abuse illegal substances.

Hearing impaired persons should be allowed their choice of interpreters if at all possible. The dispatch office will maintain a list of interpreting services to assist in instances where a qualified interpreter for the deaf is required at the scene or for detective interviews. Response time is less than 45 minutes to any Salt Lake City location. Prior approval of the Watch Commander or division Lieutenant is required for using this service.

If special amplification devices are requested or required for any meeting held by the department, such equipment is available by contacting the Salt Lake City Council office at 801-535-6165. Twenty-four (24) hours' notice is usually needed to access this equipment.

Mental, Emotional and Psychological Disabilities

If a person with this type of disability is taken into custody, officers should make reasonable efforts, while recognizing officer safety issues, to use only the restraint necessary and to protect the arrested person from self-injury. Officers should request a medical response to rule out serious injury or illness as the cause of a psychiatric incident.

A family member, friend or Crisis Intervention Team (CIT) officer is frequently a good resource in calming an individual exhibiting unusual behavior as a result of this category of disability.

Employees should be aware of the many government agencies, nonprofit agencies, volunteer organizations and emergency medical services that provide assistance to people with mental, emotional and psychological disabilities. Employees should also be familiar with the appropriate emergency commitment and detention procedures to be used when providing shelter care and related support to people with this type of disabilities.

Developmental Disabilities

Developmental disabilities should not be confused with mental illness. In all situations involving developmentally disabled persons, employees should: ask short questions, be patient when waiting for answers, repeat questions and answers if necessary, have individuals repeat the question in their own words, and provide reassurance. The aid of family, friends and neighbors is invaluable in meeting the needs of people with severe or profound developmental disabilities.

Officers are reminded that in cases where a Miranda warning is appropriate, the subject's ability to waive their rights is dependent on their ability to competently understand the warnings. A Miranda waiver is more likely to withstand judicial scrutiny if the subject is asked to paraphrase the warnings in their own words.

Mobility Impairments

In critical emergency situations, employees should consider alternative methods for assisting people with mobility impairments to avoid causing them unnecessary strain or injury. Officer safety must be a priority.

Responsibility of Employees

Employees of the department must attend training concerning disability awareness and familiarize themselves

with the proper methods of detention, arrest and transport of persons with disabilities.

Employees must be familiar with available resources that can help them in dealing with disabled individuals.

In all cases, safety must prevail. No employee should jeopardize his or her safety or that of others, in an attempt to accommodate a person with a disability.

Disabled Persons in Arrest Situations

Officers should employ appropriate precautions and safety techniques in arresting all persons, whether or not there is a disability. Officers should follow all policies and procedures applicable at any other time when taking a person with disabilities into custody. Consideration should be given to the special needs of some people with disabilities during an arrest. The type and amount of restraint used, mode of transportation, and assistance with moving the subject should be a part of these considerations. Appropriate responses in these situations require discretion and will be based, in part, on the officer's knowledge of the characteristics of the disability.

II-190 Bias-Based Policing

II-190.1 DEFINITIONS

Definitions related to this policy include:

Racial- or bias-based profiling – An inappropriate reliance on factors such as race, ethnicity, national origin, religion, sex, sexual orientation, economic status, age, cultural group, disability or affiliation with any other similar identifiable group as a factor in deciding whether to take law enforcement action or to provide police service.

On-view policing action – A police-citizen contact that an officer initiates of his or her own volition (i.e., not dispatched) in order to further a citation, arrest, or investigation (e.g., traffic stop, pedestrian stop, street check, etc.) regardless of whether the contact results in a no-case, general offense report, traffic citation, or street check.

II-190.2 POLICY

The Salt Lake City Police Department is committed to providing police 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 police services and to enforce the law equally, fairly, and without discrimination toward any individual or group.

Race, ethnicity, nationality, religion, sex, sexual orientation, economic status, age, cultural group, disability, or affiliation with any other similar identifiable group shall not be used as the basis for providing differing levels of police service or the enforcement of the law.

II-190.3 RACIAL- OR BIAS-BASED PROFILING PROHIBITED

Racial- or bias-based profiling is strictly prohibited. However, nothing in this policy is intended to prohibit an officer from considering factors such as race or ethnicity in combination with other legitimate factors to establish reasonable suspicion or probable cause (e.g., suspect description is limited to a specific race or group).

II-190.4 REPORTING RACE/ETHNICITY CODES FOR ON-VIEW POLICING ACTION

Any time an officer conducts an on-view policing action, the officer shall report the race/ethnicity code of the citizen he or she is interacting with when clearing the generated dispatch log. The race/ethnicity code shall be provided

when clearing the call via dispatch or MDT, regardless of whether the on-view action results in a no-case, general offense report, traffic citation, or street check. That is, a race/ethnicity code shall be provided to dispatch (or logged on the MDT) for every on-view policing action.

The following are the appropriate race/ethnicity codes:

A	Asian
B	African American/Black
H	Hispanic
I	American Indian/Alaskan Native
M	Mid-Eastern
P	Polynesian/Pacific Islander
U	Unknown
W	Caucasian/White
X	No Person Involved/Citizen Initiated Contact
Z	Other

The CAD system can only accommodate two race/ethnicity code entries per dispatch log. When officers have contact with a group larger than two individuals during an on-view policing action, officers should use the race/ethnicity code for the individual whose actions precipitated the on-view policing action.

For example, if an officer conducts a traffic stop and observes five people inside the stopped vehicle, the race/ethnicity code should be given for the driver since the driver's actions precipitated the on-view policing action.

II-190.5 OFFICER RESPONSIBILITY

Every officer of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any known instances of racial- or bias-based profiling to a supervisor.

II-190.6 REASON FOR DETENTION

Officers detaining a person shall be prepared to articulate sufficient reasonable suspicion to justify the detention, independent of the individual's membership in a protected class.

To the extent that written documentation would otherwise be completed (e.g., general offense report, traffic citation, street check), the involved officer should include those facts giving rise to the officer's reasonable suspicion or probable cause for the detention, as applicable.

Nothing in this policy shall require any officer to write a report for an on-view policing action that would not otherwise require written documentation.

II-190.7 SUPERVISOR RESPONSIBILITY

Supervisors shall monitor those individuals under their command for any behavior that may conflict with the purpose of this policy and shall handle any alleged or observed violations of this policy in accordance with the Complaints Against Personnel Policy.

II-200 DISCRIMINATION AND HARASSMENT

Salt Lake City Police Department is committed to maintaining a work environment free of discrimination and harassment based on a person's sex (including gender harassment, harassment due to pregnancy, childbirth, or related medical condition), sexual orientation, race, color, age, religion, disability, ancestry, or national origin, consistent with applicable laws.

All employees shall be entitled to an equal opportunity to perform their required job duties, and each employee shall be dealt with on an individual basis in relation to the performance of those duties.

Refer to the Salt Lake City 3.02.06 Harassment Prevention policy.

Definitions Relating to Harassment

Harassment is the creation of a hostile or intimidating environment in which verbal or physical conduct related to an individual's gender, sexual orientation, race, color, age, religion, disability, ancestry, or national origin, is sufficiently severe and pervasive so as to interfere significantly with the individual's work, or result in a tangible employment action such as hiring, firing, promotion, or demotion.

Harassment may also include verbal or physical conduct towards another individual based on that person's race, color, age, religion, ancestry, or national origin. Examples of conduct that may constitute harassment include, but are not limited to, using racial and ethnic epithets, derogatory comments, slurs, or offensive stereotyping, and making jokes about these characteristics; making or distributing, including electronic distribution, insulting and demeaning comments, jokes, cartoons, or written materials which relate to gender, sexual orientation, race, color, age, religion, disability, ancestry or national origin.

Sexual Harassment

Sexual harassment is a form of harassment with specific distinguishing characteristics. It consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made, explicitly or implicitly, a term or condition of an individual's employment.
- Submission to or rejection of such conduct is used as a basis for employment decisions affecting an individual.
- Such conduct unreasonably interferes with an individual's job performance or creates an intimidating, hostile, or offensive working environment, even if it leads to no tangible or economic job consequences.

Conduct constituting sexual harassment under this policy may include, but is not limited to:

- Intentional physical conduct which is sexual in nature, such as touching, staring, blocking, pinching, kissing, patting, grabbing, or brushing against another's body.
- Physical assaults of a sexual nature, such as: rape, sexual battery, molestation, or attempt to commit these assaults.
- Making unwanted sexual advances, propositions, or other sexual comments; using obscene and insulting terms related to gender; making uncalled for, unwelcome or persistent requests for social contacts; making comments about a person's body, sexuality or sexual experience, or other sexually oriented or sexually demeaning or explicit jokes or comments; giving preferential treatment or promises of preferential treatment in exchange for submission to sexual behaviors; or intentionally or unintentionally making performance of an employee's job more difficult because of an employee's gender.
- Displaying or publicizing in the work place, or sending via e-mail, sexually oriented displays or publications, such as sexually oriented pictures, posters, cartoons, calendars, graffiti, sexually oriented objects, jokes, stories, or other material.
- Making or distributing, including electronic distribution, insulting and demeaning comments, jokes, cartoons, or written materials which relate to gender.
- Behavior which has an adverse effect on employees who are not directly subjected to harassment but whose employment status or work environment are impacted by sexual conduct directed toward others, whether that behavior is welcome to others or not.

Sexual harassing conduct, as described above, can be perpetrated by a male towards a female; by a female against a male; or by a person of either gender towards a member of their same gender.

Reprisals and retaliation against persons making complaints of violations of this policy, or against anyone who testifies, assists, or participates in any manner in an investigation, proceeding, or hearing relating to violations of this policy are prohibited. Examples of conduct that may constitute retaliation include, but are not limited to:

- Open hostility.

- Exclusion or ostracism.
- Creation or continued existence of a hostile work environment.
- Demeaning/patronizing remarks or conduct.
- Assignment of demeaning duties not otherwise performed.
- Discriminatory treatment.
- Unreasonable restrictions on compiling evidence of violations of this policy or similar conduct.
- Disciplinary action.
- Providing inaccurate work information.
- Refusing to cooperate or discuss work-related matters with an employee because that employee has complained or resisted harassment.
- Filing a knowingly false or malicious complaint of a violation of this policy.
- Intentional breaches of confidentiality of information relating to a complaint of a violation of this policy.
- Failure to cooperate in an investigation of a complaint of a violation of this policy.
- Failure of a supervisor to take timely corrective action when the supervisor knew or should have known that a violation of this policy was occurring.
- Contact with the person making the complaint by a person accused of a violation of this policy regarding the allegations, except during any disciplinary proceeding.
- Refusal to implement remedial measures arising out of an investigation into a complaint of a violation of this policy.

Human Resource Management Responsibilities

Human Resource Management shall:

- Research, maintain and update harassment policies and procedures ensuring compliance with federal and state anti-discrimination statutes and guidelines.
- Inform and train Salt Lake City Police Department employees and administrators relative to preventing, identifying and reporting harassment in the work place.
- Ensure adequate procedures and channels are available and open for individuals to report harassment without fear of reprisals or retaliation.
- Once informed of a harassment complaint received by the City Equal Employment Opportunity (EEO) Program office, the EEO Program Manager, or designee may conduct an unbiased investigation. Human Resource Management will update the City Attorney's Office regarding all complaints and investigations.
- All disciplinary actions resulting from a harassment investigation will be determined by the Chief of Police in conjunction with the City Attorney's Office. Human Resource Management will be the final City authority regarding harassment complaints and investigations, accountable only to the Mayor.

- Maintain confidentiality to the fullest extent possible sharing information only on a need-to-know basis.
- Maintain accurate records of complaints and investigations.

Bureau Commanders and supervisors shall:

- Ensure that all employees within their respective bureaus or units are informed of the City's and Department's Harassment Policy.
- Ensure that employees within their respective bureaus or units have open access to report harassing behaviors to their immediate supervisors, Bureau/Unit Commanders, Department head, Human Resource Consultant, the City EEO Program Manager, or other City official.
- Ensure that individual employees wishing to report harassment are able to do so without fear of reprisals or other intimidating or hostile actions.
- Inform Human Resource Management of complaints.
- Ensure that they and all employees in their divisions and bureaus cooperate and comply with harassment investigations, findings and subsequent recommendations.
- Take appropriate disciplinary actions against individual employees who have harassed others in violation of this policy.
- Maintain confidentiality to the fullest extent possible and sharing information only on a need-to-know basis.
- Protect the rights of both complainants and alleged harassers.

Employees shall:

- Refrain from all comments, gestures, jokes, conversations, threats, the display of pictures/posters, electronic messages or other actions or behaviors which may promote or contribute to a harassing situation.
- Communicate to the harasser that demeaning or otherwise harassing comments, gestures, actions, or other behaviors, are unwelcome.
- Report harassing behavior to their immediate supervisor or other City official. If the supervisor is the harasser, or if the employee is uncomfortable reporting to the immediate supervisor, the employee may report harassing behavior to the City's EEO Program Manager, Human Resource Consultant or another City official, as outlined below in procedures.

Harassment Complaint Procedures

Whenever employees believe they are discriminated against or harassed, the following steps are recommended:

- Express to the individual(s) involved in the harassing behavior that actions/comments are unwelcome and

must stop. If appropriate, communicate the unwelcome behavior in writing, keeping a copy for future reference.

- If possible, identify a witness.
- Document occurrences. Immediately write down everything that occurred, including date, time, location, potential witnesses, comments or actions.
- Complaints may be submitted, either verbally or in writing, by any individual employee irrespective of whether the complaining employee was personally subjected to the offending behavior.
- Immediately inform the City EEO Program Manager, Human Resource Consultant or the Department head of any retaliatory acts which occur as a result of informal or formal complaints.
- If harassment is covered by federal anti-discrimination law, employees have the right to file complaints with the Anti-Discrimination Division of the Utah Labor Commission within one hundred eighty (180) days of the last date of the harassment or with the Equal Employment Opportunity Commission (EEOC) within three hundred (300) calendar days of the same date.

An individual employee may report harassing behavior, verbally or in writing, to any of the following:

- The City EEO Program Manager.
- The Human Resource Consultant or Director.
- Any supervisor in the employee's chain of command.
- The Chief of Police.

When a City official receives a complaint of harassment or retaliation, the official should take the following steps:

- The City official should immediately inform the Chief of Police, unless the Chief of Police is implicated in the charge. If necessary, the complaining employee's identity may be withheld.
- If the complaining employee is employed in a different bureau from that of the individual who is reporting the harassment, the complaining employee's Bureau/Unit Commander should also be immediately informed, unless that Bureau/Unit Commander is implicated in the charge. If necessary, the complaining employee's identity may be withheld.
- The City official receiving the complaint will report the incident directly to the City EEO Program Manager.

All complaints of harassment will be investigated objectively and thoroughly.

- The Chief or the Chief's designee should contact the City EEO Program Manager with the details of the report. The EEO Program Manager will coordinate the investigation.
- The EEO Program Manager will inform and update the Human Resource Director and the Attorney's Office regarding all harassment reports and investigations.

- All appropriate parties will be notified of the findings of the investigation and the resolution of the complaint.
- Complaining employees may petition to the City EEO Program Manager for further review within two weeks of receiving the results of an investigation if they are dissatisfied with the investigation, its conclusions or outcomes.
- The City EEO Program Manager will respond within two weeks in writing to the employee regarding the employee's petition for further review.
- Complaining employees and witnesses may bring forward to the EEO Program Manager complaints of retaliation for complaints or participation in investigations. The EEO Program Manager will investigate and report on complaints of retaliation with the same thoroughness, objectivity, and seriousness as harassment and discrimination complaints.

All complaints of harassment will be confidential, and only those persons necessary to the investigation and resolution of the complaint will be provided information. Every effort shall be made to protect the rights and privacy of all involved.

II-205 TRANSGENDER INDIVIDUALS

Consistent with the Mission Statement and Core Values of the Salt Lake City Police Department, all personnel will safeguard the rights of all people, without consideration of a person's actual or perceived race, color, sex, gender, gender identity/expression, religious creed, sexual orientation, age, national origin, ancestry, handicap or disability. These goals cannot be met unless all persons are treated with the courtesy and dignity inherently due every person as a human being. Therefore, all members will act, speak and conduct themselves in a professional manner, recognizing their obligation to safeguard life and property, without bias or prejudice, nor discriminate against an individual or group of individuals, and maintain a courteous and professional attitude during all contacts with the public. Personnel will not make discourteous or disrespectful remarks regarding another person's actual or perceived ethnicity, race, religion, gender, gender identity/expression, sexual orientation or disability. Recognizing that transgender individuals represent a portion of the greater community to which we provide service, this policy is a guideline in providing compassionate community service to the transgender community with the understanding and dignity afforded all human beings.

DEFINITIONS

Gender: The term "gender" shall include a person's actual or perceived sex and shall also include a person's gender identity, self-image, appearance, behavior or expression, whether or not that gender identity, self-image, appearance, behavior, or expression is different from that

traditionally associated with the legal sex assigned to that person at birth.

Transgender: Transgender is a wide-reaching term that refers to a variety of individuals whose gender identity or expression diverges from societal expectations regarding how a person of that individual's birth-assigned sex should identify or express their gender. The term may include, but is not limited to:

Intersex individuals: Individuals who, because of their chromosomal makeup or other biological reasons are born with physical characteristics that make their biological sex ambiguous.

Cross-dressers: Individuals whose gender identity matches their birth-assigned sex, but who sometimes prefer to wear clothes not traditionally associated with their sex. Most individuals who consider themselves cross-dressers do not wear cross-gendered attire all of the time. This term should not be used to refer to individuals who are living as members of the opposite sex, in accordance with their gender identity.

Transsexual: An older term that originated in the medical and psychological communities, and which is used to refer to individuals who wish to change, or have changed their birth-assigned sex through hormones, surgery or other physical procedures. Just as many people prefer the term "gay" to the term "homosexual", many transgender people prefer "transgender" to "transsexual". Some transgender people, however, still prefer to use the medical term to describe themselves.

Gender Identity: self-perception, or perception by others, as male or female, a combination of both, or neither, and shall include a person's appearance, behavior, or physical characteristics that may be in accord with, or opposed to, one's physical anatomy, chromosomal sex, or sex assigned at birth; and shall include, but is not limited to, persons who are undergoing or have completed sex reassignment.

Gender Expression: the actual or perceived identity or behavior of a person as being male, female, a combination of both, or neither. The terms refer both to an individual's self-identification as male, female, a combination of both, or neither, or transgender; and other people's perceptions or interpretations of an individual's gender as male, female, a combination of both or neither, or transgender. Expression includes the outward manifestations of an individual's gender, including the individual's behavior, dress, and appearance.

Sexual Orientation: an individual's enduring romantic, emotional, and/or sexual attraction to individuals of a particular gender. Male or female homosexuality, heterosexuality, and bisexuality; by preference, practice or as perceived by others.

It is not related to gender identity. Transgender people can be any sexual orientation [gay, lesbian, bisexual, heterosexual/straight, no label at all, or some other self-described label].

GENERAL GUIDELINES

Officers will:

- Respectfully treat individuals in a manner appropriate to their gender, or gender identity/expression.
- Use pronouns as requested by the individual, i.e., "she, her, hers" for those identifying as female, and "he, him, his" for those identifying as male. If one is uncertain by which gender the individual wishes to be addressed, one may respectfully ask the individual by saying "Do you prefer to be addressed as he or she?"
- If requested, refer to the individual by their preferred name rather than what is indicated on their government-issued identification.

Officer will not:

- Stop, detain or frisk an individual for the express reason of determining gender or gender identity/expression. This does not preclude department policies and guidelines for arrest and searches of individuals.
- Require proof of gender or challenge a person's gender identity or expression unless legally necessary.
- Use language that a reasonable person would find demeaning or derogatory with regard to an individual's actual or perceived gender, gender identity/expression, or sexual orientation.
- Disclose an individual's gender identity or sexual orientation to other arrestees, members of the public, or other governmental personnel, absent a proper law enforcement purpose.
- Make assumptions about an individual's sexual orientation based upon their gender or gender identity/expression.
- Use a person's gender or gender identity/expression as reasonable suspicion that the individual is or has engaged in the commission of a crime, absent any other articulable facts.

This does not outweigh an officer's obligation to avoid unreasonably endangering themselves or another person in order to comply with these guidelines.

ARRESTEES

Unless an individual has completed gender conforming/affirming surgery or court-ordered name change, any arrestee's gender and/or name shall be documented by their government-issued identification or database such as the DMV or BCI. For example, a person having gender change surgery from male to female would be classified as female, and female to male would be classified as male. Any name used by the arrestee in reference to their gender identity/expression should be listed as an alias.

- If the individual has no identification and an identifying database is unavailable, the arresting officer may ask the individual if they have male or female genitalia and classify the individual based upon the response.
- In the event of uncertainty regarding the classification of any arrestee, the arresting officer will consult their supervisor for clarification.

SEARCHES

All searches of transgender individuals will conform to departmental procedures regarding the use of an officer of the same gender, if available. This will be determined by the gender listed on a government-issued identification or database. In the event an individual does not have identification nor can be identified using a government database such as DMV or BCI, asking an individual if they have or don't have male genitalia is appropriate and the searching officer requested (if available) will be based on the response.

- If *requested* by the arrestee, a Department member of the arrestee's gender identity/expression will be present, when practical, to observe the search. When practical, this observer should be a supervisor.
- Requests for removal of property such as prosthetics, wigs, clothing and cosmetic items during a search that is related to the arrestee's gender, or gender identity/expression will be handled as would any other property removal from a non-transgender individual. All such property will be either included in the arrestee's booking packet if practical, or booked into evidence for safekeeping.
- The presence of a needle alone, but especially combined with documentation of hormone therapy shall not be presumed evidence of criminal activity by an individual who may be pursuing gender transition.

TRANSPORTS

When *requested* by a transgender arrestee and if practical, an officer of the arrestee's gender identity or expression will be present during transport.

- During situations required mass arrests and mass transport, transgender arrestees will be transported based on their government-identified gender classification.

RELEASE OF INFORMATION TO THE MEDIA

In all incidents involving transgender individuals, whether victim, witness or arrestee, Department personnel will:

- Refer to the individual based on their gender identity or expression rather than their government-issued ID.
- Use pronouns requested by the individual.
- In the case of death, personnel shall use pronouns and titles of respect relative to the person's gender identity as expressed by that individual. If the transgender individual is the deceased person, the decedent shall be referred to using the name upon a government-issued identification even if next of kin indicates a conflicting gender identity or expression. If there is no government-issued identification, the individual may be referred to using the name provided by next of kin, family members or friends. An example would be: "The decedent in this case is John Doe, known as Jane Doe to his family and friends."

II-210 DRIVING HABITS (POLICE VEHICLES)

Employees shall operate police vehicles in a careful and prudent manner and shall set a proper example in driving habits.

II-220 DRUG-FREE WORKPLACE

II-220.1 PURPOSE AND SCOPE

The following policy and procedures outline responsibilities regarding the maintenance of a drug-free workplace and for random drug testing.

II-220.1.1 DEFINITIONS

Controlled Substance – Any drug listed in 21 U.S.C. 812 and other federal regulations, and Utah State Code 58-37-4.

Drug – Any substance, including alcohol, which is

restricted or prohibited by this policy.

Drug Test – A requirement by an employee to submit a sample of urine or breath in accordance with Department procedures to detect prohibited controlled substance or alcohol use.

Designated Employee Representative (DER) – The designated City Human Resources representative that coordinates random drug testing for the City.

Dilute Specimen – A urine specimen in which the creatinine concentration is equal to or greater than 2 mg/dL, but less than or equal to 5mg/dL.

Medical Review Officer (MRO) – A licensed physician responsible for receiving laboratory results generated by the Department’s drug testing program.

Metabolite – A compound produced from chemical changes of a drug in the body.

Negative Test Result – The results of a confirmatory test conducted and reported (in writing) by a laboratory indicating that drugs or their metabolites are not present in a concentration above the established cut-off level.

Positive Test Result – The results of a confirmatory test conducted and reported (in writing) by a laboratory indicating that drugs or their metabolites are present in a concentration above the established cut-off level.

Random Selection – A method of selection in which every employee has an equal chance to be selected each and every time a selection is conducted.

Reasonable Suspicion – Specific and articulable facts known to a supervisor which, taken together with rational inferences, warrant a conclusion by the supervisor that the employee may be in violation of the requirements of this policy. Reasonable suspicion is less than probable cause, but can never be based on in-articulable hunches or feelings.

II-220.2 POLICY

It is the policy of this Department to provide a drug-free workplace for all members. The unauthorized or unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or alcohol by any employee at any workplace or in any vehicle used for official purposes is strictly prohibited. This prohibition expressly applies during the conducting of official business in City owned or leased facilities, while in uniform on- or off-duty, when operating City owned or leased vehicles, or when using personally owned vehicles when on Department business.

Employees shall not report for duty under the influence of any measureable amount of alcohol. The use of controlled substances is prohibited, on- and off-duty. The use of

prescribed drugs and over-the-counter remedies is permitted provided it does not impair an employee’s ability to perform the essential functions of the job effectively and in a safe manner, and does not endanger other individuals.

Any employee of the Department that engages in the unauthorized use of controlled substances undermines the integrity of the Department and compromises public safety. Therefore, it is the policy of this Department to maintain a drug-free workplace, in part, through the use of random employee drug testing.

Violation of this policy may be grounds for discipline up to and including termination.

II-220.3 EMPLOYEE RESPONSIBILITIES

Employees shall notify their supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow employee poses a risk to the health and safety of the employee or others due to drug use.

Employees shall not knowingly associate with persons who unlawfully possess or distribute drugs, except as it relates to the officer’s duties.

Employees aware of the abuse, unlawful use, sale, or distribution of drugs are obligated to bring the facts relating to such activities to the attention of the Department, or local jurisdiction if off-duty or outside the corporate limits of the City at the time.

Any employee arrested for violating any criminal controlled substance or alcohol statute or ordinance will notify the on-duty watch commander as soon as possible.

Any employee who unintentionally ingests, or is made to ingest, a controlled substance shall immediately report the incident to their supervisor so that the appropriate medical steps may be taken to ensure the employee’s health and safety.

Employees shall notify their supervisor when required to use prescription medicine which they have been informed has a potential to impair job performance.

- a. The employee shall advise the supervisor of the known side-effects of such medication and the prescribed period of use.

Employees are encouraged to seek voluntary treatment for drug abuse problems. Treatment programs will be at the employee’s expense and may be covered by the employee’s health insurance. The City also provides an Employee Assistance Program that may be able to assist in these matters (see policy IV-070 EMPLOYEE ASSISTANCE PROGRAM).

II-220.3.1 EXCEPTIONS BY ASSIGNMENT

Employees who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance. A supervisor will determine any exception. The supervisor will be responsible for the employee's safety and transportation under such circumstances.

Employees may possess and transport drugs if such material holds evidentiary value, or needs to be disposed of, and it is the employee's responsibility to do so.

Employees, while in the performance of their duties, and while acting under proper and specific orders from a supervisor, may possess or dispense certain authorized controlled substances in connection with and in furtherance of an investigation (i.e., narcotic detectives).

II-220.4 APPLICANT DRUG TESTING

All candidates for employment with the Department shall be required to take a drug test as a condition of continued employment consideration. They will be notified of such in writing.

The test will be administered on the basis of a conditional offer of employment.

Applicants shall be disqualified from further consideration for employment should they refuse to submit to a required drug test or fail a drug test.

II-220.5 EMPLOYEE RANDOM DRUG TESTING

All employees of the Department are subject to random drug testing for controlled substances. Because the selection is random, some employees may be selected more than once during a year's time.

The Department will conduct random drug testing at a minimum annual rate of 15% of its employees.

II-220.5.1 RANDOM SELECTION

The Internal Affairs lieutenant will provide the DER with a list of all Department employees. The DER will provide this list of names to a third-party administrator. On a monthly basis, the third-party administrator will randomly select employees for drug testing. The third-party administrator will provide the randomly selected employees' names to the DER.

II-220.5.2 NOTIFICATION OF EMPLOYEES FOR RANDOM TESTING

Each month, the DER will provide the list of randomly selected employees to the Internal Affairs lieutenant. The Internal Affairs lieutenant will notify any selected employee's supervisor of their employee's selection. The

employee's supervisor will notify the employee of their selection while the employee is at work.

II-220.5.3 EMPLOYEE RESPONSE FOR RANDOM TESTING

Once notified by their supervisor, a selected employee has 2 hours to respond to the testing location to take the drug test. The testing facility utilized by the Department is Concentra, located at 1735 South Redwood Road Suite 115 (hours of operation Monday – Friday, 07:30 – 17:30). In the case of employees who work a graveyard shift, the time necessary to take the test past the end time of their shift will be considered as time worked for overtime compensation purposes.

If an employee fails to report within 2 hours of notification, the employee will immediately notify a supervisor specifying the reason for the inability to comply with the notification.

Regardless of whether the employee has a justification for the absence, the supervisor will document the incident and notify the Internal Affairs lieutenant along with the employee's Division commander.

- a. An unexcused absence, failure to notify, failure to report to the test site, or failure to provide a test sample will be considered a refusal and may result in disciplinary action.
- b. A justifiable absence may result in rescheduling the test later in the shift or at another time as directed by the Internal Affairs lieutenant.

II-220.6 REASONABLE SUSPICION TESTING

The Department may require controlled substance and/or alcohol testing of an employee if reasonable suspicion exists that the employee is impaired by drugs. A determination of reasonable suspicion must be based on specific observations concerning the appearance, performance, behavior, speech, or body odors of the employee.

Any supervisor who determines that reasonable suspicion exists for an employee drug test shall record the factors that he or she relied on in making that determination. Such record shall also include any witnesses and any reports by the employee of use of prescription medication or other explanation of his or her conduct.

When an employee is tested under circumstances of reasonable suspicion, a supervisor must transport the employee to the testing facility during business hours. If the testing is occurring at a time other than normal business hours, the supervisor must arrange for a technician from an approved testing facility to meet the supervisor at a specific location.

The testing facility utilized by the Department is Concentra,

located at 1735 South Redwood Road Suite 115 (hours of operation Monday – Friday, 07:30 – 17:30). Their 24-7 after-hours number is (801) 973-4434.

If any supervisor determines that reasonable suspicion exists for a drug test, the employee shall immediately be relieved of duty and be informed of the reasonable suspicion. The Department will consider an employee who refuses to submit to a reasonable suspicion drug test insubordinate.

II-220.7 TESTING PROCEDURES

The testing procedures will meet current medical practice, National Institute of Drug Abuse guidance, National Highway Traffic Safety Administration regulations, or comparable standards, including but not limited to analytical methodologies and procedures, sample documentation, storage, transportation, and results confirmation. The object of such procedures is to provide accuracy, validity, and reliability of test results.

For urine tests, the Department shall use results that are reported by a laboratory certified by the United States Department of Health and Human Services under the National Laboratory Certification Program.

In all cases, the Department shall rely on the MRO of the third-party administrator to be the responsible person for initial receipt, evaluation, and interpretation of urine test results.

No Department employee will conduct any testing.

II-220.7.1 CONTROLLED SUBSTANCE TESTING PROCEDURES

Controlled substance testing will be conducted through urinalysis. Urine collection shall not be observed, unless facts support a reasonable belief that the employee may alter or substitute the specimen. For example, the urine collection may be observed when the person to be tested is a confirmed controlled substance abuser, is seen to have equipment or implements used to tamper with urine samples, or has recently been determined to have tampered with or altered a sample. In such cases, only a person of the same gender shall make observed collections.

To ensure reliability, the Department requires presentation of reliable identification to the person collecting the sample.

The collector shall take and preserve a split sample. Concentra will send the sample to the designated laboratory to be tested.

The sample will be processed by the enzyme multiplied immunoassay test (EMIT), a gas chromatographic procedure, or any other scientifically accepted testing method the Department may determine. If the initial test is

positive, a confirmatory test will be done by gas chromatography mass spectrometry (GC/MS) testing, a gas chromatography procedure, or any other scientifically accepted testing method the Department may determine.

The laboratory will test for the following controlled substances:

- a. Amphetamines.
- b. Cocaine.
- c. Marijuana.
- d. Opiates.
- e. PCP.
- f. Steroids.
 - i. Of the randomly chosen employees each month, two (still based on random selection) will be tested for anabolic steroids.

II-220.7.2 ALCOHOL TESTING PROCEDURES

Alcohol tests shall be collected using an evidential breath testing device (EBT), or other technology approved by the National Highway Traffic Safety Administration, or as specified in Utah State or federal regulations for administration and interpretation of chemical analysis of breath.

Before the administration of a reasonable suspicion breath test for the presence of alcohol, the Department supervisor present at the test, as well as the Concentra employee conducting the test, will ensure that the “Baker rule” is followed (see *State v. Baker*, 355 P.2d 806 Wash. 1960 and *State v. Vialpando*, 2004 UT App 95, 89 P.3d 209.)

II-220.8 RESULTS PROCEDURES

The laboratory will send controlled substance testing results to the MRO of the third-party administrator. To determine whether a sample is positive or negative, thresholds recommended by the National Institute of Drug Abuse will be followed.

II-220.8.1 CONTROLLED SUBSTANCE NEGATIVE RESULTS

In the case of negative results, the third-party administrator will notify the DER in writing. No further notifications will be made.

II-220.8.2 CONTROLLED SUBSTANCE POSITIVE RESULTS

In the case of positive results, the MRO will contact the employee to determine the cause for the positive results (i.e., information about prescribed medications). If the employee does not return the MRO’s calls or messages, the

MRO will notify the DER that they are unable to reach the employee. The DER will then also attempt to contact the employee. If the employee does not contact the MRO within 10 days, the MRO will report the test result as positive to the DER.

If the employee does contact the MRO within 10 days, and provides the required information, the MRO will make a determination whether the test is positive or negative. If the employee does not provide the required information, or the substance is illegal, the MRO will deem the test as positive and notify the DER of the result.

The DER will notify the Internal Affairs lieutenant as soon as possible of a positive result.

Employees have 5 working days after notification of a positive test result to request that the other portion of the split specimen be examined by the Department's laboratory, or at another laboratory, which must be certified for drug testing by the National Institute of Drug Abuse. Re-testing will be performed in such a way as to preserve the evidentiary integrity of the specimen, including chain of custody. The cost of such employee-requested re-testing will be paid by the employee in advance, but shall be reimbursed by the Department if the second test is negative. The laboratory that performs the re-testing must inform the MRO of the test results. The MRO will notify the DER, who will notify the Internal Affairs lieutenant.

II-220.8.3 ALCOHOL TESTING RESULTS

Results of alcohol testing will be provided to the observing supervisor at the time of testing.

II-220.9 REFUSAL TO TEST

Refusal to test is treated the same as a positive test result. An employee is deemed to have refused to take a required test when he or she:

- a. Fails to appear for a test within 2 hours of the supervisor directing him or her to do so.
 - i. A justifiable absence for failing to appear within 2 hours may not be considered a refusal to test.
- b. Fails to remain at the testing site until the testing process is complete.
- c. Fails to provide a sufficient amount of breath or urine when directed.
 - i. If an employee does not provide a sufficient amount of breath or urine and raises medical issues as an explanation, the MRO will be notified, and the MRO will contact the DER. The DER will direct the employee to obtain, within 5 days, an evaluation from a licensed physician, acceptable to the MRO, who

has expertise in the medical issues raised by the employee's failure to provide a sufficient specimen.

1. If it is determined that there was no adequate medical reason to explain the failure to provide a sufficient amount of breath or urine, the failure will be considered a refusal to test.
- d. Fails to undergo a medical examination or evaluation, as directed by the MRO as part of a verification process, or as directed by the DER.
- e. In the case of a directly observed or monitored collection drug test, fails to permit the observation or monitoring of the specimen.
- f. Fails to cooperate with any part of the testing process (e.g., refuses to empty pockets when directed by the collector, behaves in a confrontational way that disrupts the collection process, fails to wash hands after being directed to do so by the collector, etc.).
- g. Possesses or wears a prosthetic or other device that could be used to interfere with the collection process.
- h. Attempts to tamper with a urine specimen, as evidenced by temperature, color, odor, presence of foreign objects or material, or any other signs of tampering.
- i. Admits to the collector or MRO that he or she adulterated or substituted the urine specimen.
- j. Fails or declines to take an additional drug test the Department or the MRO has deemed necessary due to a dilute specimen.

II-220.10 DILUTE SPECIMENS

If the MRO informs the DER that a positive drug test was dilute, the test is to be treated as a verified positive test and the employee will not be directed to re-test.

If a negative drug test is determined to be dilute, and the MRO directs that a recollection must be conducted under direct observation, a recollection will be arranged immediately.

II-220.11 CONFIDENTIALITY

All information, interviews, reports, statements, memoranda, or test results received by the City and Department through drug testing are confidential communications and will be processed on a need-to-know basis. They will only be used in a proceeding related to an action taken by the Department or the City, or in defense of any action brought against the Department or the City.

II-221 SMOKING AND TOBACCO USE

II-221.1 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 Salt Lake City Police Department facilities or vehicles. For the purposes 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 intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

II-221.2 POLICY

The Salt Lake City 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, building and vehicles, and as is further outlined in this policy (Utah Code 26-38-3).

II-221.3 SMOKING AND TOBACCO USE

Smoking and tobacco use by members is prohibited anytime members are in public view representing the Salt Lake City 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, buildings and vehicles

II-221.4 ADDITIONAL PROHIBITIONS

No person shall smoke tobacco products within 25 feet of any entrance way, exit or operable window of any public building (including any department facility), all enclosed indoor places of public access, or in any buildings where restrictions on use of tobacco products are posted or provided by other means, whether the person is present for training, enforcement or any other purpose (UAC R392-510-9).

II-230 EQUIPMENT (DEPARTMENT ASSETS)

When an employee is transferred to a new assignment, goes on leave, is relieved of duty, or separates from Department employment, all department-issued equipment must be accounted for.

Personnel who have the responsibility of issuing or transferring equipment to employees will maintain a record of the equipment that they assign including the name and ID of the employee, a description of the equipment and any model or serial numbers if available.

Equipment unaccounted for will become the responsibility of the last officer that it was assigned to.

Career Equipment

Certain Department-issued equipment is intended to remain with an employee throughout their career. This equipment includes gun, handcuffs, radio, etc. Employees will account for this equipment as directed, including annual weapons and radio inspections; they will be responsible for this equipment until separation, termination or relief from duty.

Change of Assignment

Certain Department-issued equipment may be specific to a particular assignment. This equipment may be issued by a bureau, the Technical Support Unit, Fleet, the Training Unit, etc.

Equipment will not be transferred to personnel assuming a new assignment without proper documentation of the equipment transfer. Employees who change assignment must return equipment specific to that assignment to the Department entity who issued the equipment. Any equipment that may appropriately follow an employee to their next assignment must be returned to the Department entity who issued the equipment. The equipment will be re-issued upon approval from the Bureau Commander or the Department entity in control of the equipment.

Leave from Duty

When an employee is on leave from an assignment, the Department may request that Department-issued equipment be returned. A written receipt of the returned equipment will be provided to the employee. The equipment may be stored or reassigned at the Department's discretion. Commanding officers or their designee will arrange for stored equipment to be maintained in a secure location.

Separation from Employment

When an employee separates from employment with the Department, that employee must return all Department-issued equipment to the Department entity who initially issued the equipment. This process must be completed utilizing the "Separation Notice" available from the Administrative Services Unit.

Periodic Audits of Assigned Equipment

The Police Department or a Bureau may perform periodic inspections and audits of equipment issued to members of the Department.

Equipment Care and Use

Employees shall use due care and caution in handling and utilizing Departmental equipment. Employees must take reasonable measures to protect any police equipment left in a vehicle. Weapons, portable radios, and telephones should never be left in full view when the vehicle is unattended.

Employees are responsible for the security of any and all equipment assigned for their use. Any equipment that is damaged, lost, or stolen must be reported to the Bureau/Unit Commander immediately. Officers found to be negligent in

the care of equipment may be required to reimburse the Department for a portion of replacement costs.

Surplus Property

Bureaus or units that become aware of surplus property in their areas should contact the Fixed Assets Coordinator in the Administrative Services Division to arrange for the disposal of the property. To properly control Departmental assets, surplus property must be documented and tagged before it is sent to storage or auction. To avoid hazards, surplus property will not be stored in hallways, the loading dock or other locations without first notifying the Fixed Assets Coordinator.

Unauthorized Equipment or Weapons

Unauthorized equipment will not be carried or used by officers at any time.

Lost or Stolen Equipment

Whenever an employee loses or has assigned equipment stolen, a Lost Property report must be completed when the loss is discovered. Property that has been stolen from the officer or department will be reported as any other crime.

In either case, lost property or stolen City property situations require a memo be sent to the bureau commander through the chain of command.

An email with the case number will be forwarded within two weeks by the officer's supervisor to the appropriate supervisor of the department entity which issued the equipment.

II-240 POLICE FACILITIES

General

The Logistics Bureau is responsible for managing the provisions of all security services and care of Police Department facilities.

Notwithstanding the above, staff are responsible for taking all reasonable precautions to ensure their personal safety and the security of personal and department property.

Care of Facilities

Employees shall maintain orderly and clean premises, desks, lockers, distribution mailboxes and other facilities designated for their use.

Employees will not paint or make changes to walls, floors, workstations or ceilings unless pre-approved by the Logistics Bureau Commander.

Employees will refrain from taping or tacking anything to:
Windows
Doors
Tables
Lockers' exterior

EXCEPTION: Permission from Logistics Bureau Commander.

Employees will not write on lockers and will store all gear and equipment inside lockers.

Employees will not leave items on top of or around lockers.

Employees may padlock their lockers, however if the locker has to be entered due to exigent circumstances, the lock may be cut. The Department will not reimburse officers for cut or damaged locks.

Physical Security of Police Facilities

Restricted Areas

Non-public areas in the Department shall be identified with a sign at the entrances stating, "Restricted Non-Public Area - Visible Identification Required." This will be displayed in English and Spanish.

Identification within Restricted Areas

Non uniformed employees, interns, volunteers, vendors, service and delivery workers shall exhibit their photo credential card while in restricted areas of a Department facility.

Identification shall be conspicuously visible at all times and displayed on an outer garment attached on or above the waist.

Visitors

When possible, visitors are required to show picture identification prior to admission to the interior of police buildings. The desk officer or other Police or Fire Department employees are responsible for witnessing and confirming the identity of the visitor prior to issuing a pass. The employee will initial by the visitor's name. If a visitor has no identification, but is there to meet with Police or Fire Department personnel, the employee or their representative shall come to the desk, personally issue the guest ID badge and escort the visitor to their destination.

At the conclusion of the visitor's business within the building, the employee or their representative will escort the

visitor to the desk officer area, retrieve the visitor badge, log them out and see them past the security doors.

Visitors must be able to articulate a specific need to enter a restricted area. Department employees are authorized to courteously inquire as to that need.

If a Department employee grants access, visitors shall:

Be accompanied by a personal escort at all times.

Display a Department approved visitor pass on their outer clothing.

Be required to complete a visitor log. This log shall include the visitor's name, reason for the visit, time of the visit, and who escorted the visitor.

Security Responsibility

The Patrol Bureau will provide coverage at the PSB front lobby desk and control building access from that location. In addition, the Patrol Bureau will be responsible for coverage at the front desk and building access for the Pioneer Precinct building.

Persons entering the buildings will be required to adhere to the following procedures:

- All non-law enforcement visitors to the buildings will be required to walk through the magnetometers. Visitors with items on their person containing metal may set the items aside at the front desk prior to walking through the magnetometer.

If the magnetometer alarm is activated:

- A hand held metal detector will be used to further investigate the location of the metal on the person, and/or;
- The person will be asked to step back outside of the metal detector and remove other items from their person containing metal prior to again stepping through the magnetometer.
- Visitors passing through the magnetometers may be subject to a search or denied access if no explanation can be provided for an alarm being triggered.

Concealed Carry Permits

The employee escorting the visitor is responsible for screening the visitor for weapons. No weapons are allowed in any police facility except when carried by an authorized law enforcement officer.

With the below listed exception, visitors who hold a concealed-carry permit and are armed will be denied access to the building:

Only current law enforcement officers or retired Salt Lake City Police Officers with an Armed Retired Officer ID card are allowed to enter the building with a firearm.

Civilian employees with a concealed-carry firearm permit may carry the weapon to and from work, but not during work hours or place of work within police buildings. Civilian employees with a concealed-carry permit will lock the weapon into a locker designated by the department prior to reporting for duty.

Packages, briefcases, purses and other items being brought into police buildings by visitors are subject to a visual scan. Employees may ask visitors to open these items and move contents aside to complete the visual scan.

Public safety employees or law enforcement personnel from other agencies will not be required to walk through the magnetometer as long as they present valid public safety identification and have that I.D. or a "LAW ENF" sticker/badge displayed.

Vendors, Service and Delivery Workers

Individuals doing business with the Department, such as, postal workers, building maintenance, etc., who are wearing their company uniform, must also display visible visitor ID cards.

All vendors and service providers will check in and check out at the front lobby desk except when special arrangements have been made and authorized by the Logistics Bureau Commander

On approval of the Logistics Bureau Commander, vendors and janitors who regularly work at the building may be issued a vendor identification card that is renewable annually. Vendors with current department-issued identification will not be required to be escorted in the building but must still pass through the magnetometer.

Background Check Required

Before a credential is authorized for any person, a criminal background check will be conducted. The following items will be disqualifiers for a credential.

- Currently on Probation or Parole for a Criminal Offense.
- Any Felony Conviction.
- Any Misdemeanor Conviction in the last 4 years.
- A Pending Criminal Charge.
- Any Drug Conviction in the last 5 years
- Any Offense against Government or Government Employees, i.e. Resisting Arrest, Interfering with Arrest, False Info to Police, etc.

Any of the above items may be waived on a case by case basis by the Logistics Bureau Commander.

Unauthorized Personnel

Employees shall challenge individuals in a restricted area who do not have proper identification and make a determination as to the nature of their business, or bring the matter to the attention of a supervisor or sworn member of the Department.

Individuals not having any legitimate business in a restricted area shall be courteously escorted to a public area of the facility.

If resistance or behavior of a threatening or suspicious nature is encountered, sworn personnel shall be notified or a call to 911 initiated.

Prisoner Escort

All suspects will be searched, prior to being brought into a secure police facility.

If a suspect is brought into the PSB through the main entrance, the person must be searched prior to access into the building and in view of the front desk Duty Officer.

Community Rooms

The community rooms at the Public Safety Building and Pioneer Precinct are intended as multi-use facilities for both the Police Department and the community. Use by community organizations is limited to non-commercial and non-profit individuals and groups.

The needs and requirements of the Police Department will take precedence over other requests.

As a general rule, food and beverages, with the exception of water, will not be allowed in the community rooms. Events and organizations with catering or food requests will need to provide a \$200 cleaning deposit made payable to the Salt Lake City Police Department.

Requests specific to table, seating and room arrangements must be made no later than 72 hours prior to the event.

Under no circumstances should the partition walls or audio-visual equipment be interfered with or changed without the permission of and instruction from the Logistics Bureau at the Public Safety Building or the Training Unit at Pioneer Precinct.

Organizations and/or after hours functions requiring audio-visual equipment or other assistance will be charged a \$100 fee for payment of technical staff.

Process for reserving rooms:

All reservation requests for use of the PSB Community and Media Rooms will be coordinated through the Logistics Bureau Administrative Assistant either in person or by telephone at (801)799-3801.

All reservation requests for use of the Pioneer Community Rooms will be coordinated through the Training Unit Staff either in person or by telephone at (801)799-4300.

All parties and organizations requesting the use of these rooms will have to provide a designated contact person. The contact person will provide the following information:

- Contact phone number
- Signature accepting responsibility for the room
- Cleaning deposit, if applicable

Please note: The primary use of these rooms is for the training of Police Department staff. Although uncommon, this may on occasion necessitate a short notice cancellation of a reservation.

II-245 CUSTODY OF PERSONS AND UTILIZATION OF INTERVIEW AND EXAM ROOMS (WEAPONS)

Police Officers may place subjects into custody for various reasons such as arrest, medical evaluation, investigation, witness of a crime, etc. Officers are responsible for the reasonable safety of those in their custody and will not place them in unreasonable danger or in an unsupervised restricted area. Officers may transport subjects in custody to various places such as a DUI processing area, interview room, witness line-up, jail, etc. Some facilities may have rooms or areas to secure the person in custody while the officer completes related tasks. Officers will ensure that subjects placed in those areas are constantly monitored for the safety of:

- the subject
- other citizens
- employees

Officers will ensure that any subject in their custody will be supervised and no subject will be left restrained or in a restricted area without supervision.

Officers will maintain and document a chain of custody for individuals placed into custody. Officers shall document important times and events such as when and where the subject was:

- placed in to custody
- transported
- placed under another officer's supervision
- released or other disposition

Utilization of Interview and DUI Exam Rooms (Weapons)

The Salt Lake City Police Department maintains rooms designated for conducting interviews, polygraph examinations, voice stress analysis and DUI/DRE Exams. The intent of these procedures is to establish safe conditions for the various situations that may be encountered when conducting interviews or exams in these rooms. The following procedures shall apply to any public safety employee who utilizes the interview or exam rooms at all police facilities.

- The transporting officer is responsible for the safety and security of persons brought to the interview/exam rooms until relieved by another officer or detective, who will formally assume responsibility for the individual.
- All prisoners should be thoroughly searched for weapons and/or contraband prior to being placed in an interview/exam room
- All prisoners will be walked through a metal detector prior to being placed in an interview room.
- Officers should use discretion and abide by applicable laws to conduct protective frisks of persons not in custody
- Officers should thoroughly check the interview/exam room for the presence of weapons and/or contraband prior to placing someone in an interview/exam room and again immediately after their removal from the room.
- Officers or outside Law Enforcement guests may wear department approved weapons in an interview room if the weapon is secured in an approved holster. If an officer elects to wear a weapon, there must be two officers present during the interview. Officers may, at their discretion, wear a weapon in a DUI/DRE Exam Room.
- If an Officer leaves the interview room, the second officer should also exit and wait in the hall until both Officers re-enter the interview room together.
- If an officer elects to not wear a weapon while in the interview room, the weapon must be secured in a safe location or in the lockers provided outside of the interview room area. Officers will not store weapons in their desks or wardrobes cabinets.

- Handcuffs may be removed at the discretion of the Officer(s) conducting the interview. If there is any doubt as to officer safety, the individual will remain handcuffed during the interview.
- If a person in custody is left alone in an interview room, visual contact will be maintained on the area of the hallway. Persons in custody will not be left alone in a DUI/DRE Exam Room.
- Witnesses, Victims or persons not in custody should not be left in interview rooms for extended periods of time. Officers should make visual contact at least once every 15 minutes.
- Officers will ensure that basic needs of persons in the interview and exam rooms are met, including access to restrooms and water.
- In the event of an emergency situation, any person in an interview room/exam room will be evacuated according to SLCPD Emergency Evacuation Plan.

II-250 FORMER EMPLOYEES: PROVIDING INFORMATION ABOUT

Persons requesting information about former employees shall be referred to the Division of Human Resources.

The Division of Human Resources is responsible for maintaining the official Department personnel files on each employee. Written permission from former employees is required before Human Resources can authorize review of the records.

II-260 JUDICIARY CONTACTS

Employees will not contact any judge, magistrate, judicial officer, or juror of any court with the intent of influencing a decision or to contest a decision or to ridicule or rebuke any matter that has come before a court.

II-270 MEMBERSHIP PROHIBITED

Except in the course of assigned duties, no employee shall become a member of or associate in any manner with any organization, association, movement, or group that has adopted a policy of advocating violence or acts of force to deny others their Constitutional rights.

II-280 OBLIGATION TO ABIDE BY LAW

Employees shall obey all constitutional, criminal, and civil laws imposed on them as a member of the Department and as a citizen of this state and country.

Any employee who is under investigation, arrested, charged or cited for, or pleads guilty to any criminal charge in any jurisdiction must notify their Bureau/Unit Commander or superior officer immediately. This policy does not apply to traffic citations EXCEPT for charges of driving under the influence, reckless driving, and hit and run.

Any employee who operates a City vehicle and has their driver license suspended or revoked must notify their Bureau/Unit Commander or superior officer immediately.

II-290 OBLIGATION TO SUPPORT AND RESPECT CO-WORKERS

Employees shall perform their duties in a cooperative and supportive manner, one with another. They shall assist and protect each other in the performance of their lawful duties. Employees will assist other employees by performing assigned tasks in a diligent, efficient and conscientious manner as established by training, policy or approved Department practice. Employees shall be courteous, civil, and otherwise act with respect towards one another. Employees shall address one another by use of their titles and will not use first names or nicknames in front of the public.

Courteous and Respectful Behavior towards Positions of Authority

Employees shall display courtesy and respect in words, deeds, gestures, and actions towards personnel holding higher levels of authority.

Supervisors' Respect towards Subordinate Ranks

Supervisors shall treat subordinates with the same courtesy and respect that is required of subordinates toward supervisors. Criticism of an employee or of an employee's performance will be made directly to the subordinate in a private setting.

Because supervisors are management's representatives, they will be held to a higher standard in this area; and they are expected to set a positive example for others to follow.

II-300 PARKING, POLICE FACILITIES

This policy applies to the parking lot at any police building and any parking lots leased by the City to support police buildings.

Vehicles (marked, unmarked and privately owned) shall be parked within a marked parking space. All driveways shall be kept clear.

The parking lots will not be used to store any unauthorized vehicles. Only approved Department vehicles may be stored in a police parking area. Police vehicles will be stored at the Shops when they are not being used.

Reserved or Restricted Parking Spaces

Based on specific needs, some vehicle parking spaces may be assigned for specific use. Unauthorized vehicles will not park in marked reserved parking spaces even though the assigned vehicle is not present.

Vehicles with a designated parking space will be parked in that space.

Parking Violations/Improper Parking

Privately-owned vehicles improperly parked will be subject to a parking citation.

Improperly parked vehicles will be dealt with by the Bureau Commander.

On-street Parking

Whenever parking is available in police building parking lots, police vehicles should not be parked on the street. Police employees accessing police buildings will not park in front of local businesses.

II-310 PERSONAL BREAK POLICY

Personal breaks shall be taken in accordance with provisions outlined in the Memorandum of Understanding.

No more than four uniformed officers shall take a personal break at the same public coffee shop, restaurant or café except between the hours of 2:00 a.m. and 6:00 a.m. During this four-hour period, six officers shall be allowed.

Eating establishments are not proper locations for report writing or squad meetings involving more than four uniformed officers, unless such meetings are authorized in support of Department sanctioned activities.

II-320 PERSONNEL FILE INFORMATION

The official hard copy personnel files for Department employees are maintained in a centralized location under the control and maintenance of the Division of Human Resources.

The files may contain a record of transfers, promotions, salary actions, performance reports, training records, attendance records, copies of commendations, awards, disciplinary actions, and other documents required or allowed by law, ordinance, or Civil Service directive.

Any employee may petition the Chief of Police and the Office of the City Attorney to remove any document containing evidence of adverse employment action (except for an employee's merit rating, performance evaluations, or similar documents) from their personnel file utilizing the Petition to Purge Human Resources File Documents form, provided:

- The employee has had no adverse personnel action within the last year, including the action sought to be purged.
- The action does not relate in any respect to the employee's actions or failure to act involving potentially prosecutable issues.

No petition will be granted unless the Chief of Police and Office of the City Attorney determines that removal of such information will not increase the potential for litigation; or jeopardize the interests of the City.

Refer to the Salt Lake City 3.02.08 Personnel Records policy.

Access to Files

Access to personnel files is limited to:

- The employee, active or terminated, who is the subject of the file.
- Division of Human Resources staff.
- A person acting under the employee's power of attorney.
- Law enforcement agency investigators acting in the course of an investigation.
- An attorney in the City Attorney's Office.
- Supervisory personnel overseeing an employee's hiring or current job tasks.

Access to all Human Resources personnel files will be determined as provided by the Government Records and Management Act (GRAMA) and City Code Chapter 2.64. Refer to Utah Code and City Code.

Entries into Personnel Files

A document adverse to the employee's employment may not be entered in their personnel files (which excludes Internal Affairs file) without the employee having first read and signed the document.

The entry may be made, if after reading the document, the employee refuses to sign it. The employee's refusal to sign shall be noted in the document. An employee has fourteen (14) calendar days to file a written response to any adverse document entered in their personnel file. The written response shall be attached and accompany the adverse document.

Civilian personnel should refer to the Memorandum of Understanding governing the 200 series employees in regards to reviewing personnel files.

- Express their personal opinions on all political subjects and candidates.
- Maintain political neutrality.
- Attend political meetings after working hours.

Note: No such actions shall unreasonably disrupt the operations of the City, undermine the authority of any City employee or officer or destroy working relationships within the City.

Eligibility of Employees for Political Office

Any employee, who wishes to seek election to the Salt Lake City Council or to full-time elective office shall, no later than the day following the primary election for such office; request and obtain a leave of absence from City employment or use available vacation benefits.

II-330 POLITICAL ACTIVITY / RESTRAINTS

Political Activity

Section 2.52.250 of the Salt Lake City Code outlines the basic rules regarding employees' participation in political activity.

Restrictions on Political Activity

Under City Code, no officer or employee of the City (other than elected officials) shall:

- Hold full-time appointive or elective office during their employment except as an assigned part of that employment.
- Hold the office of Salt Lake City councilperson or be elected an officer of any political party.
- Solicit orally, by letter, or be in any other manner concerned in obtaining any assessments, contributions or services for any political party from any City employee.

Political Activity Allowed

Under City Code, employees may act as voting district officers and delegates, members of the Utah State Legislature, or other part-time elective or appointive office except the office of Salt Lake City Council.

Employees are not restricted in their rights to:

- Hold membership in and support a political party.
- Vote as they choose.

Elections Policy

The Salt Lake City Police Department shall maintain neutrality during elections. All day-to-day operations and services shall be provided in a nonpartisan manner. No operations or functions are to be used for any person's political advantage. Any activities that may give the public the impression that the Department is either supporting or not supporting any candidate for any political office will not be allowed. All employees have the right to be free from political coercion.

Employee Rights and Responsibilities

Employees may exercise their rights to support any candidate they desire and make public comment on matters of legitimate public concern. Any exercise of such rights shall be done in a manner which avoids the appearance that the employee is speaking on behalf of the City or this Department. Speeches given while in uniform or attendance at rallies while in uniform are prohibited. The exercise of these rights shall be done in a manner to avoid any action which can reasonably be believed to disrupt this Department, undermine the authority of this Department or destroy close working relationships within this Department or with other Departments of the City or law enforcement agencies of other governmental entities.

Guidelines

The use of City equipment (computers, phones, fax machines, copy machines, etc.), any document bearing Department insignia including Department stationary and business cards or City-owned or leased space at any time, day or night, for campaign purposes is prohibited. No posters may be placed on City-owned vehicles or bulletin boards, etc.

All meetings concerning campaign activities shall take place off City premises and on the employee's personal time. City vehicles shall not be used for any campaign activity including transporting political signs.

Requests for Information concerning Political Candidates

- All candidates and their campaign organizations shall be treated equally and courteously.
- Requests for any information shall be referred to the City Department under whose jurisdiction the information falls.
- Information given from this Department is limited to public information. We remind all employees it is a violation of law to release confidential or restricted information.
- Requests for information, biographies, photographs or background concerning any candidate are to be referred to the candidate or their campaign headquarters.

Endorsement Guidelines

Any support of a candidate will be solely as a private citizen and the employee shall take those actions necessary to prevent any perception that the City or the Police Department is endorsing or promoting a candidate. No employee shall use their City employment to endorse, show preference to, or give the appearance of preference to any candidate for elective office and every employee shall accord all candidates substantially equal and courteous treatment.

These constraints shall include prohibiting any private or public endorsement of a candidate:

- Where a City employment title is used in connection therewith.
- Under circumstances where it is suggested that special expertise or information, resulting from City employment, adds credence to an employee's endorsement or aid to a candidate.
- Under circumstances in which an employee's endorsement or support of a candidate gives the appearance or inference that the City or this Department favors or prefers one candidate over another.

II-350 PRIVACY, EXPECTATION OF

City equipment such as vehicles, lockers, desks, cabinets, and briefcases may be assigned to individual employees. Employees have no expectation of privacy in any City provided equipment. Any Police Department provided equipment is subject to entry without notice by an appropriate supervisor.

Employees are advised that the retention of any personal items in such equipment is at the employee's own risk and may not be replaced if lost or damaged.

II-360 PURCHASES OR DAMAGE CLAIMS

No employee shall incur a liability chargeable against the Department without proper prior authorization. No employee shall imply or state the City or Department will pay or make reimbursement to any individual or group for any damages or expenses incurred by that individual or group as a result of a police action. Any individual or group making a claim for damages or expenses is to be referred to the City Attorney's Office at 801-535-7788.

II-370 RECOMMENDATIONS OF LENIENCY

Employees shall not make any promise to a prisoner or the prisoner's legal representative relative to immunity, probation, lesser degree of prosecution, or similar promises.

Employees shall not make recommendations of leniency or dismissal to any prosecuting attorney or any court in any case without the consent of the employee's Bureau/Unit Commander.

II-380 RECOMMENDING ATTORNEYS, BONDSMEN OR OTHER SERVICES

Employees shall not post bail for, nor recommend attorneys, bondsmen, bail brokers, or commercial services of competing companies to any person, except for immediate family.

II-390 RECOMMENDING COMMERCIAL PRODUCTS

Employees shall not endorse any commercial product while identifying themselves as Salt Lake City Employees.

II-400 SECONDARY AND OUTSIDE EMPLOYMENT

II-400.1 PURPOSE AND SCOPE

To provide guidelines and requirements to Department members regarding secondary and outside employment.

II-400.1.1 DEFINITIONS

Secondary Employment – Off-duty employment requiring the use or potential use of police authority. By definition, only sworn officers can engage in secondary employment as referenced in this policy.

Outside Employment – Off-duty employment by a Department member that does not require the actual or potential use of police authority. This includes self-employment, contracting, sales jobs, etc.

Restricted Secondary Employment Jobs – Secondary employment jobs at which only specific officers are authorized to work.

Non-Restricted Secondary Employment Jobs – Secondary employment jobs at which all eligible sworn officers are authorized to work.

City-Contracted Secondary Employment - Secondary employment jobs at City-owned facilities or involving City overtime where the payment to officers is processed through City payroll.

Police Services Coordinator (PSC) – The member within the Police Financial Unit that is responsible for the scheduling and billing of secondary employment jobs.

Point of Contact Officer (POC) – The officer who facilitates communication between a restricted secondary employer and the PSC. The POC must be employed by the Department as a sworn officer. A POC is required for each restricted secondary employment job. The employer typically designates the POC. POC's do not have the ability to hire and/or fire individual officers for the restricted job they are the POC over.

Secondary Employment Lieutenant – The sworn member, holding the rank of Lieutenant, who manages the secondary employment program. The Secondary Employment Lieutenant maintains full discretionary authority over secondary employment matters on behalf of the Chief of Police. The current Secondary Employment Lieutenant is the Motor/Special Events Lieutenant.

POSE – The software program that officers use to sign up for secondary employment shifts.

Department-Directed Overtime – City paid overtime shifts where officers are directed, or can be directed, to work. Examples of Department-directed overtime include special events, tactical alerts, call-outs, etc. Department-directed overtime does not include voluntary overtime shifts such as non-mandatory patrol coverage.

II-400.2 POLICY

It is the policy of the Salt Lake City Police Department to allow sworn personnel to engage in approved secondary employment opportunities within the guidelines/restrictions outlined herein. Working secondary employment is a privilege and not a right.

The Department does not prohibit personnel from outside employment, contracting, or running a personal business,

provided it does not negatively impact an employee's Department position.

Officers engaged in secondary employment will conform to all laws, City policies, and Departmental policies when working a secondary employment assignment.

Officers engaged in secondary employment will take appropriate action to enforce the law and preserve public safety.

Officers engaged in secondary employment will not act to enforce the rules and regulations of an employer, which are not otherwise violations of the law.

II-400.3 RESPONSIBILITIES OF OFFICERS ENGAGED IN SECONDARY EMPLOYMENT

Officers who wish to engage in secondary employment must recognize their primary responsibilities, obligations, and duties are to the Salt Lake City Police Department.

Officers are subject to call anytime for emergencies, special assignments, or overtime duty (in accordance with the applicable MOU), and no secondary employment will infringe upon this obligation.

Officers engaged in secondary employment will be subject to all rules, policies, directives, and standard operating procedures of the Salt Lake City Police Department.

If police action is necessary during a secondary employment job, Department rank supersedes secondary employment rank/assignment.

Officers will provide the PSC with a completed W9 form, when requested, in a timely manner.

Officers engaged in secondary employment will wear their blue patrol uniform, bike uniform, or motor squad uniform. Should a business require different attire (i.e., other Department-approved uniforms or plain clothes) the reasons for the request must be specifically addressed to the PSC. The Secondary Employment Lieutenant will authorize or deny these requests.

Officers will be required to complete all necessary police reports as situations dictate while engaged in secondary employment. Moreover, officers who engage in secondary employment will be responsible for the initial investigation of all offenses that occur during their shifts at their secondary employment site. The exception to this requirement is when an investigation requires immediate follow-up off-site.

Officers will not sign up other members in POSE for job assignments.

Officers will sign up for only those jobs they intend to work. Officers who sign up for a secondary employment shift will report for duty at the time and place specified, with all necessary equipment required.

Officers may release a shift they signed up for on POSE before the start of that shift, however, it is still the responsibility of the officer to work that shift if no one else acquires it.

Absences from a secondary employment shift may only be excused for significant personal or family illnesses, family emergencies, or prior arrangements with the secondary employer.

Changes in on-duty schedules, court, training, or other Departmental duty assignments will take precedent over any secondary employment. Officers should release a conflicting secondary employment job as soon as they are notified of the on-duty conflict.

Officers are required to work the scheduled hours assigned in POSE. Any officer unable to complete the designated hours of employment must contact the Watch Commander prior to leaving the employer's work site, and email the PSC and Secondary Employment Lieutenant to document the reason(s) why this was necessary.

II-400.4 TIME LIMITATIONS OF OFFICERS ENGAGED IN SECONDARY EMPLOYMENT

Officers may work up to 16 hours daily of combined duty hours, secondary employment hours, City approved overtime (this does not include Department-directed or court overtime), and training time outside of the employee's duty hours. However, no officer will exceed a total of 72 accumulated hours per week in any combination of duty hours, secondary employment hours, City approved overtime (this does not include Department-directed or court overtime), and training time outside of the employee's duty hours. Furthermore:

During a 24-hour period, officers must have a minimum of 6 consecutive hours in which they are not working on-duty or engaged in secondary employment.

A week begins at 00:00 on Sunday and ends at 23:59 on Saturday.

Any exception to the hourly maximum requirements must be granted by the Secondary Employment Lieutenant.

Unforeseen circumstances may present themselves while an employee is working a secondary employment job that may necessitate an increase in time of the employee's secondary employment shift. In these instances, the affected officer will notify the Watch Commander and email the Secondary Employment Lieutenant and PSC documenting the reason for the increase.

With supervisor approval, vacation time, holiday time, and/or personal leave may be used to reduce duty work hours.

Officers, who due to personal illness or injury, do not report to or complete a scheduled duty shift, may not work any secondary employment within 24 hours of the start time of the missed or incomplete shift.

II-400.5 SECONDARY EMPLOYMENT – RESTRICTIONS

Officers are strictly prohibited from participating in any secondary employment while they are on duty.

Officers whose duties include working undercover are prohibited from working any secondary employment or voluntary overtime in uniform. Officers whose duties include working undercover also cannot act as a POC.

Officers are prohibited from participating in secondary employment until after they have completed the Field Training Program.

Officers will not become involved in labor controversies of any kind connected with secondary employment.

Officers will not engage in secondary employment, whether in or out of uniform, when such employment is outside the city limits of Salt Lake City. Exceptions to this rule may only be granted by the Chief of Police or their designee.

Officers, while engaged in secondary employment, will not be accompanied by family members, friends, acquaintances, or visitors unless specific approval has been given by the secondary employer and the Secondary Employment Lieutenant.

Officers will not work secondary employment jobs if they are on any duty status other than full duty.

- a. If an employee is utilizing parental leave, they may still engage in secondary employment work as long as it does not take place during the shift hours that the parental leave is compensating them for.

Officers are specifically prohibited from engaging in the following secondary employment:

- a. Employment that presents a real, potential, or apparent conflict of interest between the officer's duties as a Department member and their duties for the secondary employer.
- b. Employment that may bring the officer or the Department into disrespect, disfavor, disrepute, or ridicule by virtue of the secondary employment.
- c. When the primary business of the establishment is the sale and consumption on-premises of alcoholic beverages, except with the authorization of the Chief of Police or their designee.
 - i. This restriction does not include employment inside establishments where alcoholic beverages are sold, but not consumed on premises (i.e., liquor stores).
- d. Employment at establishments which sell merchandise of a sexual or pornographic nature as their primary source of revenue, or that otherwise provides entertainment or services of a sexual nature; employment at topless bars, X-rated video or bookstores, or adult entertainment establishments.
- e. Employment as a process server, bail bondsman, property re-possessor, bill collector, towing vehicles, or any other employment in which police authority might tend to be used to collect money or merchandise for private or commercial purposes.
- f. Any employment for private security companies or any business that provides private investigations or background checks.
- g. Protection of management, employees, or property during a strike or labor dispute.
- h. Working paid or unpaid as a Reserve Officer for another law enforcement agency.

- i. Where an officer may be involved in photographs, voice recordings, or advertisements endorsing commercial products while being identified as a Salt Lake City Police Department police officer.
- j. As a consultant for any person or entity who is either under investigation by any government agency as a suspect in a criminal matter, or who is a litigant, or proposed litigant, against Salt Lake City Corporation, or any of its Departments or employees, or any other government agency.

II-400.6 REQUESTS FOR SECONDARY EMPLOYMENT

All secondary employment will be coordinated through the PSC. Department members will not engage in secondary employment arranged through an individual or business other than the PSC.

Any business or person that wishes to retain the services of Salt Lake City Police Department off-duty officers for secondary employment purposes needs to direct their request(s) through the PSC. The PSC will have prospective employers complete a Salt Lake City Police Department Secondary Employer Employment Agreement. This document outlines the employer's requirements, and the requirements of the Department.

If the prospective employer agrees to and completes the Salt Lake City Police Department Secondary Employer Employment Agreement, the PSC will forward the request to the Secondary Employment Lieutenant for final approval. If the Secondary Employment Lieutenant cannot be contacted, the PSC may contact the on-duty Watch Commander for approval.

This process will be followed for each new business or entity that contacts the Department for initial approval to engage in secondary employment.

Secondary employment will not be provided to any organization, association, movement, or group that has adopted a policy of advocating violence or acts of force to deny others their Constitutional rights.

Quarterly, the PSC will forward a list of all new business or entities that have entered into secondary employment agreements to the Chief of Staff for review.

II-400.6.1 STAFFING LARGE AND/OR HAZARDOUS SECONDARY EMPLOYMENT JOBS

If a business or individual makes a request to the PSC for a secondary employment job where a threat of violence has been expressed, or is believed imminent by the employer (i.e., workplace violence), a minimum of two officers will be required to staff the job.

During the Secondary Employment Lieutenant's review of new requests for secondary employment officers, he or she may require the secondary employer to hire additional officers as they see fit for safety purposes. This determination may be based upon a variety of factors, to include, but not limited to: the presence/absence of on-duty

supervision, estimated attendance, the sale/or consumption of alcoholic beverages on the premises, previous history, site layout, traffic and/or parking issues, general crime trends in the vicinity, and analysis by the SLIC. If the secondary employer does not agree to the determined number, the request for secondary employment officers will be denied.

Moreover, if the determined number of positions cannot be filled 48 hours prior to the start of the job, the job will be canceled and no officers will be allowed to work the assignment. Notwithstanding, when the Department is contacted for a short-notice job that is deemed large and/or hazardous, attempts may be made to fill the determined number of officer positions, while recognizing that if the officer positions are not filled within a reasonable amount of time before the start of the job (to be determined by the Secondary Employment Lieutenant and/or the PSC) the job will be canceled.

Any secondary employment job calling for 5 to 10 officers working the same job at the same time will require 1 supervisor. For every additional 10 officers, at least 1 additional supervisor will be required.

- a. The Secondary Employment Lieutenant may waive the supervisor requirement based upon a variety of factors, to include, but not limited to: the presence/absence of on-duty supervision, estimated attendance, the sale/or consumption of alcoholic beverages on the premises, previous history, site layout, traffic and/or parking issues, and general crime trends in the vicinity.

II-400.7 NON-RESTRICTED SECONDARY EMPLOYMENT

If a secondary employer does not request a restricted secondary employment status, any eligible officer may work shifts for that employer.

II-400.8 RESTRICTED SECONDARY EMPLOYMENT

A secondary employer may request designation as a restricted secondary employer, where only specific officers are authorized to work for them.

II-400.8.1 SELECTION FOR RESTRICTED SECONDARY EMPLOYMENT JOBS

When a new restricted secondary employment job is established, the PSC will send a Department-wide email notifying Department members of the job, along with the proper procedure for notifying the PSC of interest. Selection for the job will follow one of the following procedures:

- a. If the secondary employer wishes to conduct interviews and/or request resumes and then select which officers to employ, that is the procedure that will be followed.

- i. The PSC is the person responsible for submitting resumes, and/or names for interviews, to the secondary employer.
- b. If the secondary employer does not wish to review resumes and/or conduct interviews, the PSC and Secondary Employment Lieutenant will conduct a random drawing to determine the officers that will be assigned to the restricted job.

When openings at an already established secondary employer occur, selection of new officers will follow one of the following procedures:

- a. If the secondary employer wishes to conduct interviews and/or request resumes and then select which officers to add to the restricted list, that is the procedure that will be followed.
 - i. The PSC is the person responsible for submitting resumes, and/or names for interviews, to the secondary employer.
- b. If the secondary employer does not wish to review resumes and/or conduct interviews, the PSC and Secondary Employment Lieutenant will conduct a random drawing to determine the officers that will be added to the restricted list.

II-400.8.2 POINT OF CONTACT (POC) FOR RESTRICTED SECONDARY EMPLOYMENT JOBS

Each restricted secondary employment job will have a POC. The POC is typically designated by the secondary employer. The POC facilitates communication between the employer and the PSC, but does not have the ability to hire and/or fire individual officers for the restricted job they are the POC over.

If the secondary employer does not designate the POC, officers who are selected to work the restricted job may notify the Secondary Employment Lieutenant that they are interested in the POC position. The Secondary Employment Lieutenant will determine the POC from those who express interest. If no selected members notify the Secondary Employment Lieutenant of an interest in the POC position, the Secondary Employment Lieutenant will appoint a POC from the selected officers.

If a POC separates from a restricted secondary job, or otherwise relinquishes the position, the secondary employer may appoint a new POC. If the secondary employer declines this option, the Secondary Employment Lieutenant will follow the same procedures as above.

The duties of the POC are:

- a. Keeping a current list of officers who are eligible to work the restricted job.
- b. Informing the PSC of staffing level changes/needs (i.e., the need for additional staffing, and/or the

separation of Department members from the restricted job).

- c. Informing the PSC in a timely manner of changes in shift scheduling/shifts worked.
- d. Informing the PSC of any missed shifts by officers working the restricted job.
- e. If the restricted job does not utilize POSE for shift scheduling purposes, keeping an accurate schedule of shifts worked and by whom, and turning it in to the PSC by the 10th of the following month.
- f. If the restricted job does utilize POSE for shift scheduling purposes, informing the PSC in a timely manner of shift-swaps not reflected on POSE.

Once every 6 months, the PSC will review the POC's compliance with the above duties with the Secondary Employment Lieutenant. If the POC is not meeting the required duties, their status as the POC will be placed on probation. If at the next 6 month review the POC is still not meeting the required duties, the Secondary Employment Lieutenant will follow the procedures above for selecting a new POC for that particular restricted job.

An officer shall only be the POC for a maximum of two secondary employment jobs.

II-400.9 RESPONSIBILITIES OF POLICE SERVICES COORDINATOR (PSC)

The PSC serves as the liaison between the Department and secondary employers.

The PSC is responsible for the posting and maintenance of secondary employment jobs on POSE.

If a restricted secondary employment job does not conduct shift sign-ups on POSE, the PSC is responsible for recording and documenting the shifts worked for those jobs after receiving the schedules from the POC for the restricted job.

The PSC is responsible for managing the administrative aspects of secondary employment (e.g., overseeing Employer Agreement Forms, disseminating finalized shift sign-ups, invoicing secondary employers for the \$6.00 fuel/equipment surcharge for every secondary employment shift worked, distributing applicable tax forms, etc.).

Every year, the PSC will contact each business or entity to renew their Salt Lake City Police Department Secondary Employer Employment Agreement, to ensure that all businesses and entities are still in compliance with the requirements and restrictions incumbent upon them for their engagement in secondary employment. If it is found that any secondary employer is not meeting all requirements, the PSC will notify the employer, advise them of necessary corrections, and ensure that all work by officers cease until the proper corrections have been made.

II-400.10 AVAILABILITY OF SECONDARY EMPLOYMENT JOBS

The PSC will determine how many shifts officers can sign up for within a given time period once a secondary employment job becomes available. For example, officers may be able to sign up for one shift of a particular job in the first 24 hours, another shift in the second 24 hours, and then an unlimited number after that time period. Randomized sign-up times may also be implemented. The PSC will make the determination based on factors that include, but are not limited to:

- a. The number of shifts available.
- b. Consultation with the POC of a restricted secondary employment job.
- c. The preferences of the employer.
- d. The time between when the PSC is notified of the need for secondary employment officers and the time the secondary employment shifts begin.

II-400.11 CITY-CONTRACTED SECONDARY EMPLOYMENT

Secondary employment jobs at City-owned facilities or involving City overtime will be treated in the same manner as any other secondary employment job.

II-400.12 COMPENSATION FOR SECONDARY EMPLOYMENT

Secondary employers shall pay officers through their own payroll services or through City payroll services. Secondary employers who choose to pay officers through City payroll will pay Department overtime rates. All new secondary employment jobs that decide to pay officers through their own payroll services will pay a minimum of \$30/hr.

If secondary employers want to hire officers for less than 4 hours, they may do so, but they shall pay officers a minimum of 4 hours compensation.

II-400.13 CORRECTIVE ACTION

Department members are required to notify a supervisor whenever they learn, through personal observation or report, of any violation of the secondary employment policy. The supervisor will:

- a. Conduct an initial inquiry into the circumstances.
- b. If necessary, complete a Blue Team entry.
 - i. Unexcused absences from a secondary employment shift require a Blue Team entry.

Supervisors personally observing a violation will:

- a. Take the appropriate action to address the issue.
- b. Determine if the subject member needs to immediately discontinue the secondary employment job.
- c. If necessary, complete a Blue Team entry.
 - i. Unexcused absences from a secondary employment shift require a Blue Team entry.

When a supervisor creates a Blue Team entry for an unexcused absence from a secondary employment shift, the Internal Affairs Unit will categorize the entry as an M-file and route it to the Secondary Employment Lieutenant for disposition. As a matter of policy, unexcused absences from a secondary employment shift will result in suspension from the secondary employment program for a specified period of time. The typical schedule for suspension is as follows:

- a. The first unexcused absence from a secondary employment shift within a 2-year period will result in a warning.
- b. The second unexcused absence from a secondary employment shift within a 2-year period will result in a 30 day suspension from signing up for secondary employment shifts and working any secondary employment shifts that the officer is regularly scheduled for.
 - i. The suspension will take effect at the beginning of the month immediately following the time when the employee is informed of the suspension; the officer is still responsible for working the shifts they are scheduled for leading up to the beginning of the suspension.
- c. The third unexcused absence from a secondary employment shift within a 2-year period will result in a 6 month suspension from signing up for secondary employment shifts and working any secondary employment shifts that the officer is regularly scheduled for.
 - i. The suspension will take effect at the beginning of the month immediately following the time when the employee is informed of the suspension; the officer is still responsible for working the shifts they are scheduled for leading up to the beginning of the suspension.
- d. A fourth unexcused absence from a secondary employment shift within a 2-year period will result in an indefinite suspension from signing up for secondary employment shifts and working any secondary employment shifts that the officer is regularly scheduled for. The affected officer may apply, in writing, for reinstatement to the program after a 1-year period from the date the suspension began. This application will be made to the Secondary Employment Lieutenant, but the final reinstatement decision will be determined by the Chief of Police.
 - i. The suspension will take effect at the beginning of the month immediately following the time when the employee is informed of the suspension; the officer is still responsible for working the shifts

they are scheduled for leading up to the beginning of the suspension.

The schedule of suspensions outlined above may be modified based on the circumstances behind the policy violation(s).

II-400.14 OUTSIDE EMPLOYMENT

As per Salt Lake City Codes 2.44.050 and 2.44.060, any member of the Department who is an officer, director, agent, employer, or employee of any business entity, or the owner of a substantial interest in any business entity, including any business entity subject to City regulation, must disclose this fact to the City. This disclosure is accomplished by completing a Salt Lake City Corporation Disclosure Statement of Non-City Employment/Business Interests form and forwarding it to the PSC. This form can be found on the P drive in the Forms folder.

Department members are prohibited in engaging in any outside employment that would reflect unfavorably upon the member, impair the operational efficiency of the Department, or adversely affect the Department.

No Department members will engage in any off-duty employment or voluntary capacity as an expert witness for a litigant, in a civil case or for a criminal defense attorney, or defendant in a criminal case in any jurisdiction, without approval from the Chief of Police.

No Department member may engage in outside employment as a consultant for any person or entity who is either under investigation by any government agency as a suspect in a criminal matter, or who is a litigant, or proposed litigant, against Salt Lake City Corporation, or any of its Departments or employees, or any other government agency.

The use of Department identification/forms which include, but are not limited to, Departmental letterhead, records, insignia, badges, and logos will not be used to seek outside employment unless approved by the Chief of Police.

- a. This does not prevent a Department member from stating they are a Salt Lake City Police Department employee and providing their experience/training when providing their information to a prospective outside employer.
- b. Outside employers are permitted to provide Salt Lake City Police Department members' biographical information on official correspondence as it relates to policing-related course instruction.

II-410 SLEEPING OR READING ON DUTY

Employees may not sleep on duty and may only read job-related material while on duty.

II-415 SOCIAL MEDIA/UNOFFICIAL RELEASE OF POLICE INFORMATION PROHIBITED

Except as authorized by the Office of the Chief of Police, all information gathered or obtained by employees through their Department positions is property of the Police Department and should be treated as private and confidential material. Revealing private or confidential information is inappropriate, reflects negatively on the Department, distracts from the mission of the Department, and may violate state and federal laws, rules or regulations.

Employees are strictly prohibited from any unofficial release, dissemination or posting of any information, pictures, audio file, video recordings, or test documents or files, gathered or obtained while performing their duties as a police department employee or through their position as an employee of the police department. The release of any such items through any medium, including but not limited to personal social networking and Internet sites such as MySpace, Facebook, Twitter, and personal blogs, to any unauthorized person, organization or business is prohibited.

Employees may not post on personal Internet sites any information or pictures concerning "police information" (individuals arrested, cases under investigation or completed, evidence of crimes, crime scenes, seizures, undercover personnel, special operations, surveillance and other information that constitutes official police business). Police information is considered confidential, protected, controlled or private and shall not be placed on personal Internet sites. Employees may not post on personal Internet sites any images depicting Police Department property, equipment or personnel that in any manner tends to tarnish or demean the Department's core values or bring discredit upon the Department or its employees.

II-416 UTILIZING SOCIAL MEDIA FOR INVESTIGATIONS

Purpose:

To establish guidelines for the use of social media in criminal investigations, crime analysis and situational assessments, criminal intelligence development, and pre-employment background investigations.

This policy establishes the department's position on the use of social media, including management, administration, and oversight. This policy is intended to address social media in general, not any one particular form of social media.

Definitions:

"Social Media" means any form of web-based communication, to include websites, through which people may create profiles to share user-generated content. Social

media, for purposes of this definition, include personal blogs, microblogging, photo/video sharing sites, personal websites that are open to the public, social networking sites, etc.

“Social media content” means any materials, documents, images, videos, recordings or other information that is posted, distributed, created, shared, or transmitted using social media sites.

GENERAL

Social media may be used for valid law enforcement investigatory purposes. The following are valid law enforcement investigatory purposes:

1. Criminal investigations
2. Crime analysis and situational assessment reports
3. Criminal intelligence development
4. Public Relations
5. Pre-employment background investigations

Employees will only utilize social media to seek or retain information that:

1. Is based upon a criminal predicate or threat to public safety; or
2. Is based upon reasonable suspicion that an identifiable individual or organization has committed an identifiable criminal offense or is involved in or is planning criminal conduct or activity that presents a threat to any individual, the community, or the nation and the information is relevant to the criminal conduct or activity (criminal intelligence information); or
3. Is relevant to the investigation and prosecution of suspected criminal incidents or the prevention of crime; or
4. Is useful in crime analysis or situational assessment reports for the administration of criminal justice and public safety; or
5. Is relevant to pre-employment background investigations.

INVESTIGATIVE USE OF SOCIAL MEDIA

Public Domain

Overt Use of Social Media in Investigations

During the course of an investigation, an officer may locate the social media profile of a victim, witness or suspect. If the officer has been unable to identify another

means to contact an individual, or if contact via social media is preferable, the officer may elect to contact an individual using their social media profile. Officers may use a true name or alias social media profile to make contact. If contact is established, an officer will immediately identify themselves and provide contact information.

Officers must consider whether contact in this manner will reveal an individual's cooperation with law enforcement, and whether that will pose an undue risk to that individual's personal safety.

Officers must also consider the implications for the case being investigated.

The officers shall not use personal accounts to make such contacts.

Covert Use of Social Media in Investigations – Online Aliases

An online alias may only be used to seek or retain information that:

1. Is based upon a criminal predicate or threat to public safety; or
2. Is based upon reasonable suspicion that an identifiable individual, or organization has committed a criminal offense or is involved in or is planning criminal conduct or activity that presents a threat to any individual, the community, or the nation and the information is relevant to the criminal conduct or activity; or
3. Is relevant to the investigation and prosecution of suspected criminal incidents or the prevention of crime; or
4. Is useful in crime analysis or situational assessment reports for the administration of criminal justice and public safety.
5. During a pre-employment review of a candidate's use of social media during a background investigation.

Authorization for Online Aliases

Sworn personnel must submit a request for an online alias or multiple aliases to their immediate supervisor. This request may be made through email.

Authorization for Online Undercover Activity

Online undercover activity occurs when the officer utilizing the online alias interacts with a person via social media. Online undercover operations will only be utilized when there is reason to believe that criminal offenses have been, will be, or are being committed.

Officers should utilize the appropriate de-confliction system when using online aliases in an investigation that normally requires de-confliction.

DOCUMENTATION AND RETENTION

Other than crime analysis and situational assessment reports, all information found applicable to an investigation and obtained from social media websites shall be placed within a case file, suspicious activity report, or intelligence report. At no time should SLCPD personnel maintain any social media files outside of these authorized files.

Crime analysis and situational assessment reports may be prepared for special events management, including First Amendment-protected activities. At the conclusion of the situation requiring the report or First Amendment-protected event where there was no criminal activity related to the information gathered, the information obtained from the social media monitoring tool will be retained for no more than fourteen (14) days. Information from the social media monitoring tool that does indicate a criminal nexus will be retained in an intelligence report, suspicious activity report, or case investigative file. Information identified as criminal in nature that is obtained in the course of an investigation from a social media site will be collected and retained using screen shots, printouts of chat logs, copying uniform resource locators (URL's) for subpoena or investigatory purposes, or storing the information via secure digital means. When possible, employees will utilize investigative computer systems and software intended to record data from social media sites.

Employment Background Investigations

As part of the employment background process, background investigators will conduct a search of social media websites and profiles in the public domain regarding the applicant. Applicants are not required to disclose passwords to social media sites or profiles to the SLCPD. Employees will not search or attempt to gain access to non-public content regarding applicants through the use of social media.

All reviews of applicant social media pages and profiles will only search information that is in the public domain. Criminal comments and images or comments and images that present negative character issues will be collected as part of the background investigatory process. Employees will not collect or maintain information about the political, religious or social views, associations or activities of any individual or any group unless such information directly relates to criminal conduct or activity.

SANCTIONS FOR MISUSE

Any employee who violates the provisions of this directive will be subject to disciplinary action, up to and including termination.

Employees will report violations or suspected violations of this policy to their immediate supervisor or through their chain of command.

II-450 UNIFORMS

II-450.1 OWNERSHIP OF THE UNIFORM

That part of the uniform personally owned by the employee, if stripped of all identifying marks, insignia, etc., may be sold or transferred to another person, or may be worn by a person outside the Department.

Nothing in these regulations shall absolve a person from the charge of impersonating an officer if that person wears the uniform in such a manner that tends to cause public confusion as to lawful police authority.

Wearing Uniforms

On Duty

It will be the discretion of the Bureau/Unit Commander(s) whether or not the uniform will be worn.

Off Duty/Outside Employment

The uniform may be worn off duty if the wearer does not engage in any activity that reflects in a negative or discreditable way upon the uniform, nor will the wearer be present in such places where the atmosphere may bring discredit upon the police service that the uniform symbolizes.

The uniform may be worn while engaged in approved outside employment. Uniforms are not authorized for outside employment at locations that are not within the corporate boundaries of Salt Lake City.

When worn, the uniform shall be complete and in compliance with the standards listed in the Uniform Appendix of this Manual.

Uniform Allowance

Employees shall be provided a uniform allowance as specified in the applicable Memorandum of Understanding or Compensation Plan.

Sworn appointed police employees can elect to enroll in the Quartermaster System or shall be provided a uniform allowance at the level currently provided in the compensation plan for Police Sergeants, Lieutenants and Captains in plainclothes assignments. In addition to the uniform allowance, Appointed Police employees that elect the uniform allowance for plainclothes assignments will be provided with a Class A dress uniform and coat. Appointed Police employees may change their election during the quartermaster open enrollment as designated in the Police Memorandum of Understanding for sworn officers.

Employees, whose uniforms are damaged while performing their duty, may submit a request for replacement/reimbursement to their Bureau/Unit Commander. When approved, such requests shall be forwarded to the Quartermaster and the Budget Office. The Quartermaster will send the employee a Uniform Replacement Voucher. The requests should reference a police case number if applicable.

Uniform Cleaning

Employees in a uniformed assignment may have their uniforms cleaned at Department authorized vendors. If officers choose to take their uniforms to other vendors, the Department will not pay for the service. The names and locations of Department authorized vendors will be published periodically in a Chief's Memorandum.

Police officers in a plain-clothes assignment, as determined by their Bureau Commander, shall receive a cleaning allowance as specified in the applicable memorandum of understanding or compensation plan.

Police officers in plainclothes assignments are eligible for uniform dry cleaning services.

Uniform Specifications: Sworn Personnel

All sworn personnel, regardless of assignment, will keep and maintain in good condition, the uniform(s) prescribed by the Chief of Police.

Uniforms shall be in good repair, clean, and pressed.

Uniform Inspections

All sworn personnel, regardless of assignment, and civilian employees in assignments where uniforms are required, will keep and maintain in good condition the uniform(s) prescribed by the Chief of Police. Uniforms shall be in good repair, clean, and pressed.

Sworn officers will be subject to periodic formal inspections of their uniforms and appearance. Inspections may be of

Class A, duty, or special squad uniforms. Inspections will be conducted at least annually or as directed by the Chief of Police. The Chief, Bureau Commander, Division Commander or a designee may conduct these inspections.

Supervisors will ensure, by regular formal or informal inspections as a group or on a one-on-one basis, that employees under their supervision will at all times meet the uniform and grooming standards of the Department.

Any notations for improvement will be followed up by the Bureau Commander or designee within 10 working days of the inspection date.

Dress Uniform

All sworn personnel, regardless of rank or assignment, will keep and maintain in good condition, a Dress Class "A" Uniform. The specific make and model of dress uniform items is listed in the Uniform appendix of this Manual. The Chief of Police will specify when this uniform will be worn.

Uniform Standards – Civilian Personnel

The uniform of Civilian personnel shall be in good repair, clean and pressed, and conforming with the specifications shown in the Uniform Appendix.

All new personnel will be required to be in uniform within 30 days from date of hire.

II-460 UNIONS / LABOR ORGANIZATIONS

Officers of the rank of sergeant or below and civilian personnel in non-management positions may be represented by a labor organization of their choice, pursuant to the bargaining resolution currently in effect.

Employees shall not attend union meetings while on duty, except with specific permission from their supervisor.

II-465 UNTRUTHFULNESS

The integrity of police service is based on truthfulness. Employees shall not lie, or knowingly or willfully depart from the whole truth in giving testimony, or in rendering an official report, or in giving any official statement about any incident that relates to the employee's employment or position.

II-470 VEHICLES (POLICE) / TAKE HOME CAR PROGRAM

The Chief may authorize take home use of City owned vehicles and qualifying employees may participate in the City's Take Home Car Program.

All employees assigned a police department vehicle under this program will submit a Vehicle Authorization form to the Fleet Coordinator. This form shall act as an agreement between the employee and the Department authorizing the vehicle's use and providing the fee schedule according to City Code 2.54.030 (as amended). All employees assigned a Department vehicle must contact the Fleet Coordinator to update their Vehicle Authorization Form immediately upon change of address or assigned vehicle.

Authorization may be revoked at any time by the Chief of Police.

The City is self-insured and the liability coverage in City Code 2.54.030(C)(3) limits the amount of coverage that will be provided by the city for off duty accidents where the employee is at fault and the damages exceed the City maximum.

Employees are encouraged to contact their personal automobile insurance regarding the applicability of coverage and related benefits for off duty accidents.

Vehicle Assignment

Employees will be assigned a marked or unmarked vehicle based on assignment.

Employees assigned a marked police vehicle who are on light duty must turn in the marked police vehicle and a loaner vehicle may be provided, if available. Every attempt will be made to hold the assigned vehicle for the employee until they return to full duty.

Employees who are sick, injured, or on a leave of absence and not able to return to work for a period of more than one month will turn their police vehicle in at Fleet Management and notify the Police Fleet Coordinator. Once the vehicle has been turned in at Fleet Management, the monthly charge for take-home privileges will be stopped. Upon their return to work, the employee will contact the Fleet Coordinator to complete a new Vehicle Authorization form and receive a vehicle assignment.

Employees who are unable to drive or will be out of town for an extended period may elect to suspend the monthly charge for take home privileges. These situations will be coordinated with the Police Fleet Coordinator for the vehicle to be stored at Fleet and the charges suspended.

Residency Requirements

Assignment of take-home police vehicles shall be determined by the location of the employee's residence. The

take home car program is governed by Salt Lake City Police Department policy and Salt Lake City ordinance.

Any employee who chooses to change the location of their residence to a location outside the established limit will forfeit their participation in the program.

Employees shall make a biweekly payment to the city in the amount of \$3.00 per mile based upon the distance from the Salt Lake City limits to the employee's home. Such distance shall be calculated using the shortest possible driving distance from the city limits to the residence as evidenced by a commonly available internet or computer software program that estimates distances using driving directions. The distance calculated by such program shall be rounded to the nearest whole mile by calculating the mileage to the hundredth of a mile and then applying standard rounding practices. Location of city limits will be verified using <http://maps.slcgov.com/mws/zoning.htm>.

Exception

Except as otherwise provided in this subsection, under no circumstances shall a city-owned vehicle be authorized for take-home use for an employee who resides farther than thirty-five (35) miles from the city limits regardless of the department in which the employee is employed.

Vehicle Use Restrictions

- For employees who live in Salt Lake City reasonable personal use of the vehicle is available within Salt Lake County.
- For employees who live outside Salt Lake City reasonable personal use of the take home vehicle is available within Salt Lake County and the county in which the employee resides.
- Officers may travel to and from approved police related secondary employment in a city vehicle if the secondary employer, has complied with the ordinance requiring the fuel surcharge per work shift of the police officer.
- Employees shall not utilize HOV lanes unless responding to an emergency call, in pursuit of an actual or suspected violator, responding to a fire alarm, etc.
- Employees using their take-home vehicles for travel to training, meetings, etc. may use their take-home vehicles for meal breaks a reasonable distance from the meeting location. If multiple employees have their vehicles at the meeting location, carpooling is strongly encouraged for meal breaks.

Rules and Regulations

- Each employee shall be responsible for the care and security of an assigned police vehicle.
- Bureau Commanders or their designee shall conduct inspections of vehicles assigned to their personnel. The

inspections will be completed by the 10th day of each even numbered month and documented on the “SLCPD Vehicle Inspection” checklist, which is available on the P: drive in the “Fleet” file. Inspecting officials will forward electronic copies of the completed form to the Logistics/Fleet office and Quartermaster Depot through the “PD Fleet” and “PSBDepot” email accounts.

- Window decals, ornaments hanging from the windshield mirror, bumper stickers or other signs, pictures or ornaments visible to the public and attached to a police vehicle are prohibited.
- When off-duty, employees may dress appropriate for their activities. When in contact with the public, dress should be suitable to represent the Department.
- When using the vehicle off-duty, employees must keep the police radio on and, if necessary, be available to respond to emergency calls. If in the vicinity, officers should respond to in-progress crimes or other major calls. Officers shall notify the dispatcher of the response and should continue to assist until relieved or until the problem is concluded.
- Passengers should not be in police vehicles while responding to emergencies or dangerous calls. They should be left in a safe place prior to arrival at the scene.
- If an off-duty employee responds to a dispatched call or performs other police-related services as discussed above, the employee will be compensated pursuant to the overtime policy.
- Except when responding to an emergency call, employees shall park police vehicles legally and will be responsible for any citation received.
- Unattended vehicles will be locked at all times.
- City-owned vehicles shall not be left idling unless appropriate to the situation.
- City-owned vehicles will not be utilized for carrying heavy or excessive loads and will not have objects protruding from the trunks or windows.
- Under no circumstances will police vehicles be operated by employees who have a measurable amount of alcohol in their system.
- Officers shall secure all weapons while the vehicle is unattended. All weapons will be removed from the vehicle while it is being serviced.
- Seat belt use is mandatory in any vehicle owned or leased by the Salt Lake City Corporation and is required by law without exception.
- There will be no credence given to the claim that not using a seatbelt increases officer safety by allowing a quick exit from the vehicle.
- Employees operating a department vehicle will ensure all occupants are properly seat belted or restrained and in compliance with State Law. Approved child safety restraints shall be used for all children of age, size or weight, for which such restraints are prescribed by law.
- No employee shall allow any person to modify, remove, deactivate or otherwise tamper with the vehicle seat belts except for vehicle maintenance and

repair, or without the express written authorization of the Chief of Police.

- Any person(s) in custody and being transported in a Department vehicle is required to be secured in the vehicle by the use of the seat belt that is provided by the vehicle manufacturer.
- Only Department employees may operate City-owned vehicles.
- Mileage accumulation will be reviewed by the police administration.

Officers shall carry the following equipment with them in the vehicle at all times:

- An authorized handgun will be worn
- Police Radio
- Police Badge and Department ID card
- A flashlight
- Ticket books
- Necessary report forms
- Flares

Civilian employees will carry the following equipment with them in the vehicle at all times:

- Proper identification, includes Department ID card
- A flashlight
- Flares

Fleet/Loaner Vehicles – Employees not Participating in the Take Home Car Program and Temporary Use Vehicles

Employees who do not participate in the Take-Home Car program will be assigned a fleet police vehicle for use while on duty or secondary employment, based on vehicle availability.

For those employees who work at the Public Safety Building, pool vehicles (located at Library Parking) will be available for check out utilizing the reservation system used by Fleet Management (Refer to Fleet’s intranet site for instructions on how to reserve a pool vehicle).

All employees assigned a fleet police vehicle are responsible for completing work orders and delivering the fleet police vehicle to the proper location for needed repairs.

Loaner Vehicles

For those employees who participate in the Take Home Car program, a number of vehicles designated as loaner vehicles are available for temporary use while their assigned vehicle is being serviced or repaired. The loaner

vehicles can be checked out via the Fleet Management shops when available.

Employees who are assigned a marked vehicle will only check out a marked loaner. Employees who are assigned an unmarked vehicle will only check out an unmarked loaner. Exceptions may be granted through the Police Fleet Coordinator.

Before returning a loaner vehicle it will be fueled and cleaned. The loaner vehicle will be returned to the Fleet Management shop's parking lot and the keys returned to the Fleet Management shop the same day the employee regains the use of their assigned vehicle.

All employees using a loaner or vehicle are responsible for completing work orders for vehicles needing repairs.

Vehicle Repairs or Maintenance

It is the responsibility of the employee assigned a Police Department vehicle to keep the vehicle in good repair. The following procedures outline the approved methods of turning a vehicle into the shops for repairs.

Non-emergency and Non-safety Repairs

Contact the Fleet Management Shops at 801-535-6924 and make an appointment to leave the vehicle. If possible, obtain a loaner vehicle from the shops.

Emergency Repairs

When repairs are of an emergency nature, take the vehicle to the shops or, if needed, have the vehicle towed to the shops. No appointment is needed. If possible obtain a loaner vehicle from the shops.

Vehicle Interior Biohazard Removal

The City has a contract with a private company (Crime Scene Cleaners) for removal of bodily fluids and other biohazard substances from vehicle interiors.

This service should be used for significant cleanings when the officer cannot reasonably clean the affected area of the vehicle using personal protective equipment and common cleaning supplies.

Employees will obtain supervisor approval prior to calling for a cleaning response.

The company will respond to the officer's location upon request through Dispatch. The requesting officer will provide the cleaning technician with their name, unit number and associated case number for notation on the company's invoice.

Vehicle Maintenance Schedule

Each police vehicle will have Preventive Maintenance (PM) service as directed by Fleet Management. All PM services including oil changes will be performed by Fleet Management at their main facility at 1990 W. 500 South. PM service intervals are time-based and assigned vehicle operators will receive e-mail notification when the vehicle is due for service. Vehicle operators must comply with the instructions in the e-mail notifications.

In addition to the e-mail notification system, Fleet Management will affix a number decal to the windshield of marked vehicles which identifies the month the vehicle is due for PM service. Vehicle operators must monitor the decals and ensure necessary services are coordinated with Fleet Management when due.

Operators of detective and other unmarked vehicles that have standard (non-EX) license plates must monitor the month/year expiration decals on the plates and ensure necessary services are coordinated with Fleet Management when due.

All operators of assigned vehicles are encouraged to check the engine oil level on a monthly basis. Operators of a shared or pool vehicle must check the engine oil level when refueling. In the event a "Change Oil" light comes on prior to receiving a PM Service notification e-mail, the operator may reset the light or take the vehicle to Fleet for assistance. Operators needing to top off oil or other fluid levels must take the vehicle to Fleet Management - No appointment is necessary.

The primary contact for vehicle maintenance requests, city fuel site assistance or to inquire about PM Service due dates is Fleet Management/Customer Service at 801-535-6924.

Maintenance and Appearance Requirements

Employees are responsible for the appearance and cleanliness of their assigned city vehicles, both interior and exterior. Employees assigned take-home vehicles will wash, vacuum, and clean their vehicles on duty.

Employees are fully responsible for the general maintenance and proper care of their vehicles. Employees will:

- Use fuel, lubricants or additives in the vehicle that are provided by the City or approved by the Department.
- Only use the City shops or other facility authorized by the Department for repairs.
- Maintain an inflated spare tire and necessary tire changing tools in their vehicle. Employees are responsible to change any flat tires on their assigned vehicle.
- Any add-on equipment that is not initially installed on any city vehicle must have approval through the chain

of command before any vehicle modifications. This includes but is not limited to additional lighting, scanners, electronics, gun locks, or other hardware.

- Any such equipment must be purchased, installed and maintained at the employee's personal expense. The employee must retain all equipment originally installed on the vehicle.
- When the vehicle is no longer assigned to the employee, it must be restored to a condition acceptable to Fleet Management.

Refueling should be done on duty.

Reporting Damage to Vehicles

Traffic Accident

Damage incurred during a traffic accident will be reported per SLCPD policy.

Other than Traffic Accident

The Fleet Coordinator is responsible to maintain the Damaged Police Vehicle File which contains reports of damage to police vehicles resulting from any means other than reported police car accidents.

As soon as practical, employees will:

- Notify an on duty supervisor of any damage resulting from any means other than a traffic accident.
- Complete a G.O. report.
- Complete a Damaged City Equipment Form, which is available at www.slc.net/fleet.
- Complete a memo detailing the incident.
- Forward all reports, forms and memos through the chain of command to the employee's Bureau/Unit Commander.

The Bureau/Unit Commander will forward all copies to the Fleet Coordinator/Unit Commander or designee to be entered into the Damaged Police Vehicle File.

Requesting Damage Repairs

Requests for vehicle repairs may be made by submitting a completed Request for Repairs form and leaving it with the vehicle at Fleet Management Shop Office. Repair personnel will notify the employee when the repairs have been completed.

Refueling of Police Vehicles

The primary fuel facility for police vehicles is the Fleet Shops located at 1991 West 500 South. Alternative facilities are located at the Water Department (1530 South West Temple), Water Reclamation (1850 North Redwood Road), and Parks and Recreation (1965 West 500 South). Alternative facilities shall be used only when the primary facility is closed due to malfunction or shutdown.

Operational

III

III-010 AEROSOL DEFENSIVE TOOLS (ADT)

The Aerosol Defensive Tool (ADT) authorized by the Department for general carry and use by officers is the Sabre Red brand MK-2, Sabre Red Crossfire MK-4 and the MK-2000; or the Defense Technologies MK-3, MK-4 and MK-6. The Sabre Red MK-2 (stream/with belt clip) will be provided by the Department. The others listed above are authorized but not provided by the Department.

ADT Requirements

- All sergeants and below will be certified in the use of ADT.
- All officers and sergeants in uniform will carry or have readily available as an optional weapon the ADT. If an officer chooses not to carry ADT, they must carry the ASP/Camlock.
- ADT training and certification is open to Lieutenants and above on an optional basis.
- Employees not ADT-certified are prohibited from carry and use of ADT.

Training and Certification

The Training Unit will provide initial basic training, certification and recertification of the ADT. Sergeants and officers must maintain certification for ADT by successfully completing a recertification test annually. This recertification will be accomplished through the Acadis system. It is the individual officers' responsibility to maintain certification.

Use of ADT

Use of ADT is intended to prevent injury to the subject involved, the officer and other persons present. The governing factor in the use of ADT is whether its use is **reasonable**.

Use of the ADT may prevent the use of more severe physical force and may be used when:

- An officer is threatened with physical force and other means of controlling the offender are unreasonable or could cause injury to the offender, the officer or others present.
- An officer is threatened by a dangerous animal.
- In cases where the size and demeanor of an offender indicates that the officer or the offender would be endangered by the use of other physical force.

As soon as practical after an offender has been controlled by the use of ADT, the officer will:

- Have medical first responders offer first aid and flush the offender's face and other affected areas with water if the offender cooperates. Offenders will not be forcibly decontaminated.
- Expose the offender to fresh air if cooperative.
- If the subject is compliant, allow removal of contact lenses, if present.
- Transport to medical facility for treatment, if necessary.
- Book the offender into jail or take other appropriate action.
- Notify jail and medical personnel that ADT was used and not to use salves or creams.
- Suggest to jail personnel that the subject be allowed to shower, change their clothes and to monitor the subject every 15 minutes for one hour.

The use of ADT against any person will require the officer responsible for such use to complete a General Offense or Supplementary Report and ensure the Use of Force Details Page is completed. All intentional uses of ADT are required to be documented in a GO report and will include:

- All circumstances surrounding the use of the ADT.
- Effects on the offender caused by the ADT.
- Name, address, date of birth and arrest charges for the offender.
- First aid measures administered or offered to the offender.

All accidental uses of the ADT are required to be documented via memo to the officer's immediate supervisor.

III-020 ALARMS

Alarm Permits and Licenses

Alarm users are required by City Ordinance to have in their possession an Alarm User Permit. All false alarms shall be assessed user fees. The Alarm Enforcement Unit will maintain records of alarm permits issued to alarm users in the City.

False Alarms

Types of Alarms

- Intrusion Alarm (burglar alarms) - an alarm signaling an entry or attempted entry into the area protected by the system.
- Physical Duress Alarm (robbery, panic alarms) - a human activated alarm signaling a robbery or other physical endangerment.

Determining False Alarm: A false alarm is any alarm signal given in the absence of an alarm condition, as determined by the investigating officer(s). A false alarm does not include an alarm signal caused by extraordinarily violent conditions of nature not reasonably subject to control.

Reporting False Alarm: The responding officer will indicate the alarm is false by notifying the dispatcher of a 2299 NCIC code status including the proper false alarm extension number, give the correct name and address of the business or residence, and a brief assessment of what caused the alarm to sound. No report is necessary.

Officers may be canceled only by the alarm company prior to arrival on a burglar alarm with the dispatcher indicating the alarm is a 2299-90 NCIC code status. Officers may only be canceled by the alarm company prior to arrival when responding to a physical duress alarm.

Follow-up Action: Alarm Enforcement personnel are responsible for all follow-up actions including presenting facts necessary for prosecution of failure to have an Alarm User Permit or excessive alarms.

Panic Alarm: Courts Building

Panic alarms from the Courts Building ring directly into the County Dispatch office. Upon request from County Dispatch, Police Dispatch will send the necessary units to handle the alarm.

Burglar Alarms

Police Response Procedures

Except for a Burglar Alarm at a wholesale or retail firearms business, intrusion alarm response shall be dispatched only after a private guard responder or a person at the scene has confirmed that an attempted or actual crime has occurred at the alarm site. Officers will be dispatched for the illegal or suspicious circumstances stated by the caller.

Burglar Alarm of a Retail or Wholesale Firearms Business-Response

- Upon notification of alarm activation, the dispatcher will enter the location and elapsed time into the computer and transmit the information. The dispatcher will give the alarm monitor the incident number for reference.
- Two patrol officers will be dispatched to investigate the alarm. Additional officers will be assigned if necessary.
- Dispatch information will be updated to reflect the status of a responsible party, subsequent alarms, etc., as information becomes available.
- If a responsible party refuses or is unable to respond, that information will be given to the assigned unit and included in the Alarm Report.
- If a responsible party is not at the dispatched location and available for immediate contact upon arrival of the officers or the party refuses or is unable to respond, the assigned officers will check the premises as thoroughly as possible.
- Officers will include needed information to clear the call on the dispatch log.
- If a responsible party arrives later and wishes to be accompanied through the premises, they may request the officers to return to the scene.

False Alarms

False alarms will be cleared via Dispatch and no report is necessary.

Alarm Problems

The Alarm Enforcement Unit will handle any problems between this Department and the alarm companies.

Employees shall refrain from commenting on alarm systems, notification delays, or alarm companies to alarm subscribers. Specific problems should be referred to the Alarm Enforcement Unit. The Alarm Enforcement Unit will respond to problems or recommendations in a timely manner and forward a reply to all concerned parties.

Field officers shall not deal directly with alarm companies to correct a problem. Requests for information from alarm company files shall be routed through the Alarm Enforcement Unit.

Robbery Alarm Response

General Response

Two patrol officers will be dispatched to all robbery alarms. Additional units will be assigned at the request of investigating officers.

The police response to a robbery, panic or duress alarm may be cancelled by the alarm company monitoring operator prior to the officers' arrival at the alarm site. Police complaint takers will document in the log the name of the alarm company, monitoring operator and call back phone number on each cancellation. The call shall be coded with a 1299-90 NCIC code designating a status of "Cancel Prior to Arrival."

The assigned officer will determine when the dispatcher will make phone contact with the business. Once the officers are in position, the assigned officer will direct the contact between the business personnel and the officers.

Officers on scene will:

- Make contact with the business representative at a location outside of the business. Location will be determined by the officer.
- Ascertain if there is a robbery in progress.
- At least one officer will enter the business and personally verify that the alarm is false as reported by the business representative.
- Notify dispatch upon exiting the business.
- Secondary officers will verify with dispatch a visual on the officer upon notification and exit of business.

Mobile Security Alarm Devices

An officer shall respond to a panic, duress or robbery alarm signal from a Mobile Security Alarm Device only after the police complaint taker has spoken with the victim and/or determines that an emergency situation exists. It shall be the responsibility of the alarm central station monitoring operator to patch the person activating the alarm signal through to the police complaint taker in order for the call to be properly processed and prioritized.

A stolen vehicle report by the owner shall be required prior to any action on a mobile security alarm. A call from the alarm monitoring operator, with the prior police report on file, shall result in an ATL broadcast for the vehicle.

In the case of the alarm monitoring company reporting the vehicle as being stationary for more than ten minutes, the call shall be treated as a recovered stolen vehicle.

III-030 ARRESTS

An arrest is an actual restraint of the person arrested or submission to custody. The person shall not be subjected to any more restraint than is necessary for the person's arrest and detention.

Laws of Arrest

A peace officer may make an arrest under authority of a warrant or may, without warrant, arrest a person:

- For any public offense committed or attempted in the presence of any peace officer; "presence" includes all of the physical senses or any device that enhances the acuity, sensitivity, or range of any physical sense, or records the observations of any of the physical senses:
- When the peace officer has reasonable cause to believe a felony or Class A misdemeanor has been committed and has reasonable cause to believe that the person to be arrested has committed it:
- When the peace officer has reasonable cause to believe the person has committed a public offense, and there is reasonable cause for believing the person may:
 - Flee or conceal one's self to avoid arrest.
 - Destroy or conceal evidence of the commission of the offense.
 - Injure another person or damage property belonging to another person.
- When the peace officer has reasonable cause to believe the person has committed the offense of failure to disclose identity under U.C.A. § 76-8-301.5; or
- When the peace officer has reasonable cause to believe that the person is an alien:
 - Subject to a civil removal order issued by an immigration judge;
 - Regarding whom a civil detainer warrant has been issued by the federal Department of Homeland Security; or
 - Who has been charged or convicted in another state with one or more aggravated felonies as defined by 8 U.S.C. § 1101(a)(43).

An officer may arrest a person for shoplifting without a warrant and without witnessing the crime if a merchant or merchant's employees, with reasonable grounds, charges that person with shoplifting. Neither the officer nor the merchant or the merchant's employees shall be liable for false arrest in such cases.

**Note: You as an officer need to satisfy yourself that the merchant had reasonable grounds. If in doubt, release the detained person and notify the merchant to see the prosecutor to file a complaint. The officer will complete a detailed G.O. on the incident sufficient to allow the City Prosecutor's Office to screen the case with the citizen.*

Arrest by a Private Citizen

A private person may arrest another for a public offense committed or attempted in their presence; or when a felony has been committed and the private person has reasonable cause to believe the person arrested has committed it.

- On a misdemeanor you must satisfy yourself that the citizen saw the public offense occur or be attempted before you transport or issue a citation. If in doubt, release the person, complete a detailed GO sufficient for City Prosecutor's Office to screen the case and refer the citizen to the Prosecutor's Office for a complaint.
- On a felony arrest, officers must complete their own investigation and if the elements for the felony are developed appropriate action should be taken.
- If facts justifying action cannot be developed, officers shall write the report and refer the citizen to the appropriate detectives.

Determining if the Arrest is Lawful

The law does not obligate the officer to take custody of the arrested person.

An officer may be held liable for false arrest or false imprisonment, who reasonably believes an arrest to be unlawful yet, accepts custody of an arrested person or issues a citation.

To be a lawful arrest, the offense must in fact have been committed or attempted. Moreover, the arrest must be timely; either following directly upon the offense or with no more delay than is required by the circumstances.

If an arrest appears unlawful, the officer should advise both the arrested and arresting persons of their right to make a complaint before a magistrate and warn each not to disturb the peace.

Accepting/Not Accepting Custody

An officer who determines that a citizen's arrest is lawful may take one of the following courses of action:

Accepting Custody and Transporting

Whenever possible, the officer should issue a misdemeanor citation and avoid booking the prisoner.

Before the officer accepts custody, the arresting person must complete and sign a Request to Accept Custody of Arrested Person form.

Misdemeanor Citation

*The officer may accept custody, but release the arrested person on a misdemeanor citation, subject to the standard requirements of the citation. The arresting person will complete a Request to Accept Custody of Arrested Person form. It is not necessary for the arresting citizen to sign a complaint with the Prosecutor's Office.

Officer Refuses to Arrest or to Issue a Citation

*If no arrest is made or citation issued and the complaining citizen wishes to pursue signing a complaint, the officer shall advise the arresting person to call the City Prosecutor's office to make an appointment. The officer will complete a detailed G.O. on the incident sufficient to allow the City Prosecutor's Office to screen the case.

Arrests Distinguished from Other Processes

There are several types of restraint and detention that do not constitute arrest.

Stopping and Questioning: A peace officer may stop any person in a public place when the officer has reasonable suspicion to believe that the person has committed or is in the act of committing or is attempting to commit a public offense and may demand that person's name, address, and an explanation of their actions.

Questioning Witnesses: An officer has the right to detain and question persons who may be found at or near the scene of a crime or who are present on the premises while a proper search is conducted as long as the detention and questioning are reasonable in light of the circumstances. Although mere questioning by officers does not constitute a seizure, detention of an individual in circumstances where a reasonable person would not feel free to leave does constitute a seizure.

and can be deemed to be an arrest under the 4th Amendment.

Protective Custody and Restraint

See II 500 “Response to Mental Health Related Incidents.”

Giving Notice to Appear in Court

Service of a subpoena or issuance of a citation, either criminal or administrative, constitutes an arrest. An officer issuing a citation is not taking the person immediately to a magistrate or to jail to await a magistrate, but is instead ordering a person to appear before the magistrate by the arrested person's own volition.

Manner of Making an Arrest

Use of Force in Making an Arrest

An arrest is made by an actual restraint of the person arrested or by the person's submission to the custody of an officer. If the person flees they are not under arrest until actual restraint or submission occurs.

If a person is being arrested and flees or forcibly resists, after being informed of the intention to make the arrest, the person arresting may use reasonable force to effect the arrest. Deadly force may only be used as provided in § 76-2-404, UCA.

Making an Arrest

The person making the arrest shall inform the person being arrested of their intention, cause and authority to arrest the person. Such notice shall not be required when:

- There is reason to believe the notice will endanger the life and safety of the officer or another person or will likely enable the party being arrested to escape:
- The person being arrested is actually engaged in the commission of, or an attempt to commit, an offense:
Or
- The person being arrested is pursued immediately after the commission of an offense or an escape.

Arresting a hearing impaired person

If a hearing impaired person is arrested for an alleged violation of a criminal law, including a local

ordinance, the arresting officer assess the communicative abilities of the hearing impaired person and conduct this notification, and any further notifications of rights, warning, interrogations, or taking of statements, in a manner that accurately and effectively communicated with the hearing impaired person including qualified interpreters, lip reading, pen and paper, computers and telecommunications devices for the deaf.

Compliance with these requirements is a factor that a court will consider when evaluating whether statements of a hearing impaired person were made knowingly, voluntarily, and intelligently.

Forcible entry to make arrest – Conditions requiring a warrant

When making an arrest, an officer may forcibly enter the building in which the person to be arrested is, or in which the officer has reasonable grounds to believe the person to be arrested is.

- Before making the forcible entry, the officer shall demand admission and explain the purpose for which admission is desired.
- The officer does not need to give a demand and explanation before making a forcible entry when:
 - There is reason to believe the notice will endanger the life or safety of the officer or another person or will likely enable the party being arrested to escape.
 - The person being arrested is actually engaged in the commission of, or an attempt to commit, an offense.
 - The person being arrested is pursued immediately after the commission of an offense or an escape; or
 - There is reason to believe evidence will be secreted or destroyed.

If the building to be entered appears to be a private residence or the officer knows the building is a private residence and if there is no consent to enter or there are no exigent circumstances, the officer shall, before entering the building:

Obtain an arrest or search warrant if the building is the residence of the person to be arrested; or
Obtain a search warrant if the building is a residence, but not the residence of the person whose arrest is sought.

Time and Place Arrests May be Made

A magistrate may issue a warrant for arrest upon finding probable cause to believe that the person to be arrested has committed a public offense. If the offense charged is:

- A felony: the arrest upon a warrant may be made at any time of the day or night
- A misdemeanor: the arrest upon a warrant can be made at night only if:
 - The magistrate has endorsed authorization to do so on the warrant.
 - The person to be arrested is upon a public highway or in a public place or a place open to or accessible to the public.
 - The person to be arrested is encountered by a peace officer in the regular course of that peace officer's investigation of a criminal offense unrelated to the misdemeanor warrant for arrest.

Daytime hours under Utah law are the hours of 6:00 a.m. to 10:00 p.m. and nighttime hours are the hours after 10:00 p.m. and before 6:00 a.m.

Arrest Procedures

State Wide Police Authority

Utah Law States peace officers have statewide peace officer authority. However, that authority extends to other counties, cities, or towns ONLY when they are:

- In fresh pursuit of an offender for the purpose of arresting and holding that person in custody or returning the suspect to the jurisdiction where the offense was committed.
- A public offense is committed in the officer's presence.
- Participating in an investigation of criminal activity which originated in the officer's normal jurisdiction in cooperation with the local authority.
- Called to assist peace officers of another jurisdiction.

Actions in Other Jurisdictions

When an officer takes police action, criminal or traffic, beyond the limits of Salt Lake City, the officer will contact the local police department and take action through that department.

Authority of Peace Officers of another State

A peace officer of another state or the District of Columbia who enters this state in fresh pursuit and continues in fresh pursuit of a person in order to arrest them on the grounds that he/she is reasonably believed to have committed a felony in another state, has the same authority to arrest and hold a person in custody as a peace officer of this state. Fresh pursuit does not require instant action, but pursuit without unreasonable delay.

An officer of another state making an arrest pursuant to 77-9-01 UCA., shall without unnecessary delay take the person arrested before a magistrate of the county in which the arrest was made.

Arrest without a Warrant/ Service when not in Possession of a Warrant

A warrant of arrest is a command from the court issued by a magistrate upon the finding of probable cause to believe that the person to be arrested has committed a public offense. Any peace officer who has knowledge of an outstanding warrant of arrest may arrest a person the officer reasonably believes to be the person described in the warrant, without the peace officer having physical possession of the warrant.

If the officer does not have possession of the warrant at the time of the arrest, the arrested person will be informed of the charges and the fact that a warrant exists. Upon the arrested person's request, the officer will show the arrested person a copy of the warrant as soon as possible.

Telephone Authorization

Any magistrate may, by an endorsement on the warrant of arrest, authorize by telephone or other reasonable means, its execution. A copy of the warrant or notice of its issuance and terms may be sent to one or more peace officers. The copy of notice communicated authorizes the officer to proceed in the same manner as if they had an original warrant.

Magistrate's Oral Order of Arrest

A magistrate may orally require a peace officer to arrest anyone committing or attempting to commit a

public offense in the presence of the magistrate, and, in the case of an emergency, when probable cause exists, a magistrate may orally authorize a peace officer to arrest a person for a public offense.

Statewide Warrant System

The statewide warrant system is one system used by the Salt Lake City Police Department in checking for outstanding Utah warrants on subjects.

Obtaining a Warrant

Warrants Issued By the Salt Lake City Prosecutor

In cases which require screening, the officer will complete a Salt Lake City Prosecutor's Screening Worksheet, and attach such paperwork (case reports, copies of other required forms, criminal histories, etc.) as may be required by the City Prosecutor's office. The officer will make an appointment and screen the case with the assigned assistant Salt Lake City Prosecutor.

When a warrant is obtained through the City Prosecutor's office, the prosecuting attorney will take it to the District Court Clerk for processing. The police case number must be on the warrant.

When a case is filed with the Salt Lake City Prosecutor's Office, it will not be necessary for the officer to obtain a copy of the warrant for the Police Records Unit. However, a follow-up report will be completed and submitted by the assigned officer as soon as practical after the case is filed by the court clerk.

Warrants Issued By the District Attorney

Class "A" misdemeanor and felony cases which occurred in Salt Lake City will be filed through the Salt Lake County District Attorney's Office unless they are filed through the federal court system.

An officer obtaining a felony warrant or a class "A" misdemeanor warrant from the District Attorney's Office will present the warrant and information to the "signing judge" or magistrate for endorsement. The officer will then present the endorsed warrant and information to the District Court Clerk for filing. The officer will obtain a non-certified copy of the warrant from the clerk which will be submitted to the Police Records for inclusion into the original SLCPD case file. A follow-up report will be completed by the assigned officer as soon as practical.

If the officer intends to arrest the wanted subject within a reasonable time after filing (generally, within 72 hours) and prior to the warrant being entered onto the Statewide Warrants System by the court, the officer may obtain a certified copy of the warrant from the court clerk for service. The officer will attempt to serve it as soon as possible. If unable to serve the warrant within a reasonable amount of time, the officer will destroy the certified copy of the warrant because it will, by that time, be listed on the statewide warrants system so the wanted person can be arrested on that system's authority.

The wanted person will be entered onto NCIC only if the Deputy District Attorney screening the case specifically instructs the officer to have that subject entered on NCIC. Then, if they wanted person is to be entered onto NCIC, the officer will complete a "Wanted Person NCIC" entry form (available in the Records Unit), submit copies of all appropriate responses to the required computer checks, for NCIC only, and enter a follow-up report indexing/changing the role of the person to "Wanted". If the wanted person is not to be listed on NCIC, the officer will still enter a follow-up report indexing/changing the role of the subject to "Wanted" because the subject will be listed as wanted on the Statewide Warrants System by the court of issuance (unless the officer instructed the clerk not to activate the warrant at the time of filing).

Statewide Warrants System Arrests

The Statewide Warrants System indicates what type of warrant has been issued for the arrest of the wanted subject. A warrant of arrest is represented by "Warrant type: A." A bench warrant is represented by "Warrant type: B."

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Type "A" Warrants

If the warrant is a type "A" warrant and the originating agency is "Salt Lake City Police" or "City Attorney, Salt Lake," the arresting officer will document the warrant arrest under an on-view case number. The arresting officer should also obtain the original case number for which the arrest warrant was issued and link the original case number to the on-view warrant arrest report. If an individual is arrested

for more than one type “A” warrant in which the originating agency is “Salt Lake City Police” or “City Attorney, Salt Lake”, the officer may document all of the warrants in one on-view warrant arrest report, but will link all of the original case numbers to the on-view warrant arrest report.

Type “B” Warrants

All type “B” warrant arrests will be documented by obtaining an on-view case number from dispatch and entering a case report under that number. If an individual is arrested for more than one type “B” warrant, the officer may document all of the warrants under one on-view warrant arrest report.

Combination of Type “A” and Type “B” Warrants

If an individual is being arrested for a combination of type “B” warrants and type “A” warrants, all of the warrants can be documented under one on-view warrant arrest report. However, if any of the type “A” warrants are for cases in which the originating agency is “Salt Lake City Police” or “City Attorney, Salt Lake”, the arresting officer will link all of those original case numbers to the on-view warrant arrest report.

When arresting a wanted subject listed on the Statewide Warrants System, the officer will include the court case number, charge, and the originating agency’s case number (when available) in the Salt Lake City Police Department case report.

National Crime Information Center (NCIC)

The National Crime Information Center (NCIC) system is used by the Salt Lake City Police Department to check for outstanding warrants and other information on subjects.

Arrests on NCIC entries

An NCIC entry is not a warrant of arrest, but rather, a representation that a warrant exists. The warrant must be confirmed via dispatch.

The arrest of any person listed on NCIC by an agency outside of the State of Utah requires a new case number upon booking the arrested person as a “Fugitive From Justice.” The Records Unit will arrange to have the NCIC want canceled by the originating agency upon confirmation.

On making an arrest of any person listed on NCIC by a Utah agency, the officer will book the subject on the Utah charge articulated on the NCIC hit (not as a “Fugitive From Justice”).

Officers shall not arrest persons wanted on NCIC from an agency outside the state of Utah if the information in the NCIC entry contains an extradition limiter which precludes extradition from Utah.

Warrant Arrest Procedure

When an officer stops an individual who has a warrant on the Statewide Warrants System, one of the following should occur:

Felony/ Misdemeanor Warrant

Options: Arrest, check NCIC and Statewide Warrant System and book in jail.

If the subject is arrested only on a warrant from an adjacent county (i.e., Davis, Summit, and Tooele, Utah) and there are no local charges or warrants, the arresting officer(s) should have dispatch call the originating agency to meet the officer(s) at the county line for transportation of the arrested person to the appropriate county jail. If, for some reason, the agency cannot respond in a timely manner, the arrested subject should be delivered to the Salt Lake County Jail. In either case, a report on the arrest incident will be initiated by the arresting officer(s).

Arrests on Warrants during Investigations

When an officer is dispatched on an incident which may require follow-up investigation, that incident will be documented under its own (dispatched) case number.

If, during that investigation, the officer arrests a person or persons for warrants arising from unrelated matters, the officer will document that arrest under a separate case number from the initially dispatched incident.

Jail Refusals

Any officer who has a prisoner refused at the jail will immediately notify their supervisor or the on duty Watch Commander for SLCPD and inform them of the refusal. Officers will document the circumstances surrounding the refusal of the prisoner in the G.O. report associated with the arrest. Any documents provided to the officer by the jail shall be submitted to records.

Arrest without a Warrant

An officer who arrests a person without a warrant will complete the appropriate departmental reports. The appropriate investigative unit will use the reports to have a complaint made against the arrested person. The reports shall be as complete as possible.

Misdemeanor Citations: Class B, C and Infractions

Whenever possible, officers will use a misdemeanor citation in lieu of arrest. It is departmental policy to issue a citation to all persons charged with a misdemeanor or infraction instead of arresting them unless the person is under 18 years of age or there is positive reason to make an arrest. If the person is under 18 years of age, juvenile rules apply.

Offenses and Conditions Ineligible for Misdemeanor Citations

- If the offense is a Class “A” misdemeanor or felony.
- The arrested person is wanted in another jurisdiction and that jurisdiction will extradite.
- Further investigation is necessary and the charge against the person may escalate to a felony.
- The offense involves controlled substances. Exception: Citations may be used in cases of possession of controlled substances as outlined in Utah Code Annotated, at the officer’s discretion. (If the amount is equal to misdemeanor possession)
- The officer reasonably believes that the person will, if released on a citation, constitute a danger to himself or others and must be booked for immediate protection of the public.
- The arrested person cannot be identified to the arresting officer’s satisfaction.
- Domestic violence situations as facts apply.
- The arrested person is not a resident of the state of Utah or the officer reasonably believes the person will not appear to answer charges against that person.

Theft Offenses-Criteria for Release

If the arrested person meets the following criteria, they may be released on citation or pending screening with the appropriate prosecutorial office.

- If the value of the item taken is \$500 or less, and the person does not have qualifying convictions for enhancement, the person may be released on issuance of a Class B misdemeanor citation, which will self-screen with the City Prosecutor’s Office.
- If the value of the item(s) taken is over \$500, the person may be released pending screening by follow-up detectives with the Salt Lake County District Attorney’s Office.
- If the criminal episode or other known facts warrant a felony prosecution, the arrested person may be released pending screening by follow-up detectives with the Salt Lake County District Attorney’s Office.

PRIOR TO ANY RELEASE, THE ARRESTED PERSON’S IDENTITY AND PERSONAL INFORMATION MUST BE CONFIRMED.

- For Retail Theft Class A and Felony offenses, to include offense enhancements, the officer should book into jail the arrested person. However, the officer may use discretion and release the arrested person to have criminal charges filed at a later date, only if the officer can **positively identify** the arrested person by two or more of the following:
 - UT Driver’s License
 - UT ID
 - US Passport
 - Criminal History
 - Versadex history
 - Jail booking photo
 - Out of State Government ID
- If not a Utah resident the arrested person shall be booked into jail.
- If the officer elects to release the arrested person in lieu of jail booking, the officer will advise the subject of a possible arrest warrant or summons to

be issued at a later date. The officer will give the police case number of the incident to the subject.

- All reports will be completed by the end of the officer's shift.

Once satisfied the offender should be cited instead of booked, the officer shall:

- Check for outstanding local and NCIC warrants on the cited person, and complete the misdemeanor citation, to include a legible print of the cited person's right index finger. The signature of the officer issuing the citation constitutes all that is required. The person's signature is not required.
- Complete all reports, just as if the person had been arrested. The cited person's name, the misdemeanor citation number, and the date of appearance must be entered in the Arrested Person Portion of the report.
- Appoint a date for the person's appearance in court and specifically inform the cited person of the time, date, and place of appearance, and warn the cited person that failure to appear will result in a warrant for the person's arrest.
- The appointed date must be seven to ten business days after the date of the citation, excluding Saturdays, Sundays, and holidays that are recognized by the city. All domestic violence cases must be scheduled as directed by the court.

If the citation is issued as a result of a citizen's arrest, put the arresting person's name on the citation. All citations issued, and any related reports, shall be submitted/entered for distribution promptly to prevent delays in necessary court preparation.

Distribution of Copies

The citation form is self-duplicating. The yellow copy is given to the cited person. All other copies are submitted to the Records Unit.

Off-Duty Arrests

If the situation warrants immediate action, an off-duty officer may arrest any person for a violation of the law committed in the officer's presence. The arresting officer will complete/enter all necessary reports no later than one hour after the arrest. If the officer made the arrest while working a part time job,

all reports must be completed one hour after the officer is off the part time job.

Arrest Checks

Before any transportation of an arrested person to Jail or any official detention facility, a Watch Commander or their designee must approve the arrest. When reviewing an arrest, the supervisor should inquire of the officer what the probable cause for the arrest is. From the arrested person, the supervisor should determine if the person: knows why they are under arrest, is sick, ill or injured, or any other pertinent information.

The supervisor should take appropriate action if the answer to any question(s) is not satisfactory. The supervisor approving an arrest should make the appropriate notations on the Watch Commander's arrest log or the MDT Call Log or complete a supplementary report. Officers will document who approved the arrest and where the review occurred in the details of the report.

In Person Citizen Screening with City Prosecutor

The Salt Lake City Prosecutor's Office has stated that if officers are going to make referrals to their office for a citizen to make an appointment to "self-screen" a case per our policy on any of the above listed examples (i.e. no arrest – officer refused, no citation issued, officer has not been satisfied a crime occurred, mutual combat etc.....) *The officer will complete a detailed G.O. on the incident sufficient to allow the City Prosecutor's Office to screen the case.*

The referring officer must write a detailed general offense report articulating the address, what type of call they responded on, persons involved, alleged conduct being reported, damage to property, injuries etc..... In order to refer the citizen to the Salt Lake City Prosecutor's Office. The officer should then also note that the referral has been made.

On incidents where officers respond and there is not sufficient information to take any police action listed above, the officer should determine if the matter is a civil issue where the police department would take no action and inform the citizen that there will be no police action taken.

III-040 ASSET FORFEITURE

It shall be the policy of the Salt Lake City Police Department to pursue forfeiture of property, in proportion to the violation or crime committed, that is proceeds of a criminal act, or was used to facilitate a criminal act, such as economic crimes, investment scams, property offenses and controlled substances violations, pursuant to state or federal laws.

The Department shall designate at least one sworn officer as the Asset Forfeiture Officer (AFO) who will be the liaison with the prosecutor assigned for forfeiture cases. The AFO is responsible for ensuring that Department forfeitures adhere to state and federal law. The AFO will adhere to unit procedures relating to forfeiture.

The procedure for forfeiture of assets is regulated by UCA §24-1-1 et. seq. Some sections of the law also provide specific information about when and how assets can be seized for forfeiture.

Field Unit Procedures

Whenever reporting officers identify assets that may be subject to potential forfeiture under state law, they shall notify a supervisor and advise the supervisor of the following:

- Circumstances that resulted in the officer coming in contact with the asset(s).
- Description of the asset(s).
- Reasons that the officer believes the asset is forfeitable under state law.
- Receive permission to seize the asset.
- Property that will not be seized includes property from innocent owners, property that contains only a trace amount of controlled substance or where seizure is not in the interests of the state.
- Fill out the Salt Lake City Police Department Asset Seizure Notification form and provide a copy to the person who is in custody of the asset(s), or, if no person is present with the asset(s) leave a copy in a conspicuous place.
- Document the circumstances in a police report and provide specific information about why the asset(s) is/are believed to be proceeds of illegal activity or have facilitated an illegal activity.
- Provide notice of the forfeiture to the AFO. This notice may be given by phone or electronically.
- Follow Department procedures for the proper booking of the asset(s) in evidence.
- If the asset is a vehicle of any value or currency over \$10,000, follow the procedures defined in this policy.

Investigations Unit Procedures

Detectives shall bring any case that has the potential for asset forfeiture to the attention of the Asset Forfeiture Officer who shall:

- Review the circumstances of the case to determine if any asset has the potential to be seized.
- Begin the process for asset forfeiture, if any asset can be seized under state or federal law.
- Deal only with the asset forfeiture portion of the case, and will not investigate any other portion of the case.
- If, during the normal course of duty, an investigator locates and identifies property that may be subject to possible forfeiture, the investigator shall follow the procedures as outlined for field units.

Impoundment of Vehicles Seized for Forfeiture

Any vehicle that is identified as being possible profits of a criminal activity shall be impounded as a city impound per departmental policy and procedures. The vehicle should be held for the appropriate detective unit. The following will be documented in the report:

- Any lien holder or other person/entity that may have an interest in the vehicle.
- Whether the registered owner was the driver or a passenger.
- Any information that shows if the owner or any interest holder had knowledge of the activity that subjected the vehicle to seizure.
- If associated with narcotics, the type and weight of the narcotics found.

Seizure of Monies, Negotiable Instruments, and Securities for Forfeiture

Monies, negotiable instruments, and securities are subject to seizure if they are proceeds used, or intended to be used, to facilitate violation of State or Federal law. The following procedures shall apply to these types of assets:

- All currency should be considered as evidence, and handled as such.
- The proximity of the money to any controlled substance should be photographed and noted in the G.O. report. Money should not be co-mingled if found in separate lots.

- Currency which is seized shall be counted by two officers and placed into evidence as per department policy. Notification shall be made to the AFO.
- Once the need for the currency, as evidence, has passed, or the processing is completed, the case agent shall notify the AFO who will then facilitate the transfer to the proper accounts.
- The Watch Commander will notify the Narcotics Lieutenant whenever large amounts of cash (in excess of \$10,000) are seized for forfeiture. The Narcotics Lieutenant will facilitate a call-out of the AFO to conduct interviews prior to persons being booked or released.
- Money that has been used as “buy” money, to further a criminal investigation, and is recovered, shall not be seized for forfeiture but will be separated and recorded as being recovered.
- Negotiable Instruments and Securities will be placed into evidence as per department policy.

Seizure of Real Property

Real property will be seized only after the AFO has consulted with the Deputy Salt Lake County District Attorney handling asset forfeiture. In most cases, real property will not be seized without a seizure warrant issued by the District Court.

Federal Asset Sharing

There are two ways that the Department may qualify for Federal Asset sharing:

- Joint Investigations - When the Department participates in an investigation with a federal agency to enforce federal criminal laws which provide for forfeiture.
- Adoption - When the Department, acting without any federal participation, confiscates property as a result of enforcing a federal law which provides for forfeiture, the Department may request that the appropriate federal agency, which normally enforces the law, to “adopt” the seizure and implementation of federal forfeiture procedures.

The AFO will follow state and federal law, as well as unit procedures regarding federal asset sharing.

Expenditure of Funds from Forfeited Assets

All assets that are forfeited shall be expended in accordance with state and federal law and will comply with City budgeting and procurement procedures.

Restrictions on Transfer, Sale or Auction

Any property seized and forfeited by this Department may not be transferred, sold, or auctioned to any member of the Department.

III-050 AUTO THEFT

Investigative Procedure

- Upon receipt of a report of a stolen vehicle, the call taker will query the RMS vehicle file by license number and VIN separately to determine if the vehicle has recently been impounded or repossessed. A notation will be made by the dispatcher of the query.
- The stolen vehicle investigation will be assigned as a priority three so the call will be assigned prior to other telephonic or investigative calls.
- The initial report of a stolen vehicle may be made telephonically. If a telephonic response is not possible an officer will respond in person.
- The officer will contact the victim and confirm through the investigation that the vehicle is in fact stolen.
- The initial officer will contact dispatch via radio or phone to provide necessary vehicle information for an ATL broadcast and entry in the RMS system.
- The dispatcher/call-taker will contact Records to advise them of the stolen vehicle entry for placement on NCIC and will make a notation in the CAD log.

Salt Lake City Recovered Stolen Vehicles

When a stolen vehicle is recovered, a follow-up report will be taken. If the registered owner has recovered their own vehicle, the follow-up report can be taken telephonically. The investigating officer will see that the owner is notified as soon as possible so the owner can avoid unnecessary towing and storage fees. All attempts to contact the owner should be documented in the report.

LoJack Stolen Vehicle Recovery System

A pre-determined number of marked police vehicles have been equipped with tracking technology supplied by LoJack®. This allows officers in the field to track and locate privately owned vehicles equipped with

transponders when they are reported stolen through a law enforcement agency.

Once the vehicle is reported stolen and entered into NCIC the LoJack® database is queried for a match. If a match is found the LoJack® Tower network will activate the system. A signal is then broadcast once every 15 seconds. Dispatch/Records will receive automatic notification from NCIC that the vehicle is equipped with LoJack® following the successful entry. When Records is notified by NCIC that a stolen vehicle is LoJack® equipped, they will immediately notify dispatch, which will ATL the vehicle over the MDT. If a Patrol Tracking Unit (PTU) picks up a trackable signal, they will immediately notify dispatch that they are tracking a vehicle with their location, and call for an available back-up unit.

Officers will not divert from priority 1 or priority 2 calls to begin a track and will continue to the call unless directed otherwise by a Supervisor. Off duty units will not track without supervisory approval. If a track leads the officer out of the City limits, the officer will notify dispatch and dispatch will then notify the on duty supervisor and the applicable agency; authorization by a Supervisor is required to continue to follow the track. Upon recovery of a stolen vehicle, via the use of LoJack®, the Officer shall document such in their report. The Policy for pursuing a stolen vehicle will remain as it is currently under III-640. The Policy for LoJack® is an addendum to Policy III-050 and does not supersede it.

Notifying Owner Prior to Impounding Recovered Stolen Vehicles

Unless the vehicle is evidence in another case, the officer should have the dispatcher attempt to contact the owner by phone before the vehicle is impounded. If the vehicle is an Outside Recovered stolen, Dispatch will notify Records to send a HIT Confirmation Request to the outside agency to confirm that the NCIC Hit is still valid and the dispatcher will contact the outside agency and have them attempt to contact the owner. If telephone contact is made, the owner may respond to the scene and take possession of the vehicle or may specify another means of removing the vehicle. If the owner requests that the vehicle be towed, via telephone or at the recovery scene, a standard tow should be used in lieu of impounding the vehicle. The owner will be asked to select a towing company to perform the tow. At the owner's request, a next-in-line wrecker can be used (Note: Some agencies will not do anything over the phone, only through the NCIC hit.).

Leaving the vehicle at the place of recovery is not an acceptable option. Officers will wait a reasonable amount of time for the owner to respond. Reasonable amount of time is determined by backlog or supervisor's needs for personnel.

If the owner is unable to make a decision regarding the disposition of the vehicle, or if contact with the owner is not possible, the vehicle shall be impounded to the City Impound Lot.

If originally reported as stolen in a Salt Lake City Police case, the recovering officer will document final disposition of the vehicle in a Supplemental Report. A G.O. report will be generated if the theft was not yet discovered or had been reported to another police agency.

Notifying Owner After Impound

When a recovered vehicle is impounded, the initial officer must make every reasonable effort to notify the owner as soon as possible. If telephone contact is not possible, the officer must leave a written notification at the owner's home address.

When another agency notifies this Department of a recovered vehicle that was originally reported stolen to this Department, the person receiving the information is responsible for notifying the owner, confirming that the stolen vehicle (SV) entry is still valid, and ensuring the vehicle is removed from NCIC. If telephone contact is not possible, an officer shall be dispatched to the owner's home to leave written notification.

If the owner lives outside Salt Lake City limits, the officer or detective will contact the owner's local law enforcement agency and request they attempt to notify the owner by phone or by leaving written notification at the owner's home.

If the recovered stolen vehicle is already in a secure facility, i.e. private tow yard, it need not be transferred to the City Impound Lot. Notify the owner where the vehicle is stored, confirm that the SV entry is still valid and remove from NCIC and document the recovery in a Supplemental Report or General Offense Report.

Removal from NCIC

If the recovered vehicle was listed on NCIC by this Department, the officer or person performing the recovery will request the vehicle be removed from NCIC through dispatch service channel. This request

for NCIC removal will be documented in the Supplemental/General Offense Report.

RMS Stolen, Impound, Recovered Details Page

All stolen/recovered and impounded vehicles will be recorded in a G.O. and in the RMS SV (Stolen Vehicle) and/or the ST (Seized/Towed Vehicle) details pages.

Stolen and Recovered Vehicle

The initial information received from a complainant reporting a stolen vehicle will be entered in the RMS as a Stolen Vehicle Details page (within the G.O. report) and amended as additional information becomes available through investigation. The information entered in this report will be used by Records personnel to enter or remove the stolen vehicle or remove the recovered vehicle from NCIC. The follow-up detective will verify the RMS and NCIC entries and make any corrections necessary.

Impounded Vehicles

An officer who impounds a vehicle will notify the dispatcher of the vehicle description, reason for impound, and disposition (holds). The dispatcher shall enter this information in the Seized/Towed Details pages within the G.O. report. Records personnel use this information to determine if an impounded vehicle should be released.

III-055 AUTOMATIC VEHICLE LOCATOR (AVL)

Officers who have Automated Vehicle Locator (AVL) units installed in their vehicles are responsible for ensuring the units are activated and working during their tour of duty. If there is a problem with their AVL unit, officers must contact the Technical Support Depot to begin troubleshooting the problem. If there is a problem when the Technical Support Depot is closed, the problem should be reported to the officer's immediate supervisor so that they can advise Dispatch of the condition.

It is the responsibility of the immediate supervisor to inspect and ensure their officers AVL units are properly installed, turned on, and working.

III-060 AWOLS

The military authority will be notified of any military personnel suspected of being Absent Without Leave (AWOL). Officers of this Department will not accept any reward for the apprehension of AWOL military personnel. AWOL military personnel are normally listed on NCIC and will be accepted in the County Jail. To facilitate the return of AWOL military personnel in the event the person is not listed on NCIC, call:

Hill Air Force Base
Security Police Desk
Phone: 801-777-3056

III-070 BATON

The department issues and authorizes two tactical batons for carry and use:

Authorized for carry and use during regular duties: the department issued ASP Tactical Baton manufactured by Armament Systems and Procedures, 21 or 26-inch, black collapsible metal baton.

Authorized for carry and use in Mobile Field Force and Public Order deployment only: the department issued straight stick baton, manufactured by Monadnock, 30-inch, black, polycarbonate or 26-inch black, wooden baton.

Officers may carry the Camlock tactical baton manufactured by Bonowi, 21 or 26 inch black collapsible locking metal baton in lieu of the ASP baton under the following conditions:

- The requesting officer must purchase the baton and carrier at their own expense.
- The baton will be inspected by the Training Unit to ensure it meets guidelines.
- Officers are required to attend transition training with the Camlock baton which will be provided by the Training Unit.

Requirements

- All sergeants and officers will be certified in the use of the ASP/Camlock tactical baton and the straight stick baton.
- Sergeants and officers in a uniform will carry or have readily available as an optional weapon the ASP/Camlock tactical baton. If an officer chooses not to carry the ASP/Camlock baton, they must carry ADT.
- Sergeants and officers will recertify annually with both authorized batons.

- ASP and straight stick certification/recertification are available to Lieutenants and Captains on an optional basis.

Training and Certification

The Training Unit will provide basic training, certification and recertification of the ASP/Camlock tactical baton and the straight stick baton. Sergeants and officers must maintain certification for the ASP/Camlock tactical baton and straight stick baton by successfully completing a recertification class annually. The Training Unit will provide classes of an on-going nature for officers unable to pass the certification/recertification test. Employees not ASP/Camlock certified are prohibited from carry and use.

Use of the ASP

ASP/Camlock certified personnel may use the ASP/Camlock tactical baton in intermediate force situations. Intermediate force is force requiring more than empty-handed force but less than deadly force.

Non-target Areas

ASP/Camlock and straight stick baton certified personnel will not deliberately strike another person with a baton on the head, neck, solar plexus, spinal column, kidneys, or in the groin area unless such action meets the criteria for use of force outlined in SLCPD policy III-310.

Medical Assessment

Prior to releasing or incarcerating an individual struck by a baton, the employee will have that person examined by qualified medical personnel.

Required Reports Relating to the Use of a Baton

When an employee utilizes a baton against a suspect the employee will complete a G.O. report if assigned the initial case. The employee will complete a standard Supplementary Report if assisting the initial officer. The reports will describe the nature of the incident and the reasons for the application of the force used.

In all cases where the person has been arrested or force is used as described above, the employee is required to complete a Supplementary-Control of Persons report, in addition to the other reports required above, in reference to each person on whom a baton was used.

The Supplementary-Control of Persons report will be completed and submitted along with other police reports to the Records Unit.

Every effort will be made to photograph and document any injury received by an employee or any other person if injuries occur by use of a baton. The employee will note in the report if photographs were or were not taken. If photographs were not taken the employee will state why.

The report requirement also applies if employees find it necessary to defend themselves with a flashlight, handcuffs, ticket book cover, or any other implement whose primary purpose is not defense. If employees use an implement other than a baton in an intermediate force situation, they are to follow the requirements outlined in this section.

Use of the Straight Baton

Employees not certified on the straight baton are prohibited from carry and use. The straight baton is authorized in Mobile Field Force and Public Order deployments for crowd or individual deployments as an impact or pushing/directional implement.

III-080 BLOOD RELATED PROCEDURES

Drawing Blood for Forensic Purposes

Some investigations require taking a blood sample from individuals for forensic purposes. Depending on the circumstances, either the Medical Examiner or specially trained Salt Lake City Police Department (SLCPD) personnel will perform blood draws for the Police Department.

Requesting a Blood Draw

Blood samples of a deceased victim/suspect shall be drawn by the Medical Examiner, usually after the body has been removed from the scene. All other blood samples shall be drawn by SLCPD personnel.

Except under authorization of a search warrant, requests for a blood draw must be approved by an on-duty supervisor. The request will be directed to the on-duty Watch Commander, who will authorize the call out of off-duty SLCPD phlebotomists. The Watch Commander will request a phlebotomist through Dispatch, where a phlebotomist rotation list will be kept. The request shall include the Officer's name, the SLCPD case number, and the requested location for the blood draw.

Location

All forensic blood samples, except those drawn by the Medical Examiner, shall be drawn by SLCPD personnel at a secure location coordinated by the investigating Officer and SLCPD phlebotomist personnel, i.e. the jail, a hospital, the PSB, Fire Stations, other appropriate facilities, or at the scene of the investigation.

Procedure

An officer will witness and document the blood draw from the subject. The officer will document the date and time of draw, the SLCPD phlebotomist's name, and the arm from which the blood is drawn.

The phlebotomist will record the subject's name on the vials and both the phlebotomist and the witnessing officer will initial the vials. The phlebotomist will then seal both vials with evidence tape. The phlebotomist will place the samples in a padded envelope and both the phlebotomist and the officer will sign across the sealed envelope. The phlebotomist will then place the blood samples and accompanying DUI Toxicology Analysis Request Form into Evidence, locked in the refrigerator. The phlebotomist will document all of this information in a Supplementary Report.

Drawing Blood for Source Patient Testing (Blood Borne Exposures)

In the event of a significant exposure to an employee of this department or the Salt Lake City Fire Department, and when circumstances prohibit the transport of a source patient to a receiving facility, SLCPD phlebotomists are authorized to perform source patient blood draws for submission to the University of Utah Medical Department.

Forms

Toxicology Analysis Request Forms are available in Police Buildings and from SLCPD phlebotomists who perform blood draws.

- The Officer will fill out the DUI Toxicology Analysis Request Form specifically: the Subject Information box, Agency Information box, Offense Information box, and the Analysis Requested box.
- The phlebotomist drawing the blood will fill out the Specimen Information box.
- The Chain of Custody box will be accurately completed by all persons handling the evidence.

State Exposure Reporting Forms (ERF 350) are available on the P drive in the FORMS folder and from SLCPD phlebotomists who perform blood draws. This is the only form that must be completed for exposure blood draws

Analysis and Evidence Process

Forensic Blood Samples

An Evidence Room Technician will transport blood samples from the Evidence room to the State Department of Health Laboratory Services for analysis as soon as possible. The Technician will also retrieve any analyzed blood samples at the Lab and return them to Evidence.

Phlebotomist program

Phlebotomists will be chosen from the 500 series employees and trained to the State of Utah Health Department standards. Once trained, officers will complete the State certification process before performing blood draws for the department.

The program will consist of a pool of employees that will function as Salt Lake City Police Department phlebotomists. The phlebotomists will be called to service in the following manner; off duty callout, if off duty phlebotomists cannot respond within 30 minutes, then the on duty phlebotomist may be used to draw blood.

The Special Operations Division Field Support Lieutenant is responsible for maintaining certification records, and submitting the rotation list to Dispatch.

Phlebotomists will be responsible for the extraction of the blood evidence, booking the blood sample into evidence or transporting the blood to medical facilities for source blood testing, and at times, will assist with the electronic warrant process to obtain blood evidence.

Off duty phlebotomists will respond to the location decided upon by the requesting officer and must be able to arrive at the scene within 30 minutes of the callout. Off-duty phlebotomists will respond in plain clothes attire suitable to represent the Salt Lake City Police Department, and will be compensated per the 500 series MOU.

Transfer of Blood from one Medical Facility to Another

Occasionally, this Department will be asked to assist in the transfer of blood from one facility to another if the transfer must be expeditious to save a life. This Department will cooperate when requested to assist with such a transfer. The transfer may be made using emergency equipment.

III-090 BOMB THREAT/EXPLOSIVE DEVICES

Upon receipt of a bomb threat, the watch commander will be notified immediately. The watch commander has overall responsibility and will determine the action necessary to cope with any incident involving bombs or explosives.

The beat officer, working at the direction of the field sergeant, will proceed to the scene, contact responsible parties, provide advice, collect data and secure the scene.

The watch commander will determine if Bomb Technicians are required. If any question or uncertainty exists, the watch commander should request a Bomb Technician to respond via the Bomb Lieutenant.

Unless an actual or suspected explosive item is found, the decision to evacuate and search or to take no action at all rests with the responsible party of the victim location. Police personnel shall only advise the management concerning safety and assist in evacuation and security if required.

In any of the following situations, the investigating officer must complete a report. Supplementary reports shall be completed by any officer taking any action in connection with the incident.

Found Bomb / Improvised Explosive Device

When a reported bomb is verified, the watch commander will be notified immediately. Requests for Bomb Squad call out must be made through the watch commander or a field supervisor in the watch commander's absence. The watch commander will notify the Bomb Lieutenant who will determine the number of technicians required and notify them to respond. When possible, at least three Bomb Technicians will respond. When called to respond, on-duty Bomb Squad members will notify their respective supervisors.

Police officers shall assist the responsible party of the victim location in conducting emergency plans (except searching) of evacuation, safety, security and crowd and traffic control.

If a device or suspected device is located, Bomb Technicians will determine the rendering safe procedures and inform the Incident Commander who will inform the responsibility party of their decisions. If the business management does not agree to follow the procedures suggested by the Bomb Technicians, the watch commander will determine actions appropriate in the interest of public safety. Bomb Squad members will conduct the rendering safe procedures in accordance with FBI and SLCPD Bomb Squad SOP, keeping the safety of human life paramount.

Bombing / Explosion

If an explosion occurs, the watch commander shall assign adequate personnel to secure the scene and deal with the emergency. The Bomb Squad shall be notified by the watch commander through the chain of command and shall respond to the scene of the explosion to:

- Check for secondary devices or explosives.
- Collect, preserve and store evidence.
- Interview witnesses.
- Initiate follow-up.

Explosive Materials Recovery / Transportation

Officers who respond on explosive materials calls will first attempt to determine if the suspect items are explosives or possible explosives. If this cannot be determined or the suspect items are believed to be explosive materials, the responding officer will contact their supervisor, who will request a Bomb Squad response through the watch commander. Only Bomb Squad members will handle explosives.

Commercially packaged fireworks, which have not been tampered with, can be handled by the patrol officer and transported to the yellow flammables storage bunker at the "Bikes and Large Items Storage" facility located at 635 West 700 South. The key to this bunker is available in the technical support office or the dispatch office. Only fireworks which are not designed to be launched into the air may be placed in this bunker.

All explosives, explosive and incendiary devices, salute fireworks, and improvised fireworks, will be

handled by Bomb Squad members through call-out procedures.

Explosive Storage Locker

The explosives storage bunker is located at 2200 North 4000 West. The west bunker is for storing explosives and is only to be accessed by Bomb Squad members. The only types of hazardous materials to be placed in the bunker to the east are:

- Blasting caps
- Fireworks
- Ammunition (.50 caliber and over)
- Fuse
- No flammable liquids in either bunker

Bomb Squad members will transport materials from the yellow flammables locker at 635 West 700 South to the east explosive evidence bunker. Blank evidence sheets are available in each storage area. The officer must complete a Property Exhibit Report.

III-100 BONDING COMPANY AGENTS

The current court view is that a person who jumps bail has chosen his jailer (bondsman). The jailer may retake their prisoner at any time and any place the bondsman finds the (bail-jumper) prisoner. The jailer (bondsman) may cross state lines and need not bother with the extradition process.

The bondsman is liable in damages for injuries to third parties. The fact a person was recaptured in a third party's home will not defeat the validity of the recapture.

General Information

When called to a situation where warrants are being served, the officer is to determine the identity of all persons involved including the arrested person and to review the credentials of the arresting persons.

If the persons executing the warrants are bail bond company agents, they will have one of the following:

- A warrant of arrest
- Bond revocation order
- A commitment issued by a court

They should also have proof they are acting as agents of the bonding company. If they have such court papers and proof of agency, officers are not to interfere

with the agent, except to make certain that people other than the arrested person are not affected by the bonding company's agent's actions.

Bonding company agents should carry the necessary court papers for their own protection; otherwise they may be subject to arrest and prosecution.

Disposition of Arrested Person

If the bonding company or their agent does not have the necessary documentation showing the person jumped bail and there is confirmation of the warrants, the person is to be booked in jail on the warrants to await extradition. If the warrants were issued by Utah courts, the person may be turned over to any Utah Peace Officer for any necessary transport, booking in jail, or appearance before a magistrate.

If there is no confirmation of court authority and no necessary documentation in possession of the bonding agent, officers should document the incident in a G.O. and no arrest should be made.

III-110 BRIBES OFFERED BY SUSPECTS OR VIOLATORS

If a traffic violator or suspect offers an officer a bribe, the officer should politely but firmly, refuse the offer. Under no circumstances shall the officer reach for or touch any money offered. Once the offer is retracted, the officer should take the action appropriate to the traffic violation committed. The officer should assume the offer of money was a mistake. There is no reason to discuss it.

If the violator is persistent the officer should ask what the money is for. If the suspect specifically states that the money is in lieu of a citation or arrest, the officer shall confiscate the money, mark it for evidence, and immediately place the violator under arrest. All incidents of this nature will be documented in a G.O. report.

III-120 PROPERTY CRIMES UNIT

Property Crimes investigations include Burglaries and Larceny thefts from residential and business dwellings. Responsibility for the initial investigation rests with the assigned patrol officer. Detectives will conduct follow up investigations on all cases where there is information available that may lead to solving the crime, (i.e. serial numbers, identifying markers on property, probable suspect information,

and physical evidence, photos, video and/or eye witness information).

Investigations where there is no immediate follow up information available (i.e. no serial number, no identifying markers on property, no suspect information, no physical evidence, no photo, video, witness and/or other leads) the case may be deemed as an “information only report” by the patrol officer.

A general offense report will be completed and a Property Crimes Priority form will be left with the victim. The Property Crimes Priority form will be located on the “P” drive. The Patrol officer will check the box informing the victim that they ***“will not”*** be contacted by a detective. The officer should also take the time to explain to the victim that they can either mail in the Case Priority form or go online to Slcpd.com and complete the additional information form. If there is new or additional information that would give cause to re-open the investigation, a detective will make contact.

Upon review, the Patrol Sgt. will submit the “information only” report. The Property Crimes Sgt. will then receive and close the case based on the above criteria. No further follow will be necessary, but the case may be re-opened at a later date if needed by the detective.

III-130 BUSINESS LICENSES – PROCESSING APPLICATIONS

When required by Salt Lake City Code, the Salt Lake City Business License Officer refers applicants for licensing to the Chief of Police. The Chief of Police shall recommend approval or denial of the license based on the character of the applicant, the nature of the business, the character and reputation of persons who frequent the business, or any other determinants specified by City Code.

Processing Applicants

The Chief of Police has designated primary responsibility for investigating license applicants or inspecting business and vehicles for compliance with licensing regulations to the Bureau/Unit Commanders. The Bureau/Unit Commanders shall assign personnel to complete the investigations and make any required reports or recommendations to the License Office.

Investigative Responsibility (Relating to Business License Applications)

Strategic Deployment Bureau:

- Alcoholic Beverage
- Auction House
- Card Clubs
- Coin-Op Amusement Devices
- Dance Halls, Restaurants, Taverns & Private Clubs
- Dating Services
- Locksmiths
- Pool Halls
- Private Clubs
- Professional Dancers
- Rooming or Boarding House
- Sexually-Oriented Business
- Solicitors
- Theaters & Concerts
- Vending Carts/Sidewalk
- Wreckers

The applications are initially handled by the Records Unit. If there is any question as to whether to grant these licenses, the application and supplemental documents will be forwarded to Special Operations for investigation. Special Operations will notify the applicant and will be prepared to appear in any license hearing.

Detective Division:

Pawn Shop, Antique, Secondhand, or Scrap Metal Dealers

Management Services Bureau:

Alarm Licensing

Records Division:

In addition to collecting any fees associated with the licensing investigation, the Records Division shall be responsible for fingerprinting, photographing, and licensing:

- Auctioneers
- Dancers and Agents
- Locksmiths
- Sexually-Oriented Businesses (Escort Services)
- Solicitors

III-140 CONDUCTED ENERGY DEVICES (CEDs)

A Conducted Energy Device (CED) uses compressed nitrogen to project two probes a maximum of 25 feet. An electrical signal is sent to the probes, via small wires. The device may also be deployed without firing the probes, by making direct contact with a subject's body.

Issuing, Carrying and of the CED Returning

Only trained and approved personnel shall carry and use a CED approved by the Chief of Police. Approved personnel may only use Department issued CEDs and CED cartridges. All officers, sergeants, and lieutenants in uniformed assignments will carry and maintain certification with the CED.

The CED will only be carried in an approved holster on the officers support hand side or in a manner that requires the CED to be drawn from the holster with the support hand. Once the CED is drawn from the holster with support hand it may be transferred to the primary weapon hand for target acquisition and/or deployment. No cross draw configuration is allowed where the officer's instinctive draw would cause them to draw with the primary or weapon hand. The only authorized holster for the CED is the department issued, Blackhawk SERPA.

All personnel that are issued a CED should perform a one second "spark test" prior to the beginning of each shift to ensure their CED is functioning properly. CEDs that are found to be malfunctioning will be returned to the Training Unit for repair or replacement.

Training and Certification

All personnel who carry and/or use a CED must first successfully complete the Department CED certification program, to include a written and practical test. A mandatory re-certification program will be completed annually.

Use of a CED on Persons

CED certified personnel may use the CED in intermediate force situations when a dangerous or violent subject aggressively resists or attempts to flee.

The CED is not intended to replace a firearm in deadly force situations.

Additionally, the CED may be used to protect a subject when that person is either attempting to injure himself or commit suicide and approach by officers would be unwise.

Target Areas

Center mass of the body and/or legs should be the target area when firing a CED, particularly the center mass of the back.

Unless deadly force is warranted, officers shall not intentionally deploy the CED as follows:

- To the head, neck and genitals of all subjects.
- To the breast(s) of a female.
- To a pregnant female, if the officer has knowledge of the pregnancy.

Special Considerations

Officers deploying a CED should take into consideration the following:

- Age of the subject.
- Situations where the subject may fall from an elevated position (i.e. edge of a rooftop, tree, bridge, overpass, etc.) and receive injury after deployment.
- Occupants in a position to operate a motor vehicle. Deploying a CED on a driver of a moving motor vehicle is prohibited.
- If feasible, officers should give a verbal warning before deployment of the CED.
- Officers should use reasonable caution when delivering multiple cycles to a subject. The same standard as required for initial deployment will apply to each subsequent cycle. The governing factor when considering additional cycles of a CED is whether it is objectively reasonable.
- No more than one officer should activate a CED against an individual at a time.

Prohibited Uses

A CED has the ability to ignite flammable liquids. It will not be deployed at subjects who have come in contact with flammables or in environments where flammables are obviously present, such as clandestine laboratories, auto shops, etc.

The CED will never be used punitively or for purposes of coercion. Officers will not threaten or display the arc towards the subject. This is referred to as "sparking."

Use on Animals

A CED may be deployed on a dangerous animal when the animal is threatening or attacking a citizen, an officer or other animal.

Duties after Deployment

- Immediate action should be taken to care for the injured, to apprehend any subjects, and to protect the scene.
- Once the subject is restrained or has complied the CED should be turned off.
- A CED will not be left unattended except in exigent circumstances as when an officer is forced to act alone in taking custody of an immediate threat.
- Medical personnel will be summoned to the scene to assess the subject. If the exam or other circumstances dictate the subject needs further medical treatment, the subject will be transported to the nearest medical facility. Medical treatment will not be refused for anyone who requests it.
- Qualified medical personnel will remove all probes. Fire Department paramedics, private medically certified technicians and doctors are qualified medical personnel.
- Officers should inspect the probes after removal to ensure that the entire probe and probe barb has been removed. In the event that a probe, or probe barb has broken off and it is still embedded in a subject's skin; the subject should be provided appropriate medical attention to facilitate the removal of the object.
- Document in a G.O. report how the barbs are removed from the subject and by whom, i.e. type of medical personnel, removed by subject or fell out on their own.
- Photographs will be taken of probe impact sites and any other related injuries.
- Probes that have been removed from skin will be treated as biohazard sharps. They should be placed point down into the expended cartridge bores and secured with tape.
- Officers will attempt to locate some of the yellow, pink and clear colored "micro-dots" dispersed at the time of the cartridge firing. These will be collected and placed into evidence with any expended cartridges.
- Involved personnel will attempt to locate and identify any witnesses to the incident.
- Officers shall refrain from discussing the incident until the arrival of an on scene shift supervisor or other administrator. The involved personnel will brief them of the circumstances surrounding the incident and what action has taken place.

- The deploying officer(s) will fill out a G.O. report form to include the appropriate use of force details report.
- Book the offender into jail or take other appropriate action. Jail personnel shall be informed the subject was controlled by use of a CED.
- The deploying officer will contact the Training Unit and have a data download performed on the CED after each deployment.
- All accidental deployments of a CED shall be documented by a G.O. report with a hardcopy forwarded to the Division Commander.

Supervisor Responsibilities

- The first supervisor on scene should ensure that proper care is given to injured officers and/or citizens.
- The supervisor should ensure all responsibilities of the officer have been carried out regarding care for the injured, apprehension of the subjects and protection of the scene.
- The supervisor shall notify the Watch Commander of any CED deployment.
- The supervisor shall ensure that a G.O. report including the appropriate Use of Force report is completed.

Off Duty CED Use

While off duty, officers may carry their issued CED. CEDs carried on duty or off duty while not in uniform shall be concealed from the public view.

Storage of CED

CEDs will be stored in the same manner as firearms. Officers will not leave a CED in police vehicles overnight unless the vehicle is parked in a locked garage.

CED Data Download and Storage

All CEDs will have a data download performed at least once per year. These records will be maintained in the Training Unit.

III-150 CLANDESTINE LAB RESPONSE

Clandestine Labs usually consist of precursor chemicals, glassware, vent bag, tubing, and/or other manufacturing equipment. As the trends of manufacturing are constantly changing, labs may be

found in a variety of stages. In each stage, they are to be considered hazardous because of the volatile and toxic chemicals involved.

Discovery Procedures

Any employee coming in contact with a known or suspected clandestine drug lab will ensure that the proper safety measures are taken and adherence is assured to the following steps:

- Secure suspects or occupants of the premises.
- Do not attempt to turn any electrical, heat, and/or water supply on or off.
- Do not touch anything inside the clandestine lab.
- Immediately exit the location with the suspects and occupants.
- Leave the doors of the premises open.
- Cordon off the area and notify a supervisor.
- Do not place contaminated persons and suspects in police vehicles until the persons and suspects have been decontaminated.

Notification

- The Sergeant and Watch Commander will be notified upon discovery of a clandestine lab.
- The Watch Commander or designee will notify the Narcotics Lieutenant who will initiate a narcotics detective call-out
- The Watch Commander should also consider notifying the Fire Department.

The Narcotics Unit will respond and make an assessment of the situation. If an assessment confirms the presence of a clandestine lab, certified agents will conduct a search of the premises. The Narcotics Unit will be responsible the following:

- Obtaining the DEA case number, the mandatory report case number, and the general offense case number.
- Designating the case agent who will initiate a case for screening.
- Making arrangements to receive a copy of all evidence sheets including the DEA Evidence Checklist, the Hazardous Waste Inventory Checklist and the Utah State Criminalistics Laboratory checklist.
- Photographing and processing any evidence at the scene and ensuring that interviews are conducted.
- Ensuring that all contaminated persons have been decontaminated prior to being transported.
- Completing reports to document the actions taken.

III-160 CONFIDENTIAL INFORMANTS

Should any officer of the Salt Lake City Police Department intend to utilize the services of a Confidential Informant (CI), an evaluation will be made by the unit supervisor. It shall be incumbent on the officer to divulge the identity of any CI to the unit supervisor or command staff upon request. No CI will be utilized without the approval of a supervisor.

It is the responsibility of all Salt Lake City officers to maintain the confidentiality of all CI's identities, related investigative activities and all information that could compromise the confidentiality of a CI.

Procedure

The Narcotics Unit Sergeant will be the (sole) custodian of CI files and will have the responsibility for maintaining all records, documents, etc. regarding confidential informants in a secured central repository/master file.

An officer, upon contacting a potential CI, shall have the following responsibilities (in conjunction or with the assistance of an undercover officer familiar with the CI packet, requirements, and restrictions):

- Complete a CI information packet which shall include the following:
 1. Informant Payment Record, kept on top of the file. This record provides a summary of informant payments and associated case numbers.
 2. Informant Establishment Report; including complete identifying and locating data, plus any of the documents connected with the informant's establishment.
 3. Current photograph and fingerprint card (or FBI/State Criminal Identification Number).
 4. Cooperating Individual Agreement.
 5. Receipt(s) for Purchase of Information.
 6. Copies of all debriefing reports (except for the Headquarters case file).
 7. Copies of statements signed by the informant (unsigned copies will be placed in appropriate investigative files).
 8. Any administrative correspondence pertaining to the informant, including documentation of any representations made on his behalf or any other nonmonetary considerations furnished.
 9. A criminal history or statement that none exists.
 10. Any deactivation report or declaration of an

unsatisfactory informant. A check for warrants shall be conducted and if the CI does have outstanding warrants, the unit supervisor will be contacted and advised. The officer will contact the appropriate prosecuting attorney's office and discuss how to proceed with the CI **before** the CI may be used. The prosecutor will have the sole authority to decide how to proceed.

11. A CI sequence number. The sequence number will be assigned by the custodian of the CI files.

NOTE: A CI may be utilized without having been assigned a sequence number in exigent circumstances; however, all above criteria must be met. A sequence number will be assigned by the custodian of the CI files at the earliest opportunity.

If the CI is already on file, the information need only be updated to fulfill the requirements above.

Contact with a new CI shall be reported to the officer's Sergeant or immediate supervisor who will then have the following responsibilities:

- Ensure the packet is complete and the prospective CI meets the eligibility requirements.
- Provide the CI packet to the custodian of the CI files at the earliest opportunity. If circumstances prevent this, secure the CI packet in a locked cabinet or safe until the packet can be provided to the custodian of the CI files.

The custodian of the CI files shall:

- List the CI numerically with the next sequence number available in the Informant Index Book. This number will be cross-indexed with the alphabetical index by the custodian of the CI files. Care should be taken to ensure that only one number is assigned to a specific CI for the duration of service. The Informant Index Book will be kept in the secure master file cabinet or the safe.
- Record the CI in an Informant Index Book alphabetically by the CI's last name. The name and badge number (IBM) of the officer working with the CI and the date will also be listed.
- Provide the CI number to the officer(s) involved.
- Secure and maintain the CI Information Packet in the master file secure cabinet or safe.

All CIs are assets of the Salt Lake City Police Department rather than a specific controlling

investigator. If a supervisor determines that a CI could better be utilized by another investigator, group, or office, the control of the CI will be transferred.

Money Disbursements/Receipt of Special Funds Forms

An informant payee receipt shall identify the exact amount paid to and received by the informant payee on the date executed. Cumulative or anticipatory receipts are not permitted. Once the receipt has been completed no alteration is allowed. The agent shall prepare an informant payee receipt containing the following information:

- a) A description of the information/evidence received.
 - b) The amount of payment, both in numerical and word form.
 - c) The date on which the payment was made.
 - d) The signature and number of the informant payee.
 - e) The signature of the case agent or officer making payment.
 - f) The signature of at least one other officer witnessing the payment.
 - g) The signature of the first line supervisor authorizing and certifying the payment
 - h) ALL Receipt of Special Funds forms must have a fingerprint of the payee (right index finger) on the office copy of the receipt.
- No disbursement of Special Evidence Funds will be made until the requirements of policy are met. Only in exceptional circumstances will funds be paid to a CI without the CI completing a signed, witnessed receipt. These cases must have prior authorization from the supervisor.

Accounting and Control Procedures

Refer to the Salt Lake City Financial Service Unit policy on the Control and Use of Confidential Special Evidence Funds for more detailed information regarding administrative accounting and control. This policy may be found on the P Drive under Special Evidence Funds Policies.

Informant Contacts

- When an officer contemplates any CI use, they shall request prior authorization from their immediate supervisor.
- A CI should be able to contact **two** controlling officers at all times while the CI is actively

- providing information on an investigation.
- At least two officers will be present at all meetings with CIs.
- Contacts between Salt Lake City Police Officers and CIs or prospective CIs must be conducted on a professional basis only. Personal business, social, or romantic or sexual relationships between Salt Lake City Police Officers and CIs are strictly prohibited. If a CI is an acquaintance, family member, or friend of an officer, the officer shall never be the controlling officer of that CI.
- All CIs will be thoroughly searched both before and after participating in a controlled purchase of narcotics or other investigative activity.
- A CI will not be permitted to carry a firearm or other weapon during undercover meetings (even if the CI has been issued a concealed carry permit).
- A CI must not be left unsupervised in any Salt Lake City Police Department building. When possible, a controlling officer should attempt to meet CIs away from the police department or other secured areas. An officer should make every attempt to insure that a CI sees no more undercover officers or undercover vehicles than absolutely necessary.
- An officer must inform CIs that working with other agencies while they are working with the Salt Lake City Police Department will not be allowed.
- Officers must always remember not to disclose operating procedures to a CI. Items such as available money, investigative techniques, and the identity of other CIs or other investigations that the CI is not involved in must not be discussed.

An officer must keep chronological notes in the CI information packet each time the officers meet with a specific CI.

Ethical Considerations when Dealing with Confidential Informants

An officer that is considering acquiring a CI for the use by the Salt Lake City Police Department must make every effort to verify the accuracy of information provided by the CI. If the CI has worked with other agencies in the past, the officer will contact that agency to assess the reliability of the CI. If the CI has been deemed unreliable by another agency, the officer and the supervisor will evaluate the circumstances and determine if the CI can be used. A CI deemed unreliable by another agency will generally not be used by the Salt Lake City Police Department.

When a CI is providing and/or gathering information for the Salt Lake City Police Department, the controlling officer will always keep the safety/welfare of the CI in mind. An officer should not place a CI in a situation where they must use narcotics.

An officer must always keep the CI's motivation in mind (i.e. - money, working off charges, revenge, eliminating the competition, etc.).

Undesirable Informants

If background, work product, reliability, etc., is or becomes problematic, the CI will be identified as undesirable. Undesirable CIs will not be used without specific review and approval by the Office of the Chief.

If the name and number are already recorded in the "Informant Index Book":

- The supervisor will make a notation next to the alphabetical listing of the CI's name in "Informant Index Book" – UNDESIRABLE.
- The supervisor will also write UNDESIRABLE across the front of the informant information packet and give a brief description in the informant packet as to the reasons why the CI was judged undesirable. The informant information packet of a CI that has been deemed undesirable will be placed in a separate location in a locked cabinet.

If the name and number are not yet recorded in "Informant Index Book":

- The supervisor will list the CI's name in the alphabetical listing of "Informant Index Book" with the notation UNDESIRABLE next to it. A number will not be issued.
- The supervisor will write UNDESIRABLE across the front of the informant information packet and give a brief but specific memorandum as to the reasons why the CI was judged undesirable. The supervisor will then retain the file for future reference.

III-170 CONTINUOUS CALLERS

Officers shall respond to assignments from the dispatcher, even if the complainant is of limited credibility or is a chronic complainer. Proper report procedures shall be followed.

If the investigating officer feels the complainant is making unjustified calls to the Department, the matter should be reported in writing and submitted through the chain of command to the officer's Division/Unit Commander.

After review, the Division/Unit Commander, will propose a course of action in response to the problem and submit the proposal for approval by the Bureau Commander. If the problem can be handled within the bureau, the commander will approve the proposed action and send written notification to the Communications Division.

If the response requires assistance from another bureau, such as contact by the Community Intelligence Unit or Crisis Intervention Team, it will be resolved at the administrative level.

Officers responding to such calls shall maintain a professional demeanor. Officers and dispatchers making reference to any person whose name appears in this file shall use the term "continuous caller."

III-180 DEATHS AND SUICIDES

Investigative Responsibility Relating to Deaths

This Department will investigate any reported deaths to determine if any criminal responsibility exists for the death. Officers assigned to investigate such situations must approach with caution so as not to destroy evidence. Each case must be considered a homicide until proven otherwise.

The initial investigating officer will have the responsibility for the notification of the next of kin unless otherwise directed by a supervisor, the Watch Commander or the assigned follow-up detective. All notifications will be made in the manner specified below under the heading Death Notifications.

Natural Deaths

If the reported death does not appear to be the result of foul play, the officer will determine if the death was "attended" or "unattended."

Attended Deaths

The deceased has been seen by a physician at the time of death, or within thirty days prior to death, and, this attending physician believes the probable cause of

death is consistent with the medical condition being treated and is willing to sign the death certificate.

Although attended deaths are reported to the police and the body is not turned over to the Medical Examiner's Office, officers should consider future developments that may arise at a later time. Therefore, accurate reporting, inventory of the scene, and sufficient photos of the deceased and surroundings are essential.

Unattended Deaths

The deceased was not attended by a physician within the past thirty days, but investigation shows no evidence of foul play. The death will be classified as unattended and the body will be removed to the Medical Examiner's facility. The Medical Examiner's Office in some instances may request that the deceased in unattended death cases be taken directly to a funeral home. These cases usually involve situations of extreme old age or long term chronic illness on the part of the deceased. The investigating officer will arrange transportation of body. The transporting mortuary will either be selected by the next of kin or from the next-in-line list. Notification of the next of kin will be the responsibility of the initial officer unless otherwise directed by a supervisor, the Watch Commander or the assigned follow-up detective. Although unattended deaths are reported to the police and investigation reveals the death to be of natural causes, officers should consider future developments that may arise following any investigation. Therefore, accurate reporting, inventory of the scene, and sufficient photos of the deceased and surroundings are essential.

Suspicious Deaths: Medical Examiner

Generally, Medical Examiner Investigators respond to calls by this Department. Any criminal investigation of the death is the responsibility of this Department.

Jurisdiction of Medical Examiner

When investigation reveals the cause of death to be questionable, the Medical Examiner shall assume lawful custody of the deceased body. Such incidents include:

- Deaths by violence, gunshot, suicide, accident;
- Sudden death while in apparent good health;
- Unattended deaths;
- Deaths under suspicious or unusual circumstances;
- Deaths resulting from poisoning or overdose;

- Deaths resulting from diseases that constitute a threat to public health;
- Deaths resulting from disease, injury, toxic effect, or unusual exertion incurred within the scope of the deceased's employment;
- Deaths due to Sudden Unexplained Infant Death Syndrome (SUIDS);
- Deaths resulting while the deceased was in prison, jail, or police custody;
- Fire related deaths;
- Fatal traffic accidents (the Medical Examiner will be involved if requested).

The Medical Examiner will be notified by this Department without delay unless follow up detectives are called out, at which time the follow up detective will determine when the Medical Examiner's Office will be contacted. The body shall not be moved from the scene without the permission of the Medical Examiner. The Medical Examiner or Medical Examiner's Investigator shall enter the scene only with permission of the ranking officer at the scene, or, in cases involving violence or suspected arson, the assigned homicide investigator.

Transportation of Body

If investigation reveals that the death was suspicious or unnatural, the body will be removed to the Medical Examiner's facility for further examination.

Evidence Relating to Deaths

Investigating officer(s) shall collect, properly mark and place in the Evidence Room all evidence found at the scene. Whenever possible, evidence should be handled only by one officer.

Suicide notes: The original note will be seized by this Department. A copy of the note will be provided to the Medical Examiner upon request. The original note should be properly marked and placed in the Evidence Room.

Pills or poisons: Containers and the contents thereof, suspected of containing pills or poisons shall be seized by the Medical Examiner unless these items are evidence in a homicide case. All items released to the Medical Examiner must be inventoried and noted in the police report.

Clothing and ligatures: All clothing and ligatures shall be left on the body and shall not be removed at the scene by police investigators, except where necessary to enable the investigative agency to proceed without

delay in the investigation. The body, clothing, and ligatures, etc., shall be transported to the Medical Examiner's Office. Transportation arrangements will be handled by the Medical Examiner's Office. Law enforcement personnel may be present during the autopsy and may then seize any clothing, ligatures, etc., after the Medical Examiner has completed their use of such items for the purpose of their investigation.

Hands: Hands will be bagged at the scene by the Medical Examiner personnel at the request of the investigating officer or at the Medical Examiner's own discretion. Fingerprints will be taken at the Medical Examiner's Office after the Medical Examiner has conducted necessary tests involving the hands of the deceased. Fingerprints may be taken at the scene with the approval Homicide Sergeant, in consultation with the Medical Examiner's Office.

Body Temperature: Body temperature may be taken by the Medical Examiner if requested by the investigating officers or the District Attorney's investigator.

Photos: Once admitted to the scene, the Medical Examiner may take whatever photos deemed necessary. The Crime Lab will also take any photos deemed necessary for the Police Department.

Items seized by the investigating officer that are suspected of having caused a victim's death may be examined by the Medical Examiner upon request.

Suicide

Any apparent suicide will be investigated as a suspicious death.

The initial investigating officer will examine the scene and confer with their supervisor or the Watch Commander to determine if there is a need for a follow-up detective at the scene. The Watch Commander or supervisor will facilitate a call out of detective personnel if necessary. If detectives are called out, the initial investigating officer will secure the scene until the follow-up detectives arrive.

The initial investigating officer will notify the Medical Examiner's Office and provide information as may be required. The initial investigating officer will proceed with an investigation that should include photographs and the collection of any relevant physical evidence, prior to the transportation of the body by the Medical Examiner.

The initial investigating officer will have the responsibility for the notification of the next of kin unless otherwise directed by a supervisor, the Watch Commander or the assigned follow-up detective.

Death Notifications

This Department will investigate any reported deaths to determine if any criminal responsibility exists for the death. Officers assigned to investigate such situations must approach with caution so as not to destroy evidence. Each case must be considered a homicide until proven otherwise.

The initial investigating officer will have the responsibility for the notification of the next of kin unless otherwise directed by a supervisor, the Watch Commander or the assigned follow-up detective. If follow-up detectives are called to the scene, the assigned detective will direct notification of the next of kin. Whoever makes the notification must do so IN PERSON. If the next of kin resides outside of Salt Lake City the notifying officer will attempt to contact the local jurisdiction where the NOK resides in order to have the local jurisdiction make a PERSONAL notification. If the officer is unable to make contact with the local jurisdiction the officer will direct the Records Unit to send an NLETS message to the appropriate jurisdiction requesting a PERSONAL notification. If the local jurisdiction requests an NLETS message the notifying officers will do so through the Records Unit. Arrangements should be made to permit simultaneous telephone contact between the next of kin and this Department's notifying officer.

Death notifications should be made as soon as possible but never before the deceased has been positively identified. The notifying officer must move quickly to gather information. Again, be sure of the decedent's identity; obtain as much detail as possible about the circumstances of the death, about health considerations concerning the survivors being notified and whether other people are likely to be present at the notification. Notify next of kin and others who live in the same household, including roommates and unmarried partners. Document in the report who was notified and their relationship to the deceased.

Two officers will make the notification. NEVER make a death notification on the doorstep. Ask to be admitted into the house and have the survivor(s) sit down, be sure you are speaking to the right person(s). Relate the message directly and in plain language, survivors usually are served best by telling them directly what happened; your presence has already

alerted them to a problem. Begin by saying, "I have some very bad news to tell you," or a similar statement. This gives the survivor(s) an important moment to prepare for the shock. Then avoid vague expressions such as, "Sally was lost" or "passed away". Examples of plain language include, "Your daughter was in an auto accident and she was killed." "Your husband was shot today and

he died." "Your father had a heart attack at his work place and he died." Be sure to use the deceased person's name. You may offer to tell children separately if adult survivors desire that.

Patiently answer any questions the survivor(s) may have about the cause of death, the location of the deceased's body, how the deceased's body will be released and transported to a funeral home, and whether an autopsy will be performed. If you don't know the answer to a question, don't be afraid to say so.

There are few consoling words that survivors find helpful, but it is always appropriate to say, "I am sorry this happened." Remember that your presence and compassion are the most important resources you bring to a death notification. Accept the survivor's emotions and your own. It is better to let a tear fall than to appear cold and unfeeling. Never try to talk survivors out of their grief or offer false hope and be careful not to impose your own religious beliefs. Plan to take time to provide information, support and direction. Never simply notify and leave, offer to call a friend or family member who will come to support the survivor and stay until the support person arrives. Offer to help contact others who must be notified (until a support person arrives to help with this duty). DO NOT take a victim's personal items with you at the time of notification, instead, tell survivors how to recover items if they are in the custody of law enforcement officials.

Inform the survivor(s) of any chance to view the deceased's body. The notifying officer will be available to transport the survivor or representative for identification of the victim, if necessary. Explain the condition of the deceased's body and any restrictions on contact that may apply if there are forensic concerns. If appropriate, explain why an autopsy will be done.

Viewing the deceased's body should be the survivor's choice. Providing accurate information in advance will help a survivor make that decision. Some survivors will choose to see the body immediately, and this should be allowed if possible.

Always leave a name and phone number with survivors. If the death occurred outside Salt Lake City, leave the name and phone number of the contact person at that location.

Death notifications are without doubt stressful and difficult and sometimes very depressing. Notifying officers should meet as soon as possible to debrief the notification to review responsibility for any follow-up tasks and to review the notification itself: what went right, what went wrong, how it could be done better in the future and to support one another.

III-190 DIPLOMATIC, CONSULAR AND CONGRESSIONAL RELATIONS

The Diplomatic Relations Act of 1978 and international law and treaty afford diplomatic and foreign consular officers specific privileges and immunities, as outlined below. Most of these privileges and immunities are not absolute, and police officers retain their fundamental responsibility to protect and police the orderly conduct of persons in the United States.

Diplomatic Immunity

Full diplomatic immunity to criminal arrest, detention, and prosecution for any criminal offense is granted to diplomatic agents and their administrative and technical staff, and their families. Employees of the service staff of diplomatic missions have immunity for actions carried out in the course of their official duties, "Official Acts Immunity." No immunity is granted to the family of the service staff or to the private servants of embassy personnel.

Consular Immunity

Foreign career consular officers are immune from arrest or detention, except for a felony that endangers public safety AND is authorized by a warrant. They are not immune from prosecution, except for those acts performed in the course of their consular duties. For the purpose of this procedure they may be issued citations, since a notice to appear in court is not a full detention arrest. Honorary consuls (usually U.S. nationals or residents) are NOT immune from arrest or detention, except for criminal acts performed in the course of their official consular duties. Family, staff, and servants of consular offices have no immunity.

Verifying Claims of Diplomatic or Consular Immunity

The only authoritative identity document is the identity card issued by the United States Department of State, Office of Protocol, or the United States Mission to the United Nations. There are three types of identification cards; diplomatic (Blue Border), Official (Green Border for Embassy employees) and consular (Red border for Consular personnel). These identification cards are 3 ¾ inches by 2 ½ inches and contain a photograph of the bearer. The bearer's name, title, mission, city and state, date of birth, identification number, expiration date, and a U.S. Department of State seal appear on the front of the card. A brief statement of the bearer's criminal immunity is printed on the reverse side. Space is provided for the bearer's signature.

While this information may generally be relied upon, officers are urged to immediately seek verification by calling the appropriate phone number in connection with any serious incident, or in any case where the validity of the card is in doubt. A current telephone phone number list will be maintained in the dispatch office.

Diplomatic Passports

Foreign diplomatic passports with United States "A" or "G" visas are issued to a wide range of persons, including some who are not accredited to the United States or to international organizations, and who therefore enjoy no privileges and immunities in the United States. This situation is often not fully understood by the bearers of such documents so officers must be alert to good faith, but erroneous, assertions of immunity by those not entitled to it. The possession of these documents is an indication that the bearer MIGHT be entitled to privileges and immunities in the United States. When there is any doubt, contact the State Department numbers through Dispatch for guidance.

Members of Congress

When either the U.S. Congress or State Legislature is in session, and when member(s) are traveling to and from the Congress or Utah State Legislature, no Senator or Representative shall be arrested, except for the commission of treason, a felony, or a breach of peace.

III-200 DISEASE RELATED PROCEDURE

The City's Risk Manager will coordinate with the Training Unit to provide training to employees about

the infection modes of transmission and prevention of infectious disease, HIV and other blood-borne infections. The Training Unit will also provide the recommended protective measures, equipment and supplies necessary to minimize the risk of infection with infectious disease, HIV and other blood-borne pathogens.

Supervisors will monitor employee adherence to recommended protective measures. When monitoring reveals a failure to follow recommended precautions, appropriate counseling, education or retraining will be provided.

Infectious Disease Exposure Reporting

The Department will follow the procedures created by the State Department of Health in carrying out the State's duties set forth in 26-6-11 et. seq. UCA concerning testing, reporting, and follow-up when a potential exposure to an infectious disease or blood-borne pathogens occurs.

When an employee sustains a potential exposure to a potential blood born pathogen they will report such exposure following the guidelines set forth in IV 230 On-the-Job Injuries.

All at risk employees, as designated by the Bureau Commander, need to either avail themselves of the Hepatitis B vaccination or sign a waiver which will be maintained in their Exposure to Infectious Disease or Blood-borne Pathogen file. If employees initially choose not to avail themselves of the Hepatitis B vaccination and at a later date change their mind and desire to receive the vaccination, they must revoke their waiver in writing. The signed waivers and waiver revocations will remain in the Infectious Disease or Blood-borne Pathogen Exposure files with the Infection Control Coordinator.

III-210 DISPATCH PROCEDURES

Call Classification Criteria

General guidelines are established for proper allocation of field personnel. Requests for police service are prioritized and classified as received in the Communications Center. The priority level may vary in some instances based on reported circumstances.

Priority 1

These are calls requiring immediate attention. They include: in progress crimes, major crimes just occurred

with a time lapse of five minutes or less for property crimes and fifteen minutes or less for crimes against a person, and non-criminal situations of an emergency nature.

Priority 2

Minor crimes just occurred or calls requiring immediate attention.

Priority 3

Non-Emergency calls requiring prompt attention.

Priority 4

These are service and investigative calls requiring an officer to respond to the scene.

Telephonic Calls

These are incidents which can be handled over the phone and do not require an officer to respond to the scene.

The following types of incidents can be taken by Communications personnel:

- Garbage can missing or damaged.
- Lost property with a value under \$1,000.
- Thefts with no suspect information and value under \$1,000.
- Information/suspicious incidents with no apparent crime involved.
- Hit and Run with no suspect information.
- Property damage with no information.

If the call-taker is unable to handle the above types of calls, a notation should be made in the comments as to why it cannot be handled as a dispatch log, i.e. "has suspect info," or "over \$1,000," etc.

Assignment Schedule

The following assignment schedule has been established to assist in making efficient assignment decisions:

Priority 1 Calls

The dispatcher will precede the call with the appropriate alert tones, state the nature of the call, the location, and then make officer assignments. The call will be assigned according to the physically closest available officer. This assignment cannot be re-

assigned unless a unit becomes available that is physically closer to the incident. After the units have arrived on scene, reassignments can be made accordingly.

- Zone car
- Closest available Patrol Bureau car
- Any available unit (Motors, Gangs, special units, Bike Patrol, etc.)

If there are no available units to respond, within 2 minutes, the area sergeant will be advised of the call holding and a notation will be made in the log.

Priority 2 Calls

The dispatcher will precede the call with the appropriate alert tones, state the nature of the call, the location, and then make officer assignments.

- Zone car
- Closest available Patrol Bureau car
- Any available unit

If there are no available units to respond, within 2 minutes, the area sergeant will be advised of the call holding and a notation will be made in the log.

Priority 3 Calls

- Zone car
- Closest available Patrol Bureau car

The dispatcher will call the car number. After the officer responds with their location, the dispatcher will make the call assignment verbalizing:

- Type of call
- Address – including coordinates

If units are not available to respond, within 30 minutes, the area sergeant will be notified of the call holding and a notation made in the log.

Priority 4 and Telephonic Calls

- Zone car

The dispatcher will call the car number. After the officer responds with their location, the dispatcher will make the call assignment verbalizing:

- Type of call
- Address – including coordinates

If the call is holding longer than 60 minutes, the sergeant will be notified and a notation made in the log.

Response to Call Assignment

All officers, with the exception of supervisors and command level officers shall give their locations when initially called by the dispatcher. Supervisors and command level officers may answer with their call numbers only.

Unit Status

Officers are responsible for keeping the dispatchers advised of their activities and location. Because the computer-aided dispatch system imposes some limitations on the dispatcher, officers will use standardized procedures for making status changes.

Signing on Duty

The shift roster will be supplied to the dispatch office to be entered into the CAD prior to officers calling on duty. Sergeants also have the option to enter their units from the division prior to calling them on duty. Should an officer need to call on duty they should call on giving the dispatcher their call number then their ID number.

Calling Out on Violators

Before stopping a violator, officers shall supply the dispatcher with the following information in the order indicated: Call number, location of the stop, vehicle plate number, and, if possible, a brief description of the vehicle and occupants. Using this format facilitates the automatic inquiry of the plate number for registration and NCIC.

Calling Out of the Car

When leaving the car, field officers will inform the dispatcher of their location and activities, and will maintain contact with the dispatcher via a portable radio.

Service Channel

All service requests, ATL's, impounds and on-view cases, when necessary, will be handled on the Service Channel.

After being notified that an officer is waiting on Service Channel, the dispatcher will acknowledge the officer and will accept requests in the order they are

received. An officer requiring priority service will notify the dispatcher of such. The dispatcher will attend to priority requests first.

Prior Activity File Information

The prior activity file in the CAD system contains information on current spouse abuse orders, dangerous situations, continuous or chronic callers and report required addresses.

Any officer wishing to have information entered into this file must supply Communications with the information through the division chain of command. Officers should state if the request needs to be expedited. Once entered into the computer, this information will be available to any officer responding to the specific address prior to their arrival.

Six months after a name or address is entered into the prior activity file, the information will be returned to the Division Commander to research and determine whether to purge the file from the system or continue for another six months.

III-215 DOMESTIC VIOLENCE PROCEDURE AND JAIL RELEASE AGREEMENTS FOR OTHER QUALIFIED OFFENSES

ARRESTS

When police officers respond to a reported incident of domestic violence they must first determine the cohabitant status of the parties and document what the cohabitant status is (Utah Code of Criminal Procedures 78B-7-Part 1-102(2)). If they have probable cause to believe that a domestic violence crime has been committed, the officer shall arrest without a warrant and may issue a citation to any person that the officer has probable cause to believe committed any of the offenses described in 77-36-1(4) UCA.

Officers shall make reasonable attempts to immediately locate and arrest/cite all perpetrators of Domestic Violence. Officers will document those actions in a G.O. report.

Incarceration is mandatory and issuance of a citation is not an option to the incarceration if any of the

following conditions exist:

- There is probable cause to believe there will be continued violence against the victim.
- The perpetrator has recently caused “serious bodily injury” to the victim.
- The perpetrator has used a “dangerous weapon” in the domestic violence offense.
- There has been a violation of a Jail Release Agreement, No-Contact Order, Stalking, Injunction, or Protective Order.

If any weapon or weapons are involved in the alleged domestic violence incident, the officer shall confiscate the weapon(s) used.

DETERMINE PREDOMINANT AGGRESSOR

If a law enforcement officer receives complaints of domestic violence from two or more opposing persons, the officer shall evaluate each complaint separately to determine who the predominant aggressor was. If the officer determines that one person was the predominant physical aggressor, the officer need not arrest the other person alleged to have committed domestic violence. In determining who the predominant aggressor was, the officer shall consider:

- Any prior complaints of domestic violence.
- The relative severity of injuries inflicted on each person.
- The likelihood of future injury to each of the parties.
- Whether one of the parties acted in self-defense.

A law enforcement officer may not threaten, suggest, or otherwise indicate the possible arrest of all parties in order to discourage any party's request for intervention by law enforcement.

A law enforcement officer who does not make an arrest after investigating a complaint of domestic violence, or who arrests two or more parties, shall submit a detailed, written report specifying the grounds for not arresting any party or for arresting both parties.

NO PROBABLE CAUSE FOR ARRESTS

If an officer decides that no probable cause for an arrest exists, the officer shall inform the complainant that they still have the right to pursue criminal action through the City Prosecutor. The importance of preserving evidence should be explained to the complainant.

REFERRALS

Officers will refer the victim(s) involved to Salt Lake Area Family Justice Center, YWCA, the Salt Lake City Victim Advocates, or a similar referral agency. Officers may direct the victim to seek professional help in dealing with their specific problems in an effort to prevent another incident of domestic violence. The Salt Lake Area Family Justice Center or Legal Aid Society may assist a victim with obtaining an Order of Protection.

These requirements can be met by the officer's use of the Victim Information Card (blue card). The report details must include the specific referrals given to the victim.

The Salt Lake Area Family Justice Center is a cooperative effort between the Salt Lake City Police Department and several other victim service providers intended to provide a 'one stop shop' for victims of domestic violence. The address and telephone number of the Salt Lake Area.

REPORTS

The initial officer shall make a report of all cases of domestic violence. In those incidents where an officer makes the decision not to make an arrest or effects an arrest of both parties involved, the officer shall make a detailed report specifying the grounds for not arresting or for arresting multiple parties.

The following NCIC codes will be used as primary or secondary codes on all matters in which the parties involved. If a criminal offense has been committed, the NCIC code for that offense shall be used as the

primary code and the domestic violence code shall be used as the secondary code.

NCIC Code	Definition
3899-8	Service of an Ex Parte Protective Order or Protective Order
3899-9	Violations of Protective Orders
3899-10	Domestic Violence Criminal Nature
3899-11	Domestic Problem, Non-Criminal Nature
3899-12	Violations of No-Contact Agreements
3899-13	Domestic Violence Alarm
1316-4	Stalking
1399-4	Violation of a Civil Stalking Injunction

DUTIES OF OFFICER – NOTICE TO VICTIMS

Officer who responds to an allegation of domestic violence shall use all reasonable means to protect the victim and prevent further violence, including:

- (a) Taking the action that, in the officer's discretion, is reasonably necessary to provide for the safety of the victim and any family or household member;
- (b) Confiscating the weapon or weapons involved in the alleged domestic violence;
- (c) Making arrangements for the victim and any child to obtain emergency housing or shelter; (Salt Lake Police Victim's Advocates may be utilized to assist with obtaining emergency housing).
- (d) Providing protection while the victim removes essential personal effects;
- (e) Arrange, facilitate, or provide for the victim and any child to obtain medical treatment; and
- (f) Arrange, facilitate, or provide the victim with immediate and adequate notice of the rights of victims and of the remedies and services available to victims of domestic violence.

DOMESTIC VIOLENCE IN THE PRESENCE OF A CHILD

- In any investigation of Domestic Violence, officers must pay special attention to and carefully document those instances in which a child is present.
- “Child” is defined as any person less than 18 years of age.
- “In the presence of a child” means:
 - In the physical presence of a child;
 - Or
 - Having knowledge that a child is present and may see or hear an act of domestic violence.
- A charge under this section (76-5-109.1 UCA) is separate and distinct from, and is in addition to, a charge of domestic violence where the victim is the cohabitant. Either or both charges may be filed by the prosecutor.
- In all cases of domestic violence in which a child is present, the officer shall include in the incident report:
- The name and date of birth of each child present.
- The location of each child at the time of the incident and a description of the proximity of that child’s location to the actual scene of the violence.
- If the child is capable, a statement as received from the child of what each child saw and/or heard.
- A statement as to the apparent effect of the violence upon the child.
- Domestic violence in the presence of a child is usually a Class “B” misdemeanor, unless the person commits or attempts to commit criminal homicide or intentionally causes serious bodily harm to a cohabitant or uses a dangerous weapon or other means of force likely to produce death or serious bodily harm to a cohabitant; then it is a third degree felony.
- A person who commits a violation of this section when more than one child is present is guilty of one offense of domestic violence in the presence of a child regarding each child present when the violation occurred.

JAIL RELEASE AGREEMENTS

When a person is arrested for a Domestic Violence

crime and booked into jail, a Salt Lake City Police Department Jail Release Agreement will be issued to the arrested person. The issuing officer shall explain the form to the arrested person and make sure the form is filled out completely. A copy will be given to the arrested person and to the victim. In the event the officer finds it necessary to arrest both parties in a domestic violence incident, Jail Release Agreements must be issued to both parties.

The jail release agreement will notify the arrested person that they shall:

- Have no personal contact with the alleged victim;
- Not threaten or harass the alleged victim; and
- Not knowingly enter onto the premises of the alleged victim's residence or any premises temporarily occupied by the alleged victim.

Violating the Jail Release Agreement from the jail is a class B misdemeanor. Violation of the Jail Release Agreement after being released from jail is either a class A misdemeanor if the original booking charge was a misdemeanor, or a 3rd degree felony if the original booking charge was a felony.

If an officer becomes aware that an arrested person has violated a jail release agreement while the person is still in jail, the officer shall notify jail personnel that a violation of the jail release agreement has occurred from the jail. The officer shall also respond to the jail and add the charge of “Violation of a Jail Release Agreement” (Utah Code 77-20-3.5) to the original charges.

A copy of the Jail Release Agreement will be turned into records.

JAIL RELEASE AGREEMENT WAIVER

Subsequent to an arrest for domestic violence, an alleged victim may waive in writing any or all of the release conditions listed under (a) and (c). Upon waiver, those release conditions do not apply to the alleged perpetrator.

If a domestic violence victim wishes to waive parts (a) and/or (c) of the Jail Release Agreement, an officer will provide the victim with a Salt Lake City Police Department NOTICE OF RIGHT TO WAIVER OF DOMESTIC VIOLENCE JAIL RELEASE AGREEMENT form. The officer shall have the victim check which parts of the Jail Release Agreement they wish to waive and then have them sign and date the form. The officer will write the victim's name and the arrested person's name on the form along with their name and ID number.

A copy of the form will be given to the victim and the original shall be taken immediately to the Records division.

RELEASE NOTIFICATION

When a person is released from the jail after an arrest in a domestic violence case, the jail will notify dispatch of the release.

Dispatch will retrieve victim contact information from the initial reporting officer's supplemental report.

Dispatch will attempt to notify the victim via phone of the release. If dispatch is unable to make notification, the dispatcher will assign an officer to notify the victim of the release. The officer will make a reasonable effort to contact the victim and complete a supplemental report that will document what action the officer took.

The officer making the release notification will write a supplementary report to the original case indicating the result of the notification effort. If unable to make contact with the victim, the officer will notify dispatch and leave a business card with the jail release notification information.

VICTIM NOTIFICATION

Victims of Domestic Violence must be notified prior to the release of the perpetrator from jail. The victim should be made aware of the 'VINE' system that can

alert them automatically when the perpetrator is going to be released. The 'VINE' system can be accessed by telephone at 877-UT-4-VINE or on the internet at www.vinelink.com.

The initial arresting officer will facilitate the victim notification by providing the following victim contact information in the G.O. report:

- Name of the victim.
- Address or addresses where the victim will be.
- Phone number(s) where the victim will be.
- Name and contact information of a close friend or relative that may be contacted by police, in cases where the victim may be difficult to locate.

DOMESTIC VIOLENCE PROTECTIVE ORDERS / EX PARTE ORDERS / PROTECTIVE ORDERS / EXTENDED EX PARTE ORDERS

An officer shall arrest without a warrant, any person whom the officer has probable cause to believe is in violation of any Protective Order issued by a court of competent jurisdiction pursuant to a matter of Domestic Violence. The wishes of the victim or petitioner in a Protective Order violation are immaterial in determining whether an arrest is to be made.

TYPES OF PROTECTIVE ORDERS

Criminal Protective Order

These orders are issued by the court directly to the defendant in a criminal case. They can be issued either at arraignment or at the time of adjudication. Such orders are served at the time they are issued and remain in force at the discretion of the court.

Criminal Protective Orders are not subject to revision or rescission by the victim in the case.

Criminal Protective Orders listed on the Statewide System may be recognized by the fact that the Plaintiff will be a governmental entity, i.e. Salt Lake City. The protected party will be identified on the

statewide system as “other protected person.”

Civil Protective Order

Civil Protective Orders are obtained from the Court by victims of domestic violence. Civil Protective Orders are issued by the Court with various titles and are valid for varying periods of time. Some of these titles are:

Temporary Protective Order, Ex Parte Protective Order or Ex Parte Protective Order on Behalf of Children

This order is valid and enforceable only after it has been personally served on the Respondent by a Peace Officer. After service this order is valid until the date of the court hearing stated in the order.

Amended Ex Parte Protective Order

This order is issued as an order extending the hearing date when an Ex Parte Protective Order has not been served. This order must be served personally by a peace officer before it is enforceable.

Order Extending Ex Parte Protective Order

This order may be issued in either of two circumstances:

- To extend the hearing date of an Ex Parte Protective Order not served. This order will not appear on the statewide system.
- When a Protective Order has been issued but not served. This order will appear on the Statewide System as “Ex Parte Served/Protective Order Not Served.” This order means that the Ex Parte Protective Order originally issued by the court remains enforceable until the Protective Order is served.

Protective Order

This order is issued following a court hearing in the matter. This order must be served by a peace officer before its provisions are enforceable. However, once a Protective Order is issued, the previously issued and served Ex Parte Protective Order remains in

force until the Protective Order is served.

Mutual Protective Orders

These orders are issued by the court only after a hearing and a determination by the court of the necessity to issue an order. This is the only order that is enforceable against both the respondent and the Petitioner. This order is enforceable as any Protective Order.

Foreign Protective Orders

This is an order issued by a court of competent jurisdiction outside the State of Utah. This may be a court in another state, a United States District Court, Commonwealth or Territory or an Indian Tribal Court. Utah law recognizes such foreign protective orders as valid on their face. They are enforceable whether they can be verified on the Statewide System or not.

Many foreign jurisdictions issue Domestic Violence Protective Orders under different titles, i.e. Restraining Orders. An officer may determine whether or not a foreign order is criminally enforceable in Utah by determining from the language of the order if it has within it, two elements:

- It was issued as a result of or makes reference to Domestic Violence, and,
- The order has criminal sanctions such as arrest or incarceration attached.

Foreign Protective Orders may or may not be listed on the Statewide System. If an officer encounters a Foreign Protective Order, the officer should take enforcement action as appropriate based upon being shown a copy of such an order. Careful attention should be paid to the specific provisions of the order and expiration dates.

Foreign Protective Orders listed on the Statewide System may or may not show a date of service. Lack of such date does not in and of itself make the order unenforceable. The Petitioner should have a certified copy of the order. Examination of that copy should be the basis for determination.

IMPORTANT POINTS TO REMEMBER ABOUT PROTECTIVE ORDERS

- Except in the case of a Mutual Protective Order, the petitioner in a Civil Protective Order cannot criminally violate the order. Only the respondent can criminally violate the order.
- A first offense violation of the criminal provisions of any Protective Order is a Class A misdemeanor. If a respondent has been previously convicted of a domestic violence offense within the previous five years, the violation may be enhanced to a third degree felony.
- An arrest for a violation of any type of Protective Order requires a new case and case number using NCIC code 3899-9.

This Department shall enforce all Protective Orders issued by any court in the United States. The requirements apply regardless of the jurisdiction in which the order was issued or the location of the victim or the perpetrator so long as the violation occurs in this jurisdiction.

SERVICE OF PROTECTIVE ORDERS

The Department will assist victims of domestic violence with service of orders of protection if:

- The department has contact with the respondent and service is possible.
- The department determines that under the circumstances, providing service of the order on the respondent is in the best interest of the petitioner.

When an officer serves an order of protection, the officer shall read all applicable sections of the order to the respondent. The officer will complete the return of service and immediately take it to the Records division. The respondent will be left with his/her copy of the order.

DOMESTIC DISPUTES CONCERNING DIVORCE AND OTHER CIVIL ORDERS WHICH DO NOT INVOLVE VIOLENCE

Divorce proceedings, Restraining Orders, Custody and non-support disputes are civil and do not involve police action to enforce any judicial decrees.

OFFICER'S ACTIONS IN GENERAL

- Notify all parties that in the absence of a court order specifically directed to peace officers for enforcement, the peace officer has no authority to enforce any terms of the order.
- Notify the parties that you can enforce the law and will arrest for violations of the law that occur in your presence such as disorderly conduct, disturbing the peace, public intoxication, etc.
- Ask the parties to separate and solve the problem through their attorneys.
- Maintain the status quo and preserve the peace.
- Civil orders are generally served and enforced by the Civil Division of the Sheriff's Office or by constables.
- Document your actions in a report as necessary.

VICTIM ADVOCATES

The Salt Lake City Police Department Victim Advocate Program is designed to assist victims of all violent crime through the justice system, provide resources, and immediate crisis intervention.

Victim Advocates may be called to assist field officers in any situation the officer feels an advocate would be beneficial, and Advocate response will be at the discretion of the initial officer. Advocates are required to stage a safe distance from the call location.

Call Out

The Victim Advocates will be available for call out

through dispatch.

Officer Presence

When an officer requests a Victim Advocate the initial officer will remain at the location until the advocate arrives and has been advised by the officer of the situation.

After the advocate has been advised and understands the situation, and the advocate feels comfortable in being left alone, the officer may then leave the scene.

Transportation

Although advocates may on occasion transport victims of domestic violence, the responsibility to transport a victim to a safe location remains with the initial officer.

DOMESTIC VIOLENCE INVOLVING SWORN POLICE OFFICERS, CIVILIAN EMPLOYEES OF THE SALT LAKE CITY POLICE DEPARTMENT AND PEACE OFFICERS OF OTHER AGENCIES

It must be understood by all persons employed in police service, that the laws of the State of Utah are very specific regarding the handling of complaints of domestic violence. No exceptions are allowed because of the special status of any individual. Indeed, because of the special responsibility that those in police service hold, it is required that there is a greater responsibility to maintain conduct above reproach in this area. Therefore, the following policy is adopted.

DOMESTIC VIOLENCE INVOLVING SWORN POLICE OFFICERS AND OTHER EMPLOYEES OF THE SALT LAKE CITY POLICE DEPARTMENT OCCURRING WITHIN SALT LAKE CITY

- When an officer or dispatcher receives notification of an alleged domestic violence incident involving a sworn officer/employee of the Salt Lake City Police Department, they will immediately notify the area sergeant or the Watch Commander who will

respond to the scene with the assigned units.

- If the involved officer/employee is a supervisory or command-level officer, the Watch Commander will be advised and requested to respond.
- Officers responding to complaints of domestic violence involving officers/employees of this Department will respond to the scene and maintain the peace and the integrity of the scene.
- After officers have arrived on the scene, the field sergeant and the Watch Commander will determine if there is any merit to the complaint of domestic violence. If the complaint of domestic violence is found to be without merit, the incident will be documented in a G.O. report and no further action will be taken.
- If there is merit to the complaint, the Watch Commander will request an outside agency to respond to conduct the investigation.
- If the on-scene investigation by the outside agency results in the arrest of the officer/employee, the following procedures will be followed:
 - Immediately following the arrest of the involved officer/employee, the on-scene supervisor will relieve the involved officer/employee of duty with pay, pending further investigation as per (Relief from Duty) of the Policy Manual. The supervisor will require the involved officer/employee to turn over all Department-owned badges, firearms, or assigned vehicle possessed by the involved officer/employee.
 - The on-scene supervisor or Watch Commander will notify the officer's/employee's respective Bureau/Division Commander, who will in turn initiate an administrative investigation of the incident.

INCIDENTS OF DOMESTIC VIOLENCE INVOLVING OFFICERS OR EMPLOYEES OF THE DEPARTMENT OCCURRING OUTSIDE SALT LAKE CITY

- Any employee involved in a domestic violence situation will notify their Bureau/Division Commanders as soon as possible.
- A Bureau/Division Commander, upon learning of an officer/employee under their command having been arrested, cited, or formally charged with a criminal offense resulting from an incident of domestic violence occurring outside the City, will immediately take steps necessary to relieve the officer from duty with pay, pending further administrative investigation. Further, the Bureau/Division Commander will require the officer/employee to surrender all Department-owned badges, firearms, and assigned vehicle possessed by the officer/employee, as per the Manual.
- Bureau/Division Commanders will initiate an administrative investigation of the incident through their respective chain of command.

INCIDENTS OF DOMESTIC VIOLENCE INVOLVING PEACE OFFICERS OF OTHER JURISDICTIONS OCCURRING IN SALT LAKE CITY

- Whenever an officer or other employee of this Department becomes aware that an incident of alleged domestic violence occurring within the City involving a peace officer from any other agency, they will immediately notify the area sergeant or the Watch Commander. The area sergeant will respond to the scene with the assigned officers.
- Investigations of domestic violence incidents involving peace officers of other agencies will be handled exactly as all other similar cases. The on-scene supervisor will closely scrutinize the investigation. If the investigation establishes probable cause to believe that an act of domestic violence has been committed and that the involved peace officer is the predominant offender, the investigating officers, with the concurrence of the on-scene supervisor, will arrest the involved party on the appropriate charge.
- Following the arrest of the peace officer from the outside agency, the on-scene

sergeant will notify the Watch Commander.

- Upon receiving information of the arrest of an officer from an outside agency on charges incident to an act of domestic violence, it will be the responsibility of the Watch Commander to notify the agency involved and the Detective Division/Unit Commander as soon as it is practical.

Note: In the event any peace officer or police employee is subject to arrest and will be placed in jail, if practical, the individual will be allowed to change out of his/her police-related clothing prior to arrival and booking at the jail facility.

Following the arrest of the peace officer from the outside agency, the on-scene sergeant will notify the Watch Commander.

Jail Release Agreements for Qualified Offenses

When a person is arrested for a qualifying offense, and booked into jail, a Salt Lake City Police Department Jail Release Agreement will be issued to the arrested person. The issuing officer shall explain the form to the arrested person and make sure the form is filled out completely. A copy will be given to the arrested person and to the victim.

A qualifying offense includes (Utah Code 77-20-3.5(f)):

- (a) Domestic violence
- (b) An offense against a child or vulnerable adult:
 - i. Child abuse and/or child abandonment (Utah Code 76-5-109)
 - ii. Commission of domestic violence in the presence of a child (Utah Code 76-5-109.1)
 - iii. Abuse or neglect of a child with a disability (Utah Code 76-5-110)
 - iv. Abuse, neglect, or exploitation of a vulnerable adult (Utah Code 76-5-111)
- (c) The commission or attempted commission of an offense described in Utah Code, Title 76, Chapter 5, Part 4, Sexual Offenses.

The Jail Release Agreement will notify the arrested

person that they shall:

- (a) Have no personal contact with the alleged victim;
- (b) Not threaten or harass the alleged victim; and
- (c) Not knowingly enter onto the premises of the alleged victim's residence or any premises temporarily occupied by the alleged victim.

Violating the Jail Release Agreement from the jail is a class B misdemeanor. Violation of the Jail Release Agreement after being released from jail is a class A misdemeanor if the original booking charge was a misdemeanor, or a 3rd degree felony if the original booking charge was a felony.

If an officer becomes aware that an arrested person has violated a Jail Release Agreement while the person is still in jail, the officer shall notify jail personnel that a violation of the Jail Release Agreement has occurred from the jail. The officer shall respond to the jail and add the charge of "Violation of a Jail Release Agreement" (Utah Code 77-20-3.5), to the original charges.

A copy of the Jail Release Agreement will be turned into records.

JAIL RELEASE AGREEMENT WAIVER

Subsequent to an arrest for any qualifying offense, an alleged victim, who is not a minor, may waive in writing any or all of the release conditions listed under (a) and (c). Upon waiver, those release conditions do not apply to the alleged perpetrator.

If a victim, who is not a minor, wishes to waive parts (a) and/or (c) of the Jail Release Agreement, an officer will provide the victim with a Salt Lake City Police Department NOTICE OF RIGHT TO WAIVER OF JAIL RELEASE AGREEMENT form. The officer shall have the victim check which parts of the Jail Release Agreement they wish to waive and then have them sign and date the form. The officer will write the victim's name and the arrested person's name on the form along with their name and ID number.

A copy of the form will be given to the victim and the original shall be taken immediately to the Records Unit.

RELEASE NOTIFICATION AND VICTIM INFORMATION

The release notification procedure outlined for domestic violence arrests will be utilized for all other qualified offense releases as well.

The victim information card provided to victims of domestic violence will be provided to victims of all other qualified offenses as well.

III-220 DUI PROCEDURES

See DUI Appendix.

III-230 EDUCATORS, NOTIFICATION OF ARREST FOR SEXUAL AND/OR DRUG OFFENSES

The Utah Criminal Code requires the Salt Lake City Police Department to give notification of the arrest of any educator for sexual offenses and/or controlled substances offenses. Notification must be made to both the Administrator of Teacher Certification in the State Office of Education and the superintendent of the schools of the employing school district.

Any officer who is aware of an arrested person employed as an administrator, teacher, counselor, principal or psychologist for the Utah State Education Office, must notify that office. Notification forms are available in Records, Narcotics, Special Victims Unit and Patrol.

Any officer who completes a notification form is required to submit a Supplementary report to the initial case indicating that such notification form was completed.

III-240 EMERGENCY MOBILIZATION PROCEDURES

If emergency conditions place an unusual demand on Police Department resources, the Chief of Police will

determine the degree of mobilization required by the situation and initiate call-out procedures.

Call-out Notification

Bureau commanders shall notify Unit Commanders, who shall provide staffing requirements and assignments through the chain of command to squad Sergeants/supervisors.

Personnel Call-out

Sergeants and supervisors shall notify each person under their command by telephone or in person and shall have them report in appropriate uniform with proper equipment to a designated point. In the event the Sergeant is not available, the Assistant Bureau Commander of the officer will be responsible for making notifications.

Sergeants / supervisors shall maintain up-to-date notification phone numbers of their subordinates.

The Sergeant / supervisor making notification of mobilization shall confirm that personnel notified actually responded, and report this through the chain of command:

- The Sergeant / supervisor or designee making notification of mobilization shall periodically call back those officers unable to be reached with the first call.
- The Sergeant / supervisor shall require written explanation from all personnel unable to be reached or failing to respond to mobilization orders.
- All mobilized personnel are responsible to their respective chains of command or to the Sergeant / supervisor who mobilized them in the absence of their squad Sergeant / supervisor.

Response

- Upon receiving a notification of a mobilization, personnel should report to their respective divisions unless directed elsewhere.
- Patrol and Detective personnel will respond in uniform unless directed otherwise.
- Although not in uniform, all Vice and Narcotics officers will have wind-breakers or jackets readily available to easily identify them as police officers to the public.
- Specialized units/squads will report to their divisions or as directed upon notification.

Facilities Security

- The Patrol Bureau shall provide security for the Pioneer Precinct.
- The Patrol and Investigative Bureaus will provide security for the PSB complex.

Establishing Duty Schedules

The Chief of Police may extend the hours of on-duty personnel at the time of mobilization or may set all shift hours and scheduling of personnel as part of the mobilization.

The Chief of Police may cancel all holidays, vacations, and schools as part of mobilization.

III-260 EMERGENCY RESPONSES (VEHICLE)

State Law provides that an emergency vehicle can be driven in response to an emergency call or used in the pursuit of an actual or suspected violator of the law, or in response to a fire.

Emergency responses must be used only when an emergency exists or there is adequate reason to believe that it exists. Officers shall determine whether a situation warrants an emergency response and will inform the dispatcher of the emergency run. Both lights and siren will be used during an emergency response. Under no circumstance will the officer respond in an unsafe manner or drive at unsafe speeds.

When the emergency ceases to exist, the officer will alter the response to comply with the normal laws appropriate to location and circumstances.

Speed represents the single greatest contribution to risk while responding to an emergency. The purpose behind a code three response is to provide warning to the public that an emergency exists which requires the immediate assistance of public safety personnel, and thereby requests the public yield the right of way to facilitate the response. Unless responding to an emergency or attempting to stop a violator, it is not permissible for officers to disregard the traffic code at any time.

Officers responding code three to an emergency **will not** exceed the posted or prima facie speed limit on any roadway by more than **20 mph**. On any two-lane roadway officers will not exceed the posted or prima facie speed limit by more than **10 mph**. This directive will not apply when involved in an authorized vehicle

pursuit as outlined in the Police Policy manual which addresses the operator a “Due Care” obligation.

Injury Traffic Accident Response

Injury accidents are deemed to be medical emergencies. Injury accidents are not police emergencies and assigned units will respond adhering to all traffic laws unless otherwise directed.

III-270 ENDANGERMENT OF CHILD OR ELDER ADULT PROTOCOL

Endangering conditions may be but are not limited to:

- Exposure to drugs / meth labs etc. UCA §76-5-112.5.
- Abuse / physical or mental – UCA §76-5-109.1 Child - UCA §76-5-111 Adult.
- Abandonment - UCA §76-5-111 Adult - UCA §76-5-109 Child.
- Exploitation UCA §76-5-112.5.

Notification

- Upon discovery of an endangering situation involving a child or elder adult, the sector Sergeant and Watch Commander will be notified.
- When a victim(s) is located where there is any clandestine lab activity the Watch Commander or designee will notify the SDB Narcotics Lieutenant. Clandestine lab activity is defined as chemicals, glassware, boxed lab, or cooking lab.
- When a victim(s) is located in all other endangering situation including drug cases, excepting clandestine labs, the Watch Commander or designee will initiate calls to the following individuals:
 - Crime lab.
 - Investigative Bureau Lieutenant in cases of serious injury.
 - Child Protection Services Intake in cases involving children.
 - Adult Protective Services (phone or e-referral) and victim advocate in cases involving EVA's.

Investigation

- Collect Evidence: Photograph all evidence as found.
- Provide SLCPD case number and initial officer contact information to Child Protection Services worker, Youth and Family Specialist, and/or Adult Protective Services.
- Complete a G.O. report documenting the endangering conditions including the child and/or EVA as the victim, including name and date of birth. Use NCIC code 3809-0 for all cases involving EVA's.
- Interview of suspects, conducted by the initial officer.
- Document physical description and condition of the residence, building, vehicle, etc. Include a

connection and physical proximity between the endangering conditions and child or EVA.

- Document accessibility to endangering conditions including mobility of child or EVA.
- Document living conditions, both by photos and G.O. text.
- Provide a description of where the child/EVA was found and what they were doing upon the officers' arrival, and their condition.
- In situations involving drug or hazmat conditions document if the child or EVA was decontaminated and placed in new clothing.
- Document if the child or EVA received a medical assessment by emergency medical personnel and the patient disposition.
- In situations involving arrest of the sole caretaker of a child or EVA, Child Protective Services or Adult Protective Services and Victim Advocates will be enlisted to assist with placement of the child/EVA victim.

Medical Response

- Brief the medical providers and Child Protection Services and/or Adult Protective Services worker on available known information. Include condition of scene and type of chemicals/drugs, if any, the victim was exposed to.
- If there is any doubt in the officers' mind regarding the medical condition of the child or EVA, a medical evaluation through dispatch will be requested.
- Non-Urgent medical needs for children can be triaged with the Center for Safe and Healthy Families at PCMC weekdays 8:00 a.m. to 5:00 p.m., phone 801-588-3650. The Division of Child and Family Services is the responsible party.

III-280 EVIDENCE

Responsibilities

An officer, whether working individually or in cooperation with others, shall be responsible for preserving, protecting and collecting the evidence contained in any crime scene. Procedures used in the preservation of evidence are extremely important. The accumulation, documentation, marking, and retention of evidence are critical to the investigation and ultimate successful prosecution of a criminal case. It is imperative that officers follow the procedures set

forth in this manual when dealing with evidence or property.

Physical evidence refers to any tangible article which tends to prove or disprove a point in question. It may be used to reconstruct the crime, identify the participants, or confirm or discredit an alibi. Any property or contraband received or seized from shall be handled as evidence.

NOTE: All backpacks, bags, purses, wallets etc. need to be thoroughly inventoried. Items with serial numbers need to be packaged separately. Any drugs, pills, paraphernalia or syringes need to be packaged separately. **ANY** food items need to be disposed of and documented in the text of the GO. This includes water bottles, soda bottles glass or cans, anything that could leak or mold.

Maintaining the Chain of Evidence

When evidence relating to a crime or possible crime is located, the officer shall properly record the description of such evidence, location found and disposition.

The chain of evidence is critical in the prosecution of a case. Evidence must be accounted for at all times if it is to be introduced into court. The chain of evidence should be as short as possible.

Crime Scene technicians will take the responsibility for major crime scene processing and evidence gathering. In such cases officers must secure the scene for the Crime Scene technicians.

Officers are required to present their court subpoena to evidence personnel prior to the evidence being released to court. Evidence personnel will verify the subpoena is for, or related to, the case property being released to court.

Documenting the Chain of Evidence

Officers, Crime Scene technician and Evidence Room personnel are responsible for documenting and maintaining the chain of evidence when placing items in to evidence storage lockers or large evidence storage. A GO or Supplementary report must be completed anytime an item of evidence is placed into evidence or checked out.

Evidence Room personnel transporting items placed into evidence lockers at the PSB for storage at the CLEU, will complete a Supplementary report

documenting the transfer of property from one facility to the other.

If an officer requests an item of evidence for court or any other purpose and it is transferred to the PSB by Evidence Room personnel, a Supplementary report shall be completed documenting the transfer of the evidence.

Officers who check items of evidence out from the evidence room for court or any other purpose must complete a supplementary report documenting the date and time the item was removed and date and time returned.

As stated above, the chain of evidence is critical in the prosecution of a case. Evidence must be accounted for at all times if it is to be introduced into court. The chain of evidence should be as short as possible, but tracked accurately.

Documenting Evidence

Document Actions and Observations

All activities conducted and observed at the crime scene must be documented as soon as possible after the event to preserve information. The initial responding officer(s) at the scene must produce clear, concise, documented information encompassing his or her observations and actions. This documentation is vital in providing information to substantiate investigative considerations.

The initial responding officers(s) should document:

- Observations of the crime scene, including the location of persons and items within the crime scene and the appearance and condition of the scene upon arrival.
- Conditions upon arrival (e.g., lights on/off, shades up/down, open/closed, doors, windows open/closed, smells, ice, liquids, movable furniture, weather, temperature, and personal items).
- Personal information from witnesses, victims, suspects, and any statement or comments made.
- Their own actions and actions of others (e.g., path of entry/exit to the scene, initial scene boundaries, location and seizure of evidence).

Documents will be maintained as a permanent record.

Documenting Hearsay Evidence

Hearsay evidence is generally inadmissible. In order to avoid having relevant and material information rejected by the court at trial, an officer gathering supporting evidence (such as witness statements, test results, etc.) shall thoroughly and accurately document such evidence in the police report. This documentation includes, but is not limited to: the name, address, and telephone number of the witness or other person having first-hand knowledge of the event, document, or evidence. This will allow prosecutors to contact these witnesses, thus presenting a better case at trial.

Gathering Evidence

Any evidence collected must be properly handled, packaged and marked to avoid destruction or contamination.

A Crime Scene technician may be called to a crime scene to process, gather, and package evidence. It is not the Crime Lab's responsibility to collect or book all evidence, but they may be used to give technical assistance to the investigating officer on proper evidence handling techniques.

Evidence Report

All officers submitting evidence for storage in the evidence room must complete a Property/Exhibit Report in addition to any other required police reports.

The Property/Exhibit Report will contain a list of all items placed into evidence. The report should also indicate the disposition of the property (i.e., evidence for court YES or NO), and the property owner. If the owner is unknown, owner will be listed as unknown in the owner field.

Marking and Booking Evidence

All property and evidence require specific steps that must be completed. Specialized handling and documentation is also required for some types of property or evidence based on the characteristics of the items. The checklist provided below will set forth those steps that are mandatory in all cases. Specialized steps will be referenced to standardize the booking of those special items.

Booking Property and Evidence Checklist

- Has the property been properly collected, properly handled, packaged and marked to avoid

destruction or contamination? Note: Small items will be secured in envelopes or appropriate evidence bags.

- Has the Property/Exhibit report been completed and a separate item entry completed for each item submitted?
- Was the "search" entry used when entering each item?
- Were correct serial numbers entered for each item?
- "Unknown" is used when there is no serial number on the item.
- Has a cross reference number been entered for each item marked as evidence? Remember this step includes an item entry for the original Property Receipt.
- Has the owner's name been listed in the Owner/Finder field for each item?
- Use unknown or undetermined only if applicable.
- Have the items been sealed properly and the barcode tag affixed to the package(s)?
- Have all seals been initialed or signed?
- Place items into evidence via the walkup window or evidence lockers documenting the specific location on the property report.
- Ensure that the lockers are closed, locked and, if appropriate, the key dropped in the slot provided.
- Has the officer completed all reports prior to going off duty?
- The key for the gate and temporary flammable bins are hanging on the wall by the computers in the packaging room. Make sure bins are securely locked and gate is closed and pad lock is locked.
- Keys must be returned promptly.

Specialized Property and Evidence Handling

Alcohol and Containers

Evidence personnel may photograph alcoholic beverage containers placed into evidence. The photographs will be filed in the applicable case file in the records management system (Versadex). The containers will be disposed of by Evidence personnel in accordance with Department policy and Evidence SOP. Any evidence that must be analyzed will not be disposed of until the analysis has been completed and appropriate action taken.

If an officer requests that the evidence be held, the case will be reviewed by the Detective Division Commander or designee for appropriate action.

Bicycles

Bicycles shall be placed in the large evidence storage area adjacent to the evidence intake room at the Evidence Warehouse facility located at 4710 West 1525 South. Each bicycle shall have one bicycle entry.

Compressed Cylinders

Compressed cylinders, such as propane (butane, etc.) and pepper spray containers, confiscated for evidence or safekeeping, shall be placed in the large yellow flammables locker. Evidence personnel will move these items to the large connex container for storage.

Compressed cylinders and other hazardous material placed into evidence may be photographed in color by Evidence personnel. The photographs will be filed in the records management system (Versadex) by case number.

Compressed cylinders and other hazardous material will be disposed of by Evidence personnel in accordance with Department policy and Evidence SOP. Any evidence that must be analyzed will not be disposed of until the analysis has been completed and appropriate action taken.

If an officer requests that the evidence be held, the case will be administratively reviewed for appropriate action.

Contaminated Evidence: (Reference DNA Evidence below)

All evidence that is bloody, wet or believed to be contaminated by chemicals or bodily fluids shall be placed in one of the evidence drying lockers in the temporary evidence intake at the PSB, or in the main evidence intake room to dry before being stored in evidence. Items must be marked "Bio-Hazard." Print the evidence tag and place it near the item of evidence inside the locker. Secure the locker with the padlock provided.

U.S. Currency

It is the policy of this Department to deposit all U.S. currency received in evidence into the designated bank accounts. On rare occasions, U.S. currency may require processing, photographing or copying for court purposes. In order to ensure the right of the defendant to have an independent forensic examination of the currency seized, a reflective number of actual bills seized shall be retained. At least three (3) bills taken at random will meet this requirement. In order to accommodate this need, all incoming U.S. currency

will be held for a period of fifteen (15) working days before being deposited in the bank. This time period will allow officers responsible for the case to review the evidence and to consult with prosecutors when appropriate.

The detective responsible for the case will review the need to retain a reflective number of actual bills. The detective responsible for the case will be responsible to retrieve the U.S. currency evidence, photocopy the U.S. currency and pull the number of bills from the U.S. currency packet.

The detective shall be required to place the photocopies and bills into a separate envelope and enter the information in the applicable case. A report as well as a notation on the remaining money envelope is needed to document the actions taken prior to the deposit of the U.S. currency not being retained. Currency taken from victims should be returned to the victim after this procedure.

Prior to deposit, all U.S. currency envelopes will be opened and the amounts verified. In cases where there is a shortage or an overage, Evidence personnel will notify the officer's Bureau Commander of the discrepancy. The Property/Exhibit Report will be corrected by Evidence personnel to reflect the actual amount and a report completed to reflect the change.

Placing U.S. Currency into Evidence

A separate item entry on the Property/Exhibit Report is needed when placing U.S. currency and coins into evidence.

An officer placing U.S. currency into evidence shall inventory the U.S. currency in the presence of another officer. The verifying officer will count the U.S. currency and assure that the denomination count and total count is the same as the amount showing on the envelope.

The U.S. currency must be secured in a tear-resistant plastic self-sealing "Money Envelope."

The officer must affix an evidence bar code sticker indicating the amount of U.S. currency, the case number, type of offense, and officer information over the sealed end of the envelope to insure package integrity. Two officers signatures are required, the original officer's signature and a verifying officer's signature.

A denomination sticker with the counts of each type of bill and coin and totals should also be placed on the

money bag noting how many bills and coins are in the money bag.

Coin collections, shall not be placed in “Money Envelopes” but should be placed into evidence as property in other appropriate packaging.

Bank Robbery Money Placed in Evidence

The U.S. currency from bank robberies will be held pending review of prosecuting attorneys. Red dye stained currency will be considered evidence from a bank robbery. It will be retained in evidence and not deposited unless released by the Detective Division Lieutenant.

Returning U.S. Currency to Citizens

Under \$1,000 - Evidence personnel will issue a small purchase check to the individual making the claim. Note: A copy of the Property/Exhibit Report and the remaining check stubs will be forwarded to the Police Financial Services Unit.

Over \$1,000 - Evidence personnel will process a payment voucher through the Police Financial Services Unit.

Currency - Counterfeit, U.S.

Counterfeit U.S. currency is not legal tender in the United States and therefore cannot be banked.

Counterfeit U.S. currency will be placed into evidence as “property” using standard property procedures and not a money envelope. The property description should indicate the nature of the property placed into evidence (counterfeit U.S. currency) as well as the count and denominations. If the U.S. currency is questionable as counterfeit, it will be treated as counterfeit U.S. currency.

Currency - Foreign

Currency of foreign origin is not legal tender in the United States and therefore cannot be banked.

Currency of foreign origin will be placed into evidence as “property” using standard property procedures and not a money envelope. The property description should indicate the nature of the property placed into evidence (Swiss Francs, etc.) as well as the count and denominations.

DNA Evidence

It is imperative that the officers identify evidence that is DNA evidence before entering that property into evidence. Clothing taken off an arrested person who was identified by what they were wearing is not clearly DNA evidence as is clothing with bodily fluids taken with the intent to identify the perpetrator through that DNA evidence.

All DNA evidence from suspects of felonies and negligent homicide cases will be packaged using the guidelines in this policy, and will be clearly marked on the packaging and on the computer property entry as DNA evidence.

Identification and Retention of DNA Evidence

While any property may have DNA evidence, the DNA evidence referred to in this policy will be from incidents that are felonies or negligent Homicide cases, and will be retained using the following criteria:

Offenses where evidence is to be retained indefinitely:

- Aggravated arson, arson, knowingly causing a catastrophe, and criminal mischief
- Aggravated assault
- Criminal homicide offenses
- Aggravated kidnapping and kidnapping
- Rape
- Rape of a child
- Object rape
- Object rape of a child
- Forcible sodomy
- Sodomy on a child
- Forcible sexual abuse
- Aggravated sexual abuse of a child and sexual abuse of a child
- Aggravated sexual assault
- Sexual exploitation of a minor
- Aggravated burglary and burglary of a dwelling
- Aggravated robbery and robbery

An offense where evidence may be disposed of after a four-year statute of limitations has run is applicable for cases involving:

- Theft by extortion
- Tampering with a witness
- Retaliation against a witness, victim, or informant
- Tampering with a juror
- Extortion to dismiss a criminal proceeding
- Damage or destruction of school or institution of higher education property by explosives or flammable materials

- Possession, use, or removal of explosive, chemical, or incendiary devices
- Unlawful delivery of explosive, chemical, or incendiary devices
- Purchase or possession of a dangerous weapon or handgun by a restricted person
- Unlawful discharge of a firearm
- Aggravated exploitation of prostitution
- Bus hijacking
- Discharging firearms and hurling missiles
- Any felony offense against a criminal statute of any other state, the United States, or any district, possession, or territory of the United States which would constitute a violent felony

Evidence Disposal Notification

Evidence Room personnel will identify property to be disposed of and will notify the assigned Officer/Detective via email that said property will be disposed of/released in 30 days. If the Officer/Detective needs the evidence to be retained it is their responsibility to notify Evidence Room personnel within 15 days of receipt of the email.

Evidence Disposal Conditions

- Evidence in cases where charges were never filed:

Evidence that was seized in an incident where *no charges* were later filed may be disposed of after (4) four years has passed from the date the evidence was seized by law enforcement.

Exceptions: Evidence seized in suspected homicides, negligent homicides, severe physical abuse or sexual offenses shall be held.

- Evidence in cases where charges were filed but defendant is a fugitive:

Evidence that was seized in an incident where *charges were filed* but the defendant has fled and is a fugitive may be disposed of after (10) ten years has passed from the time the defendant failed to appear. Cases assigned to the City Prosecutor's Office must be reviewed with the assigned attorney prior to disposal. However, prior to disposal photographs shall be taken of the item that are sufficient in quality and quantity to identify the item. Photographs should include aspects of the item that help identify the item such as serial numbers, brand and trademarks.

Exceptions: Evidence seized in homicides, severe physical abuse, and sexual offenses, felony child abuse, aggravated assault or serious fraud or theft cases shall be held. Serious fraud and theft cases are defined as those cases where the value of the property is \$50,000 or greater.

- Evidence in cases where charges were filed but the case is not advancing or is otherwise aging without resolution:

There are a number of circumstances that cause a case to age after it has been filed. Regardless of the circumstances, however, the case is still being prosecuted and any evidence related to the case shall be retained.

- Evidence in cases after a trial where a verdict was reached:

Where the defendant was found not guilty, the evidence may be disposed of. However, in homicides, severe physical abuse and sexual offenses, authorization for disposal from the assigned prosecutor must first be obtained.

Where the defendant was found guilty, the evidence may be disposed of after sentencing, provided no appeal or other post-verdict motion has been filed.

However, in homicides, severe physical abuse and sexual offenses, felony child abuse and felony gang cases authorization from the assigned prosecutor must first be obtained.

- Evidence in cases that were filed, but later dismissed.

Criminal cases are dismissed for a number of reasons. While many are dismissed with no intention of refiling, an equal, if not greater number of cases are dismissed with the full intention of refiling the charges. Consequently, evidence possessed in dismissed cases cannot be summarily disposed of.

Where (4) four years has lapsed since the dismissal of the case, the evidence may be disposed of except in homicides, severe physical abuse and sexual offenses.

Where less than (4) four years have lapsed since the dismissal, evidence shall be retained.

Driver's Licenses

An officer may confiscate a Utah driver's license if:

- The driver's license appears to be altered or mutilated.
- It is in possession of someone other than the issued party.
- The driver is being arrested for DUI, fleeing from an officer, or leaving the scene of an accident.
- A computer check indicates the license is expired or has already been revoked or suspended and the driver has failed to surrender it.

If an officer confiscates a driver's license or the driver's license is a lone item of found property, it must be returned to the State Driver's License Division. The officer will complete a Request for Interview or Re-examination form provided by the State Driver's License Division, fill out the top and summary portions indicating that the license was found and the location where it was found. The officer will run a name search to determine if it has been involved in a crime.

Only those Driver's licenses that are evidence of a crime are submitted into evidence. This does not prohibit the entry of a Driver's license that is part of other found property.

If it has been involved in a crime, the form along with the license will then be forwarded to the follow-up detectives. The driver's license and Request for Interview or Re-examination form will be forwarded to the Driver's License Division.

If any officer inadvertently retains someone's license, the officer will attempt to return the license to the owner or will request that the Records Unit mail the license and an accompanying letter to the person's listed residence.

Explosives

Less hazardous Materials such as common fireworks in their original packaging, except salutes which are designed to be launched, ammunition (50 caliber or less), fuses, flares, etc. shall be placed in the yellow flammables locker located at 4710 West 1525 South.

Explosives, blasting caps, highly hazardous incendiary materials, modified fireworks, fireworks designed to be launched (salutes), improvised devices, etc. will be stored in the explosive bunker at the Salt Lake International Airport. Access to this explosive bunker will be restricted to Department-trained bomb technicians only.

A bomb technician will respond and transport the items(s) to the explosive bunker. Before depositing these materials in the explosive bunker, a bomb technician must complete a Property/Exhibit Report form and place the bar code tag(s) on the item(s).

Confiscated explosive materials will be disposed of. Prior to disposal, all confiscated explosive materials will be photographed and filed in the Versadex case file notes. Items which require processing will be held until final court disposition or until destruction is authorized by the prosecuting attorney. In all cases, destruction of the explosive materials should be accomplished as soon as possible.

Firearms / Weapons

Any firearm placed into evidence must be unloaded and rendered safe so that no accidental discharge can occur.

Weapons used or suspected to have been used in a criminal offense should be photographed in place prior to seizure. This does not apply to weapons on persons or readily accessible to suspects. These weapons **MUST** be seized and placed into Evidence.

Knives and other sharp objects placed into evidence must have cardboard, or some other hard cover, securing the edges and points.

Opaque evidence vials will not be used for knives and other sharp items of evidentiary value.

Firearms held under the Safe Harbor Act

The Safe Harbor Act, Utah Code Ann. Sec. 53-5c-101 et seq, is a law that authorizes an owner cohabitant to voluntarily commit a firearm to a law enforcement agency for 60 days if the owner cohabitant believes another cohabitant is an immediate threat. <http://le.utah.gov/~2013/bills/hbillint/HB0121.htm>

Definitions

Cohabitant: means a person who is 21 years of age or older who resides in the same residence as the other party.

Firearm: means a pistol, revolver, shotgun, short barrel shotgun, rifle or short barrel rifle, or a device

that could be used as a dangerous weapon from which is expelled a projectile by action of an explosive.

Illegal firearm: means a firearm the ownership or possession of which is prohibited under state or federal law.

Law enforcement agency: means a municipal or county police agency or an officer of that agency.

Owner cohabitant: means a cohabitant who owns, in whole or in part, a firearm.

Owner cohabitants who live in Salt Lake City and request to turn in a firearm pursuant to the Safe Harbor Act will be instructed to respond to the PSB during normal business hours with the unloaded firearm. Upon their arrival Records Unit personnel will request an officer respond to the PSB through Dispatch. If the owner cohabitant is unable to respond to the PSB an Officer will be dispatched to their address. The Officer will need to pick up a Safe Harbor Act Affidavit of Ownership form before going to the address. These forms are available in the Records Unit and on the P drive.

The Officer will verify that the firearm is unloaded and will have the owner cohabitant fill out and sign an Affidavit of Ownership as required by State Law. The Officer will sign on the witness line and will verify that all serial numbers are correct and will note any existing damage to the firearm. Firearms accessories such as gun cases, holsters, and ammunition will **not** be accepted and shall be retained by the owner cohabitant. If the owner cohabitant insists on turning in ammunition advise them that the ammunition will not be released.

Per State Law a law enforcement officer **may not** request or require that the owner cohabitant provide the name or other information of the cohabitant who poses an immediate threat or any other cohabitant.

The Officer will complete a G.O. Report which shall include:

- The Owner Cohabitant's name, address, and phone number.
- The make, model, serial number, and any damage.
- The date the firearm was voluntarily committed.
- Document damage or wear on the firearm.

The Officer will package and book the firearm and the Affidavit of Ownership into evidence as per policy,

using NCIC code **5399-90 (Public Peace-Firearm Safe Harbor)**

Illegal Firearms

If the firearm is an illegal firearm the Officer will notify the owner cohabitant that the firearm is an illegal firearm and the Officer will confiscate the firearm and book it into evidence, and complete the required reports, adding the appropriate NCIC coding.

Ammunition and/or Projectiles

All ammunition and/or projectiles will be packaged separately from weapons. Projectiles include but are not limited to bullets, arrows, pellets and BBs. It is recommended that ammunition be left in magazines/clips as they may be processed for fingerprints/DNA.

Flammables

Flammable items such as gas cans and gas-driven equipment (chain saws, etc.) confiscated for evidence or safekeeping shall be placed in the large yellow Flammables locker located at 4710 West 1525 South.

Flammable items too large for the lockers will be delivered to the locked room marked "Bikes and Large Storage Items" located at 4710 West 1525 South.

Flammable items will be disposed of. Prior to disposal, all confiscated explosive materials will be photographed and filed in the applicable Versadex case file. Items which require processing will be held until final court disposition or until destruction is authorized by the prosecuting attorney. In all cases, destruction of the explosive materials should be accomplished as soon as possible.

Jewelry

When placing jewelry into Evidence, the officer will describe the item for future identification, and refer to stones and metal by color or shape and number rather than as an actual diamond, gold, etc. Jewelry will be packaged in small plastic evidence bags.

Large / Heavy Items

Large or heavy items being placed into evidence (televisions, tires, large duffel bags, etc.) shall be placed in the large evidence storage area located at

4710 West 1525 South. Entry can be made with the Officer's fob by the main door. All items will be properly marked for evidence and a bar code tag will be completed and affixed. A Property/Exhibit Report Form will be completed.

Narcotics

Separate all narcotics related evidence from any other evidence that has been taken into custody.

Weigh each suspected narcotic or drug item in its original container with the scales provided in the packaging rooms. Record the weight on the evidence entry to the nearest 1/10th gram. Additionally, pills will be counted and documented by number of pills on the property item entry. Each narcotic, drug item, or container shall be packaged separately.

Narcotics Detectives will photograph, weigh and prepare core samples of the drug items. One sample will be delivered to the State Lab for processing and another sample will be maintained for trial purposes.

The evidence supervisor, their designee or the Narcotics Detectives will contact the District Attorney's Office to obtain permission to destroy the remaining drug items according to evidence operating policy.

Samples of Drug Labs chemicals obtained from the DEA will be placed in the smallest yellow flammables bin. These chemicals are held temporarily until transport to the State Lab is available.

Safekeeping

From time to time an officer will find occasion to remove property from a vehicle being impounded, pick up found property, or assume custody of property for safekeeping.

The property shall be placed in evidence as soon as possible. Such property must not be stored in the officer's personal locker, desk, car, etc. except under special circumstances and then only with the prior knowledge and approval of the officer's commanding officer. If the property was removed from a vehicle during impound, the copy of the property receipt shall be left inside the vehicle.

Confiscated alcohol, explosives, ammunition, narcotics, and flammable items will not be returned to the owner or finder.

Sharp Objects (i.e. needles, syringes, knives, etc.)

Needles and syringes confiscated for evidence:

Needles and syringes must be removed from all bags, backpacks, purses etc.

Needles and syringes confiscated for evidence must be placed in one of the red-top biohazard evidence tubes available in each Patrol Division.

After placing the syringe in the red-top tube, needle first; replace the red top to seal the tube. The information requested on the peel-off red label (lower portion of the label on the tube) will be filled out and the label will be placed over the red cap and secured by using finger pressure to secure the label. The other end of the tube must also be sealed with clear tape.

Evidentiary syringes still in their original packaging with capped ends may be placed in a small cardboard box for packaging only. A bio-hazard label must be affixed to that box.

Empty syringes placed into evidence will be photographed by Evidence personnel. The photographs will be filed in the applicable case file of Versadex. Empty syringes will be disposed of by Evidence personnel in accordance with Department policy and Evidence SOP. Any evidence that must be analyzed will not be disposed of until the analysis has been completed and appropriate action taken.

If an officer requests that the evidence be held, the case will be reviewed by the Detective Division Commander or designee for appropriate action.

Found Syringes - Non-evidentiary

Found needles and syringes with no evidentiary value may be disposed of in a sharps container. Sharps containers are available in any fire station, medical facility or in the report writing rooms in the Patrol Divisions. No report is necessary. When no-reporting the incident, officers should use NCIC code 3551, found narcotics paraphernalia.

Initial Officer/Investigator

General Considerations and Priorities

The first priority is to protect the evidence from contamination or loss by:

- Protecting the item while drying.
- Keeping suspect-associated evidence away from victim-associated evidence until packaged.

The second priority is to dry and/or keep evidence dry.

- Store in containers that breathe, such as paper bags.
- Ordinary air-conditioned environment is adequate.
- Bulky, absorbent items such as blood-soaked mattresses and pillows may be difficult to dry quickly. Allow enough time to dry, contact Crime Lab for removing or sampling critical portions, or directly freeze the item.
- Do not use heat to accelerate drying.

The third priority is to avoid exposing the evidence to heat.

- Ordinary air-conditioned environment is adequate.
- Freezing is an option, if space is available.

It is preferable to not freeze an item rather than to expose it to repeated freeze-thaw cycles.

- Do not bother freezing dry items.
- Do not refrigerate dry items; this will only expose them to high humidity.
- Refrigerate liquids (It is generally advised not to freeze liquids, including blood, depending upon the nature of the fluid and the container.) Do not freeze liquids in glass containers as they can shatter.

Prioritize freezer space allocation:

- Case legal status.
- Laboratory instructions, if any.
- Seriousness of charges.
- Probative value of evidence, consult with investigator.
- Size of evidence.
- Date of crime or adjudication.

Call the State Crime Laboratory DNA section with any questions, especially about unusual situations (e.g., liquids to be analyzed for alcohol or drug content, fetal remains, et cetera). The laboratory may be able to

assist in reducing bulky items by removing or sampling critical areas and re-packaging.

Follow-up Detective

For DNA evidence to be the most useful to the Department, investigators and the possible related cases, DNA evidence must be analyzed. All DNA evidence from suspects of felonies and negligent homicide cases will be analyzed as soon as possible.

Follow up investigators must review the evidence. The need to store the original item until final disposition of a case must be considered - i.e. retaining original item (large, bulky, etc.) vs. obtaining samples or swabs from the item of evidence.

A must - obtain photographs of original evidence before, during and after sampling.

A must - obtain prosecutorial approval for disposal of the original item of evidence.

Follow up investigators must insure that the proper offense classification is placed in the general offense police report to avoid inadvertent evidence disposal.

Pre-Adjudication Storage

Pre Laboratory Analysis

- Dry and/or keep biological evidence dry.
- Do not expose evidence to heat (temperatures and humidity above those of normal air-conditioned environments).
- Store already frozen evidence in a freezer if space is available. Otherwise, store in a refrigerated environment.
- Do not freeze liquids unless advised to do so by the laboratory.

Post Laboratory Analysis

- Keep already dry biological evidence dry.
- Do not expose evidence to heat (temperatures and humidity above those of normal air-conditioned environments).
- Follow any specific laboratory instructions (per stamp or label on package or tag).
- Store already frozen evidence in a freezer if space is available. Otherwise, store in normal refrigerated environment.

- Do not freeze liquids unless advised to do so by the laboratory. The laboratory may transfer some or all of a liquid to a freezer-safe container.
- Consult with Department Administration, follow-up detective and State Crime Laboratory about long-term storage of large items if short on space.

Post-Conviction Storage

The Evidence Unit will adhere to the guidelines contained below:

- Store in a dry/dried condition.
- Store in a cool, dry environment with little fluctuation in either temperature or humidity, in a refrigerator, or in a freezer where space is available.
- Consult the State Crime Laboratory DNA section with any questions, especially about unusual situations. The State Crime Laboratory DNA section may be able to assist in reducing bulky items by removing critical areas or sampling stains.
- Retain all DNA evidence from suspects of felonies and negligent homicide cases indefinitely.

Obtaining Copies of Photographs

With the exception of Crime Lab personnel, all photographs taken by on-duty police personnel of any crime, crime scene, or evidence will be attached directly to the case, or sent to Records. Photographs taken by the Crime Lab will be filed in the Crime Lab's Digital Image Server and made available on Evidence.com.

Requests from Police Officers

Officers or prosecuting attorneys associated with the case can receive a compact disc with images without charge for Official use. Alternatively, a request can be made to have photos sent via email link through Evidence.com.

Homicide photographs, serious injury photos, assault photos, sexual assault photos or other photographs deemed sensitive in nature by the Crime Lab Supervisor will not be provided except to the detective assigned the follow-up investigation of the case or by permission of the sergeant supervising the respective follow-up investigative unit or other appropriate command authority.

Subject to the above-mentioned conditions, a copy of the images may be burnt to compact disc and retained in the Crime Lab until the requesting officer picks them up. Alternatively, a request can be made to have photos sent via email link through Evidence.com.

Requests from Official Government Agencies

Compact discs of photo images may be burnt without charge for government agencies when the images are to be used in criminal cases, civil cases, regulatory hearings, etc. In each case, the images will be provided for official business only. Alternatively, a request can be made to have photos sent via email link through Evidence.com.

Requests for compact discs of the images must be made in writing and given directly to the Records Unit Government Records Access and Management Act (GRAMA) Coordinator.

The Detective Division Commander or designee will edit the photos deemed sensitive in nature and exclude them from being released (see GRAMA Denial Process).

After the review, the images will be forwarded to the GRAMA Coordinator who will then notify the requesting agency that the compact discs are available to be picked up at the Service Impound Desk on the first floor of the PSB.

Requests from Non-Government Agencies (Civil Attorneys, Private Parties and Response to Subpoenas or Court Orders)

Requests for the copies of images must be made in writing and given directly to the Records Unit "Government Records Access and Management Act (GRAMA) Coordinator."

If the request involves a homicide, death, suicide, sex crime, domestic violence, fatal accident, officer involved shooting, is gang related, or is a high profile case; the GRAMA Coordinator will forward the request to the appropriate bureau commander.

If criminal action is pending, the request will be denied, except in response to a subpoena or court order. If no criminal action is pending, the request will be forwarded to the follow-up detective's Division Commander or designee who will be responsible for determining which of the digital images are appropriate for release.

The GRAMA Coordinator will advise the requestor of the fee for the compact disc containing digital images and once payment has been received, the request will be completed.

Preservation of Evidence

Officers are responsible for the proper disposition of the evidence in their cases. If it is necessary for the evidence to be maintained past any criminal court action, the responsible officer/detective must notify Evidence personnel with the reason, i.e. civil or other court action, or any other reasons that necessitate holds including related court case numbers.

If the property is to be destroyed or sold at auction, the officer must list the date they ran the items with serial numbers on NCIC to check for stolen property.

Officers must supply the name and DOB of the arrested person (if known) in order to expedite court dispositions.

Evidence Unit personnel will enter the court disposition on reminders before it is sent out to the appropriate officer. The reminder must then be returned to evidence within 10 days with the property disposition.

The appropriate attorneys' approval is necessary on all evidence disposals.

Ticklers will be sent out on retained evidence which has been held for 18 months or which have been completed in court proceedings. If the property is to be maintained longer than 2 years, the officer/detective must have written approval to do so. Evidence seized during a homicide investigation must be held until court proceedings are completed.

Evidence Intake Room Security Bins

Evidence lockers provide a means of securing evidence and preserving the chain of evidence when Evidence Unit personnel are not present to accept custody of the property. Evidence lockers ~~bins~~ will be locked at all times, except when property is placed inside by the officer or removed by Evidence Unit personnel. Officers must use their fobs to gain entry into available evidence lockers. Each workday morning Evidence Unit personnel shall remove property from the evidence lockers prior to 10:00 a.m.

Releasing Evidence

Evidence Unit personnel shall make every effort to notify the property owner when property is available for release. If the value of the property is obviously \$500 or more, the owner must be notified by certified mail.

Releasing Evidence/Property to Owners or their Representative

Property held in Evidence may be released to the property owner under the following conditions:

- Property having no pertinence to a case and is not considered contraband may be released upon proof of ownership or on petition to the City.
- In compliance with a court order.
- Property not accepted into court at the time of trial may be released when no further prosecution will be sought and with a letter from the prosecutor authorizing the release and to who it will be released.
- After final disposition of the case involved, i.e., dismissal, not guilty, or written notice of refusal to prosecute, and a letter from the prosecutor authorizing the release and to whom the release can be made.

Evidence / Property Which Will Not Be Released

Alcoholic beverages, explosives, ammunition, narcotics, narcotics paraphernalia, flammable items, or any consumable items will not be released. These items will be destroyed per Department policy.

Releasing Found Unclaimed Property to Finder / Petitioner

All unclaimed property must be held by the Police Department for 90 days, after which it may be released to the finder, appropriated by a governmental agency for public interest use, sold at auction, or destroyed per § 77-24a-4 UCA.

After the 90-day waiting period required by Utah State Law, the finder may petition the Chief of Police or designee for the return of unclaimed property. The petition must be made in writing within 15 days from the end of the 90-day waiting period. Property found by a City employee who is charged with a duty and responsibility regarding such property should turn it

into the Police Department with no expectation of having it returned.

Property held in Evidence may be released to the finder under the following conditions:

- Not less than 90 days have expired from the date the property was turned into the police.
- The finder must petition the Chief of Police or designee via written letter stating the case number and the facts surrounding the finding of the property.

If the Chief of Police or designee grants the request, the finder signs a “Found Unclaimed Property Release Form” in the Evidence Room containing (Internal Evidence Room Procedure):

- An explanation as to how the property came into the finder's possession, including the time, date and place.
- An affirmation that the finder does not know who the owner of the property is.
- A statement that the finder's possession of the property is lawful.
- Such other information known to the finder that may lead to an identification of the owner.
- Other information the Department may request that will reasonably lead to discovering the true owner.
- The true owner has not been determined from information provided by the finder or known to the City from other sources, after reasonable efforts by the City.
- The intent to dispose of property has been advertised by the procedure set forth in SLC Code.
- No Salt Lake City Police employee may claim or receive unclaimed property as a finder.

Release of Firearms

- The owner will be notified by a letter generated by Evidence personnel.
- The owner will request the release of the weapon through the follow-up detective.
- The follow-up detective will verify through records, criminal history, and the Utah State Bureau of Criminal Investigations (BCI) that the owner is not a restricted person.
- If there is no legal reason to retain the weapon, it will be returned to the owner.
- If the person is found to be a restricted person, they will be directed to contact the Salt Lake City

Attorney’s Risk Management Office for questions involving disposition of the firearm(s).

- Firearms will not be released to third-parties without either a court order, or approval from the Chief of Police or the Chief’s designee. This includes next of kin when the firearm was used/seized in a suicide or the legal owner is now deceased.
- The weapon must be checked NCIC.

Disposition by Appropriation

If the owner or petitioner does not claim the property within 90 days after the property is turned in, Divisions/Units may petition the Chief for appropriation for use by the Department.

- A Bureau Commander must petition the Chief for approval of appropriation in writing.
- The letter must describe the property, the intended use and the associated case number. The property must be used to benefit the Department.
- If the appropriation is approved, a copy of the approval will be attached to the case. The property will be included on the annual report submitted to the Mayor’s Office.
- Property having a value of over \$500 will be added to the Department’s inventory. All appropriated property will be included on the division’s inventory.

Disposition of Unclaimed Property by Auction/Sale

All property to be disposed of via auction shall be turned over to the Property Management Division of Salt Lake City.

Releasing Weapons from Evidence

Weapons held in Evidence where no criminal proceeding is involved may be released to the owner upon proof of ownership or on petition to the City unless the owner or petitioner is prohibited by statute from owning or possessing the weapon.

In cases where criminal proceedings are involved, if the court did not order forfeiture as part of the case, the follow-up officer will verify through records, criminal history, and the Utah State Bureau of Criminal Investigations (BCI) that the owner is not a restricted person and will contact the Department's legal advisor

to obtain an order of disposition for the weapon. If there is no legal reason to retain the weapon, it will be returned to the owner. If there is legal reason to retain the weapon, the owner will be directed to contact the Salt Lake City Attorney's Office.

Visitors retrieving firearms from the Evidence Unit will remain in the lobby and an Evidence Technician will bring the paperwork and the weapon to the lobby for release to the visitor. Under no circumstances will any ammunition be released with any firearm.

Emergency Release Procedure

Property in Evidence is normally released during the hours of 10:00 a.m. to 2:00 p.m., Monday, Wednesday and Friday. The Evidence Unit is closed at 4:00 during the week and on weekends and holidays. Property may be released after hours on an emergency basis. In such cases, an officer of the rank of Lieutenant or above must authorize authorization for callback of an Evidence Technician.

III-290 EXTRADITIONS

Extraditions are coordinated through the Investigative Bureau.

Responsibilities of the Assigned Investigator

Upon being notified by an outside agency that a person is being held in another state on a Salt Lake City felony warrant, the assigned fugitive officer will first determine if the warrant on the person being held is a warrant of arrest or a bench warrant. If there is a warrant of arrest, contact the District Attorney's office to determine if that office will authorize the extradition of the fugitive. If the person is being held on a bench warrant, refer the notification to the Salt Lake County Sheriff's Office fugitive officer(s) and inform the outside agency that the Salt Lake County Sheriff's Office holds the responsibility of extradition on the bench warrant.

If the District Attorney's office declines to approve the extradition, the fugitive officer will check to determine if the person is being held on any other Utah felonies and, if so, the fugitive officer will refer the arresting agency to the other Utah agency holding the warrant and will authorize the release of SLCPD's hold on the arrested person. The fugitive officer will submit the necessary supplemental reports, requesting Records Division personnel either cancel or modify the NCIC entry as appropriate.

If the District Attorney's Office will authorize the extradition, the fugitive officer will teletype the arresting agency to confirm this agency's intent to extradite and determine if the arrested person will waive extradition.

If extradition is waived, the fugitive officer will forward a Request For Travel Orders to the District Attorney's Office and upon authorization, will contact the Utah State extradition coordinator, provide that person with the fugitive information and determine the appropriate retrieval method. The fugitive officer will again contact the Extradition Coordinator at the Utah State Commission on Criminal and Juvenile Justice to make travel arrangements, complete the extradition transaction sheet, obtain aircraft weapon authorization letter confirming that a weapon must be carried aboard a commercial aircraft (if flying), and contact the Fiscal Unit to arrange for travel funds and the necessary credit cards.

If the arrested person declines to waive extradition, the assigned fugitive officer will contact the assigned follow-up investigator and request that he/she:

- Obtain four certified copies of the warrant and the information from the 3rd District Court Clerk's Office and take those copies to the screening secretary who will draw up the necessary extradition paperwork. On notification by the screening secretary, the investigator will again take custody of the paperwork and return it to the 3rd District Court clerk for exemplification. At the end of that process, the investigator will return the papers to the District Attorney's screening secretary for collation. The appropriate paperwork will then be returned to the investigator.
- Take the papers to the Commission on Criminal and Juvenile Justice (Utah State Capitol Building) for issuance of a Governor's Warrant.
- Submit a supplemental report articulating the above noted activity in obtaining the Governor's Warrant.

Travel Procedure

Prior to departure, the fugitive officer is required to furnish the Detective Unit Commander with the request for aircraft weapon authorization in order to obtain the signature of the proper Police Department administrative authority. If a department credit card is to be checked out from the accounting office, the travelling officer needs to provide written or email

authorization from the commander who is authorizing its use.

The fugitive officer will also furnish the Gang Unit Lieutenant, and the division lieutenant(s) in whose division extraditing officer(s) works:

- The names of the officers assigned to the extradition and their destination.
- The name(s) and DOB(s) of the prisoner(s).
- The means of transportation, time(s) of departure and return.

Criteria for Selecting a Second Officer

Two officers will be sent on extraditions unless special needs for travel preclude this. Normally the officers on the extradition will be two fugitive officers. If resources don't allow for two fugitive officers the second officer will be selected according to the following criteria:

- The follow-up investigator.
- Uniformed officer who originated the case.
- Uniformed officer who made an arrest in the case.
- Uniformed officer who developed/obtained information on the suspect.
- Officer who is working a case and needs firsthand information or who needs to collect evidence from the area of the extradition.
- Officer or detective who is working on the same case.

If the prisoner is female and the initial officer is male, the second officer will be a female. If the prisoner is male and the initial officer is female, the second officer will be male.

III-300 FIREARMS

III-300.1 AUTHORIZED HANDGUNS

Department Issued Handguns

The issued handguns of the Salt Lake City Police Department are the Glock 9mm Model 17, Model 19 and Model 26 pistol. Officers carrying a Department issued handgun will not modify the pistol in any manner, except that an approved compatible grip adapter may be used. The Training Unit must approve any other modifications. Officers may also use personally owned handguns of the same make

and models with Training Unit approval.

Approved Optional Handguns

Officers hired prior to October 1, 2012 may carry an optional weapon in lieu of the Department issued Glock under the following conditions:

- Officers must have successfully completed their probationary period.
- Officers who wish to carry an optional weapon must purchase the approved weapon and all required duty gear at their expense. Holsters must be approved by the Training Unit and must be of such a design that the trigger guard is covered, and must provide at least two retention or tension devices.
- The Training Unit will require officers to attend transition training with the weapon to be carried, to ensure safety and proficiency with the firearm. Officers will not be allowed to carry any weapon other than the Department issued Glock pistol until successfully completing the prescribed training program.
- Participation in the program may be reviewed if officers demonstrate a diminished level of proficiency or if weapons are deemed too unreliable for duty usage.
- Optional weapons will be limited to the following exclusively in 9mm and .45 calibers as approved by the Training Unit:
 - BERETTA
 - GLOCK
 - SIG SAUER
 - SMITH & WESSON
 - COLT and Training Unit approved models of the John Browning designed Government, Commander and Officer Model pistols.
 - BROWNING HI-POWER
- Weapons must be standard factory production with no modifications unless the modifications have prior approval from the Training Unit.
- All weapons declared for use in this program must be inspected and approved by the Training Unit prior to training.

- Special weapons may be authorized at the direction of the Chief of Police for the use and carry by selected personnel.
- All primary duty handguns, whether personally owned or Department issued will be equipped with night sights.
- All officers that participate in the optional handgun program will return the department issued duty firearm as well as any department issued duty equipment for that firearm.

Secondary or Back-up Weapons

Officers may carry a secondary or back-up handgun under the following conditions:

- The handgun must be a weapon that the officer is allowed to carry as set forth by Department Policy.
- In addition to those weapons listed above, small frame .38 caliber revolvers and 9mm by Smith & Wesson, Colt and Ruger are also authorized.
- Any requests to carry firearms other than those listed above must be made in writing to the Management Services Bureau Commander.
- Officers must provide their own secondary weapon and all required equipment.
- The weapon must be carried concealed.
- Officers will carry and secure the weapon in a prudent and safe manner.
- The officer must be currently qualified with the weapon.

Weapons approved for off-duty use

- Department issued weapons.
- Authorized optional weapons.
- Off-duty and plainclothes holsters must have at least one retention or tension device. Shoulder holsters are not approved.

III-300.2 AMMUNITION

Only Department approved or issued service ammunition is authorized for use in weapons, either on or off duty. This ammunition will not be

modified in any way.

III-300.3 CARE AND INSPECTION

All firearms carried on or off duty by officers of this Department must be kept clean and in good repair, and will be inspected annually by the Training Unit. Any firearm found to be defective, damaged, or unsafe will be removed from service. Privately owned firearms failing inspection will be reported to the officer's Bureau Commander as disqualified for service.

III-300.4 SHOTGUNS

Officers meeting the criteria below may be authorized to carry a shotgun:

- Officers must attend and successfully complete the Basic Shotgun Certification course as outlined by the Training Unit and approved by the Chief of Police.
- Officers must attend a 4-hour recertification course once every 12 months. Officers failing to recertify or qualify with their shotgun will lose their authorization to carry a shotgun.
- Officers failing to qualify or recertify with assigned Department issued shotguns will surrender the shotgun to the Training Unit.
- Only Department issued ammunition is authorized.
- All Department shotguns will be equipped with ghost ring or rifle sights and a sling. Single-point slings are not authorized.
- Officers assigned a Department shotgun will obtain prior approval from the Training Unit before making any modifications to the firearm.

Officers wishing to carry a personally owned shotgun may do so under the following conditions:

- Officers must successfully complete the Basic Shotgun Certification course with the shotgun action type they intend to deploy.
- Officers must attend a 4-hour recertification course once every 12 months. Officers failing to recertify or

qualify with their shotgun will lose their authorization to carry the shotgun.

- Weapons must be standard production with no modifications unless the modifications have prior approval by the Training Unit.
- All weapons declared for use in this program must be inspected annually and approved by the Training Unit prior to training or carry.
- Only Department approved or issued ammunition is authorized for duty use.
- Personally owned shotguns must be equipped with ghost ring or rifle sights and a sling. Single-point slings are not authorized.

Authorized Shotguns

- Remington 870 Police
- Remington 1187 and 1100 Police
- Mossberg 500, 590 Police and 930 Police
- Benelli Nova
- Benelli M1 Super 90

III-300.5 PATROL RIFLE PROGRAM

Officers meeting the criteria below may be authorized to carry a patrol rifle:

- Participants must attend and successfully complete the patrol rifle training program as outlined by the Training Unit and approved by the Chief of Police.
- Officers desiring to carry an optional rifle must provide the approved weapon and all required equipment at their own expense. Rifles may be issued through the Department on a demonstrated need and availability basis.
- Only Department approved or issued ammunition is authorized for duty use.
- Officers must attend a 4-hour recertification course and qualify annually.
- Officers failing to attend the 4-hour recertification course or qualify annually will lose their authorization to be armed with a rifle.
- Officers issued a Department rifle who fail to qualify or attend the annually scheduled 4-hour recertification course will surrender the weapon to the Training Unit.

Approved Weapons

Only Colt and Training Unit approved variants produced by other manufacturers of the AR-15 family of weapons in 5.56mm are authorized. The Training Unit will maintain an updated list of manufacturing standards which must be adhered to in order for an officer's personally owned weapon to be considered for use in the patrol rifle program. Officers contemplating the purchase of an AR15 should consult with the Training Unit prior to making their purchase to ensure compliance with the standard.

- All weapons declared for use in this program must be inspected and approved by the Training Unit prior to training or carry.
- Weapons must be standard production with no modifications.
- Optics may be used as approved by the Training Unit and will not exceed a magnification of more than three power. Approved optics includes those manufactured by Aimpoint, Trijicon and EOTech and officers are encouraged to contact the Training Unit for information prior to purchasing optics. Regardless of the use of optics, all rifles must be equipped with iron sights, and no optic used will replace or obstruct the use of the iron sights on the weapon. Laser sighting systems are not authorized.
- All rifles will be equipped with a tactical light.
- All rifles will be equipped with either a two or three-point sling, single-point slings are not authorized.
- All weapons will be equipped with a full or collapsible stock.
- All weapons will be equipped with a minimum of two magazines.
- Fully automatic weapons are not authorized.

III-300.6 SWAT WEAPONS

Only firearms approved by Department and SWAT administration will be authorized for use by

SWAT members. These may include but are not limited to:

- Primary entry firearms (submachine guns, select fire carbines, shotguns).
- Precision marksman rifles (sniper rifles).
- Specialty impact weapons.
- Chemical munitions launchers.

All SWAT firearms will be assigned to SWAT officers with the approval of the SWAT Commander or Tactical Commander. Personally owned weapons must be approved by the SWAT Commander and inspected by the Training Unit prior to use. SWAT weapons will not be assigned to personnel until they have met all qualification requirements for that weapon.

Weapon selections, accessories, ammunition, qualification courses of fire, and deployment procedures will be governed by the Salt Lake City Police Department SWAT Policies and Procedures Manual.

III-300.7 CARRYING AND STORING FIREARMS

Officers shall be armed with a Department-approved firearm at all times while on duty. Division Commanders may authorize officers to be unarmed while on a special assignment.

Officers may be armed as they determine while off duty. Officers will carry their department issued badge and identification when armed off duty. Officers shall be armed with an approved handgun while operating their Department take-home car.

Firearms carried on or off duty while not in uniform shall be concealed from the public view. This requirement shall not apply when an officer is on police property or in a secured police zone. Golf and T-shirts with police logos do not constitute a uniform.

Officers shall use care when drawing a weapon and shall not display or brandish a firearm other than

when it is reasonable. An officer's conduct in a given situation shall exhibit good judgment so as not to unnecessarily put any person at unreasonable risk. Weapons shall not be removed from their holsters in a police building or a public place, except as required by performance of duty, training, or for inspection by a supervisor or the Training Unit.

Officers shall provide reasonable security measures for all firearms located within their respective residences, workplaces and assigned or private vehicles. Officers will not leave any firearms in police vehicles overnight unless the vehicle is parked in a locked garage.

III-300.8 FIREARMS QUALIFICATIONS REQUIREMENTS

Schedule of Qualification Shoots

Every sworn officer must attend annual firearms training and demonstrate firearms safety as well as proficient weapon handling skills. Every sworn officer must qualify as directed with each Department approved handgun carried by the officer on or off duty.

Qualification Standards

The course of fire used for handgun qualification will be established by the Training Unit Commander. Officers will have three opportunities to fire a qualifying score. Officers who fail to fire a qualifying score in three attempts will be scheduled for remedial training with the Training Unit prior to any further attempts to qualify. Refer to the flow chart in the Charts section of this manual for further information.

Failure to Qualify

When the officer fails at his/her first three attempts on any of the department handgun qualifications, they will immediately be placed on Modified Duty by the Training Unit Lieutenant/Unit Commander.

The officer will be assigned to the Training Unit for remedial handgun training. At the conclusion of each training session, the officer will be given three more

attempts to qualify. The process will continue as noted in the Appendix under Handgun Qualification Matrix.

The tracking and progressive discipline for the Failure to Qualify process will reset when the Officer has successfully qualified for two successive years on each of the Handgun Qualifications.

III-300.9 LEOSA CERTIFICATION AND CREDENTIALS FOR RETIRED OFFICERS

This policy outlines the guidelines for the implementation of the Law Enforcement Officers' Safety Act (LEOSA) for sworn officers who have retired or separated from the Salt Lake City Police Department. LEOSA is a United States Federal Law that exempts qualified retired law enforcement officers from State and Local laws with respect to the carrying of concealed firearms. LEOSA does not exempt qualified retired law enforcement officers from Federal firearms laws. This policy does not explain in detail the nuances of LEOSA. Retired officers should know and understand how LEOSA applies in their situation by reading and understanding 18 U.S. Code § 926B and C. Retired officers who wish to take advantage of LEOSA must receive and carry a department issued LEOSA Credential Card.

Eligibility

“Qualified retired law enforcement officers” from the Salt Lake City Police Department are eligible to apply for the issuance of a SLCPD LEOSA Credential Card. Standards for issuance of a SLCPD LEOSA Credential Card are listed below:

- Has separated from service in good standing with the police department as a law enforcement officer for an aggregate of ten (10) years or more, or separated from the department due to a service-connected disability after completing their probationary period;
- The term “in good standing” means a status of not having any open or unresolved administrative complaints or criminal charges relating to his/her police

employment that could reasonably result in termination of employment at the time of retirement/separation, or which could reasonably result in suspension or loss of police powers.

- NOTE: A former officer may appeal, in writing, to the Chief, to have their status changed if facts or circumstances dictate that such a change is warranted after retirement/separation from the Department. Final authority for granting a change in standing rests with the Chief or his/her designee.
- Did not retire/separate from the Department for reasons of mental instability;
 - This means the former officer was not medically separated for mental instability or, at the time of a years-of-service or disability retirement, the officer was not facing removal for reason of mental instability.
- Is not under the influence of alcohol or another intoxicating or hallucinatory drug or substance;
- Is not prohibited by Federal law from possessing a firearm; and
- Has completed, within the most recent twelve (12) month period, the firearms qualification standard for active duty sworn officers, as determined and administered by the Training Unit.

Fee

An administrative fee of \$25.00 will be paid by the applicant yearly to cover the expense of staff time conducting the qualification. This fee will be payable to Salt Lake City Corporation and will be collected at the Depot when the photo is taken for the credential.

Procedure

Eligible retired members, as outlined above, who wish to take advantage of LEOSA will make arrangements with the Training Unit each year to receive the required firearms qualification and apply for the department's LEOSA Credential Card.

Members of the Training Unit will administer the firearms qualification, the retired officer must supply their own ammunition.

After the retiree qualifies the Training Unit will notify the Logistics Bureau of the application using the Retired Officer Firearms Qualification Form. The Training Unit will direct the applicant to the Depot for a photo which will be saved for later use once the credential is approved. The applicant will also pay the annual \$25.00 fee at this time.

Once the application is received by the Logistics Bureau, a review will determine if the applicant meets the eligibility requirements outlined above and a criminal history background check will be conducted. The criminal history check will, at a minimum, consist of checks of Versadex, UCCH, Statewide Warrants, and III. Results of the background check will be forwarded to the Chief of Police.

Final approval rests with the Chief of Police. If approved, the Office of the Chief will notify the Depot that the credential is approved. The credential will then be printed and mailed to the applicant and will be valid for one year from the date of the Firearms qualification. If the application is not approved, the Office of the Chief will notify the applicant. The fee will not be refunded for applicants who are not approved.

III-300.10 USE OF PIONEER PRECINCT RANGE

Admittance to and use of the Pioneer Precinct Indoor Range is restricted to Salt Lake City Police Officers only. Entrance or use by any other group or person(s) must be pre-approved by the Training Unit. Except for regularly scheduled training, the Pioneer Range is accessible to officers 24 hours a day, seven days a week. Upon entering the range all officers are required to swipe their department issued access card at the range entry door.

Required Equipment

Everyone inside the range will utilize eye and ear protection and wear a ballistic vest.

Weapons Restrictions

The Pioneer Precinct Range is for **DEPARTMENT APPROVED HANDGUN** use only. Other weapons systems utilizing frangible ammunition **MAY** be authorized on a case by case basis when used under the direct supervision of the Training Unit.

Range Operational Procedures

- Officers on the range will use the *Range Open / Range in Use* sign located next to the range entry door. When the range is in use the slide bar will be moved to indicate such. At the completion of training the slide bar will indicate the range is open.
- A red OUT OF SERVICE placard will be hanging on the wall just inside the range. If a maintenance or operational problem occurs while using the range, the placard will be hung on the outside of the range entry door, and the training unit contacted at 799-4300.
- The range air filtration systems must be turned on prior to use. The main vacuum exhaust system designated by the push button ON / OFF switch as well as the fan system designated by the timed ON / OFF switch must be turned on. Depress the On / Off switch for the exhaust system for approximately 2 seconds in order to start the fans. A buzzer will sound when the start button is pushed, this is normal and the buzzer will stop when the system is running. If the buzzer continues to sound after start up, depress the OFF button, cease training and contact the Training Unit as this indicates a maintenance problem.
- Only the five target hangers will be used to secure the targets.
- **No targets will be placed, hung or staged in alternate locations.**
- It is the shooters' responsibility to clean up after each training session. Brass will be swept up and placed in a bucket and targets will be removed from the backer and placed in the trash.
- No food or drinks are allowed on the range.
- **All damage will be reported to the Training Unit.**

III-300.11 RESTRICTIONS ON THE USE OF FIREARMS

Warning Shots

Warning shots are prohibited.

Firing from a Moving Vehicle

Officers shall not discharge a firearm from a moving vehicle unless a person is immediately threatening the officer or another person with deadly force.

Firing at a Moving Vehicle

Discharging a firearm at a moving vehicle is generally prohibited. 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, and the vehicle is being used in a manner to immediately threaten the officer or another person with death or serious bodily injury, or if deadly force other than the vehicle is directed at the officer or others.

In all situations Department members are expected to act with intelligence and exercise sound judgment, attending to the principles of the Department's use-of-force policy (III-310 FORCE, USE OF). Any situation which results in the discharge of a firearm at a moving vehicle will be examined rigorously on a case-by-case basis. Factors that will be considered include whether the officer's life or the lives of others were in immediate peril, if there was no reasonable or apparent means of escape, and if the officer's actions could foreseeably create unreasonable additional peril.

III-300.12 DESTROYING DANGEROUS OR INJURED ANIMALS

Officers are authorized to use firearms in the humanitarian destruction of severely injured animals when the related animal control agency is not available or the circumstances preclude waiting an extended period of time.

Use of force is permitted, up to and including deadly force, when an officer reasonably believes an animal poses an imminent threat to the safety of the officer, another person, or another animal. The safety of people and property must be addressed should a firearm be used to destroy an animal.

In circumstances where officers are notified that a dangerous animal may be encountered, or when the nature of police operations increase the potential for encountering animals, officers are encouraged to develop reasonable contingencies toward a non-lethal outcome. These include, but are not limited to requesting the assistance of Animal Control, containment, and non-lethal tools such as ADT and CED's. With the exception of humanitarian destructions, such plans will be noted if the circumstances ultimately require the completion of a G.O. report. Nothing in this policy shall prohibit the use of a firearm if the situation dictates and/or a reasonable contingency plan has failed or becomes impractical.

Officers will notify their immediate supervisor or the on-duty area supervisor when an animal is destroyed and complete a G.O. report detailing the incident, to include: make, model, serial number, caliber of the weapon used, and the number of shots fired. The supervisor receiving the notification is responsible for written notification to the officer's Bureau Commander and the Internal Affairs Unit. Phone notifications will not be necessary unless there are unusual circumstances.

III-300.13 REQUIRED NOTIFICATIONS

Except for those incidents enumerated above, the on-duty Watch Commander will be notified immediately any time an officer discharges their firearm, intentionally or accidentally, on or off duty.

Discharge of a Firearm by an On-Duty Officer

Except as listed above, the officer's Sergeant will be notified immediately following the discharge of a firearm by an on-duty officer. The officer's Sergeant will advise the Watch Commander of any incident in which an officer discharges a firearm.

Notification of Bureau Commanders

Except as listed above, the Watch Commander will notify the officer's Bureau Commander of any incident in which an officer discharges a firearm.

Notification of Detective Division

The Watch Commander or in their absence the field Sergeant, will notify the Investigative Bureau of any incident in which an officer is shot, shot at, or discharges a firearm in performance of official police duties.

Notification of Internal Affairs Division

The Watch Commander, or in their absence the field Sergeant, will notify the Internal Affairs Unit of any incident in which an officer discharges a firearm.

III-300.14 INTERNAL INVESTIGATION OF THE USE OF FIREARMS

The Office of the Chief of Police will direct an investigation of all incidents in which an officer discharges a firearm, intentionally or accidentally, on or off duty, except:

- The discharge of firearms on the Department range.
- All other forms of target practice and test firing.
- The discharge of firearms during sporting events, including hunting and organized shooting matches.

III-300.15 INVESTIGATIVE RESPONSIBILITY

Except as specified in this policy, an investigation will be begun immediately and be completed as soon as possible. The Internal Affairs Unit will conduct an administrative investigation of any incident in which an officer discharges a firearm.

Criminal Situations

An incident in which an officer is shot or shot at, or discharges a weapon in performance of official duties which endangers, injures or kills a person will be

investigated criminally under the provisions of the Salt Lake County's Law Enforcement Administrators and Directors (LEADS) Critical Incident Protocol. A member of the Salt Lake City Police Department's Detective Division investigative team shall be part of the LEADS Critical Incident task force criminal investigative team. Employees will comply with all applicable provisions stated in "Incidents Resulting in Death or Injury."

The administrative investigation is independent of the criminal investigation. Internal Affairs investigators will not be present during any interview or walk through with the shooting officer(s), conducted by criminal investigators.

III-300.16 SPECIALTY MUNITIONS

Specialty Munitions are designed to enhance officer safety and may be applied in intermediate force situations. Specialty Munitions are defined as selected, authorized Impact Munitions and Chemical Munitions. The use of Specialty Munitions may be a viable option in some tactical situations.

Department approved Special Munitions are authorized for use by SWAT, the Public Order Unit (POU), certified officers and supervisors. The 40mm Specialty Impact Munitions (SIMs) are the only Specialty Munitions authorized for patrol use. Only SWAT and POU's are authorized to use approved chemical munitions.

Deployment of Specialty Munitions requires a dedicated and highly coordinated effort to ensure desired results. Employing multiple tactics should always be a consideration. Use is further restricted to specific officers meeting the established criteria below.

Requirements

- All sergeants and below will be certified in the use of Specialty Impact Munitions.
- An annual re-certification course is required.
- Specialty Impact Munitions training and certification is open to Lieutenants and above on an optional basis.
- Employees not Specialty Munitions certified

are prohibited from carry and use.

Qualification

- Participants must attend and successfully complete the Specialty Munitions course as outlined by the Training Unit, SWAT or POU training staff and approved by the Chief of Police.
- Officers must attend ongoing as well as annual Specialty Munitions certification and training.

Deployment

It is the responsibility of the Training Unit in collaboration with SWAT and POU to evaluate and update munitions for use in the program. Diversity of munitions and their effectiveness can vary according to the application and distance deployed. Officers utilizing Specialty Munitions will understand and consider these options prior to deployment. The officer deploying Specialty Munitions has the primary responsibility to determine the use of Specialty Munitions and type of munitions used in the situation.

Medical Attention – Non-POU Deployment

As soon as practical after an offender has been controlled through the use of Specialty Munitions, the officer will request an appropriate medical response to assess the individual. If required, the individual will be transported to a medical facility.

Required Reports

Whenever Specialty Impact Munitions are deployed, the officer will generate and complete a G.O. report and a Control of Persons report.

The supervising Sergeant will document the actions of their respective assigned personnel and will submit a memo to the Watch Commander prior to the end of shift or as soon as possible.

The on-duty Watch Commander will be responsible for assembling all reports, memos, and other relevant

information regarding the deployment. They will forward these items to the initial officer's Division Commander in a timely manner for review.

Specialty Munitions for Public Unit Order

Public Order Unit members may utilize Specialty Munitions within the following guidelines:

- Upon successful completion of POU Specialty Munitions training and certification.
- In crowd general and target specific deployments as the situation dictates.
- Within the operational guidelines and limits of a Public Order Unit deployment.

Subsequent to deployment of Specialty Munitions by the Public Order Unit, medical assessment and treatment will be provided as practical in compliance with standard Department policy. Crowd general or target specific deployments where officers are unable to detain noncompliant affected person(s) do not require POU members to render medical assistance.

Documentation of all Specialty Munitions deployments will be prepared. Levels of documentation will vary with the nature and extent of deployment but may include:

- A video log of the incident (crowd general or target specific).
- A POU-Use of Force Card (crowd general/non-arrest).
- A POU-Use of Force Card (required for target specific/non-arrest).
- A Control of Persons report (required for arrest).*
- A General Offense report (required for arrest).*
- Photographs (required for arrest).*
- Supplementary report(s) as directed by a supervisor or at the discretion of the officer.
- A POU After Action Report (AAR).

* May be prepared by Mobile Booking Team Officer or Processing Center

III-300.17 OPTIONAL TACATICAL LIGHT PROGRAM

Officers may carry a tactical light as authorized by the Department.

Officers wishing to participate in the tactical light program must purchase their own tactical light, mounting hardware, and compatible duty holster. The make and model of the tactical light and holster must be approved by the Training Unit. No tactical light/laser combinations are approved. The light and holster may not be modified in any way without prior approval by the Training Unit.

Prior to carrying a tactical light, officers must attend the 8-hour tactical light course and qualify with the tactical light attached to a Department-approved firearm. Officers must qualify with the tactical light mounted on their firearm annually. Officers failing to meet this standard will lose the option of carrying a tactical light.

Officers wishing to carry a tactical light may do so with the following considerations:

- The tactical light must be mounted on the firearm at all times when carried on duty.
- A patrol flashlight must be carried in addition to the tactical light. Tactical lights should never be used in lieu of a flashlight for general illumination.

It must be reasonable for officers to deploy their firearm in order to deploy a tactical light. Brandishing a firearm is considered a use of force. The patrol flashlight should be used for illumination when a use of force would not be reasonable.

III-300.18 SALE OF FIREARMS TO OFFICERS

It is the practice of the Salt Lake City Police Department to sell an officer's primary handgun to the officer upon retirement.

Additionally, in an effort to ensure that officers are deploying reliable weapons, it is the practice of the Department to replace handguns when they have 10 years or more of service and to replace shotguns and rifles when they have 20 years or more of service (subject to departmental need as determined by the Quartermaster). Any variation from these practices

will be at the discretion of the Chief of Police.

Retiring Officers

If an officer retires, the Chief of Police (or designee) will determine if the officer is in good standing (see III-300.9) and eligible to purchase their weapon. If eligible, the officer will need to respond to the Quartermaster and obtain a Firearm Purchase Agreement and Waiver. The officer will then obtain the necessary signatures from the listed entities. Once completed, the officer will return the form to the Quartermaster with payment so the firearm can be removed from inventory. A copy of the Firearm Purchase Agreement and Waiver will be sent to the Police Finance Unit so the City can be notified of the firearm's disposition. The Quartermaster is responsible for the submission of these forms to the Police Finance Unit, as well as maintaining the paper copies.

The price for the officer's primary handgun will be \$50. All other assigned firearms may be sold to the officer at fair market value (subject to departmental need as determined by the Quartermaster). Fair market value is determined by adding 5% to the current trade-in value of the firearm to any local firearms dealer under state contract. A separate Firearm Purchase Agreement and Waiver form must be completed for each firearm.

Current Officers

Any handgun being replaced due to having 10 years or more of service, or shotgun or rifle due to having 20 years or more of service, may be sold to the assigned officer at fair market value (subject to departmental need as determined by the Quartermaster).

The process of sale and determination of fair market value are the same as described above for retiring officers.

Review of Policy

The Quartermaster will be responsible for having this policy periodically reviewed by the City Procurement Officer to ensure that it meets City guidelines.

III-310 FORCE, USE OF

Department policies concerning the use of force and firearms are intended to offer general guidelines so that officers can be confident in their lawful exercise of such force. This Department policy may be viewed as an administrative guide to decision-making and review. This policy shall apply to all officers of this Department when they are in the State of Utah or acting in an official capacity.

Department Policy

A police officer will never employ unnecessary force or violence and will use only such force in the discharge of duty as is reasonable in all circumstances. It is imperative that officers act within the boundaries of legal guidelines, ethics, good judgment, and accepted practices whenever using force in the course of duty.

Force should only be used with the greatest restraint and only after discussion, negotiation and persuasion have been found to be inappropriate or ineffective. While the use of force is occasionally unavoidable, every police officer will refrain from applying the unnecessary infliction of pain or suffering and will never engage in cruel, degrading or inhuman treatment of any person.

Authority to Use Deadly Force

Peace officer's use of deadly force:

A peace officer, or any person acting by his command in his aid and assistance, is justified in using deadly force when:

- The officer is acting in obedience to and in accordance with the judgment of a competent court in executing a penalty of death.
- Effecting an arrest or preventing an escape from custody following an arrest, where the officer reasonably believes that deadly force is necessary to prevent the arrest from being defeated by escape; and
 - The officer has probable cause to believe that the suspect has committed a felony offense involving the infliction or threatened infliction of death or serious bodily injury; and
 - The officer has probable cause to believe the suspect poses a threat of death or serious bodily injury to the officer or to others if apprehension is delayed.

- The officer reasonably believes that the use of deadly force is necessary to prevent death or serious bodily injury to the officer or another person.

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

Considerations in Use of Deadly Force

Deadly force shall only be exercised when all reasonable alternatives have been exhausted or appear impractical. Officers should consider:

- Other methods of effecting an arrest.
- The direction in which the firearm is to be discharged because of the possibility that innocent persons or property may be struck.
- The age of the suspect and the offense committed.
- Light conditions (extreme caution must be used at night or when other conditions obscure the officer's vision).
- The danger of firing while running or jumping.

Use of Force other than Deadly Force

Force in Arrest

Any person is justified in using any force, except deadly force, which he reasonably believes to be necessary to affect an arrest or to defend himself or another from bodily harm while making an arrest.

Fleeing or Resisting Person

The person shall not be subjected to any more restraint than is necessary for his arrest and detention. If the arrested person flees, forcibly resists, or jeopardizes the officers' safety or the safety of others, the officer may use force which the officer reasonably believes to be necessary to effect an arrest or to retain custody by preventing escape. The officer is never authorized to use punitive force or punitive measures while effecting an arrest or preventing an escape. Deadly force is authorized only under the criteria contained herein.

Misdemeanants and Juveniles

An officer shall not use deadly force to effect an arrest or prevent the escape of one known by the officer to be a misdemeanor or a juvenile; unless such person is attempting to escape by use of a deadly weapon, otherwise indicates that they will endanger human life, inflict great bodily harm unless arrested without delay,

or in situations where deadly force is necessary for the immediate protection or safety of the officer or others.

Use of Restraints and Physical Force

Physical force is defined as the **“amount of effort required by police to compel compliance by an unwilling subject.”**

Whenever officers make contact with citizens in the field and determine it necessary to control individuals through the use of mechanical restraints or use of force, the officer must complete a Use of Force Details report as part of a General Offense report or Supplementary report.

One Use of Force Detail report will be completed for each subject against whom restraint devices or physical force was used. The initial officer has primary responsibility to verify that a Use of Force Detail report is completed by himself/herself or an assisting officer. Multiple officers involved in an incident shall not all complete a Use of Force Detail report thereby creating multiple Use of Force Detail reports for a single subject. The Use of Force Detail report will be completed in full, documenting effects of the force used.

All officers shall document all circumstances surrounding force used against a non-compliant subject in a narrative text.

Incidents Resulting in Death or Serious Injury of a Person

The patrol sector Sergeant responding to the scene shall be responsible for the following duties:

The first Sergeant arriving at the scene will obtain the basic facts of the incident from the subject and witness officers(s). This Public Safety Statement may include the following:

- Type of force used.
- Location of injured persons, including those in need of medical attention, if any.
- Description of outstanding suspect(s) and his/her direction of travel, elapsed time and any suspect(s) weapons.
- Direction and approximate number of any shots fired by the involved officer(s) and/or suspect(s) and any known results if applicable.
- Description and location of any known evidence.

- Other information as necessary to ensure officer and public safety and assist in the apprehension of outstanding suspect(s), including the identities of all persons present.

The Sergeant will incorporate this information into his/her report. Any additional questions beyond the scope of the Public Safety Statement will be made pursuant to the “Subject Officer Interviews” policy below.

The scene will be protected by sealing off the immediate area and, if possible, removing unauthorized persons including police officers not required at the scene.

A Sergeant or their designee will secure and maintain control of the subject officer(s) until relieved by investigators or command personnel. The condition of the subject officer’s equipment and clothing at the scene must be preserved for examination by investigators.

The field supervisor will ensure that the involved subject officer(s) are escorted from the scene to the eighth floor conference room, or other designated secure location. If possible, an officer with the rank of Sergeant or above will escort the officer and remain with the officer until released by Detective Division or command personnel.

If the incident is an officer involved shooting, the subject officer(s) weapon(s) and magazines must be examined in the loaded state by the assigned Detective Division investigator. The Sergeant will contact the Watch Commander and arrange for a replacement weapon and magazines as soon as practical.

Upon arrival at the scene, the Sergeant will arrange for statements from other officers who witnessed the incident. Witness officers will complete a report prior to going off-duty regardless of whether or not they are formally interviewed by investigators.

Any evidence, including, but not limited to video recordings, audio recordings, photographs and written records that are related to an officer’s use of force; regardless of whether such evidence documents the moments before or after an officer’s use of force, will be collected and maintained until reviewed by the District Attorney’s Office. It is the responsibility of the District Attorney’s Office to make a determination as to the relevance of all collected evidence.

Assigned investigators will conduct initial interviews as soon as reasonable.

Subject Officer Interviews

The subject officer may request an attorney. If an attorney is requested, interviews will be delayed until such time as the officer has an opportunity to consult with the attorney either by phone or in person. Conversations between client and attorney are privileged and private. If requested, the subject officer(s) may be interviewed at a later date and time. The subject officer(s) will not be required to fill out a report. The reporting requirement will be satisfied by the formal interview conducted by follow up detectives. A Detective case investigator will fill out the initial report before going off duty.

Processing the Weapon

- The officer(s) involved in a shooting incident will protect their weapon(s) and magazines for examination.
- The sector Sergeant will secure the weapon(s) for examination by the assigned Detective Division investigator.
- The assigned Detective Division investigator will examine and document the condition of the weapon(s) and magazines before placing them into evidence.
- The Detective Division investigator will arrange examination of the weapon(s) and magazines by an authorized firearms specialist or laboratory, and upon completion of those tests, will ensure that the weapon(s) and magazines are returned to the Evidence Room.
- The weapon(s) and magazines will be retained in evidence pending the completion of the Detective Division investigation, the District Attorney's investigation, and the investigation conducted by Internal Affairs. The Internal Affairs Unit investigator will sign the weapon(s) and magazines out of evidence and see that they are returned to the subject officer or the Training Unit at the appropriate time.

Administrative Leave Reinstatement

When an officer fires a weapon resulting in the injury or death of another person or by another use of force causes serious injury or death of another person, the officer will be relieved of duty, without loss of pay, until such time as determined by the Chief.

The officer will be relieved of duty by a command-level officer who will make a report of the date and time of such action. This report will be part of the case

under investigation. The officer will be notified to contact their Division/Unit Commander the next day.

The officer shall be available at all times for official interviews and statements regarding the case, but shall not discuss the case with anyone except the prosecuting attorney, personal attorney, and authorized Department personnel. The officer shall be subject to recall to duty at any time.

Involved Officer Consultation

Officers involved in a shooting or the serious injury of a suspect or citizen, will meet for consultation with an approved licensed psychologist or licensed clinical social worker of their choice within two weeks of the incident. The consultation will be coordinated by the Peer Support Team. Documentation of attendance and the date of consultation must be provided to the Division Commander prior to the officer returning for duty. All other information from the consultation is confidential between the officer and the practitioner. The initial consultation will be paid for by the City. The officer is the client for this consultation.

III-320 FOREIGN NATIONALS (NOTIFICATIONS REQUIRED ON ARREST OR DETENTION)

A foreign national is any person in the United States who is not a United States citizen. The terms foreign national and "Alien" may be used interchangeably. An "Undocumented" alien has the same rights to consular notification as a "Documented" alien.

Officers are required to notify any foreign national who is arrested or detained that they have the right to have their diplomatic consul notified of their detention. In addition, there are treaty provisions between the United States and some foreign countries that require the notification of the consul when a foreign national is detained.

Under normal circumstances, the Salt Lake County Jail will make required notifications when a foreign national is booked. Officers should notify the jail personnel that the arrested person is a foreign national. If a foreign national is arrested or detained, but not immediately booked, i.e. the suspect is undergoing extensive interviews or interrogations, or is hospitalized; the arresting officer must make the proper notification.

III-330 GANG INVESTIGATORS, CALL OUT OF

Off-duty Gang Investigators will be called-out in the event of:

- Any incident where officers take a suspect(s) into custody for a drive-by-shooting, and there is reason to believe that the suspect(s) or the shooting may be related to gang activity. Gang Investigators will be notified as soon as possible and prior to the booking of the suspect(s) if possible.
- Any incident involving an aggravated assault where a person has been injured and there is reason to believe that the aggravated assault may be related to gang activity.

Call-out of off-duty investigators will be accomplished by the Watch Commander contacting the Gang Unit Lieutenant. If the lieutenant is unavailable, the Special Operations Bureau Commander will be notified. If neither the lieutenant nor Deputy Chief is available, the Gang Unit sergeant will be notified.

III-340 GASOLINE THEFTS

Investigative Responsibility Relating to Gasoline Thefts

The Communications Center will refer the victim business to the Burglary/Larceny Squad if the business is not familiar with the procedure. No attempt to locate will be broadcast. The Communications Center's responsibility will end at that time.

Gasoline Thefts Procedure

A police report will be initiated only after the gas station attendant completes all necessary forms supplied by the Burglary / Larceny Squad. The management of the oil company involved must also make a commitment to prosecute the offender and their employee must be able to identify the suspect, and be available to testify in court.

III-350 HANDCUFFING PRISONERS

Prisoners will be handcuffed with their hands behind their back before being transported. Juveniles should not be handcuffed to adults, nor should females be handcuffed to males.

III-360 HATE AND BIAS CRIMES AND INCIDENTS

Crimes or incidents based on hate or bias are those that are committed when a victim is targeted because of the victim's race, religion, ethnicity, or sexual preference.

- A crime is an event that is in violation of law.
- An incident is an event that does not rise to the level of a crime as described by law.

Hate and Bias Crimes – Incident Reports

Officers are required to write a police report on every crime brought to their attention involving hate or bias. The report will be written immediately after the officer's investigation is completed. Officers will notify their supervisor immediately upon completion of the report for review in the report queue. The supervisor will review the report for accuracy and details and make sure any corrections or additions are made in a timely manner.

When a crime has occurred, the actual crime (assault, vandalism, etc.) will be listed as the primary offense. Hate crime or bias crime will be listed as the secondary offense. The NCIC will be 5399-88.

Memos Relating to Hate and Bias Incidents

When an incident of this nature has occurred, the officer will send his Sgt. an email with the case number and the officer's report shall serve as the officer's memo to the supervisor. The reports shall be routed to the Intelligence Unit queue by means of the secondary NCIC code. The Intelligence Unit will maintain files on hate and bias incidents.

Notifications and Distribution

The Sergeant will immediately notify the Watch Commander, giving the case number and any necessary details of the hate crime.

If a crime has occurred, the Watch Commander will electronically notify the Bureau Commander via email. The Bureau Commander will make any notifications to the Chief of Police as needed. If necessary, the Watch Commander will have the report transcribed by records personnel for ease of access to those who may need to review it immediately.

Follow-up

The on-duty Watch Commander will determine at the time the situation is reported if immediate follow-up is required or if it can wait until the following business day.

Immediate Follow-up

If a Watch Commander determines that a case requires immediate follow-up, detectives assigned to the unit that would normally investigate the particular crime involved will be called out. Call-outs will follow customary Department guidelines.

Routine Follow-up

Cases will be assigned to detectives based on the primary offense for follow-up investigation.

Review

The assigned follow-up detective will review each case for motive. If the hate crime classification appears valid, the detective will continue to work the case and the classification will not change. If the hate crime classification appears to be inappropriate for the crime, the detective Sergeant will review the case with the division administration of the officer making the report. If the case is reclassified because it is determined a hate crime did not occur, the follow-up detective will note in a supplementary report that the classification has been changed and detail the reasons for the change.

III-370 HIV TESTING REQUIREMENT

Utah State Law mandates that law enforcement must inform all sexual offense victims of their right to request that a court order the suspect to submit to mandatory HIV testing, once convicted of the offense, and to be provided with the results of that test. Victims of sexual offenses must be informed of their right to request voluntary testing for HIV infection, and to be informed of the results. This includes both adult and juvenile offenders.

HIV Testing Requirement Procedure

When an officer of this Department conducts an investigation of a sexual offense, the officer shall verbally notify the victim of the following:

- The victim can request no-cost, voluntary testing of themselves for HIV infection.
- In conjunction with the voluntary testing, the victim has access to free counseling and referral to support services through the Office of Crime Victims Reparations.
- The victim can request a court to order mandatory HIV testing of the suspect, if the suspect is

convicted, or enters a plea of guilty, a plea of no contest or a plea of guilty and mentally ill.

The above information notifications may be accomplished by hand delivering the victim one of the Victim Information Cards and documenting it in your report. Officers who fail to advise victims of the rights under this law are subject to penalty under State Law (Ref. 77-37-5(4) UCA).

Prostitution-Related HIV Carriers

Following notification by the Salt Lake City/County Health Department of a positive test, the Detective Division will establish a medical file containing the following information:

- The HIV infection test results.
- A copy of the written notice as provided in 76-10-1312 UCA.
- Photographic identification.
- Fingerprint identification.

These files will be classified as private and maintained and secured in the Vice office of the Detective Division.

Access to the files and receipt of positive laboratory test information will be limited to the following:

- Lieutenant Vice/Narcotics
- Sergeant Vice Unit
- Notification Officers Vice Unit

The officer who notified the individual as per 76-10-1312 UCA will have the responsibility of attending the sentencing of persons determined to be HIV positive and found guilty of prostitution. With a representative from the Health Department, the officer will issue the HIV notification as outlined in 76-10-1311 UCA. The notification officers will obtain a photograph, fingerprints and a copy of the notification given at the sentencing. In the absence of the notification officers, an officer designated by the Vice sergeant or lieutenant will assume the notification responsibility.

III-380 HOMICIDE

Patrol

The Patrol Division will initiate the investigation, identify witnesses to be interviewed, identify evidence and will notify the area field sergeant and Watch Commander. Once additional investigative personnel

have been called in, assigned patrol officers will assist as directed, including transportation of witnesses.

The crime scene, including a reasonable distance from the scene itself, must be secured and maintained until completely processed. An officer will be assigned to maintain scene

security and ensure that no unauthorized persons or vehicles enter the scene. The securing officer will initiate the Major Incident Log to record the names of all persons entering the crime scene. This log will be included with the securing officer's supplementary narrative.

A field sergeant or the Watch Commander will assume command of the scene until homicide detectives have arrived and have been briefed concerning the situation. The

body should not be moved unless authorized by Homicide Detectives in consultation with the Medical Examiner's Office.

The assigned detective will complete the general offense report. All other officers responding to the incident will complete and submit a supplementary narrative.

Watch Commander

The Watch Commander will notify the Detective Division, the Patrol Bureau Commander, the on duty Chief and the Public Information Officer (PIO). In the event a PIO is not called or is unable to respond, the Watch Commander will manage the media and make the initial media release.

Crime Lab

Crime Lab personnel will assist when requested by the Homicide Sergeant. However, Crime Lab personnel will not enter the inner perimeter area of the homicide scene unless:

- Requested by a Homicide Detective.
- At the specific direction of the Watch Commander.
- In case of exigent circumstances in order to preserve transient, time sensitive evidence due to environmental conditions.

Investigative Personnel

- Homicide Squad personnel will notify the Medical Examiner and next of kin.

- Investigating detectives will arrange for transportation of the body through the Medical Examiner's Office.
- The investigating detectives will direct the crime scene processing and conduct the follow-up investigation.
- After the initial report to the press, any follow-up media releases will be directed through the Detective Division Lieutenant to the PIO.

III-390 HOSTAGE NEGOTIATORS / CRISIS NEGOTIATIONS TEAM

The Hostage Negotiations Team (HNT) provides the Department with a pool of personnel trained in the tactics of negotiation. They may be utilized whenever the need arises, but most particularly in:

- Hostage situations
- Barricaded suspects
- Suicidal subjects

Organization

The Hostage Negotiations Team is comprised of a team leader and members. The HNT is assigned to the Special Operations Bureau, Gang Investigations Unit, under the direction of the Tactical Commander. The HNT is listed in conjunction with the SWAT team on the CAD computer notes file. When called out, HNT members report to and work at the direction of the Tactical Commander.

Responsibilities

The HNT team leader is responsible for organizing, training, and monitoring the availability of negotiators.

Team members are responsible for the state of their negotiating skills and should constantly update them with available data from police magazines, journals, etc. Team members must keep the team leaders aware of assignments and off-duty time schedules or any information which affects availability.

Procedures for Call Out of Personnel

Requests for call out of the HNT should be made by the Gangs/SWAT Lieutenant through the Watch Commander.

III-395 IDENTITY FRAUD

III-395.1 PURPOSE AND SCOPE

Identity fraud is a growing trend that frequently involves related crimes in multiple jurisdictions. This policy is intended to provide guidelines for the reporting and investigation of such crimes under the Identity Fraud Act (Utah Code 76-6-1101).

III-395.2 REPORTING

- (a) In an effort to maintain uniformity in reporting, officers presented with the crime of identity fraud (Utah Code 76-6-1102) shall initiate a report for victims residing within the jurisdiction of the Department. For incidents of identity fraud occurring outside this jurisdiction, officers should observe the following:
 - 1. For any victim not residing within this jurisdiction, the victim should be encouraged to promptly report the identity theft to the law enforcement agency where he/she resides.
- (b) Identity fraud reports will only be taken online through the SLCPD online report website or in person. Telephonic reports for identity fraud will not be accepted.
- (c) While the crime of identity theft should be reported to the law enforcement agency where the victim resides, officers of the Department should investigate and report crimes occurring within this jurisdiction which have resulted from the original identity theft (e.g., the identity theft occurred elsewhere, but the credit card fraud occurred and was reported in this jurisdiction).
- (d) Officers should include all known incidents of fraudulent activity (e.g., credit card number applied for in victim’s name when the victim has never made such an application).
- (e) Officers are encouraged to refer the victim to the Federal Trade

Commission’s website for Identity Theft. This website will provide the victim with multiple resources to recover their identity and take steps to ensure their information is no longer at risk.

- 1. <https://www.identitytheft.gov/>
- (f) Victims should also be encouraged to contact one of the three major credit reporting companies: Equifax, Experian, and Trans Union. Victims may place a fraud alert or a freeze on their credit through these companies.

Equifax	www.equifax.com	1-800-525-6285
Experian	www.experian.com	1-888-397-3742
Trans Union	www.transunion.com	1-800-680-7289

III-400 IMPOUNDS, VEHICLE HOLDS AND RELOCATIONS

Officers of the Salt Lake City Police Department may impound vehicles as a means of enforcing local and State laws, removing a public hazard or nuisance, securing evidence, or protecting the vehicle and its contents until the owner can take possession of the vehicle. Impounds can, however, impose unnecessary expense and inconvenience to the public and the Department. The legal grounds for impounding a vehicle must be tempered with discretion and common sense. Impounding on technicalities contrary to the spirit or intent of the law is not a prudent action. For example, in some cases, such as the arrest of the driver (except for DUI) officers are encouraged to contact a responsible party who can assume custody of the vehicle within a reasonable period of time, with the permission of the registered owner.

Generally a vehicle should not be impounded if the impoundment of the vehicle would pose a safety concern to the operator or any it’s occupants.

All impounds shall be documented in a general offense report, supplemental report and on the appropriate impound form. An impound report will be completed for every vehicle impounded for any reason.

Vehicle Keys

The impounding officer is responsible for securing the vehicle keys and providing them to the tow truck operator. Under no circumstance should the officer retain the keys for any reason. If the vehicle keys are not available, it should be documented on the impound form and departmental report form.

Vehicle Inventory

A thorough vehicle inventory will be conducted on all state tax & city impounds. The vehicle inventory shall include:

- The interior of the vehicle, including under the seats, the glove box, etc.
- Under the hood.
- The trunk, when possible.
- All closed containers, (i.e. bags, boxes, containers etc.)

The officer will remove all valuables from the vehicle and place the items into evidence for safekeeping. Closed or locked briefcases, luggage, etc., will be opened before being placed in evidence. Such items will be opened in the presence of a supervisor if the locks must be forced or other damaged in order to open them. It is recommended that the vehicle's owner or the driver be present but is not necessary.

All other items not considered as valuables, such as spare tires, old clothing, etc., will be secured in the vehicle's trunk, if possible and noted in the officers' report.

The officer will include the following in the property report:

- Valuables placed into evidence.
- Valuable items left in the vehicle because of the difficulty of transporting them to evidence (large machinery, etc.) will be listed in the report's details.
- If no valuables are found in the vehicle the officer will note that information in the report's narrative.

Towing Types

The Salt Lake City Police Department coordinates the following towing type services.

- **Next in Line Assist**
- **State Tax Impounds**
- **State Tax Investigative Holds/Impounds**
- **Vehicle Evidence Seizure**

- **Fleet Vehicle Emergency Towing**
- **Relocations**

Next in line Assist

The purpose of a Next in Line tow is to facilitate a service and clear the roadway for other commuters. The following are situations when an Officer should use a "Next in Line" towing service.

- A vehicle owner requests or requires a tow truck
- When the removal of a vehicle is necessary in the interest of public safety because of a vehicle collision, fire, flood, storm, snow or other emergency reasons or for the safety of the vehicle and its contents.
- If a vehicle is, in the reasonable judgment of the officer, hazardous to operate, and the peace officer may require that the vehicle to be towed.

Next in Line towing requests shall be made on the dispatch service channel. Any vehicle requiring a tow truck at the owner's request shall not be inventoried.

State Tax Impounds

State tax impounds will be documented on the Utah State Tax Commission Vehicle Impound Report TC-540. The impounding officer will provide the tow driver with the yellow copy and submit the white and goldenrod copies to Records, who will forward the forms to the Utah Division of Motor Vehicles. The pink copy has vehicle release information on the reverse side and will be left with the vehicle driver. The DMV must be notified within 48 hours of impound.

The following are situations wherein a State Tax Impound shall be used:

1. When a Utah resident has a vehicle registered in another State.
2. Expired Permit
3. License Plates registered to another motor vehicle, regardless of owner.
4. Invalid Driver's License
5. No evidence of authorized license plate transfer.
6. If the vehicle is operated on a highway, and:
 - (a) the vehicle's registration has been expired for more than three months;
 - (b) vehicle has never been properly registered

by the current owner; or (c) vehicle's registration is suspended or revoked for any reason.

7. A vehicle that has been reported stolen or taken without the owner's consent.
8. A bank check for registration fees has not been honored by the issuing financial institution.
9. The vehicle's identification number has been defaced, altered, or obliterated.
10. Improper use of dealer plates.
11. Abandoned and immediate owner cannot be identified.
12. DUI (Alcohol or drugs)
13. Speed contest or exhibition of speed.
14. Ignition interlock system violation
15. No Insurance
16. Any vehicle which would have been released to the owner at the scene can be "Hold for Owner", when impounded.

There are several State impound lots used to store impounded vehicles. The reporting officer shall fill out the name, address, phone and state tax yard number on the TC-540 and in the Seized/Towed details page of the RMS.

State Impounds for Expired Registration

The following procedure will govern the impounding of vehicles for expired registration only situations.

Occupied Vehicles: In cases wherein a vehicle displaying expired registration is accompanied by the owner or a responsible party or if the owner can be contacted and that person verifies that the registration is in fact expired, the following applies:

- If the expiration date is less than three months, do not impound.
- If the expiration date is more than three months and verification can be obtained as stated above, a State impound may be in order.

Officers may exercise discretion on the side of not impounding as the facts of the situation dictate.

No Insurance: If the operator cannot provide proof of insurance and the vehicle shows uninsured in UCJIS or the registration shows revoked for no insurance, the vehicle may be impounded. If the driver has a valid insurance card or UCJIS shows the vehicle to be insured, the vehicle should not be impounded.

Unoccupied Vehicles: Unoccupied vehicles *will not* be impounded for expired registration relying solely

upon the information provided from the State computer system. Pursuant to Utah State law, a vehicle is subject to impound when it has been abandoned on a highway for a period in excess of 48 hours or on any public or private property for a period in excess of seven days without the express or implied consent of the owner or person in lawful possession or control of the property.

This policy does not preclude the enforcement of any City Ordinances applicable, including abandoned vehicles or streets for storage.

State Tax Investigative Holds/Impounds

There are circumstances when a vehicle has been involved in the commission or attempted commission of a crime i.e. (Hit & Run, Fleeing, Theft, etc.) but does not need to be forensically processed. In these situations, good judgment tempered with common sense should be exercised. Once it has been determined the vehicle needs to be impounded and held for investigative purposes, the officer shall complete the TC-540. The investigating officer shall check the box at the bottom of the form (DO NOT RELEASE FROM IMPOUND WITHOUT AUTHORIZATION FROM THE LAW ENFORCEMENT AGENCY).

The assigned detective shall complete the release authorization in the RMS at the conclusion of their investigation.

If an arrest has been made, the vehicle does not need to be impounded for Hit & Run. Crime lab shall be called to photograph the vehicle/damage.

It would not be appropriate to seize a vehicle simply to avoid booking stolen property contained inside the vehicle.

Vehicle & Large Evidence Seizure

If a vehicle or large object is seized and requires forensic processing, a supervisor must respond to the scene and approve the seizure. It would not be appropriate to seize a vehicle simply to avoid booking stolen property contained inside the vehicle.

The supervisor approving the seizure shall make an entry in the MDT Call log or complete a supplementary report indicating the seizure was reviewed and approved.

Once the supervisor has approved the seizure, the initial officer will contact dispatch and request the on-call police evidence wrecker to respond for the seizure. Dispatch will enter the vehicle as seized for evidence and for which detective squad the evidence is held. The unit responsible for the follow up will be documented in the Seized/Towed details page.

If detectives are called out, a detective will be responsible to complete the vehicle seizure template. If detectives are not called out the initial officer will complete the vehicle seizure template.

The police wrecker operator will respond for the physical impound and transportation of the vehicle or large evidence to the crime lab unit evidence storage facility and complete a supplemental report documenting the transport. If the object is not a vehicle, the initial officer will accompany the police wrecker operator to the Crime Lab Evidence Warehouse and book the object into evidence.

All vehicles transported to the Crime Lab Evidence Warehouse should be processed (warrants, forensics, etc.) within 72 hours of intake. Once the vehicle has been processed at the CLEW, the assigned detective will notify the commercial vehicle truck inspectors the vehicle has been processed.

If the seized vehicle is to be stored for evidentiary purposes beyond this point, the assigned detective shall arrange additional storage accommodations through their bureau lieutenant.

Releasing Seized Evidence Vehicles

A vehicle seized as evidence shall only be released upon authorization of the investigating supervisor or the District Attorney's Office.

Once the vehicle has been processed and is no longer needed as evidence the vehicle must be released back to the owner or designee.

Once the seized vehicle has been cleared for release, the assigned detective will be responsible to ensure the vehicle is released in RMS. The assigned detective or designee will coordinate the release of the vehicle with the owner or owner's representative and documented in the Seized/Towed details page.

The detective will advise the responsible party that they have **14** calendar days to retrieve the vehicle without cost. The assigned detective must respond to the Salt Lake City Storage Lot and coordinate the release with the owner or owner's representative.

If the owner or responsible person cannot respond within **14** days the assigned detective will complete an additional impound form by filling out the heading (year, make, model, color, license plate, State, VIN) and enter "Evidence Facility" in the location where removed. The date on the impound slip will be the current date. On the Reason for Impound line the detective will write "Transfer to Hold for Owner" and give the white and pink copies of the impound slip to the impound lot attendant. The yellow copy will be turned into records. The assigned detective shall complete the release authorization in the RMS.

A vehicle shall only be released to one the following:

- The registered vehicle owner as verified by the State vehicle registration.
- The owner's representative who must have a notarized letter from the registered owner. Verification of release will be by verifying with State issued driver's license, State issued ID or passport against the registration or notarized letter.
- Insurance Adjusters: Insurance Adjuster's identification will be verified by State issued driver's license, State issued ID or passport along with a business card from the insurance company with his/her name on the card.
- Any person authorized by court order: A court order will be verified by State issued driver's license, State issued ID or passport.
- Leasing Companies: The representative of the leasing company must submit a letter on company letterhead verifying that he/she is an employee of that leasing company and is authorized to obtain the release for that vehicle.
- Dealers: The dealer must show evidence of ownership along with proof that he/she represents said dealership. The dealer must also present the dealer plate to the impound lot when transporting the vehicle from the impound lot to the dealership unless the vehicle is to be towed.
- Registered Lien holders or their representatives: The lien holder must provide a copy of the title that shows the lien and proves that the lien release section has not been signed. State issued driver's license, State ID or a passport is required to verify identification. If a release is to be given to the representative, he/she must have a letter on company letterhead with the individual's name

listed in the letter authorizing them to take possession of the vehicle.

- **Towing Companies:** If the insurance company is releasing to a tow company, a copy of the work order with the insurance company's information and name of the individual picking up the vehicle, along with the individual's driver's license, State ID or passport must be submitted at the time of request.
- If the owner is authorizing a towing company to take possession of the vehicle, a notarized letter stating the company's name must be submitted at the time of request to release the vehicle. The tow truck driver must present his/her driver's license, State ID, or passport.
- **Company or Trust owned vehicles:** The individual requesting the release of the vehicle must submit a legal document with the company name or trust name and individual's name on the document showing that he/she are connected to the company or Trust and have the right to have the vehicle released to him/her. Driver's license, State ID or passport will also be required for identification verification.

Fleet Vehicle Towing

If an assigned fleet vehicle requires emergency repairs and a tow truck is needed the tow should be requested through dispatch to the city vendor towing company (See Fleet/Loaner Vehicles).

Vehicle Relocations

Relocations are a courtesy to the vehicle owner. Illegally parked vehicles should be dealt with according to State law or City ordinance and Department policy regarding impounds. In some circumstances, it may be appropriate for an officer to have a legally parked unattended vehicle relocated to an alternate location.

Officers may arrange for the relocation of vehicles at the request of other City departments. Officers will explain to those representatives from other City departments that the relocation will be at the expense of that department. Vehicles will be relocated to the nearest legal parking place as the situation dictates. Only those towing companies specified by contractual agreement with the City will be used to relocate vehicles.

Officers will notify Dispatch of the description, license plate and the location of the relocated vehicle and the reason for relocating the vehicle. **This information must be documented in the RMS.**

Junk Vehicles (Abandoned)

A junk vehicle is one that has been stripped and only the chassis or shell remains, or any vehicle that is obviously inoperable and abandoned. An officer who observes a junk car on any lot or public right-of-way should notify the Salt Lake County Board of Health. It is not necessary to place a parking violation notice on any such vehicle.

III-410 INDUSTRIAL ACCIDENTS

Not all injuries occurring in the workplace require a police investigation. Officers should be mindful of the potential for later examination of the incident in relation to criminal intent and/or SLC liability issues.

Criteria for Police Investigations

Police investigation of industrial related accidents will be limited to the following situations:

- Incidents where criminal activity is suspected or reported.
- Incidents resulting in a fatality(s) or serious bodily injury.
- Accidents involving SLC employees, workplace, equipment or contractors working in some capacity for SLC Corp.
- All industrial accident incidents related to UTA/TRAX, Union Pacific Railroad and Salt Lake International Airport will be referred to the appropriate police agency.

Officer Procedures

Officers will respond to the scene of a reported industrial accident and assess the situation for conformity with the above criteria. All incidents meeting the requirements will be investigated and a G.O. will be completed. The police response should be consistent with the guidelines outlined in Major Crime Scene Investigations.

III-420 JAIL PROCEDURES

Firearms in the Jail: Firearms are not allowed in the jail. Officers should place their weapons in the gun cabinet or in the trunk of the police vehicle before entering the jail.

Altercations: Officers shall not become involved in altercations between booking officers and prisoners.

Conflicts between Jail Personnel and Officers: If a conflict over policy and procedure develops between jail personnel and an officer, the officer should notify the Watch Commander. The Watch Commander shall contact the on duty jail commander and attempt to resolve the problem. If unable to resolve the problem, it should be handled through the proper chain of command.

Booking Procedures without a Warrant

When booking a prisoner without a warrant, the arresting officer must complete a Salt Lake County No Warrant Arrest Fact Sheet as a probable cause statement. If the prisoner is booked on a warrant plus additional charges, all warrantless charges must be documented on the fact sheet. The probable cause statement is completed by the transporting officer on the computer in the booking area.

III-424 LAW ENFORCEMENT ACTIVITY IN HOSPITALS

III-424.1 PURPOSE AND SCOPE

The purpose of this policy is to outline proper procedures for conducting law enforcement activity (e.g., blood draws, warrant service, evidence collection, witness/suspect interviews, etc.) in hospitals. This policy applies to all hospitals, with the exception of the University of Utah Hospital, which has more specific procedures due to having a jointly adopted policy and a full-time University of Utah Police Department presence (see III-425 University of Utah Hospitals & Salt Lake City Police Department Procedures).

III-424.1.1 DEFINITIONS

House Supervisor – The on-duty Clinical Nursing Supervisor for a hospital. There is a House Supervisor on-duty at hospitals 24 hours a day, 7 days a week. House Supervisors have the authority to act on behalf of hospital administrations and oversee clinical operations. House Supervisors also have appropriate

training in responding to law enforcement requests regarding patients.

In-Patient – For the purpose of this policy, the term “in-patient” refers to any individual who is admitted to a Hospital for care/treatment, outside of an Emergency Department.

III-424.2 POLICY

In order to facilitate efficient coordination of duties between police and medical personnel, it is the policy of the Salt Lake City Police Department to follow appropriate procedures whenever practicable when conducting law enforcement activities at a hospital. This policy shall in no way be construed as to restrict officers from taking life-saving actions in emergency situations.

III-424.3 IN-PATIENT PROCEDURES

III-424.3.1 IN-PATIENT – NOT IN CUSTODY

When an officer responds to a hospital to conduct law enforcement activity with an in-patient who is not presently in custody, the officer should first make contact with the hospital’s House Supervisor, or equivalent administrator. The officer will explain their needs and present any legal process (i.e., search warrant), if applicable.

If there is disagreement between the officer and the House Supervisor, the officer shall contact their Sergeant and/or Watch Commander to facilitate resolution.

This procedure does not apply when a hospital has initiated contact with law enforcement and has asked them to respond to the hospital. In these instances, officers will respond to the area requesting the police response and follow standard Department protocol.

III-424.3.2 IN-PATIENT – IN CUSTODY

In-patients in the custody of the Salt Lake City Police Department will be guarded and handled per regular Department guard duty procedures.

If an in-patient who is not presently in custody needs to be placed in custody, officers will follow the process under the IN-PATIENT – NOT IN CUSTODY section to facilitate direction to the individual’s location and proper advisement of the House Supervisor.

III-424.4 EMERGENCY DEPARTMENT PROCEDURES

Interactions between police personnel and Emergency Department staff are inherently different from other areas of a hospital due to the nature of law enforcement and medical services provided in an Emergency Department. As such, procedures that differ from other areas of a hospital are necessary in order to ensure the efficiency of services and the safety of all present.

When conducting law enforcement activity in an Emergency Department, officers must keep two points in mind:

1. There is a charge nurse on-duty in an Emergency Department 24 hours a day, 7 days a week. It is the charge nurse's responsibility to maintain overall management of the Emergency Department. To help facilitate this function, whenever practicable, officers will notify the charge nurse of their presence and purpose in the Emergency Department (this includes Crime Lab Personnel – this notification may be made in advance by the officer requesting Crime Lab).
2. Many hospitals have police officers working security in their Emergency Department. If that is the case in a particular hospital, the investigating officer should make a reasonable effort to inform the officer working security of their purpose and presence.

Listed below are specific procedures for common circumstances that officers face when conducting law enforcement activity in an Emergency Department. Law enforcement and emergency medicine are dynamic fields of work, and it is difficult to predict every possible situation that might present itself in this environment. If a situation presents itself that is not explicitly covered by these procedures, officers shall use their best judgment, and whenever practicable (i.e., a situation that is not an emergency requiring immediate action), consult with the Emergency Department charge nurse and/or police officer working security before taking action. If there is disagreement between an officer and Emergency Department personnel about an officer's request for patient access or information, the officer will request that the hospital's House Supervisor be paged and respond. The officer shall not argue with Emergency Department personnel to resolve the issue, and will wait to resolve any problems that arise with the House

Supervisor. If the situation cannot be resolved between the officer and the House Supervisor, the officer shall contact his/her Sergeant and/or Watch Commander to facilitate resolution.

III-424.4.1 REQUESTS FOR SERVICE

When a hospital contacts the Department requesting a police response due to a victim's presence in the Emergency Department (e.g., sexual assault victim, domestic violence victim, assault victim, etc.), the responding officer(s) will respond to the Emergency Department to take the initial report and conduct the initial investigation per standard protocols. The responding officer(s) will explain to the personnel who grant them entrance the purpose of their presence. Normal protocol of letting Emergency Department personnel and/or the police officer working security know of the officer's presence and purpose will be followed. Notification to the House Supervisor is not necessary.

III-424.4.2 ENTRY WITH SUBJECTS IN CUSTODY

When officers enter an Emergency Department with individuals who are in custody (e.g., civil commitments, arrested persons, detained suspects, etc.), the officer will stay with that individual as safety, legal, and evidentiary circumstances require until the officer's official duties are completed. No official notification to the House Supervisor needs to be made. Officers will follow normal protocol of letting Emergency Department personnel and/or the police officer working security know that the individual is being civilly committed or is otherwise in custody.

If the individual who is in custody needs to be moved to another area of the hospital for treatment (i.e., an Operating Room), the officer shall stay with that individual as safety, legal, and evidentiary circumstances require. In such situations, Emergency Department personnel or the police officer working security will notify the House Supervisor of the movement, if the hospital's policies require such notification.

III-424.4.3 ENTRY WITH VICTIMS RECEIVING EMERGENCY TREATMENT

Often, officers respond to an Emergency Department with individuals who need emergency medical treatment due to being victims of violent crime (e.g., shootings, stabbings, etc.). The timely collection of evidence and statements in these cases is extremely important. An officer may enter the Emergency Department in these circumstances without notifying the House Supervisor. Normal protocol of letting Emergency Department personnel and/or the police

officer working security know of the officer's presence and purpose will be followed.

If the victim needs to be moved to another area of the hospital for treatment, the officer shall stay with that individual as safety, legal, and evidentiary circumstances require. In such situations, Emergency Department personnel or the police officer working security will notify the House Supervisor of the movement, if the hospital's policies require such notification.

III-424.4.4 DECEASED PERSONS

At times, officers are required to guard bodies of deceased persons for evidentiary and chain-of-custody purposes. Officers may enter an Emergency Department in these situations without notifying the House Supervisor. Normal protocol of letting Emergency Department personnel and/or the police officer working security know of the officer's presence and purpose will be followed. Emergency Department personnel or the police officer working security will notify the House Supervisor if the hospital's policies require such notification.

III-424.4.5 OTHER NON-CUSTODIAL INTERACTIONS

When officers find it necessary to contact an individual in an Emergency Department who is not in custody, and who does not fall into one of the above listed categories, the responding officer shall first make contact with the Emergency Department charge nurse or the House Supervisor. The officer will explain their needs and present any legal process (i.e., search warrant), if applicable.

If there is disagreement between the officer and the Emergency Department charge nurse, the officer will request that the hospital's House Supervisor be paged and respond. The officer shall not argue with Emergency Department personnel to resolve the issue, and will wait to resolve the disagreement with the House Supervisor. If the situation cannot be resolved between the officer and the House Supervisor, the officer shall contact his/her Sergeant and/or Watch Commander to facilitate resolution.

III-425 UNIVERSITY OF UTAH HOSPITALS & SALT LAKE CITY POLICE DEPARTMENT PROCEDURES

III-425.1 PURPOSE AND SCOPE

The purpose of this policy is to outline proper procedures for conducting law enforcement activity

(e.g., blood draws, warrant service, evidence collection, witness/suspect interviews, etc.) at the University of Utah Hospital and Huntsman Cancer Hospital. At this time, this policy only applies when officers are conducting law enforcement activities at the University of Utah Hospital and Huntsman Cancer Hospital, hereafter referred to as "the Hospital". This policy does not apply at the University Neuropsychiatric Institute (UNI).

The below policy and procedures will be reviewed as needed (at least annually) by the Hospital and the Police Department. Necessary changes will be made as they are identified.

III-425.1.1 DEFINITIONS

House Supervisor – The on-duty Clinical Nursing Supervisor for the Hospital. There is a House Supervisor on-duty at the Hospital 24 hours a day, 7 days a week. House Supervisors have the authority to act on behalf of Hospital administration and oversee clinical operations. House Supervisors also have appropriate training in responding to law enforcement requests regarding patients.

In-Patient – For the purpose of this policy, the term "in-patient" refers to any individual who is admitted to the Hospital for care/treatment, outside of the Emergency Department.

University Police Officer – A University of Utah police officer who works in the Emergency Department and acts as a liaison between health care providers and outside police agencies accessing patients.

III-425.2 POLICY

In order to facilitate efficient coordination of the duties of the personnel of both the Police Department and the Hospital, it is the policy of the Salt Lake City Police Department to work under the agreed upon procedures listed below when conducting law enforcement activities at the Hospital. This policy shall in no way be construed as to restrict officers from taking life-saving actions in emergency situations.

III-425.3 IN-PATIENT PROCEDURES

III-425.3.1 IN-PATIENT – NOT IN CUSTODY

When an officer responds to the Hospital to conduct law enforcement activity with an in-patient who is not presently in custody, the officer shall first make contact with the Hospital's Customer Service Office. The Hospital's Customer Service Office can be contacted in one of two ways:

1. During business hours Customer Service staffs an office located in the 1st floor main lobby, adjacent to the Starbucks.
2. There is a 24-hour Customer Service desk located next to the Emergency Department.

The Customer Service Office will page the Hospital's House Supervisor who will respond with the University Police Officer to the officer's location. The officer will explain their needs, present any legal process (i.e., search warrant), if applicable, and complete the Law Enforcement Not In Custody Patient Access Form. The House Supervisor will facilitate the officer's needs, as appropriate.

If there is disagreement between the officer and the House Supervisor, both parties shall contact their respective supervisors to facilitate resolution.

This policy does not apply when the Hospital has initiated contact with law enforcement and asked them to respond to the hospital. In these instances, officers will respond to the area requesting the police response and follow standard Department protocol.

III-425.3.2 IN-PATIENT – IN CUSTODY

In-patients in the custody of the Salt Lake City Police Department will be guarded and handled per regular Department guard duty procedures.

If an in-patient who is not presently in custody needs to be placed in custody, officers will follow the process under the IN-PATIENT – NOT IN CUSTODY section to facilitate direction to the individual's location and proper advisement of the House Supervisor.

III-425.4 EMERGENCY DEPARTMENT PROCEDURES

Interactions between police personnel and Emergency Department staff are inherently different from other areas of the hospital due to the nature of law enforcement and medical services provided in the Emergency Department. As such, procedures that differ from other areas of the hospital are necessary in order to ensure the efficiency of services and the safety of all present. Listed below are specific procedures for the different circumstances that officers face when working in the Emergency Department. Law enforcement and emergency medicine are dynamic fields of work, and it is difficult to predict every possible situation that might present itself in this environment. If a situation presents itself that is not explicitly covered by these procedures, officers and Emergency Department charge nurses shall use their best judgment, and whenever practicable (i.e., a situation is not an emergency that requires immediate

action), consult with the Hospital's House Supervisor and/or the University Police Officer working in the Emergency Department before taking action. Afterwards, each entity shall complete the appropriate documentation describing the situation and circumstances so that a review may occur.

Additionally, when working in the Emergency Department officers must keep three points in mind:

1. There is a University Police Officer on-duty in the Emergency Department 24 hours a day, 7 days a week. This person serves as a coordinator between outside police agencies and the Hospital. When working in the Emergency Department, officers should always make reasonable effort to inform the University Police Officer of their presence and purpose. Furthermore, if the House Supervisor is requested, the University Police Officer may also respond. Officers of the Salt Lake City Police Department will provide adequate case information to the University Police Officer when requested so that the University Police Officer can assist in facilitating the request, as appropriate.
2. There is a charge nurse on-duty in the Emergency Department 24 hours a day, 7 days a week. It is the charge nurse's responsibility to maintain overall management of the Emergency Department. To help facilitate this function, whenever practicable, officers will notify the charge nurse of their presence and purpose in the Emergency Department (this includes Crime Lab Personnel – this notification may be made in advance by the officer already present).
3. If there is disagreement between officers and Emergency Department personnel about the officer's request for patient access or information, the Hospital House Supervisor will be paged and respond. Officers and Emergency Department personnel shall not argue to resolve the issue, and will wait to resolve any problems that arise with the House Supervisor. If the situation cannot be resolved between the officer and the House Supervisor, both parties shall contact their respective supervisors to facilitate resolution. The University Police Officer will advocate that all parties involved follow these procedures.

III-425.4.1 REQUESTS FOR SERVICE

When the Hospital contacts the Department requesting a police response due to a victim's presence in the

Emergency Department (e.g., sexual assault victim, domestic violence victim, assault victim, etc.), the responding officer(s) will respond to the Emergency Department to take the initial report and conduct the initial investigation per standard protocols. The responding officer(s) will explain to the personnel who grant them entrance the purpose of their presence. Normal protocol of letting Emergency Department personnel and/or the University police officer know of the officer's presence and purpose will be followed. Notification to the House Supervisor is not necessary.

III-425.4.2 ENTRY WITH SUBJECTS IN CUSTODY

When officers enter the Emergency Department with individuals who are in custody (e.g., civil commitments, arrested persons, detained suspects, etc.), the officer will stay with that individual as safety, legal, and evidentiary circumstances require until the officer's official duties are completed. No official notification to the House Supervisor needs to be made. Officers will follow normal protocol of letting Emergency Department personnel and/or the University Police Officer know that the individual is being civilly committed or is otherwise in custody.

If the individual who is in custody needs to be moved to another area of the hospital for treatment (i.e., an Operating Room), the officer shall stay with that individual as safety, legal, and evidentiary circumstances require. In such situations, Emergency Department personnel or the University Police Officer will notify the House Supervisor of the movement. The House Supervisor may check in with the officer guarding the individual in custody.

III-425.4.3 ENTRY WITH VICTIMS RECEIVING EMERGENCY TREATMENT

Often, officers respond to the Emergency Department with individuals who need emergency medical treatment due to being victims of violent crime (e.g., shootings, stabbings, etc.). The timely collection of evidence and statements in these cases is extremely important. An officer may enter the Emergency Department in these circumstances without notifying the House Supervisor. Normal protocol of letting Emergency Department personnel and/or the University Police Officer know of the officer's presence and purpose will be followed.

If the victim needs to be moved to another area of the hospital for treatment, the officer shall stay with that individual as safety, legal, and evidentiary circumstances require. In such situations, Emergency Department personnel or the University Police Officer will notify the House Supervisor of the movement.

The House Supervisor may check in with the officer who has stayed with the victim.

III-425.4.4 DECEASED PERSONS

At times, officers are required to guard bodies of deceased persons for evidentiary and chain-of-custody purposes. The Hospital is aware of this obligation and will not interfere with this requirement.

Officers may enter the Emergency Department in these situations without notifying the House Supervisor. Normal protocol of letting Emergency Department personnel and/or the University police officer know of the officer's presence and purpose will be followed. Emergency Department personnel or the University Police Officer will notify the House Supervisor if they deem it necessary.

III-425.4.5 OTHER NON-CUSTODIAL INTERACTIONS

When officers find it necessary to contact an individual in the Emergency Department who is not in custody, and who does not fall into one of the above listed categories, the responding officer shall first make contact with the Emergency Department charge nurse and/or University Police Officer stationed in the Emergency Department. The officer will explain their needs, present any legal process (i.e., search warrant), if applicable, and complete the Law Enforcement Not In Custody Patient Access Form. The Emergency Department charge nurse will facilitate the officer's needs, as appropriate.

If there is disagreement between the officer and the Emergency Department charge nurse, both parties shall contact their respective supervisors to facilitate resolution.

III-425.5 VISITATION

There are no restrictions on officers visiting family, friends, acquaintances, etc. while in uniform. If questioned, an officer will explain to the Hospital personnel that they are visiting a family member, friend, etc.

III-430 JUVENILES

Offenses against Juveniles

The Juvenile Court shall have concurrent jurisdiction to try adults for the offenses against juveniles listed below:

- Any person 18 years-of-age or older who solicits, requests, commands, encourages or intentionally aids or who acts with a juvenile in the violation of any federal, state, or local law or municipal ordinance; or causes children to become or remain delinquent, or who aids, contributes to or becomes responsible for the neglect, abuse, or delinquency of any child.
- Any person 18 years-of-age or older who has legal custody of, cares for, or employs a child and who willfully abuses or ill-treats, neglects or abandons the child in any manner likely to cause the child unnecessary suffering or serious injury to health or morals.
- Any person 18 years-of-age or older who forcibly takes away a child from, or encourages leaving the legal or physical custody of any person, agency, or institution in which the child has been legally placed for the purpose of care, support, education, or adoption, or any person who knowingly detains or harbors the child.
- Any person 18 years-of-age or older who provides a child with an alcoholic beverage or a controlled substance or who encourages or permits a child to consume an alcoholic beverage or controlled substance.
- Children witnessing domestic violence on two or more occasions.
- Any person 18 years-of-age or older who fails to report child abuse.

Officers responding to incidents of domestic violence will verify if children were present during the incident. Officers should substantiate, by questioning the participants, children, neighbors or others with information relating to incidents of domestic violence involving the participants. A records check for prior incidents of domestic violence involving the participants should be completed. This section is not meant to replace or modify any previous sections of the police manual.

Adult Court Commitments and Warrants

A juvenile arrested on an adult court commitment or warrant is to be released to a parent or legal guardian after notification is given to report to the court the next day. If parents are unavailable, the juvenile should be taken to the Youth Receiving Center where the parent or legal guardian will be advised to take the juvenile to the Adult Court.

Juvenile Court Misdemeanor Citations

The Accelerated Misdemeanor Citation Program allows a juvenile to be cited for class B misdemeanors and infractions by a police officer and then released on the juvenile's promise to appear.

Note: The Juvenile citation is the referral to juvenile court and must be issued to complete the referral process on all class B/C misdemeanors and infractions. In the absence of the child, the citation will be served on the parent or guardian.

Specified Offenses: The citation is intended to be used for all Class B and C misdemeanor offenses, infractions, status offenses, and traffic offenses for juveniles under 16 years of age only. The citation may not be used for truancy, ungovernable, fish and game related offenses or traffic offenses when the offender is over 16 years of age.

Notice to Appear: Officers will not assign a date or time of appearance, but will instead inform the juvenile and parent or guardian that the court will notify them when to appear. In the event the juvenile resides outside of Salt Lake County the Court will forward the citation to the offender's court of jurisdiction.

The issuance of a citation does not relieve an officer of the requirement to make notification to the parent/legal guardian of the charges against the juvenile. The officer shall make every effort to contact the parent/legal guardian when issuing a citation. In some cases the officer may elect to transport the juvenile to the Youth Services receiving Center when there is any question as to the identity of the juvenile, when the circumstances may endanger the juvenile, when the parental/legal guardian notification cannot be made by telephone, or there is no one available to take custody of the juvenile. When a juvenile is transported to the Youth Receiving Center, the completed Juvenile citation will be left with him/her.

Procedure for Issuance: The issuing officer will obtain a SLCPD case number and assign the appropriate NCIC classification code to the citation. The NCIC code should be written near the offense for which the juvenile has been charged. In addition, Juvenile Court requires the issuing officer to legibly fill out the front of the citation as completely as possible.

The officer should then separate the white copy from the other copies to avoid bleeding through and complete the reverse side.

When there are several juveniles cited as a result of the same incident, a single case number will be assigned.

NOTE: Before releasing an offender on a Juvenile Citation, Officers will check for any current wants or activity involving the Juvenile. Dispatch will check NCIC and the state system (CJJU). If wants are positive, the officer will include this information in addition to the present offense.

Handling of the Citation by the Records Unit

Copies of all Juvenile Citations must be delivered to the Records Unit. When the citations are received in the Records Unit, the citation will be assigned a Juvenile Arrest Number. The #2 copy (green) will be retained. The #3 (blue) and #4 (white) copies, together with all related reports, will be forwarded to Third District Juvenile Court as expeditiously as practical.

The Records Unit will enter secondary NCIC code 5331 in the G.O. offense field for tracking purposes.

When a Juvenile May be Taken into Custody

A peace officer may take custody of a juvenile when directed to do so by court order, or if:

- The child has violated a state, federal, or local law or municipal ordinance in the presence of the peace officer.
- Reasonable grounds exist to believe that the juvenile committed a crime, which, if committed by an adult, would constitute a felony.
- The child is in dangerous surroundings, or if the child endangers others and immediate removal appears necessary for protection of the child or others.
- There are reasonable grounds to believe that the child has run away or escaped from parents, legal guardians, or custodians.
- There are reasonable grounds to believe that a child is absent from school without a valid excuse.

Required Parental Notification

After taking a child into custody or issuing a juvenile citation, the officer shall, without unnecessary delay, notify the child's parent, guardian, or custodian or transport the juvenile to the Youth Receiving Center (YRC) where the YRC staff will make the necessary notifications. If the officer is unable to contact the parent/legal guardian, the child will be taken to the Youth Receiving Center.

If an officer has contact with a juvenile under high hazard circumstances in which the officer draws and

points his/her weapon at the juvenile and the juvenile is subsequently released without arrest, the officer will make reasonable attempts to notify the juvenile's parent, guardian or custodian to explain the circumstances of the contact. The officer will initiate a G.O. using NCIC 7399-41 (Juvenile Contact/Required Notification) and include the required use of force documentation noting that the juvenile's parent, guardian or custodian was contacted, or what attempts were made. If the officer is unable to make contact with the juvenile's parent, guardian or custodian before the end of his/her shift, the officer will indicate such in the report.

NCIC code 7399-41 will be routed to the School Resource Officer (SRO) handle which will be monitored by the School Resource Sergeant in the Detective Division for assignment of follow-up to contact the juvenile's parent, guardian or custodian the next business day.

Fingerprinting and Photographing Juveniles

Photographs may be taken of a minor 14 years of age or older who:

- Is taken into custody for the alleged commission of an offense that would also be an offense if the minor were 18 years of age or older; or
- Has been determined to be a serious habitual offender for tracking and is under the continuing jurisdiction of the Juvenile Court or the Division of Juvenile Justice Services.

Photographs may be distributed or disbursed to individuals or agencies other than state or local law enforcement agencies only when a minor 14 years of age or older is charged with an offense which would be a felony if committed by an adult.

A juvenile who is in custody for a status offense may not be photographed.

Fingerprints may be taken of a minor 14 years of age or older who:

- Is taken into custody for the alleged commission of an offense that would be a felony if the minor were 18 years of age or older;
- Has been determined to be a serious habitual offender for tracking and is under the continuing jurisdiction of the Juvenile Court or the Division of Juvenile Justice Services; or
- Is required to provide a DNA specimen under UCA 53-10-403.

Any juvenile who is in custody for a status offense may not be fingerprinted.

Fingerprints shall be forwarded to the Bureau of Criminal Identification and may be stored by electronic medium.

Fingerprints may be distributed or disbursed to individuals or agencies other than state or local law enforcement agencies.

Photographs and fingerprints may not be taken of a child younger than 14 years of age without the consent of the court. However, if the child younger than 14 years of age is the victim of a crime, state law allows a peace officer to take photographs of the areas of trauma visible on a child and to take photographs of the premises or the objects relevant to the reported circumstances of abuse or neglect (See, U.C.A 62a-4A-407).

If the juvenile is arrested during business hours they will be taken to the Impound/Service desk on the first floor of the PSB to be processed. After hours, the arresting officer will seek the assistance of an on-duty Crime Lab Technician if available.

Juvenile Suspects Not in Custody

Juveniles who are not in custody can voluntarily consent to fingerprinting without a judge's permission under the following provisions:

- A juvenile 14 years-of-age or older, can consent to fingerprinting without any further authority.
- If the juvenile's fingerprints do not match those found at the crime scene, the fingerprint record must be destroyed.

Juveniles Booked in Jail by Order of a Judge

Motion and Order for Fingerprinting shall accompany the juvenile from detention to jail, and be attached to the officer's report.

Fingerprints and Photographs - File Maintenance

When a juvenile record is expunged, all photographs and other records as ordered shall upon court order be destroyed. **However, fingerprint records may not be destroyed.**

Interviewing Juveniles

Interviewing Juvenile Suspects

- If the juvenile is under the age of 14, a parent or legal guardian must be contacted prior to the interview. If the Miranda Warning is given, it must be given to both the parent or legal guardian and the child.
- Juveniles age 14 and over can be interviewed and given the Miranda Warning and give their consent without contacting the parent or legal guardian.

Child Abuse Victims

Officers have the right and obligation to investigate all incidents of child abuse and neglect that are brought to their attention. Inasmuch as it is possible the parent(s) or legal guardian(s) of the child may be responsible for the abuse or neglect, it is not required that the officer contact that parent or legal guardian prior to interviewing the child.

Disposition of a Juvenile Taken into Custody

A juvenile may be released to a parent, legal guardian, or responsible adult, or transported to the Youth Receiving Center (YRC). YRC staff will make the necessary notifications. Officer will not release juveniles to a parent, legal guardian, or

responsible adult if doing so presents a danger to the child or others.

Detention Center: Juveniles may be placed in detention under the following circumstances:

- The juvenile is almost certain to run away or go to another jurisdiction pending court disposition. If the only violation is runaway or ungovernable and is not coupled with another offense and the juvenile lives in Utah, the juvenile shall be placed in the Youth Receiving Center.
- The juvenile has a history of serious offenses constituting a threat to the safety of the community.
- A juvenile may be held for the shortest time possible for another out-of-state jurisdiction, such as a committed juvenile or parole violator who requires secure custody while awaiting transfer to an institution or agency, or a material witness who cannot be held in shelter.
- When a juvenile is booked into Detention, a copy of the Juvenile Fact Sheet or probable cause statement, that is filled out by the officer at Detention must be delivered to the Records Division.

Removing a Child from a Home

A peace officer may take a minor child into protective custody without a warrant when the officer has substantial cause to believe there is an imminent danger to the physical health or safety of the minor and the minor's physical health or safety may not be protected without removing the minor from the custody of parental, guardian or custodial control.

Procedure for Removal of a Child for Protective Custody

The assigned police officer, with the approval of a supervisor, will request the presence of a DCFS worker through the dispatch as soon as a need for child welfare services is determined. Intake shall provide the name and phone number of the worker to the officer.

The DCFS worker should respond within 1 hour of receiving the information from intake.

When a DCFS worker is at the scene, the Child Protective Services (CPS) worker will complete the assessment and removal paperwork. It is the responsibility of the CPS worker to transport children when they are taken into custody. In exigent

circumstances, officers are authorized to assist in transportation.

When a child is sheltered for any reason, the assigned officer will contact their supervisor who will contact the Watch Commander.

If a DCFS worker is not present at the scene, and there is a need for removal, Law Enforcement will take the child to the Salt Lake County Shelter Care Program at the Christmas Box House at 3660 South West Temple and sign the child into shelter. The Officer should take every effort to contact the DCFS worker. The Officer shall be permitted to place the child in shelter and fill out the necessary paperwork. The officer will fill out the bottom half of the "Request for Shelter" form #992. The officer will document all attempts to notify DCFS in both the "Request for Shelter" form #992 and the GO narrative. In the absence of a DCFS worker at the scene, Utah law also requires the officer to "immediately use reasonable efforts to locate and inform the parents or guardian or responsible relative". At a minimum, the officer will leave written notification at the last known address of the child and document same in the G.O. narrative.

In a case of a disagreement, either party can unilaterally place a child in shelter.

The assigned officer will conduct the investigation and initiate a G.O. report. The removing officer is responsible to complete appropriate report forms documenting the conditions and justification supporting the child's removal including photographs of the child and the scene by a Crime Lab technician.

The assigned officer responsible for the removal of the child may be invited by DCFS to participate in an Inter-Disciplinary Hearing which will be held within 24 hours, or on the next regular working day following such removal. The responsible officer may be required to attend a Shelter Hearing held at Juvenile Court, within 48 hours of the child's removal.

In most cases, providing a complete copy of the police report to the DCFS hearing officer will suffice. Providing completed copies of these reports will be the function of Detective Division personnel. The Detective Division must be notified of the removal of a child by the following business day.

III-440 LIMITED ENGLISH PROFICIENCY (LEP)

The purpose of this policy is to establish effective guidelines, consistent with Title VI of the Civil Rights Act of 1964 and the Omnibus Crime Control and Safe Streets Act of 1968 for departmental personnel to follow when providing services to, or interacting with, individuals who have Limited English Proficiency (LEP).

The Department will take reasonable steps to provide timely, meaningful access to LEP persons to the services, benefits, activities and programs The Department provides. All Department personnel will, to the best of their abilities, provide free language assistance services to LEP individuals whom they encounter or whenever an LEP individual requests language assistance services. Department personnel will inform members of the public that language assistance services are available free of charge.

The Chief of Police will appoint a Limited English Proficiency Coordinator with the responsibility of coordinating and implementing all aspects of the Department's services to LEP individuals.

Procedures for Accessing Interpretation Services

Emergency Calls to 9-1-1

- When a 9-1-1 call-taker receives a call and determines that the caller is LEP, the call-taker shall inform the LEP caller that he or she will be placed "on hold."
- If the language is known, the call taker shall immediately survey the Communications office for an available and appropriate bilingual employee to respond. If a bilingual employee is available, the original call-taker will immediately transfer the LEP caller to the bilingual employee. The bilingual employee shall follow the standard operating procedures for all 9-1-1 calls.
- If no available and appropriate bilingual employees are present, the call-taker will contact the Language Line. Once a three-way call is established between the call-taker, the LEP caller, and the interpreter, the call-taker shall follow the standard operating procedures used for all 9-1-1 calls.
- The call-taker will note in information sent to dispatch that the 9-1-1 caller is an LEP individual and indicate the language, so that this information is provided to responding Officers.
- Dispatchers will make every effort to dispatch a bilingual Officer to the call, if available.

- The Department will take reasonable steps to develop in-house language capacity in Dispatch by hiring personnel with specific language skills.
- The Administrative Services Bureau will determine its Dispatch staffing needs, and will work with Human Resources to recruit and hire qualified bilingual staff.

Responding Officers Responsibilities

Officers in need of interpretation services will attempt to identify the LEP individual's primary language through the use of a language identification card and immediately contact the Language Line, if possible using the procedures listed below.

What Officers Will Need to Make the Call

- Officers may call the Language Line number directly or through dispatch, toll free 866-802-3565.
- Voice prompts should be followed to get through to the interpreter of the Officer's language choice.
- Officers will provide their Department ID number when the interpreter comes on the line and asks for it.
- The interpreter should be briefed on what is needed.
- If this call is made with the person needing translation right next to the Officer, the phone may be handed back and forth between the parties involved.

At the Scene Calling Language Line

Use a phone at the scene

- All of the information requested above should be furnished.

Cellular Telephone

- Call dispatch at 801-799-3000.
- The call taker should be notified that the Officer needs to use the interpreter service.
- The Dispatcher will transfer the Officer to the Language Line.
- The above needed information should be provided.

Online Interpreter Calls within the PSB

- Officers may dial the Online Interpreter's number directly, or have dispatch transfer the officer to them.

- The above needed information should be provided.

Receiving Calls from Foreign Speaking Citizens

- Callers should be placed on conference hold by pressing the “CONF” button on the phone.
- When the dial tone is heard, the Language Line number may be called.
- The instructions, as outlined above, should be followed. Language Line will come on the line for the Officer’s assistance.
- The non-English speaking caller should then be added to the conversation by pressing the “CONF” button again.

Helpful Language Line Hints

- If the language needed is not known, the 10 on the voice prompt should be pressed. An Interpreter will come on line and assist in finding out what the language might be.
- The interpreter will look to the Officer to direct the conversation.
- The use of slang, street or technical terms should be avoided.
- Interpreters identify themselves only by first name and an assigned number. For confidentiality reasons they will not provide their last name or phone numbers.
- The line charge is by the minute (in 1 second increments).
- It should be communicated to the caller that they will hear clicks on the line and not to hang up until the call is verbally terminated.
- It will need to be clarified that the call is being terminated to the Language Line personnel by stating such.

Exigent Circumstances

Department personnel are expected to follow the general procedures outlined in this policy; however exigent circumstances may require some deviations. In such situations, personnel are to use the most reliable, temporary interpreter available, such as bilingual Department personnel.

Family, Friends and Bystanders

In other than exigent circumstances, Department personnel should only use family, friends or bystanders for interpreting in very informal, non-confrontational contexts, and then only to obtain basic information at the request of the LEP individual.

Using family, friends, or bystanders to interpret could result in a breach of confidentiality, a conflict of interest, or an inadequate interpretation. Barring exigent circumstances, Department personnel should not use minor children to provide interpreter services.

Dispatch Responsibilities

Dispatch will consult the bilingual employee List to determine if a bilingual employee is available to respond to the call. If no bilingual employee is available to respond, Dispatch will broadcast a request for any officer who may become available and can speak the language of the LEP individual.

Interrogations, Interviews, and Complaints

Criminal Interrogations and Crime Witness Interviews

These scenarios potentially involve statements with evidentiary value upon which a witness may be impeached in court. As such, accuracy is a priority. Moreover, a failure to protect the rights of LEP individuals during arrests and interrogations presents risks to the integrity of the investigation. Department personnel must recognize that miscommunication during interrogations or crime witness interviews may have a substantial impact on the evidence presented in any related criminal prosecution. Every effort should be made to utilize a qualified interpreter if possible.

Miranda warnings, and all other vital written materials, will be available to the suspect or witness in his or her primary language. In the case of a language into which forms have not been translated and in the case of illiteracy, forms will be read to the suspect or witness in his or her primary language.

Complaint Procedures for LEP Persons

Any LEP individual who wishes to file a complaint with the Department regarding language access, or the discharge of the Department’s duties shall be provided with translated Internal Affairs Division complaint forms. The assigned IA investigator shall utilize the contracted interpretation services when conducting any interviews of LEP complainants or witnesses. IA will provide written notice of the disposition of any LEP complaint in the complainant’s primary language.

Procedures for Accessing Document Translation Services

Identification and Translation of Documents

- The LEP Coordinator shall be responsible for determining which documents are provided to the general public, and determining into what languages those documents should be translated.
- Hard copy documents shall only be translated into Spanish.
- Electronic versions of documents translated into languages other than Spanish shall be maintained on the “P” Drive.
- The LEP Coordinator will assess demographic data, review contracted language access services utilization data, and consult with community-based organizations to determine which languages documents will be translated to.
- The LEP Coordinator will be responsible for having the documents translated and distributed to LEP communities. The LEP Coordinator will serve as the central repository of all translated documents and make them available to SLCPD personnel and members of the public on request.
- The Department shall also maintain certain translated written forms and documents for LEP individuals.
- A list of these documents and forms along with the available languages shall be maintained on the “P” Drive.
- Notification of the availability of translated forms and documents will be posted in the lobby of the Public Safety Building (PSB) and in the lobby of the Pioneer Precinct.
- In the case of illiteracy or languages into which written materials have not been translated, such forms and documents will be read to LEP individuals in their primary languages by bilingual employees or by utilizing the Language Line.
- The LEP Coordinator shall insure that the signage is posted and visible to the general public.

Requests for Document Translation

Although the LEP Coordinator shall be the central conduit for document translation, all Department personnel shall have access to this service through the following procedures:

- Should an employee identify a need for a specific document to be translated, a memo will be forwarded through the employee’s chain of command to the Division Commander. If the Division Commander determines the document in question should be translated, the Division Commander should forward the document to the LEP Coordinator for translation.
- Translation of Investigative Documents: Should an investigator need a note, letter, or other document translated for an investigation, a memo will be forwarded the investigator’s highest ranking supervisor available, with a copy of the original note, letter or other document to be translated. The request should indicate if the translation is needed immediately; otherwise, the request should specify the date required.

Notification about Department Language Services

Signage

- Signage shall be posted in the lobby of the PSB and the Pioneer Precinct in the most commonly spoken languages stating that interpreters are available free of charge to LEP individuals.

Training: Language Assistance Policy and Interpreter Skills

LEP Policies

The Department will provide periodic training to personnel about its LEP policies, including how to access Department authorized, telephonic and in-person interpreters. The Department shall conduct such training for new recruits, at in-service training, and at line up or utilizing Robotutor at least every two years. Training shall initially be conducted within 180 days of the effective date of this policy.

Monitoring and Updating Language Assistance Efforts

Community Review

The LEP Coordinator shall assess demographic data, review contracted language access services utilization data, and consult with community-based organizations annually in order to determine if there are additional languages into which vital documents should be translated.

Documents

The LEP Coordinator will be responsible for reviewing all existing and new documents issued by the Department to assess whether they should and be translated. Existing documents will be translated and the new version shall be ordered when the existing supply is exhausted. New documents shall be translated, if necessary, prior to ordering.

Collection of LEP Contact Data

The LEP Coordinator will be responsible for collecting Department LEP contacts. This data may be collected through the review of dispatch logs, the RMS and Language Line billing statements.

Tracking and Analysis of LEP Data

The LEP Coordinator shall be responsible for assessing demographic data, reviewing Language Line utilization data, and consulting with community based organizations to ensure that the Department is providing meaningful access to LEP persons to the services and benefits the Department provides in all its programs or activities.

Complaint or Incident Reports

Officer Responsibilities

Officers shall document the language spoken by individuals when completing Person Entities Fields in the RMS or MRE. In cases not requiring a report, such as a traffic stop, Officers will list the language spoken by citizens contacted in the field by utilizing a two (2) letter code in the Clear Remarks section on their MDT, or verbalizing to dispatch the language spoken by the citizen.

III-445 LOUD PARTIES

Loud Party Definition

Party, gathering or event means three (3) or more people assembled for a social activity where:

- A. Alcoholic beverages have been or are being consumed contrary to law; or
- B. Substances regulated by the Utah controlled substances act are used by any person; or
- C. The noise from the party, gathering, or event makes a noise disturbance. "Noise disturbance" means any sound which annoys or disturbs reasonable persons with normal sensitivities, or which injures or endangers the comfort, repose, health, hearing, peace, and safety of other persons.

Loud Party Complaint Calls

Upon notification of a loud party complaint, two officers shall be dispatched to the premise. Officers will update dispatch regarding their findings at the scene with the proper NCIC code.

If the officer finds the activity at the scene does not rise to the "Loud Party" definitions above or the

officer feels a verbal warning will correct the problem, the officer will close the case with a 7399 no case designation.

Assigning a 5399-30 (Loud Party) as the **primary** code, will result in the host receiving a civil fine per violation of the city loud party ordinance. A written GO report will be required per Loud Party response to assist in prosecution of the host in Small Claims Court.

Double Indemnity

Nothing in this policy shall be construed as to prevent the arrest or citation for violators of the Utah State Penal Code or other regulations, ordinances or laws. **The Loud Party Host may be dealt civilly per the Salt Lake City Ordinance Chapter 11.14 or given a citation and/or arrest; but not both for the same police response.** Each visit back to the same address will require a separate case number.

III-450 MAJOR CRIME SCENE INVESTIGATIONS

For the purpose of this section, the term "major crimes" indicates an investigation of a serious situation that requires immediate follow-up, including, but not limited to: homicide, aggravated assault (life threatening), kidnap with demands made, officer-involved shooting (any agency), life threatening traffic accidents, major burglaries, residential and business robberies, and sexual assaults with serious injury.

Patrol Sergeants' Responsibilities

At the scene of any major crime, the area patrol Sergeant or their designee is responsible for:

- Supervision of the preliminary investigation.
- Completion of the entire on-scene investigation when other investigative units are not present or available, or whenever requested to do so.
- Coordination of patrol efforts to assist on-scene investigators.
- Briefing investigative personnel and the Watch Commander of circumstances and actions that have been taken to that point.
- Supervision and assignment of all uniformed personnel.
- Submitting a report outlining officer assignments and any action taken in connection with the investigation.

Patrol Officers' Responsibilities

Patrol officers assigned to investigate major crime scenes are responsible for:

- Securing the scene.
- Identifying and securing witnesses and ensuring that witness forms are completed by witnesses and included with the report.
- Identifying and arresting suspects, if possible.
- Initiating a Major Incident Log.
- Collecting and preserving evidence.
- Making necessary diagrams of the scene.
- Assisting follow-up investigators as required.

Patrol officers who respond to the scene and assume an active part in the initial investigation will file a report before going off duty.

Investigative Officers' Responsibilities

- Coordinating with the Crime Lab for the collection, preservation, and handling of evidence and diagrams.
- Interviewing and obtaining formal statements from witnesses.
- Interrogating and obtaining formal statements from suspects.
- Coordinating the entire investigation.
- Preparing the cases for court presentation.
- Obtaining complaints and warrants.
- Making proper follow-up reports.

Watch Commanders' Responsibilities

- Overseeing the crime scene and investigative procedure until relieved by the Detective Division Lieutenant.
- Obtaining additional personnel or equipment necessary to resolve the situation.
- Seeing that proper notifications are made.
- Relaying information to the press.
- Briefing administrative personnel.

Crime Lab

At the request of a supervisor, detective, or investigating officer at the scene, Crime Lab personnel will assist as needed with:

- Crime scene searches.
- Photographing the scene.
- Processing the scene for fingerprints.
- Diagramming the scene.
- Preserving and collecting evidence.

Scene Security

Access to a major crime scene shall be limited to persons essential for the investigation of the incident. Upon arrival, initial officers should identify everyone present at the scene, and remove unnecessary personnel.

Anyone attempting to enter the scene will be challenged by the officers assigned to scene security. Access will be denied to those who should not be present. Supervisory and command personnel may enter at their discretion after notifying the incident commander. Officers in charge of scene security, in addition to initiating a Major Incident Log, shall include in their reports the names of all Fire Department and/or ambulance personnel. The Major Incident Log should be given to the detective relieving the officer from this assignment.

Witnesses

The initial interview of persons at the crime scene by investigating patrol officers shall be aimed at determining who the actual witnesses are and receiving and documenting available suspect information and other facts relevant to the case. Information obtained that needs immediate follow-up attention shall be conveyed as soon as possible to the assigned detective(s).

Suspects

The initial interview of suspects by patrol officers should be aimed at determining identity and obtaining sufficient information to develop probable cause to affect an arrest.

Follow-up investigators will handle additional interviews and formal statements unless otherwise instructed by the Sergeant in charge.

Custodial Interrogation and Statements

For the purpose of this policy:

Custodial interrogation is defined as: Questioning or other conduct by a law enforcement officer that is reasonably likely to elicit an incriminating response from a person and occurs when reasonable persons in the same circumstances would consider themselves in custody.

Electronic recording is defined as: An audio recording or an audio-video recording that accurately

records a custodial interrogation.

Electronic recording device is defined as: Any audio or audio-video device that accurately records a custodial interrogation and has the ability to digitally download and store the recording in a separate location. Examples of these devices are digital voice recorders, Axon Body Worn Cameras (BWC's) and audio/video equipment provided in the Public Safety Building interview rooms.

Place of Detention is defined as: A facility or area owned or operated by a law enforcement agency where persons are detained in connection with criminal investigations or questioned about alleged criminal conduct. This term includes a law enforcement agency station (such as the Public Safety Building), jail, holding cell, correctional or detention facility, police vehicle, or any other stationary or mobile building owned or operated by a law enforcement agency.

Obligation to record interrogation in place of detention

Pursuant to Rule 616 of the Utah Rules of Evidence, any Salt Lake City Police Department Officer conducting a custodial interrogation in a place of detention of any person or persons will utilize an electronic recording device to document the statements made by those in custody. The officer shall state in their follow-up documentation that the recording was completed and the type of device utilized for the recording.

The obligation to record custodial interrogations in a place of detention explicitly refers to crimes in which a **felony offense** has been identified or suspected. Officers who reasonably believe that the specific crime being investigated is not a felony at the time of the custodial interrogation are exempt from the requirements of Rule 616.

If an officer does not electronically record a custodial interview, the officer shall document the circumstances that made the recording of the interview impractical, unfeasible, or that the officer in good faith failed to do so. Exigent circumstances and excited utterances are permitted exceptions to the

requirements of Rule 616.

If before or during custodial interrogation, the person agrees to respond to questions only if his or her statements are not to be electronically recorded, the officer may obtain a statement without an electronic recording, provided that such agreement is electronically recorded or documented in writing.

III-460 MECHANIC'S LIENS

Various persons who furnish materials or work are entitled to a mechanic's lien. If a person is claiming a mechanic's lien, the officer should notify the parties that it is a civil matter and will require a court order to change the status quo. Officers are only to preserve the peace.

A mechanic's lien does not require any court order as long as the property is in the possession of the person claiming the lien. If the person claiming the lien has lost possession of the property, they must obtain a court order to enforce their claim.

Miscellaneous Liens

Miscellaneous liens exist for livestock, innkeepers, repairmen, etc. These situations are to be handled exactly the same as situations involving a mechanic's lien. A miscellaneous lien does not require any court order as long as the property is in possession of the person claiming the lien.

III-470 MEDICAL ASSISTANCE, REQUESTING

Medical assistance may be requested by field officers at a crime or accident scene. Officers making such a request must supply the dispatcher with specific information about the victim's condition so that appropriate Fire Department personnel and equipment can be sent. The Fire Department dispatcher will determine whether to send EMTs or paramedics. Officers should volunteer the following information when requesting medical assistance:

- Gender of victim
- Approximate age of victim
- Conscious or unconscious
- Breathing or not breathing
- Main complaint (symptoms)
- Serious bleeding
- Chest pain

- Other pertinent information
- Status of the scene (i.e., is it clear for EMS to respond directly to the scene).

III-480 MEDICAL PROTECTIVE CUSTODY

Medical Protective Custody is any situation where a person is being transported to a medical facility against their will and in police presence. This includes physical and psychological conditions.

Supervisory verification of the custody (an "arrest check") is required; however, transportation of the person by medical personnel will not be delayed. The verification will be completed at the medical facility if the supervisor is unable to respond to the scene prior to transportation of the person. When verifying a medical custody, the supervisor should verify the circumstances of the custody. The supervisor may also obtain additional information from medical personnel.

If the person is being or has been transported for a psychological condition, the supervisor should limit their interaction with the person to avoid escalating the circumstances.

III-490 MEDICAL TREATMENT, ARRESTED PERSONS REQUIRING

Arrested persons requiring medical care will not be transported to the jail until the medical condition has been treated.

Prisoners Treated and Released

The prisoner will be transported to the hospital for treatment. If the prisoner is not admitted, the officer will retain custody until the treatment is concluded and the prisoner is booked into the jail.

Prisoners Admitted to the Hospital

Misdemeanor Offenses

An arrested person, who is transported to the hospital, should be released on a misdemeanor citation if they meet the requirements. The person may be left at the hospital without guard if the person is non-combative.

Felony Arrests

At the discretion of the Watch Commander a prisoner arrested for a felony and admitted to the hospital may

remain under guard until released from the hospital and booked into jail. When directed, the arresting officer will initiate the guard duty procedure.

Hospital Guard Duty

Notifications

The arresting officer will notify their sergeant that hospital guard duty has been initiated. The sergeant shall deliver a copy of the Guard Duty Log to the hospital and notify the Watch Commander of the guard duty.

Duty Schedule

The Watch Commander shall implement a guard duty schedule utilizing two hour shifts and accounting for the start and end times of the respective Patrol Bureau watches.

Guard Duty Log

The Guard Duty Log shall be maintained to provide a record of all incidents concerning the prisoner. Officers should document any significant event(s) on a follow-up report to the initial case as well as making notation of the Guard Duty Log.

Each officer scheduled to guard the prisoner will check the log and add any new information. If there is no new information, that fact will be noted on the log. The officer will sign the log when relieved of guard duty.

When the prisoner is released from the hospital the Guard Duty Log will be sent to the Records Unit and attached to the case.

Visitors

- The immediate family (wife, husband, mother, father, and children) may visit the prisoner with the permission of the Watch Commander.
- Legal counsel and clergy may visit the prisoner.
- No more than two family members may visit at one time.
- Any visitor with a weapon will be told to secure their weapon(s) in their vehicle
- Purses, parcels, bags, valises, or the like may not be carried into the prisoner's room.
- Attaché cases or the like in the possession of legal counsel are subject to visual inspection by the officer.
- During visits, the officer must be in the room and must maintain visual contact with the prisoner to

ensure that nothing is supplied to the prisoner by the visitor. Only hospital staff may supply items related to medical care to the prisoner.

- ALL visitors will be logged in and out on the guard duty log and identified by names and relationship.

Release from the Hospital

When hospital officials notify the guard officer that the prisoner may be moved from the hospital, the guard officer will notify the Watch Commander. The Watch Commander will contact the jail to determine the location of the jail medical advisor. An officer will be dispatched to transport the medical advisor to the prisoner's location to evaluate the prisoner's condition.

If the jail's medical advisor authorizes the jail to accept the prisoner, the prisoner will be transported to the jail and booked. The prisoner will not be removed from the hospital until the jail's medical advisor authorizes the move.

III-500 MENTAL HEALTH RELATED INCIDENTS

Crisis Intervention Team (CIT)

Crisis Intervention Team (CIT) officers have received specialized training with regard to situations involving persons experiencing a mental health crisis. CIT Officers are certified by the State of Utah Division of Substance Abuse and Mental Health as Crisis Intervention Team Officers. CIT Officers assigned to a patrol division will respond to regular calls for service. In addition, patrol CIT Officers will respond to mental health related calls for service.

Response to Calls for Service

On all calls for service involving mentally ill subjects, suicidal subjects, disoriented persons, ungovernable juveniles, or any other mental health related call for service, the dispatch call taker will follow protocols to determine if an immediate police response is required. If it is determined that an immediate police response is not required, the call taker will consider implementing a three-way call with the complainant and the Crisis Line (801) 587-3000 to determine the most appropriate response and to acquire additional information regarding the subject. Appropriate response includes the response by officers, the Mobile Crisis Outreach Team (MCOT), or a co-response by both.

On all mental health related calls for service that require a police response the dispatcher will assign the call as follows:

- A minimum of one CIT Officer.
- If the above is not available, the dispatcher will inquire on all airs if a CIT Officer can become available.
- If a CIT Officer is not immediately available; dispatch will assign the call by standard procedures and notify the patrol Sergeant of the situation.

The patrol CIT Officer on scene will have the initial responsibility for that call. If a non-patrol CIT Officer responds to assist any patrol unit, the patrol unit will have the initial responsibility for the call unless the non-patrol CIT Officer requests the initial responsibility.

If a patrol officer responds to a call for service or on-views an incident and then discovers that it is a mental health related call, the patrol officer may request the assistance of a CIT Officer. The patrol officer will retain initial responsibility for the call unless the CIT Officer requests the initial responsibility.

Salt Lake County Mental Health Crisis System

Officers are encouraged to work in partnership with the crisis system on mental health related incidents.

24 Hour Crisis Line (801) 587-3000

Officers may contact the 24-hour Crisis Line (801) 587-3000 for consultation regarding a mental health call for service. Limited and pertinent information regarding a specific individual can be given to an officer who is responding to a mental health crisis call for service, but officers need to be mindful of HIPAA and Section 42 Privacy Regulations.

Mobile Crisis Outreach Team (MCOT)

Officers, through the 24-hour Crisis Line (801) 587-3000, may request an MCOT response. MCOTs are teams consisting of a Mental Health Designated Examiner and a Certified Peer Specialist. These teams have the training and experience to take over an incident regarding mental health issues once it is deemed safe to do so.

Reporting Requirements

All responses to mental health related incidents shall be reported through the Versadex Text Template titled CIT G.O. This template should be used by the Initial Officer as the initial report on all general offenses related to mental health related incidents. Supplemental reports do not require this template.

Temporary Commitment Procedures for Adults

Temporary Commitment by MCOT

If MCOT will be conducting the temporary commitment procedure of a person, Officers should keep the peace, and if necessary, take the person into protective custody in support of the temporary commitment documentation. Physical restraints will be utilized at the discretion of the officer. Mode of transportation of the temporarily committed person will be at the discretion of MCOT personnel unless the individual was taken into police custody. Transportation will then be by ambulance to the facility designated by MCOT personnel.

Temporary Commitment Assists

Officers may be requested to assist with the service of an Emergency Application for Involuntary Commitment without Certification (Pink Sheet) that may be completed by a Mental Health Officer; an Emergency Application for Involuntary Commitment with Certification (Blue Sheet) completed by a Designated Examiner or Physician; or a Court Order. If officers are requested to assist with the service of these documents, officers should:

- Focus on maintaining the safety of all individuals.
- Verify that the parties have a Blue Sheet, a Pink Sheet or a Court Order that authorizes the involuntary commitment. If they do not have the proper and completed documentation, officers will not authorize the transportation.
- Verify the identification of any person claiming to be a Physician, Mental Health Officer, or Designated Examiner. The Physician should have a wallet-size reproduction of their state license. Similarly, a Designated Examiner or Mental Health Officer will have an identification card identifying them as such.
- Assist with the coordination of transportation if needed.

Temporary Commitment by Officers (Pink Sheet Procedure)

An officer must assess by observation, or by report of a Mental Health Officer's observation, whether a person's conduct gives the officer **probable cause** to believe that the person is mentally ill and because of that apparent mental illness and conduct, there is substantial likelihood of serious harm to that person or others.

If the officer has probable cause to believe the person is mentally ill and there is a substantial likelihood of serious harm to self or others, the officer will take the person into protective custody. Physical restraints will be utilized at the discretion of the officer.

The officer will contact the Receiving Center through the Crisis Line (801) 587-3000 and provide the staff the subject's name and information regarding the situation. With approval from the Receiving Center staff to transport, the officer will have the person transported by ambulance to the Receiving Center or the Recovery Center as deemed appropriate. Officers will respond to the designated facility to complete the Emergency Application for Involuntary Commitment form (Pink Sheet).

EMS Assessment

Many life-threatening medical conditions may present as psychiatric symptoms or be present with psychiatric symptoms. If at any time during the process, medical personnel deem the need to emergent medical care, EMS protocol will dictate the disposition of the person. Officers will assist EMS personnel as necessary, and will respond to the hospital to complete the pink sheet application. Prior to clearing the call, officers will contact the Crisis Line (801) 587-3000 to provide information regarding the subject, the situation, and the location the subject was temporarily committed.

If the person consents to a voluntary examination at a local hospital, the officer may assist with coordinating transportation to a facility of the person's choice. However, if the officer can determine that a temporary commitment is justified the officer should follow the pink sheet procedure.

Pink Sheet Procedure

If it is determined that the pink sheet procedure is going to be completed, the officer will work with the 24 hour Crisis Line (801) 587-3000 to determine the most appropriate facility.

Upon arrival at the facility, the officer will complete a Pink Sheet (DSA&MH Form34-2). The officer will write the case number in the upper right corner of the pink sheet and have a copy made. The original will remain with the facility staff. The copy will be turned into records to be scanned into the case. State law mandates that officers are required to complete the pink sheet application. Facilities are not required to provide these applications. Officers should have blank pink sheet applications available.

The officer should speak with the facility's staff to convey all relative information before leaving the facility.

Temporary Commitment Procedures for Juveniles

Temporary commitment procedures for persons under 18 years of age are the same as temporary commitment procedures for adults except for the following:

- If a juvenile's parent/legal guardian believes the juvenile requires emergency psychological care, or if a juvenile meets the criteria for temporary commitment and a parent/legal guardian is present, the parent/legal guardian can give permission for the temporary commitment. Officers are not required to complete the pink sheet procedure. Officers may assist with the coordination of transportation as needed.
- If the officer decides to complete the pink sheet procedure in agreement with the parent/legal guardian the juvenile may be transported by the parent/legal guardian at the officer's discretion.
- If a parent/legal guardian is not present, or the officer is in disagreement with the decision of the parent/legal guardian not to temporarily commit the juvenile, the officer will have the juvenile transported by ambulance and complete the pink sheet procedure. A duly authorized peace officer can temporarily commit a child who is demonstrating behavior which can be considered a danger to themselves or others without permission from a parent or guardian.

Temporary commitment of juveniles should be completed at Primary Children's Medical Center (PCMC) unless a medical emergency requires care at the nearest hospital.

Officers may utilize the 24-hour Crisis Line (801) 587-3000 and request MCOT response for juveniles in the same manner as they would for adults. MCOT does provide a specialized team for juveniles; however, all MCOT teams are crossed trained to handle all populations.

Weapons Seizures from Mentally Ill Persons

If an officer seizes a weapon with concern the weapon will be used by a mentally ill subject to harm them self or another, the weapon will be placed into evidence as seized property and not as safe keeping. The officer will notify the owner of such seizure and document this notification in their report.

Follow-up of Mental Health Cases

A General Offense G.O. report will be made on all mental health related calls.

All cases involving mental health related incidents will be given the NCIC Code of 5399-23 as either the primary or secondary NCIC code. All cases with this NCIC code will be routed to the CIT Investigative Unit for review.

III-510 MISSING PERSONS (ADULTS AND MINORS)

An officer will investigate and make a report of any missing adult. While investigating these cases, the investigating officer should identify and document any of the following circumstances:

- Under the age of 21 years – NCIC guidelines mandate that all missing persons under 21 be entered on NCIC immediately.
- How long the person has been missing.
- Is the person mentally or physically challenged, or in need of medical assistance?
- Has the person threatened suicide or demonstrated suicidal tendencies?
- Is this person believed to be a victim of a crime?
- Is the person a walk-away from a nursing home, mental health facility or halfway house?

Severe weather conditions should be considered in all missing persons cases because of the impact it has upon the investigation.

Endangered adults should be entered on NCIC by Records as soon as possible. Officers need to include all personal descriptors available as well the

circumstances and specifics of the report and vehicle information if applicable.

Generally, if the missing person resides outside of Salt Lake City, the person reporting the missing person should be referred to the agency in which the missing person resides.

Note: there is no 24-hour time frame in which someone can be reported missing. A report can be made at any time.

Missing Juveniles

When a juvenile is reported missing, an officer will be assigned to investigate the situation. If the investigating officer is unable to locate the juvenile or there is an obvious endangerment to the juvenile, the initial officer will notify records division to have the juvenile entered on NCIC and the Detective Division Lieutenant must be notified. After hours call-out of a detective must be authorized by the Watch Commander.

If the call involves a child five years-of-age or younger, two patrol units will be dispatched. The assigned officer will respond to the complainant's location to thoroughly search the location from which the child is missing, and to obtain further descriptive information that may aid in locating the child. The assisting officer will immediately begin an area search for the missing child, concentrating on hazards such as swimming pools and areas that would attract children such as parks and playgrounds. The assigned officer will notify Records for NCIC entry and join in the area search after completing duties at the scene of the complaint.

All missing persons under the age of 21 years old will be entered on NCIC as soon as possible. Officers need to include all personal descriptors available: circumstances, specifics of the report and vehicle information if applicable.

A Child Is Missing (ACIM) Program

A Child is Missing Program (ACIM) is a free telemarketing service that allows the Salt Lake City Police Department to deliver a large volume of customized recorded phone messages (1,000 per minute) to the community in a short period of time. The call is an informational pre-recorded message about a missing person and agency contact information. This call will also notify areas of sexual offenders in the neighborhood.

The Salt Lake City Department shall utilize the ACIM as an additional tool in cases of missing children, elder citizens, and disabled persons. It does not replace or preclude a thorough investigation and/or search by the responding officers. ACIM can be used with the Amber Alert System.

ACIM Procedures

- ACIM will be activated by the initial officer responding to the call.
- ACIM will be used only when officers have verified that an individual is missing.
- ACIM will be used only between 8:00 a.m. and 12:00 a.m. (midnight) unless special circumstances exist.

When a person is reported missing, the following factors will be considered for determining the use of ACIM:

Juveniles

- All children 2 to 18 years of age.
- The reporting person must be an adult family member, teacher, or another adult who is responsible for the child.
- ACIM is not used for habitual runaways.

Elder Citizens

- The person must be sixty five years of age or older or suffer from Alzheimer's disease/dementia.
- Circumstances surrounding the incident must be out of character for the elder citizen.

Disabled Persons (mentally/physically challenged)

There is no age stipulation for a disabled person. A disabled person is considered to fall into the following categories:

- The person has a physical or mental impairment which severely limits self-care.
- The person is disoriented or unable to respond to simple questions regarding personal information such as name and address.
- The person is dependent upon life sustaining medication.

The investigating officer, with approval of the immediate supervisor and/or Watch Commander, may take into account special circumstances that may influence using ACIM even if the person does not fall into the age category or is a habitual runaway or walk

away. Circumstances include but are not limited to suspected foul play, imminent severe weather, etc.

Activation of an ACIM Alert

- The decision to activate ACIM shall be made by the initial officer.
- Once the decision is made to activate ACIM, the initial officer will immediately refer to the ACIM information card and provide the information when reporting a missing person to “A Child is Missing.”
- Prior to activating ACIM, the initial officer shall notify his immediate supervisor, the Watch Commander, and a dispatch supervisor of the pending ACIM activation.
- The initial officer will call ACIM at 888-875-2246, 954-763-1288, or pager 954-492-4778 and report the missing person’s information to the ACIM technician.
- The dispatch supervisor will inform on duty dispatch personnel about the ACIM activation. If the situation dictates, a phone bank will need to be staffed by police personnel to accept incoming calls.
- All calls received as a result of the ACIM callout will be documented by dispatch using the ACIM call type code.
- Once the alert has been broadcast, the PIO should be notified for media calls.

Investigation Information from an ACIM Activation

- Investigative leads concerning the missing person will be relayed immediately to the initial officer/supervisor/Watch Commander in charge of the incident.
- If a sighting is confirmed, the initial officer, in collaboration with Dispatch, shall consider using ACIM, again using the most recent location in the notification, especially if the zip code is different.
- If ACIM is used more than once in the same case, an additional ACIM Information Form is not necessary. A notation of each instance with the subsequent use by date, time, and the last location seen can be noted below the “Date and Time” on the Form.
- ACIM will fax a Case Follow-Up Form to be completed by the initial officer.

Follow-up

If the missing person is located, the initial officer will complete all reports including the ACIM Case Follow-

Up Form (faxed to the Department by ACIM). The completed Form will be returned to ACIM as requested.

If the person is not found in 24 hours, the initial officer will complete and fax the Case Follow-Up Form to ACIM noting in the area titled “Any Other Comments” that the missing person has not been located.

Amber Alert

The Amber Alert is a voluntary partnership between law enforcement agencies and local broadcasters to rapidly disseminate information to the community about a suspect and victim when a child has been abducted.

Amber Alert Criteria

The following four criteria must be met:

- Is it believed the child was abducted?
- Is the child 17 years or younger or has a proven mental or physical disability?
- Is the victim believed to be facing imminent danger, serious bodily injury or death?
- Is there information that could assist the public in the location of the victim or suspect?

An alert will not be sent if the answer is “no” to any of the above questions.

The Amber Alert is NOT to be used in custodial disputes or runaways that do not meet the above criteria.

Initiating an Amber Alert

- Ascertain that the above criteria are met.
- The Watch Commander must approve the sending of an Amber Alert.
- Contact a Dispatch supervisor to initiate the on-line web-based Utah Amber Alert Form in full.
- Dispatch will contact the UHP Dispatch office by phone to verify they received the alert.
- Once the alert has been broadcast, the PIO should be notified for media calls.

Child Abduction Response Team

Once an Amber Alert has been issued, the Detective Division Lieutenant will be notified. The Detective Division Lieutenant will contact the CART coordinator and initiate the call out of team members.

Canceling an Amber Alert

The initiating agency is responsible for canceling an Amber Alert using the Utah Criminal Justice Information System (UCJIS) web-based system.

The Watch Commander will notify the Dispatch supervisor to cancel the alert via the web-based Amber UCJIS system. Once the Amber Alert is canceled, SLCPD Dispatch will contact UHP Dispatch by phone to make sure the cancellation went through. The Watch Commander authorizing the cancellation of the Amber Alert will document their actions in the report.

Missing Persons under Eighteen

When a married person under the age of eighteen is reported missing by a spouse, the Homicide Squad shall handle the case as an adult missing person.

III-512 MOBILE COMMAND CENTER

The vehicle is designed and intended to be used for field command and control of any event or incident within Salt Lake City. The vehicle is not intended or designed for long-term rest breaks by personnel during its operational deployment, but is a mobile command center.

General

This vehicle will be known as the Mobile Command Center (MCC). The MCC will be quartered at the Salt Lake City old shops, 320 W 900 S. The deployment of the MCC will be initiated on orders from an incident commander through the Salt Lake City Communications Bureau.

- Persons authorized to drive the MCC will be titled "Operators." Operators must attend and complete a training course outlined for this vehicle.
- MCC operators will follow all MCC standard operating procedures. The MCC SOP and list of qualified operators will be developed and maintained by the Logistics Bureau Commander or designee.
- Certified operators will be the only persons authorized to deploy this vehicle.
- When deployment of the MCC is requested by command, the dispatcher will refer to an "on call" list of certified operators who will respond to the old shops and initiate the

deployment. Dispatch will attempt to contact an on duty operator first. The operator can be from the Fire or Police Department depending on the need.

- The operator will deploy the MCC and stay with the unit until relieved by another operator or until the incident is terminated.
- The operator will act as the MCC manager before, during and after the event or incident. This means that the operator will assume responsibility for all of the integral functions of the MCC including, driving, set-up, fueling, vehicle maintenance, cleaning, re-stocking of supplies, completion of deployment log, and proper use and control of all electronic equipment.

Operator Requirements

- The MCC operator must be a full time employee of either the Salt Lake City Fire Department or the Salt Lake City Police Department.
- The operator must be certified by completing the 16 hour training course as outlined in the MCC SOP.
- Operators will report to the incident commander and remain with the vehicle as the MCC manager. Incident commanders will rely on the operator for operation and proper set-up of the vehicle and equipment.

III-520 MOBILE DATA TERMINAL (MDT) PROTOCOL

It is the intent of the MDT to save airtime and eliminate the need to continually repeat details of a call over the air.

MDT and CAD messages – MDT (Versadex) and CAD messages are limited to official business and should be brief and professional. MDT users will not send messages to the main channel dispatcher (Pioneer and Liberty) and the main channel dispatcher will not send messages to the MDT. Information or questions regarding a call may be sent via message to the Service Channel dispatcher or call-taker. All messages retrievable, are public information and are subject to discovery.

MDT use while driving – All personnel are reminded that reading the MDT screen while the vehicle is in motion is dangerous.

Assigning calls – Calls for service will be assigned by dispatch. Officers may volunteer for a call. Any

exchange of responsibility or response will be made verbally over the radio. Dispatch will update the CAD system and MDT to reflect the correct information.

Status and location changes – All status and location changes can be made by the officer via the MDT but must also be voiced over the radio. Examples of status changes are; en-route to a call, arrived at scene, clear or back in service, etc.

Log updates – Officers may update the case log via the MDT.

Priority 1 & 2 calls – Will be broadcast on the radio, although all calls are transmitted to the MDT for reference purposes only. Officers will not use the MDT to update Priority 1 & 2 calls.

Priority 3, 4 and lower priority calls – Limited information about these types of calls will be broadcast over the radio, i.e. the assigned unit(s), the nature of the call, the location of the call.

III-525 PUBLIC DISORDER

All potential or actual disturbances involving a large group will be reported to the Watch Commander immediately. It is the Watch Commander's responsibility to activate personnel as needed (in consultation with their superior officer, if necessary). Each supervising officer will ensure the proper coordination of mobilization within their unit.

Public Disorder Procedures

An early police objective is to isolate unruly persons from an otherwise orderly assembly. A clearly riotous situation must be broken up with minimum force and maximum speed. Unnecessary force by police and unnecessary delay may contribute to the riot itself.

Individual action by officers which is not coordinated with the efforts of other officers is dangerous. There should be no talking with citizen participants, no arguing or taunting, definitely no freelance enforcement. The key to controlling a mob is strict police coordination, which requires complete adherence to the determined police tactical plan.

The use of deadly force is only justified when the criteria of the situation conforms to those specified in the Policy Manual and statutory authority.

Convicting the accused is complicated by the difficulty of securing evidence and certifying the identity of lawbreakers. Special identification and

booking techniques may be required to ensure successful prosecution of rioters. Such techniques are part of this Department's Emergency Plan.

If unlawful, but nonviolent acts occur at a demonstration or assembly, the officer in charge at the scene will contact the leaders of the demonstration, explain the nature of the violations and tell them to correct the violations immediately. If the violations are corrected, no further police action is required. If the violations continue, the officer in charge will announce to the crowd:

“I am (name and rank) of the Salt Lake City Police Department. I hereby inform all persons in this assembly that you are in violation of (State Law or City Ordinance). I order you, in the name of the people of Salt Lake City, to leave. Failure to disperse will subject each of you to arrest and prosecution.”

This statement is required by law to put the crowd on notice that it is an unlawful assembly.

III-530 MOBILE FIELD FORCE

A Mobile Field Force (MFF) is designed to provide a rapid, organized, effective response to civil disorders without depleting all field assets. The primary responsibility is to restore order as fast as possible by isolating problem areas, rescuing victims and controlling crowds.

Organization

A MFF is comprised of a commander and squads made up from On-Duty Units. The ultimate size of a MFF can be adjusted to meet the needs of the Incident Commander and available resources. Generally, the MFF commander is a lieutenant or sergeant and the squad leader is usually a sergeant.

Activation Procedures

Any law enforcement agency can request a MFF activation. There are two types of activations- MFF deployments initiated by SLCPD within Salt Lake City and requests from other agencies outside of Salt Lake City: The Public Order Unit (POU) serves as the Tactical Support Element for MFF and should respond during any MFF activation.

- The Watch Commander is responsible for activating a MFF.
- The Watch Commander will direct the Communications Unit to initiate a MFF activation.

- The Watch Commander will notify Communications of the location of the staging area (Alpha Point) and the number of units required.
- The Watch Commander will determine the number of officers that will respond to the MFF deployment while keeping sufficient field coverage for priority calls for service.
- If the incident requires outside agency assistance, the Watch Commander will advise the Communications Unit to notify the appropriate agency or agencies and request their assistance.
- Once notified of the MFF activation request, a dispatcher will precede the broadcast with alert tones, state that there has been a MFF activation and give the location of the staging area (Alpha Point).

Requests from another agency for a MFF response outside SLC:

- The Communications Unit will obtain the staging location (Alpha Point) and immediately notify the Watch Commander of the request.
- The Watch Commander will determine the number of officers that will respond to the MFF deployment and the same activation procedures as outlined above will be followed.

Response Procedures

- Dispatch will send the determined number of officers in the field to the MFF staging area (Alpha Point).
- Responding officers will respond to the staging area (Alpha Point) for assignment. MFF activations are considered police emergencies that allow for a code three response unless the Watch Commander determines otherwise.
- Whenever a MFF is activated, the Department will go to a Modified Tactical Alert status. Once activated, the proper administrative notifications will be made.

Incident Commander Responsibilities

Command of Department resources at all incidents of civil disorder or other civil emergencies rests with the Incident Commander. The Incident Commander has the authority to direct the operation and is responsible for its outcome.

The Incident Commander is usually the Watch Commander. The Incident Commander will:

- Verify that MFF resources should be utilized.
- Determine the number of resources needed.
- Decide if the MFF should be handled within the department or should be a multi-agency response.
- Establish an appropriate staging area for responding units.
- Designate a Mobile Field Force Commander (most likely a Sergeant) to assemble arriving units into squads and prepare them for deployment until the POU Commander arrives and can take over.
- The Watch Commander will notify the POU Commander of MFF activations.
- Follow the steps outlined in the Departments Emergency Operations Guide.
- Manage the incident through the National Incident Management System (NIMS).

MFF Commander Responsibilities

- Operates within the Operations Branch of the NIMS System.
- Designates Squad Leaders.
- Work with the Incident Commander to develop and implement tactical plans to deal with the emergency.
- Remain in charge of the MFF Squad Leaders and MFF squads until the POU Commander arrives on scene and assumes command of the POU and MFF units.

Dispatch Responsibilities

- Notify units of MFF activation.
- Notify outside agencies if needed for the activation.
- Assign squad numbers as needed.
- Alert the Department of the Modified Tactical Alert Status.

Tactical Support Element

- POU serves as Tactical Support Element for a MFF.
- POU has chemical agent and Specialty Impact Munitions capability.
- POU operates within the Operations Branch of NIMS.

III-535 BODY WORN CAMERAS

Body Worn Camera systems (BWC) will be issued to officers whose primary duties include responding to calls for service, traffic enforcement, and members of SWAT, Public Order and other units as determined by the department.

Only those officers who have completed approved training will be allowed to operate the BWC. It is the responsibility of those officers who have been issued a BWC, to be trained as soon as practical and to stay proficient in any training update or extended training as needed. This will be coordinated through the training unit, working with the Body Camera System Administrator.

Officers who have been issued the BWC shall wear it at all times the officer may become involved in an enforcement encounter, including secondary employment, and comply with all Utah laws governing the use of Body Worn Cameras. A Law enforcement encounter means any of the following, but is not limited to:

- An enforcement stop
- A dispatched call
- A field interrogation or interview
- Use of force
- Execution of a warrant
- A traffic stop, including a traffic violation, stranded motorist assistance, and any crime interdictions stop

Body Worn Camera Recordings

The BWC is utilized to record law enforcement encounters, as defined above and to include but not be limited to other examples of events such as; traffic stops; pursuits; vehicle searches; confrontational citizen contacts; use of force situations; statements made by subjects, victims, and witnesses, advising an individual of his or her Miranda rights, interrogations, and arrest checks done by supervisors.

In order to capture the above types of contacts and events, officers wearing a camera shall activate the BWC whenever they interact with the public and/or at the time dispatched to a call for service. A best practice for activation would be turning on the camera after acknowledgement of acceptance of a call.

An officer who is found to have purposely failed to activate the BWC during an interaction with a member of the public, or who has a pattern of not recording interactions with the public will be subject to disciplinary action.

Exceptions to Recording Requirement

Officers have the discretion to turn off the camera for only those reasons listed in Utah State Code Chapter 77-7a- 104(9). Officers should be mindful of the protections a video would provide against unwarranted accusations of misconduct. Any decision to turn off the camera and reasons why should be documented in the written report.

Camera Use Procedures

Once activated, the body camera shall remain in recording mode until the conclusion of the incident/encounter, the officer has left the scene or a supervisor has authorized that a recording may cease. The authorizing supervisor must be identified on camera or in a written report.

An officer may place the body camera into **Privacy Mode**, during a law enforcement encounter, in the following situations.

- To consult with a supervisor or another officer
- During a significant period of inactivity
- During a conversation with a sensitive victim of a crime, a witness of a crime, or an individual who wishes to report or discuss criminal activity, if;
 - The individual who is the subject of the recording requests that the officer deactivate the officer's body camera; and
 - The officer believes that the value of the information outweighs the value of the potential recording and records the request by the individual to deactivate the body camera

The intention to stop the recording will be noted by the officer verbally on the video and as soon as the private conversation has ended the camera will be returned to **Event Mode**. Officers will verbally note the date and time the video is reinitiated. The officer

shall also document the reason for placing the camera into **Privacy Mode** in a written report.

Officers are reminded that all conversations recorded with the BWC, intentional or not, may be released as public record and may be provided to defense counsel as part of the discovery process. Therefore, officers are reminded to keep conversations professional and reflect the departments CORE values and within its policies.

The BWC will be worn in the following locations so that it is clearly visible to the person being recorded, and maximum effectiveness:

- Glasses Mount
- Epaulet/TAC Vest Mount
- Collar Mount
- Helmet Mount
- Cap Mount
- Shirt Mount
- Headband Mount

Officers will inspect the BWC for any physical damage and to ensure the device is in working order at the beginning of their shift. Any problems noticed at any time during the officer shift will be immediately reported to their supervisor.

Officers will immediately report the loss of or damage to any part of the BWC to their supervisor and the Department Quartermaster. If available, a replacement camera will be issued, once the necessary reports and paperwork has been completed.

Prohibited Body Worn Camera Recordings

The body camera shall not be used to record non-work related personal activity and will not be activated in places where a reasonable expectation of privacy exists, such as locker rooms, dressing rooms or restrooms. The body camera will not be intentionally activated to record the conversations of fellow employees without their knowledge during routine, non-enforcement related activities. Officers will not record undercover officers or confidential informants.

Officers shall not use privately owned body cameras.

Reporting and Documentation

Whenever a BWC recording is made of an event that results in a police report, the reporting officer must

note in a G.O or Supplemental report that the recording exists, if known.

If an officer **fails** to record an incident or activity that is required to be recorded, the officer shall articulate on camera or in a written report, the reason for the failure to record.

In a critical incident (such as officer involved shootings, in-custody death, or other officer involved incident that results in serious injury or death), a supervisor may immediately take custody of the BWC and, in such case, will be responsible for the download. A chain of custody must be kept in this case, and passed along to the detective/liaison of the investigating agency.

Supervisors may view recordings in the field in order to review reported uses of force and to mitigate citizen complaints.

While it is understood that the use of the body camera will capture scenes of evidentiary value, these video recordings will not be used in lieu of Crime Lab personnel for photo or video-graphic incident documentation.

All BWC recordings must be downloaded by the officer at the end of his or her assigned shift, unless an exception is authorized by a supervisor. The officer will be responsible for properly categorizing and “tagging” the recording with the correct case number at the time of the download. Recorded media captured by the camera will be retained according to the Department’s retention schedule below:

- Arrests - 1 year, unless categorized as evidence
- Contacts and Detentions - 1 year
- Critical Incidents (non-arrest) - 2 years
- Evidence - Until adjudication of final disposition (Case agent or Initial officer responsible to ensure)
- Pursuits (non-arrest) - 1 Year
- Traffic Stops/no Citation issued - 1 Year
- Use of force - 1 Year
- Miscellaneous - 1 Year
- Video footage of interactions only - 1 year
- Accidental activations - 6 Months
- When an IA Complaint or Notice of Claim against the City is received by the Internal Affairs Unit, the IA Lieutenant is responsible to change the video category to retain the evidence.

Body Worn Cameras in Private Residences

When an officer with a body-worn camera enters a private residence, the officer shall give notice, when reasonable under the circumstances, to the occupants of the residence that a body-worn camera is in use either by, wearing the body-worn camera in a clearly visible manner, or, giving an audible notice that the officer is using a body worn camera.

Review of Body Worn Camera Media

Officers should use captured media to assist with investigations and in the completion of reports. Officers involved in any significant use of force incident or accident resulting in injuries will be permitted to review their own camera video or audio recordings prior to completing a report or interview.

All other access to body camera media will be governed by Salt Lake City Police Department Policy **IV-320 Records (Guidelines for Accessing Official Records)**.

Release of Body Worn Camera Media to Third Parties

The release of media captured by BWC to defense counsel in pending criminal proceedings will be processed like any other discovery request. Detective/Investigators will be assigned to the investigator user group in Evidence.Com. Detectives/Investigators shall provide discovery access to prosecutorial agencies as requested. The Department Body Camera System Administrator shall assist Detective/Investigators, when needed, in facilitation these request. Request for body camera video from the news media and other third parties must be made in writing and will be routed to the Records Unit Government Records Access and Management Act (GRAMA) Coordinator. Once granted the GRAMA coordinator will notify the Department Body Camera System Administrator to facilitate access for the person/entity making the request.

Copies of Video

The media captured will only be uploaded to Evidence.com and will only be used for official purposes. Officers will not make copies of any audio or video recordings for personal use and are prohibited from using a recording device such as a telephone camera or secondary video camera to record media

from Evidence.com or the MDT if video is viewed through the sync system.

Definitions

Audio recording: The electronic recording of sounds, conversation, or other spoken words.

Body Worn Camera: A digital video camera and recorder, which may be worn in various mounting configurations on an officer's uniform.

BWC: Short for "Body Worn Camera"

Battery Controller Pack: Enables control of the body camera through simple commands to place the camera in the various operational modes.

Body Camera System Administrator: Department employee with authority to:

- Maintain/assign Department user groups in video storage system;
- Conduct appropriate training for user groups within the Department;
- Address network and hardware issues with the City IMS team; and
- Interface with vendor on hardware/software performance issues

Camera Dock: A docking station, which simultaneously recharges the controller and uploads all data captured on the camera to Evidence.com.

Event Mode: The mode of operation in which the body camera captures the buffered video and is recording video images with an audio component.

Evidence.com: An on-line web-based media storage facility which stores digitally encrypted data such as photographs and video recordings and which is accessible to authorized personnel based upon a security clearance and which maintains an audit trail of user activity.

Normal (buffering) Mode: The mode of operation in which the Camera continuously loops video without an audio component for 30 Seconds.

Privacy Mode: The mode of operation in which the Camera is not recording at all.

Sync: A computer program, which allows officers to view but not alter video recordings captured by the Camera on the MDT screen. The program also allows

officers to attach meta-data such as a video title and the incident case number.

III-540 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System is a modular and scalable system designed to enable effective and efficient incident management. All tactical operations will be managed via the National Incident Management System. These types of incidents may require large amounts of resources and may require the use of an expanded NIMS. Elements in NIMS and ICS may apply for incidents ranging in scope from small incidents to tactical alerts.

The NIMS / ICS component can be found in the ICS organization tab of the Field Operations Guide.

III-545 NALOXONE (NARCAN) ADMINISTRATION PROTOCOLS

Purpose:

To establish guidelines regarding the utilization of nasal Naloxone in order to reduce the number of fatalities which occur as a result of opiate overdose by the proper pre-hospital administration of nasal Naloxone (brand named NARCAN).

Scope:

The Salt Lake City Police Department will train and equip select members to prepare for opiate overdose emergencies. The Department will keep and maintain a professional affiliation with a Medical Review Physician (referred as the MRP), for medical oversight for the use and emergency administration of Naloxone. The Medical Review Physician shall be licensed to practice medicine within the State of Utah. The Medical Review Physician, at his or her discretion may make recommendations to the policy.

Definitions:

Opiate – An opiate is any controlled substance containing or compounded to be a derivative of morphine, morphine sulfate. The term opiate

describes any of the narcotic opioid alkaloids found as natural products in the opium poppy plant, *Papaver Somniferum*. Commonly encountered opiates in police service include heroin, morphine, OxyContin, Percocet, and Percodan.

Naloxone -Naloxone is an opioid antagonist drug. Naloxone is a drug used to counter the effects of opiate overdose, for example, a heroin or morphine overdose. Naloxone is specifically used to counteract life threatening depression of the central nervous system and respiratory system. It is marketed under various trademarks including NARCAN, Nalone, and Narcanti, and has sometimes been mistakenly called "naltrexate". It is not to be confused with naltrexone, an opioid receptor antagonist with qualitatively different effects, used for dependence treatment rather than emergency overdose treatment.

Medical Control Physician – The Medical Control Physician, herein after referred to as MCP, shall be a designated Medical Doctor who is licensed to practiced medicine in Utah. The Salt Lake City Police department shall maintain an affiliation with the MCP. The Chief of Police or his designee shall periodically consult with the MCP to review overall training, equipment, procedures, changes to applicable laws and regulations and/or the review of specific medical cases. At their discretion, the MCP may participate in training members of the Salt Lake City Police Department.

Legal Premises for Implementation:

Salt Lake City Police department relies upon the following;

The Department shall approve training programs for select Police Officers in the use of Naloxone or other opioid antagonist approved by the Department that meet the following requirements:

- A. A Medical Review Physician has approved the specific training program; and
- B. The training program meets the minimum standards established by the Department.

Also;

UCA 26-55-104 (1) (a) which states in part "a person

other than a health care facility or health care provider who acts in good faith to administer an opiate antagonist to another person whom the person believes to be suffering an opiate-related drug overdose event is not liable for any civil damages or acts or omissions made as a result of administering the opiate antagonist” The statute imposes no limitation on who may possess and administer Narcan [naloxone]. The statute further indicates that Narcan [naloxone] must be obtained with a prescription and administered in good faith [paraphrased].

UCA 26-55-104 (2) which states in part “a health care provider who is licensed to prescribe or dispense an opiate antagonist may, without a prescriber-patient relationship, prescribe or dispense an opiate antagonist without liability for any civil damages or acts or omissions made as a result of prescribing or dispensing an opiate antagonist in good faith, to: (b) a family member of, friend of, or other person who may be in a position to assist an individual who may be at increased risk of experiencing or who is likely to experience an opiate-related drug overdose event.”

UCA 58-31b-703 **Opiate antagonist -- Exclusion from unprofessional or unlawful conduct** states in part, “The provisions of this section and Title 26, Chapter 55, Emergency Administration of Opiate Antagonist Act, do not establish a duty or standard of care in the prescribing, dispensing, or administration of an opiate antagonist.”

Equipment:

Nasal Naloxone kits will be issued to select sworn Salt Lake City Police Officers. Kits should be available for use during on-duty hours.

Naloxone Use:

When using the nasal Naloxone kit officers will maintain officer safety practices, and utilize universal precautions. Officers will perform patient assessment; determine unresponsiveness, absence of breathing and or pulse. Officer(s) will update the Dispatcher that the patient is in a potential overdose state. If possible officer (s) shall notify dispatch of their intent to administer Naloxone, and request a

Fire Department medical response. Officers will remain with patient until care is transferred to Fire Personnel. A General Offense report will be completed documenting that a dose of Naloxone was administered listing the circumstances surrounding the deployment. The report will include the Fire Company that responded and shall be completed prior to the end of the officer’s shift.

Replacement:

Additional doses of Naloxone will be stored and secured within the Quartermaster’s Office. After administering a dose, the employee will respond to the Quartermaster for a replacement. The employee will complete the Naloxone Administration Report Form at the Quartermaster.

III-550 OFFENSES AGAINST OFFICERS

Criteria for Arrest

When arresting a person for violating the laws and ordinances governing these offenses, the officer must be sure the necessary elements of the crime are present. The most frequently overlooked or misunderstood elements of these violations are listed below:

- A person arrested for any of these violations must know or must have reasonably been able to identify the officer as a police officer in the performance of their official duties; and knowingly and willfully resisted, interfered with, or assaulted the officer.
- A person arrested for RESISTING ARREST must have actually been arrested for another violation prior to resisting.
- A person arrested for INTERFERING must have knowingly and willfully interfered with an officer engaged in the performance of official police duties.

Procedure

After an arrest for Assault on a Peace Officer, Resisting Arrest, or Interfering with an Officer has been affected, these offenses can be included on the same original GO report. The original charges which prompted the officer's actions and any subsequent charges do not require a separate case and case number.

The relevant State Statutes and City Ordinances that apply to these charges are:

- Assault on Officer - 76-5-102.4 UCA.
- Interfering and Resisting Arrest - 76-8-305 UCA and 11.04.030 S.L.C. Code.

If the charges in the incident or subsequent incidents after an arrest for Assault on a Peace Officer or Interfering with an Officer are either Class A misdemeanors or felonies, all charges must be prosecuted under State Statute, and Resisting Arrest under City Ordinance.

Arrests for these offenses must be supported by reports that specifically describe the circumstances and elements of the offenses.

It is imperative that the proper NCIC Code be used on the report.

AGGRAVATED ASSAULT ON A POLICE OFFICER:

with a gun	1310-0
other weapon	1311-0
strong arm	1312-0
SIMPLE ASSAULT ON AN OFFICER	1313-1
RESISTING ARREST	4801-0
INTERFERING	4802-0

Threats Against Officers/Personnel

When any employee receives information that a threat has been made against the life of a police officer or another member of this Department, the person receiving the information should immediately notify their supervisor. If the supervisor is unavailable, the Watch Commander will be notified. If possible, the supervisor/Watch commander should be contacted while the statement giver is still available for contact.

The Watch Commander will assure that adequate resources are made available to immediately start an investigation and notification of administrative personnel. An administrator should then contact, preferably in person, the employee against who the threat has been made and advise them of the threat and the actions being taken by the Department to investigate the matter. The employee who has been threatened should be put in touch with the assigned investigator to assess if there may actually be some validity to the threat.

This information must be recorded in a police report to be used for follow-up in the event that the threatened

action comes to fruition or there is enough evidence for a criminal prosecution. This report should be "restricted" until such time as the threat is verified or unfounded to protect the employee's privacy during the investigation.

Assault on a Police Service Animal

It is a crime to assault a Police Service Animal which includes any dog or horse trained for use in law enforcement or contracted for use in law enforcement (i.e. a specialized dog contracted to do work for law enforcement).

- Simple assault, taunting, teasing, tormenting etc. are Class "A" misdemeanors.
- Serious bodily injury or death or conduct likely to cause bodily injury or death to a police service animal is 3rd degree felony.

Follow-up investigation for assaults on police service animals as listed above will be followed-up by Detective Division personnel.

III-560 OFFICER NEEDS HELP (10-33)

A 10-33 is a code used over the radio to notify all SLCPD officers of a need for emergency assistance. When possible, employees should verbally declare a 9-1 situation over the radio before activating the emergency button on the radio. Once the emergency activation button is pushed the employee has 10 seconds of open microphone to voice the 10-33.

When an employee declares a 10-33, urgent or immediate help is required and emergency response is authorized. Responding officers shall use emergency equipment and drive prudently. In 10-33 situations, officers will not notify the dispatcher of their Code 3 response. To keep air traffic to a minimum, the first and second units should advise dispatch of their arrival only.

When a 10-33 is declared by a SLCPD employee outside of the SLCPD jurisdiction, only officers who are in close proximity will respond. Those responding must notify the dispatcher over the radio. Dispatch will immediately request assistance from the proper outside agency.

When dispatch broadcasts a 10-33 declared in an outside jurisdiction, any officer in close proximity may respond Code 3

Dispatch Procedures

Dispatch will broadcast the 10-33 preceded by 3 alert tones on all city frequencies declaring any pertinent information such as the unit involved (if known), location and the nature of the situation as information becomes available. The dispatcher will also announce the radio channel the incident is being handled on.

A 10-33 can only be cancelled by the officer who declared the 10-33, a field sergeant at the scene or a watch commander at the scene. Once the 10-33 situation has been stabilized, a broadcast on all frequencies canceling the 10-33 will be done by dispatch.

Citizen's Report of a 10-33

The dispatcher will assign two units to respond Code 3 upon receiving information from a citizen that an officer needs assistance. Upon arriving, the assigned officers shall request or cancel additional assistance, as the situation warrants.

Emergency Radio Button Activation

An activation of an officer's Emergency Button signals a circumstance similar in nature to an "Officer-Declared 10-33." Officers are strongly urged, when conditions permit, to voice the 10-33 situation prior to activating their emergency button.

When an emergency button is activated, the officer's radio is automatically switched to channel four, and the radio microphone (mic) is held open for ten seconds so that a 10-33 situation can be voiced if possible. If Channel four is already busy with previous emergency button activation, the officer's radio will be automatically switched to the next available open channel (i.e., Pioneer or Liberty).

Dispatchers will treat the activation of an officer's emergency button in the same manner as they treat a voice notification of a 10-33, with the following exceptions:

- The dispatcher on the channel to which the officer's radio has been directed as a result of pressing the emergency button will attempt to determine whether or not an actual emergency exists. The responsibility for declaring that the emergency button activation was an accident rests entirely on the officer.
- If an officer, within the automatic ten seconds of open mic, declares that the emergency button activation was accidental, no broadcast of the

emergency activation will be made. The officer will re-set the radio, by turning it off and on again.

- If no such announcement of accidental activation is made by the officer, or if the dispatcher determines that an emergency exists, the procedures outlined above will be followed.
- If the officer is on duty, the assigned channel dispatcher will handle the emergency. If the officer is off duty, the emergency will be handled by the dispatcher to which the officer's radio was automatically switched.

Only the officer activating his emergency button, or the field supervisor or Watch Commander on-scene, can cancel the emergency response.

III-570 PATRIOTIC COURTESY

Officers in Uniform

Officers in uniform, with or without headgear, shall come to attention and then salute the U.S. flag when it is presented in formal ceremony, indoors or outdoors. While saluting, officers should be standing at attention in a stationary position.

During a ceremony where a color guard is presenting the U.S. flag, an assigned supervisor or senior officer shall give the following orders. The orders will be given in two parts, with a slight pause between words.

"Officers.....Attention" - Officers come to attention in unison.

Pause

"Present.....Arms" - Officers salute in unison.

In saluting, bring the right hand up to the correct position in one, smart motion without any preparatory movement.

The proper way to salute when an employee is without headgear is to raise the right hand until the tip of the forefinger touches the outer edge of the right eyebrow (just above and to the right of the right eye). When an employee is wearing headgear, the salute is to be made by the forefinger touching the headgear slightly above and to the right of the right eye. The fingers are to be together, straight, and the thumb snug along the hand in line with the fingers. The hand, wrist, and forearm are to be straight, forming a straight line from the elbow to the fingertips. The upper arm (elbow to shoulder) is parallel to the ground.

Hold the salute until the command “Order.....Arms” is given.

When dropping the salute, bring the hand directly down to its natural position at the side, without slapping the leg or moving the hand out to the side.

Uniformed officers shall face the flag and come to attention when the flag passes in formal procession unless urgent, assigned duties make such action inadvisable. Officers will complete the salute as the flag passes and then resume their duties.

Saluting the flag while the National Anthem is being played is appropriate when in uniform. Officers should face the flag, come to attention and salute, remaining so until the National Anthem is completed.

Officers not in Uniform and Civilian Employees

Officers not in uniform and civilian employees shall come to a standing position facing the flag and place their right hand over their heart. Employees shall remain in this position until the flag is posted or until the National Anthem has finished. If the ceremony consists of a color guard, hold the salute position until the “Order-Arms” command is given.

III-580 PAWN SHOPS (STOLEN PROPERTY)

Any officer locating identifiable stolen property in a pawnshop or secondhand store within the corporate limits of Salt Lake City will coordinate retrieval efforts through the Pawn Shop Detail detective.

Property Located by Plainclothes Officers

Any plainclothes officer who ascertains that property associated with a criminal matter may be in a pawn or secondhand shop may place a hold on the property. The appropriate procedure below should be followed. The plainclothes officer that places the property on hold will complete the Hold Request form and forward the original to the Pawn Shop Detail as soon thereafter as possible.

Property Located by Field Officers

Any field officer who locates property that may be associated with a criminal matter shall not seize the property except under exigent circumstances, but shall only place a hold on the property. The appropriate procedure below should be followed. If the victim from whom the property was originally stolen is present at the pawn or secondhand shop, that victim

should be advised of the developments and referred to the follow-up officer assigned to the case whether it is with our agency or another agency.

If the field officer is dispatched to assist an outside agency that has located property that may be associated with a criminal matter, the officer will place a hold on the property with the pawnshop or secondhand store. The officer will advise the outside agency to contact the Pawn Detail detective to coordinate the seizure of the property. The procedure below should be followed whether property is impounded or held.

Property Located By the Pawn Detail

When the Pawn Detail is informed that property associated with a criminal matter may be in a pawn or secondhand shop, the Pawn Detail will put the property on hold. This includes property that are possible NCIC hits or property reported to him/her by other agencies. The Pawn Detail will complete a Hold Request form. When the property is identified as stolen property, the Pawn Detective will initiate a Sale of Stolen Property Report for the outside agency.

Property Holds

The initial hold by a law enforcement agency is for a period of 45 days. The hold must be in written form. If the article is not seized by the law enforcement agency, the article shall remain in the custody of the pawnshop and is subject to the hold unless exigent circumstances require the pawned article to be seized by the law enforcement agency.

A law enforcement agency may extend any hold for up to an additional 45 days when exigent circumstances require the extension. When there is an extension of a hold, the requesting law enforcement agency shall notify the pawnshop subject to the hold prior to the expiration of the initial 45 days.

A law enforcement agency may not hold an item for more than the 90 days allowed under 13-32a-109 subsections (5)(a) and (b) without obtaining a court order authorizing the hold.

Terminating Holds on Pawned Property

When the purpose for the hold on or seizure of an article is terminated, the law enforcement agency requiring the hold or seizure shall within 15 days after the termination:

- Notify the pawnshop in writing that the hold or seizure has been terminated.
- Return the article subject to the seizure to the pawnbroker.
- If the article is not returned to the pawnbroker, advise the pawnbroker either in writing or electronically of the specific alternative disposition of the article.

Necessary Reports

Property placed on Police Hold by Detectives or Field Officers

When property is placed on Police Hold and the original case is our responsibility, the officer shall submit additional information to that case detailing all pertinent information. The officer will also initiate a new Sale of Stolen Property report (NCIC Code 2801) listing the business from which the property was placed on Police Hold as the victim. The pawn's name, the date of the pawn, the transaction number, the employee that made the transaction, the employee with whom the hold was placed, the case number and the police agency of original report should also be included. The follow-up officer assigned to the case shall advise the Pawn Shop Detail secretary of the Police Hold by completing the Hold Request Form.

When exigent circumstances require the immediate seizure of the property, the officer seizing the property shall document the exigent circumstances for the seizure in the new Sale of Stolen Property report along with detailing all pertinent information as listed above. The seized property will be placed into the Salt Lake City Police Department evidence.

When property is impounded pursuant to a court order (search warrant, etc.) or related to the commission of a crime and is not the usual stolen property situation, the Sale of Stolen Property report is not necessary. However, except for a court order situation, the Uniform Agency Seizure Request and Receipt form should be used at all times. The top white copy shall be retained by the business. The middle yellow copy shall be turned in to Records and the bottom pink copy shall be retained with the officer's personal records. The Sale of Stolen Property case number should be used on the receipt form and the property will be placed into evidence under this case number.

Screening - Filing of Criminal Charges

Cases originated by Salt Lake City Police Department

It will be the responsibility of the assigned follow-up detective to screen the case to obtain the complaint for the "theft by deception."

Cases originated by other Salt Lake County agencies

The Detective Division will determine which agency will pursue complaints through the District Attorney's Office for cases originating outside the City limits.

Cases originating outside of Salt Lake County

The Pawn Detective will screen the case with the District Attorney's Office or the City Prosecutor's Office.

The Pawn Shop Detail will remove the hold from all property that is not seized as soon as practical after the date of the original hold. The follow-up detective will inform the pawn detail to release the hold on any property that charges cannot be filed on or the charges were declined. If the victim's whereabouts is known, the detective should advise the victim of these developments. The victim can then be referred to the victim's own attorney or small claims court for ownership of the property to be determined.

Seizing Property

The Pawn Detail Detective will seize the property from Salt Lake City pawnshops and secondhand stores. Property will be seized after a complaint has been issued by the District Attorney's Office or the City Prosecutor's Office in either the original theft case or the sale of stolen property case. The Pawn Detail Detective will document the seizure information in a report and forward a copy to the assigned detective.

The assigned follow-up officer to the original case will seize property located in pawnshops outside of Salt Lake City. Every effort should be made to coordinate the seizure with the agency where the property is located and to follow that agency's policy.

State statute states that after charges are filed by the DA or City Prosecutor, the property will be held by the pawn shop until the case is adjudicated in court. Officers will not seize property from the pawn shop and hold it for court. This will be the responsibility of the pawn shop. The detective will notify the pawn shop that charges have been filed and that the property now needs to be held for court. After the detective is notified that the case is adjudicated, they have 15 days

to advise the pawn shop of the disposition of the property.

III-590 PERFORMANCE OF DUTY

Reporting for Duty

Employees shall report for duty at the time and place designated by their supervisors, and shall be properly dressed and equipped.

During work hours, employees will devote their time, attention and efforts to City business. Employees are to meet established performance standards and goals and meet the City's standards for efficient, safe, effective and courteous operations.

On-duty Until Relieved

Employees shall remain at their place of assignment until properly relieved or dismissed from that responsibility by a supervisor or an assigned relief.

During the course of patrol duties, an officer may have occasion to leave an assigned district or area of patrol for authorized rest breaks. The officer will keep the dispatcher advised of location during such breaks.

Officers' Continuing Responsibility to Act

Officers shall be considered on duty at all times and shall be prepared to act in an official capacity when the circumstances warrant police action. An off duty officer should not intervene in ordinary neighborhood or domestic quarrels, and under no circumstances shall an officer take police action in personal grievances, or those of the officer's family, unless circumstances are so grave as to justify defensive measures. Such matters should be referred to an on duty officer.

No officer shall take any police action if that officer has consumed an alcoholic beverage within the previous four hours unless immediate police action is necessary to protect a life or unless the officer is under on duty supervision and assignment.

Response to Calls

Officers shall respond to all calls without delay and in a manner that is consistent with normal safety precautions and law.

Officers shall respond to all calls assigned by the dispatcher, and will keep the dispatcher advised of all changes of activity or status. Unassigned units

responding to a call will notify the dispatcher, and if the call is already sufficiently covered, unassigned units will leave the scene.

Standby

Standby is when an employee's off duty activities are restricted in such a way that they are available for an immediate return to work. Compensation is under conditions specified by the appropriate MOU.

III-600 POLICE SERVICE DOG (PSD) TEAMS

Police service dog (PSD) teams search for people, articles contaminated with human scent, and controlled substances. The primary responsibility of the PSD program is to conduct searches in Salt Lake City. Some PSDs are also trained to assist in tactical situations. The use of a PSD in crowd control situations is outside the scope of the program.

PSD teams are deployed city-wide and respond to requests for assistance during regular duty hours. PSD handlers should offer assistance in any situation where the PSDs can be effectively utilized. When available, PSD officers will also assist with priority crimes-in-progress and crimes-just-occurred.

PSD teams are subject to call-out 24-hours a day. Call-outs and requests for assistance from outside agencies must be approved by the Watch Commander.

PSDs will not normally be deployed in situations where the handler believes that injury to the PSD is imminent. PSDs will not normally be deployed to apprehend (make physical contact with) subjects who are armed. Exceptions may be made by the PSD handler under extraordinary circumstances. PSDs will, however, be deployed to search for and locate subjects who are armed or believed to be armed.

Duties of Officers Requesting PSD Search Assistance

When an officer is pursuing a criminal suspect and contact with the suspect is lost, the officer should stop and pinpoint the suspect's last known location for the PSD handler. Additionally, every effort should be made by the officers at the scene to:

- Establish containment (Plan C) of an area if there is a high probability that the suspect is within the area contained. Otherwise, saturate the area with high-visibility patrol in an effort to discourage active flight by the suspect.

- Avoid contaminating the area with human scent.
- Protect all items holding the suspect's scent from being handled or otherwise contaminated.
- Provide back-up for the PSD teams.
- Collect evidence and process arrested persons located during the search.

Patrol Searches

PSD teams will conduct searches when the application of the PSD will make the search:

- Safer for officers.
- More thorough or effective than it would be without PSD assistance.
- Of a large area or building quicker and more efficient than it would be without PSD assistance.

PSD officers will locate the officer-in-charge and obtain facts relevant to the search. The PSD officer will determine the most effective way to conduct the search and will brief assisting officers.

Prior to searching a building or contained area with a police service dog or when checking a new level or area, a verbal warning similar to the following will be given in a loud voice by the handler unless it would clearly endanger officers or increase the likelihood of escape by the suspect. The handler will allow a reasonable period of time for a response.

"This is the Salt Lake City Police Department. Identify yourself. We are going to use a Police Dog to find you. You may be bitten. Call out now and the dog will not be used."

Safety Protocol

During PSD deployments, the following safety protocols will be followed:

- The PSD handler will be focused on the dog. The assisting officer is responsible to continually scan the area for threats and hazards.
- Officers will stay with the PSD handler unless directed to do otherwise or exigent circumstances exist.
- Assisting officers will follow the directions given by the PSD handler.
- In the event that the PSD locates a suspect, the search team will be prepared to act at the direction of the handler. The handler will recall the dog as soon as it is safe to do so. Assisting officers will take control of the suspect at the handler's direction.

- If a PSD shows interest in an officer, the officer should not react or reach out to the dog. The officer should stand with normal posture and should not move.

K9 Use of Force

The use of a PSD is not considered deadly force. The Salt Lake City Police Department does not train or use PSDs as deadly force.

The deployment of a PSD to apprehend a criminal suspect is a use of force that must be consistent with "Use of Force other than Deadly Force." Decisions to deploy a PSD as a force option shall be objectively reasonable and based on the following:

- The severity of the crime based on facts known to officers. The PSD force option will only be considered when the suspect has committed a felony, or a misdemeanor involving violence or the threat of violence, or is believed to be armed.
- Whether the suspect poses an immediate threat to the safety of officers or others.
- Whether the suspect is actively resisting arrest or attempting to evade arrest at the time of deployment.

Using a Police Service Dog to apprehend and control a suspect can preclude the need to use a greater level of force. Service dogs are used to reduce the danger of injury to police officers, citizens and criminal suspects.

PSDs are primarily search tools. PSDs deployed as search tools will be restrained in a manner appropriate to the circumstances of the search. The use of a PSD to search while on-leash is not considered a use of force.

While on-leash, PSDs will be used to search for and locate lost persons as well as criminal (misdemeanor or felony) suspects.

Use of CED during PSD Bite Deployment

Officers should not deploy a CED on a suspect at the same time a PSD is being deployed to bite the suspect, unless the PSD handler dictates otherwise. If an officer has already deployed a CED on a suspect and a PSD is deployed on the same suspect, the officer should immediately render the CED safe. A drive stun to an area not in the immediate vicinity of where the PSD is biting will not affect the PSD.

Tactical Deployment

PSDs are effective in a variety of tactical situations. A tactical (non-search) deployment is the use of a PSD to apprehend or assist in the apprehension of a criminal suspect or to prevent an escape.

Before deploying a PSD as a use-of-force, the PSD handler shall issue a verbal warning to the suspect similar to the following unless such warning would facilitate an escape or put any person in danger.

“Police officer, stop (or other instruction) or I’ll send a police dog.”

PSD Bite Procedures

Whenever a police service dog bites or scratches any person or is alleged to have done so whether on-duty or not, the PSD handler will do the following:

- If no arrest is made, the PSD handler will offer to provide care and treatment by qualified emergency medical personnel.
- If an arrest is made, the PSD handler will summon emergency medical personnel and will facilitate immediate follow-up treatment at a health care facility if required.
- In either case the injury will be thoroughly documented by photographs and by accurate descriptions of the injury in a police report.
- In cases where the injured person is a juvenile, the PSD handler must ensure that a parent, guardian or other responsible person is notified.
- A PSD handler will not transport a prisoner that has been bitten by a police service dog.
- The PSD handler will immediately notify the PSD Sergeant and the Watch Commander. The handler will document the circumstances surrounding the incident in a police report (G.O. or Supplemental as applicable).

Drug Detection

Salt Lake Police drug detection dogs are available to search for the most commonly abused controlled substances. Officers requesting the assistance of a drug detection dog should avoid disturbing the search area. Such disturbance, however, will not preclude the use of a drug detection dog.

Arrested persons should be removed from the search area prior to the arrival of the PSD team.

Conduct in Proximity to Police Service Dogs

Police service dogs are trained to respond to their perception of threatening behavior. Officers and employees of the Department shall conduct themselves accordingly when in the proximity of a PSD. Employees will not agitate or tease a police service dog and will not approach, address or handle a PSD out of the presence of the handler unless extraordinary circumstances exist.

PSD handlers will not use a police service dog to intimidate any person outside the scope of a reasonable deployment.

Training and Certification Standards

PSD handlers will keep accurate records of training and deployments.

Department PSD handlers and PSDs shall meet the certification standards established by the PSD Sergeant. All Department certification standards shall meet or exceed those established by Utah POST. Uncertified PSDs may not be deployed.

III-610 PRODUCT TAMPERING

If a tampering crisis occurs the general duties of the Department are to:

- Protect the residents and citizens within our jurisdiction.
- Assure that victims receive medical or other assistance.
- Provide security for any crime scene.
- Preserve evidence. If unable to have federal investigators on scene, process the scene and place all evidentiary items in the SLCPD Evidence.
- Notify appropriate government agencies and businesses.

Non-meat, non-poultry, and non-fish food items

Medicines, cosmetics, medical devices, ready to eat food, blood, blood products and Halloween candy.

Notify the Federal Drug Administration (FDA) at 801-524-3190. If nobody answers, wait until end of taped message and leave information for the next working day.

Meat, poultry, and fish food items

Notify the U.S. Department of Agriculture at 801-524-3176. If nobody answers, wait until end of taped message and leave information for the next working day.

- Assist the agency of jurisdiction in the investigation.
- Coordinate information for the local media, as necessary.

Product Tampering Procedure

Upon receipt of information regarding a consumer product, the Watch Commander will be notified immediately. The Watch Commander has overall responsibility and shall determine the action necessary to cope with the incident and any notifications to be made to other agencies.

The beat officer assigned to investigate a report of tampering, working at the direction of the field sergeant, shall respond to the scene, notify the store manager, and verify the information received.

If evidence exists which verifies a tampering situation, the investigating officer shall secure the scene by establishing a perimeter to isolate potential physical evidence and obtain photographs of any obvious tampering. Extreme care must be taken to preserve any latent fingerprints as evidence.

Officers should be aware of potential suspects or witnesses at the scene, and shall communicate any significant new information to the field sergeant or Watch Commander by telephone.

III-630 PUBLIC INTOXICATION

The Detoxification Center at 252 West Brooklyn Avenue is an alternative to booking persons charged with public intoxication into jail. Whenever possible, officers should use the Detoxification Center as the first alternative for booking a publicly intoxicated person. An arrested person can be transported to the Detoxification Center as long as:

- The arrested person is not being charged with a felony or class A misdemeanor.
- No medical problem is evident.
- The arrested person is not unmanageable or belligerent.
- There are beds available at the Detoxification Center.
- They have to have all their medications with them if on record.

The officer must have the Service Channel Dispatcher call to see if there is room at the Detoxification Center for the arrested person. If the Detoxification Center is full, the dispatcher should obtain a refusal number and relay the number to the arresting officer. The prisoner is then booked at the jail and a report is made. The Detoxification Center refusal number must be included in the officer's statement of probable cause at the jail.

If the arrested person is accepted by the Detoxification Center, officers will transport the arrested person to the Detoxification Center, and issue a misdemeanor citation.

In addition to the public intoxication charge, officers may include other class "B" and "C" misdemeanors or infractions, on the misdemeanor citation. Officers will leave all of the arrested person's personal property at the Center for safekeeping. If circumstances prevent the property from being left at the Center it will be placed into evidence for safekeeping. Officers will also fill out the "VOA Release of Information" form which allows law enforcement to check on the person's status while the person is in treatment, i.e. warrants.

III-640 PURSUITS – VEHICLE

Vehicular pursuit of fleeing suspect present a significant danger to the public, officers and suspects involved in the pursuit. It is the policy of this department to protect all persons and property to the extent reasonably possible when enforcing the law. In addition, it is the responsibility of this department to assist officers in the safe performance of their duties. It is the policy of the department to regulate the manner in which vehicular pursuits are undertaken and performed.

A pursuit is defined as: an active attempt by an officer in an authorized emergency vehicle to stop a moving vehicle through the use of both emergency lights and siren when the driver KNOWINGLY resists apprehension by fleeing or failing to stop.

The decision to initiate a pursuit must be based on good judgment tempered with common sense and foresight of potential hazards. Vehicle pursuits are a valid enforcement activity performed by officers attempting to apprehend fleeing suspects under certain circumstances. When in pursuit, officers will engage both lights and siren. Officers are obligated to continuously weigh the gravity of the offense and

emerging circumstances against the potential dangers the pursuit poses to themselves and others.

Sergeants and Watch Commanders are responsible for assuming management control by monitoring the pursuit, weighing significant facts available at the time, and terminating the pursuit if apprehension cannot be affected with reasonable safety to the officer(s), driver and occupants of the fleeing vehicle, and third parties.

This policy is a guideline for use by members of this Department and is not intended to set civil or criminal standards. State law does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons, nor does the law protect the driver from the consequences of an arbitrary exercise of these privileges. Officers of this department shall conduct pursuits in compliance with U.C.A. 41-6a-212, sound professional judgment and the procedures outlined in this policy. Violations of this policy will form the basis for departmental administrative sanctions only.

Considerations

Forcible felonies such as robbery, rape, aggravated burglary, where a weapon was used or assault has occurred, homicide, or attempted homicide, kidnapping, aggravated assault or warrants for any of the listed offenses MAY justify a pursuit if the suspect poses an imminent danger if not apprehended immediately.

Traffic, misdemeanor, non-forcible felony violations and property crimes DO NOT warrant pursuit under any circumstances. A warrant for Automobile Homicide, which stems from a DUI related traffic accident, will not, by itself, be grounds for a pursuit. This type of warrant will, for the purposes of this policy, be considered a traffic warrant.

The Watch Commander or supervisor may look at the circumstances of any situation and authorize a pursuit.

When initiating a pursuit, an officer will consider:

- The nature of the crime.
- The likelihood of successful apprehension.
- The volume, type, speed, and direction of traffic in the area.
- The nature of the location of the pursuit (e.g., residential, business, school zone, etc.).
- Weather and road conditions.
- The officer's driving skills.

- The condition and performance capabilities of the pursuing vehicle.
- Familiarity with the area and road.

Restrictions on Vehicles and Personnel

Restrictions on Vehicles Involved

- Due to the high possibility of weapons and/or multiple suspects, three units will be used in all pursuits when possible, to assist in a high hazard stop at the termination point.
- Only the unit initiating the pursuit and any assigned or acknowledged secondary units will pursue the suspect vehicle. No more than three units will be involved unless assigned by the Sergeant or Watch Commander.
- Other units close to the pursuit should attempt to position themselves at strategic points to assist the pursuing unit(s). Under no circumstances will units parallel the pursuit. Supporting units will operate within the traffic code.

Motorcycles or Unmarked Cars

When a pursuit is initiated by a motorcycle or an unmarked unit, the motorcycle or unmarked unit shall abandon the pursuit when sufficient marked units are in position to assume the pursuit. Marked units are those vehicles that have Department decals and external emergency equipment, i.e. light bars. The motorcycle or unmarked unit shall remain available to respond to the scene to assist as needed.

Restrictions on Officer's Actions

- Citizen vehicles or other objects will not be used to barricade a road.
- Officers will not pursue a vehicle going the wrong way on a one-way road or freeway.
- No police unit containing a civilian ride-along, prisoners, family members, or any other citizens will initiate a pursuit or become involved in a pursuit in any way.

Procedures

Pursuits within Salt Lake City Jurisdiction

Primary Unit

Initiating or Primary Unit: Upon initiating a pursuit, the primary officer will immediately engage both emergency lights and siren and, as soon as possible, notify the dispatcher of:

- The location, direction of travel and estimated speed.
- The description of the suspect vehicle and license plate information.
- The reason for the pursuit.
- The description of the occupant(s).

Secondary Unit

The acknowledged or assigned secondary unit, when in position, will:

- Immediately engage both emergency lights and siren.
- Call the pursuit. Include speed, locations, direction, etc. This will be done continually during the pursuit.
- Watch for hazards, etc. that the primary unit may not be observing and relay that information.

Authorized Tertiary Unit

The acknowledged or assigned third unit, when in position, will:

- Immediately engage both emergency lights and siren.
- Watch for hazards etc. that the other two units may not be observing and relay that information.
- Assist in maintaining a visual on the suspect vehicle.
- Assist with the high hazard stop at the termination of the pursuit.
- Immediately drop out of the pursuit and handle any traffic collisions along the pursuit route.

Pursuits in another Jurisdiction

If a pursuit initiated by an officer(s) of this Department enters into or is initiated in another jurisdiction or enters the freeway, the dispatcher will immediately notify the affected law enforcement agency.

No units, except the primary unit and the assigned backup unit(s) will cross jurisdictional boundaries to continue the pursuit. The Sergeant or Watch Commander will evaluate the pursuit and determine if continuing is within guidelines of this policy.

If the pursuit terminates outside of Salt Lake City, the Sergeant or Watch Commander will determine if additional personnel are required and will assign units to be sent to the scene. Unassigned personnel will not respond to a termination scene outside of the City

unless authorized by a Sergeant or the Watch Commander.

Pursuits Entering From Another Jurisdiction Or Pursuits Initiated By An Outside Agency While They Are In Salt Lake City Limits

- When only one vehicle from an outside agency is pursuing, officers of this Department will not engage in the pursuit unless specifically requested by the outside agency or assigned by a Sergeant or the Watch Commander. No more than the approved number of officers shall engage in the pursuit.
- Units close to the pursuit will prepare to offer necessary assistance at the conclusion of the pursuit.
- Any Salt Lake City Police Department unit involved in an outside agency's pursuit will terminate participation at the City limits unless otherwise directed by the Sergeant or Watch Commander.

When more than one vehicle from an outside agency is pursuing, Salt Lake City units will not join the pursuit. The pursuit will be monitored by the dispatcher who will continually update Salt Lake City units so they can be available to offer assistance when the pursuit ends.

Dispatch Pursuit Procedures

Pursuits Occurring Within Salt Lake City

The dispatcher will:

- Clear the frequency for emergency traffic only.
- Announce the pursuit on all frequencies and designate the assigned channel.
- Acknowledge or assign a secondary and tertiary unit.
- Notify the Watch Commander, Sergeant and Communications Supervisor.
- Make a registration and want check and have the information immediately available upon request.

Pursuits by Salt Lake City Units in another Jurisdiction

When Salt Lake City units initiate a pursuit in another jurisdiction, the dispatcher will:

- Clear the frequency for emergency traffic only.
- Announce the pursuit on all frequencies and designate the assigned channel.
- Notify the on duty Watch Commander.

- Notify the affected outside law enforcement agency of the pursuit.
- Make a registration and want check and have the information immediately available upon request.

Pursuits Entering From another Jurisdiction or Pursuits Initiated by another Agency within Salt Lake City Limits

The dispatcher will:

- Announce the pursuit on all frequencies and designate the assigned channel.
- Provide the description, location, direction, reason for the pursuit and any other significant data.
- If the reason for the pursuit is not known, immediately attempt to ascertain the reason and relay it.

Pursuit Intervention Technique

PIT Defined: The Pursuit Intervention Technique (PIT) is a forced stop by a pursuing officer in which the rear side of a suspect's vehicle is pushed by the officer's vehicle; thereby causing the suspect's vehicle to rotate into a position where it can be trapped by back-up officers.

This technique should not be used if speeds exceed **45 mph**, if any of the vehicle tires have been blown or flattened, or if the vehicle has had its tire(s) damaged by a tire deflating device, **unless deadly force is justified**. This technique should only be used when the apparent risk of harm to other than the occupants of the pursued vehicle is so great as to outweigh the risk of harm in the application of the pursuit intervention technique or when the pursuing officer believes that continued movement of the pursued vehicle would place others in danger of serious bodily harm or death. The PIT maneuver is generally prohibited on two-lane roadways or at any location where the potential for high density pedestrian traffic exists. Officers shall use caution in selecting the location where the PIT is to be made, so that any resulting danger can be minimized as much as possible.

Stop Sticks

The use of tire deflation devices will be governed by sound professional judgment and the procedures outlined in this policy. Tire deflation devices may be used to facilitate the disabling of a vehicle when any of the following circumstances are present:

- There is probable cause to believe an occupant has committed an offense justifying the custodial arrest of that occupant and the vehicle is stationary;
- When a stationary vehicle becomes occupied by a suspect who may attempt to flee and the chance of a subsequent pursuit is high;
- The location of the vehicle and circumstances of a vehicle pursuit are safe to deploy Stop Sticks;
- The operator of the vehicle has been given reasonable notice of a peace officer's command to stop and the operator ignores the efforts and warnings that would be obvious to a reasonable person in a similar situation;
- The officer believes the movement of the vehicle will place the operator or others in imminent danger of serious bodily injury or death.

A Supervisor must approve the use of the Stop Sticks.

If the driver of a vehicle that has had its tires successfully deflated refuses to yield to an officer's signal to stop, a pursuit ***will not*** be initiated unless the situation meets the criteria for justifying a pursuit as outlined in **Salt Lake City Policy III-640**.

Deployment of Stop Sticks

The position and vulnerability of the public, private property and other assisting units must be considered prior to the use of tire deflation devices. Traffic conditions, construction, special events and/or other activities may create situations where the use of the tire deflation device would not be appropriate.

Only officers who have successfully completed Salt Lake City Police approved training will be qualified to deploy Stop Sticks in accordance with the device manufacturers instructions. The deploying officer will advise dispatch on the air when and where the device will be deployed. Dispatch will repeat the deployment information for the benefit of other units involved in the incident.

Restrictions

Tire deflation devices will not be used against the following vehicles unless justification for deployment clearly exceeds the risks of not disabling the vehicle:

- Vehicles transporting Hazardous Materials
- Buses transporting Passengers
- Any vehicle that poses an unusually dangerous hazard to the officers or public at the scene
- Any vehicle with fewer than four wheels

Safety Considerations

The circumstances of every pursuit are different, but safety is always the most important factor to consider when deploying tire deflation devices. Other factors that will be considered when deploying the devices are:

- Suspects may abruptly swerve or stop in an unexpected manner in an attempt to avoid the Stop Sticks;
- Officers should locate substantial cover in the area capable of stopping an approaching vehicle (**Patrol or other vehicles are not considered adequate cover**);
- Only deploy Stop Sticks when you have a safe location to observe the target vehicle - consider escape routes in the event the target vehicle swerves towards officers;
- Always avoid deploying Stop Sticks in locations or situations that limit the ability of the fleeing suspect to safely maneuver the vehicle;
- Limit the traffic on the roadway to avoid collisions;
- Restrict pedestrian traffic on the roadway - never deploy the Stop Sticks with pedestrians in the immediate vicinity;
- Excessive speeds, drugs, and /or alcohol may all increase the risk of a driver losing control of the vehicle;

Tactical Considerations

Officers should consider the following tactical factors when deploying Stop Sticks:

- Plan ahead to determine best location for deployment;
- Avoid deploying Stop Sticks on wet surfaces, gravel or loose pavement - these surfaces increase the likelihood of a driver losing control;
- Deploy Stop Sticks at the last possible moment to avoid innocent vehicle damage and avoid the potential of suspect swerving to avoid the device;
- If deploying the device near an intersection, deploy the Stop Sticks just prior to the intersection to limit the suspects ability to turn and avoid the device;
- Always move to a safe location after deploying the Stop Sticks, the device has 80 feet of cord to allow officers to get as far as possible from the roadway when deploying the device;
- Always advise pursuing units when and where Stop Sticks are being deployed so that appropriate action can be taken by pursuing units to avoid the Stop Stick device(s);
- As soon as it is safe to do so, pull Stop Sticks from the roadway so that additional vehicles are not affected.

After Action Procedures

After the use of the tire deflation device, the deploying officer will stay with the device. The officer will collect the device and ensure the photos are taken of the deployment area, collect all parts from the roadway. If the deployment point and pursuit termination point are the same, post pursuit procedures will be as follows:

If the Stop Sticks are struck by the vehicle:

- The device is no longer functional and should be replaced
- Complete the Stop Stick "pursuit reporting form" fax it to 1-513-202-0240. The form can be found at www.stopstick.com, and can also be completed on line at the same webpage.

If the Stop Stick device was deployed but not struck by any vehicle:

- Inspect the sleeved Stop Stick for damage
- If the device is not damaged it is suitable to use again.

Termination of Pursuits

When it is determined the pursuit will be terminated, either by the officer or by supervisory personnel, the pursuing officer shall stop their vehicle on the shoulder of the road, disengage all emergency equipment, including the siren and overhead lights, and wait a reasonable period of time before resuming their patrol. The officer shall not follow the suspect or attempt to maintain visual observation once the pursuit has been terminated.

Pursuits will be terminated:

- At the pursuing officer(s) discretion.
- If the suspect vehicle stops or is disabled.
- If the futility of the pursuit is evident.
- When the risks of the pursuit outweigh the need for apprehension.
- By order of a supervisor.

Post Pursuit Procedures

Safety is critical at the termination of a pursuit. At no time will the need for decisive action, self-control, and strict personal discipline be more essential. The responsibility of maintaining control and directing activities at the termination point remains with the senior officer present in the pursuit until relieved by a Sergeant or the Watch Commander.

At the termination of a pursuit, accepted high hazard stop procedures will be employed when suspects remain in the vehicle. Plainclothes officers will ensure they are readily identifiable as police officers.

If the initiating agency officer is on-scene and physically able, he should be responsible for the arrest of the suspect. Either the Sergeant or Watch Commander should respond to the scene and take control of personnel allocation and free up as many units as possible considering the need for assignment coverage at the scene.

Required Reports

The initiating officer(s) will conduct an investigation and complete the initial G.O. report of the pursuit and a Pursuit Incident Report and Summary Sheet.

Each officer who became involved in the pursuit in any way will submit a Pursuit Incident Report detailing their actions or involvement in the pursuit.

The officer deploying Stop Sticks will complete a supplemental report documenting the location of deployment, result of the deployment, and collection of the device.

The supervising Sergeant of each of the officers involved in the pursuit will document the actions of their respective assigned personnel and will submit a memo to the Watch Commander prior to the end of that shift or as soon as possible thereafter.

The on-duty Watch Commander will be responsible for assembling all of the reports, memos and other relevant information regarding a pursuit. They will ensure the required reports and memos have been scanned and entered into Blue Team and that a Blue Team entry has been created and forwarded to the Bureau Commander of the officer(s) involved.

It is the responsibility of the Internal Affairs Commander to investigate pursuits and to determine their dispositions.

III-650 RADIO CODE

It is imperative that officers use the radio codes and clear text expressions accepted by the Department. The 10-codes below are consistent with the State of Utah to help facilitate communication between Agencies.

Clear Text Radio

This department uses a clear text communications system. An exception to this would be the use of 10 codes when covert communication is needed. To conserve radio air time, radio transmissions should be brief, but informative. Nonessential phrases and conversation are unacceptable. The use of key words and key phrases which are understood by other radio system users is strongly encouraged. All radio usage should be brief and professional.

Authorized Radio Codes

The radio codes shown below may be used along with key words, key phrases and other clear text transmissions as a means of keeping radio communications brief or to maintain confidentiality.

- 10-0 Use Caution
- 10-1 Signal Weak
- 10-2 Signal Good
- 10-3 Stop Transmitting
- 10-4 Affirmative (OK,)
- 10-5 Relay (To)
- 10-6 Busy Unless Urgent
- 10-7 Out Of Service (On Break)
- 10-8 In Service
- 10-9 Say Again (Repeat)
- 10-10 Negative
- 10-11 On Duty(Available)
- 10-12 Stand By
- 10-13 Existing Conditions
- 10-14 Information
- 10-15 Message Delivered
- 10-16 Reply To Message
- 10-17 Enroute
- 10-18 Urgent (Quickly)
- 10-19 (In) Contact
- 10-20 Location
- 10-21 Call ____ By Phone
- 10-22 Disregard
- 10-23 Arrived At Scene
- 10-24 Assignment Complete
- 10-25 Report To ____ (Meet)
- 10-26 Estimated Time Of Arrival
- 10-27 Driver Lic/Permit Info
- 10-28 Vehicle Ownership Info
- 10-29 Wants/Warrants Check
- 10-30 Danger/Caution
- 10-31 Pick Up ____
- 10-32 Units Needed
- 10-33 Help Me Quick(Emergency)
- 10-34 Time Check
- 10-35 Interdiction
- 10-36 Security Check (Code4 Check)

10-37 Gang Activity
 10-38 Computer Down
 10-39 Urgent Use Lights & Siren(Code3)
 10-40 Silent Run, No Lights
 10-41 Beginning Tour Of Duty
 10-42 Ending Tour Of Duty
 10-43 Shuttle
 10-44 Permission To Leave
 10-45 Animal Carcass At ____
 10-46 Assist Motorist
 10-47 Suspicious Vehicle/Person/ Incident
 10-48 Disturbing The Peace
 10-49 Traffic Light Out At ____
 10-50 Traffic Accident (PD, PI, F)
 10-51 Wrecker Needed
 10-52 Ambulance Needed
 10-53 Traffic Control
 10-54 Change To Channel ____
 10-55 Intoxicated Driver
 10-56 Intoxicated Pedestrian
 10-57 Hit and Run (PD, PI, F)
 10-58 Airplane Crash
 10-59 Reckless Driver
 10-60 Out of Car on Violator at ____
 10-61 Motor Inspection
 10-62 Request Permission Car To Car
 10-63 Prepare To Copy
 10-64 Vandalism
 10-65 Juvenile Problem
 10-66 Major Crime Alert
 10-67 Net Message
 10-68 Runaway Juvenile
 10-69 Missing Person
 10-70 Fire Alarm
 10-71 Nature Of Fire
 10-72 Progress Report On Fire
 10-73 Rape
 10-74 Civil Disturbance
 10-75 Domestic Problem
 10-76 Meet Complainant
 10-77 Returning to ____
 10-78 Back Up
 10-79 Notify Coroner
 10-80 Chase In Progress
 10-81 Breathalyzer Report
 10-82 Prisoner In Custody
 10-83 Confidential Information
 10-84 Visitors Present
 10-85 Victim(s) Condition
 Alpha = Fair
 Bravo = Poor
 Charlie = Critical
 Delta = Possible Fatality
 Echo = Obvious Fatality
 10-86 Crime In Progress
 10-87 Abandoned Car

10-88 Man With Gun
 10-89 Bomb Threat
 10-90 Bank Alarm At ____
 10-91 Burglary
 10-92 Theft
 10-93 Unnecessary Use Of Radio
 10-94 Contact Your Home
 10-95 Out At Home
 10-96 Mental Subject
 10-97 Test Signal
 10-98 Prison Break
 10-99 Wanted/Stolen Indicated
 10-100 County-Wide Road Watch
 10-200 County-Wide Road Block

Key Words/ Phrases

Status Check: Request for a unit's current status (10-8, 10-6, etc. Not to be confused with 10-36)
 GOA: Gone on Arrival
 STAT: Indicates that a stated request is urgent
 Shake – Ped Stop, hands-on, Request Back
 Hold SAC – Surveillance
 10-33

Phonetic Alphabet

The following phonetic alphabet will be used in radio transmissions. It is essential that each employee be familiar with the proper phonetic alphabet and usage to avoid confusion of messages.

A	ALPHA
B	BRAVO
C	CHARLIE
D	DELTA
E	ECHO
F	FOXTROT
G	GOLF
H	HOTEL
I	INDIA
J	JULIET
K	KILO
L	LIMA
M	MIKE
N	NOVEMBER
O	OSCAR
P	PAPA
Q	QUEBEC
R	ROMEIO
S	SIERRA
T	TANGO
U	UNIFORM
V	VICTOR
W	WHISKEY
X	XRAY

Y YANKEE
Z ZULU

Alert Tones (Beeps)

Dispatchers will use alert tones to signal officers of upcoming broadcasts or to request that officers stop broadcasting.

Two alert tones or dweedles means "Standby to copy; non-emergency broadcast to follow."

Three alert tones or warble means "Standby; emergency broadcast to follow."

Channel Assignments

Channel assignments facilitate an orderly flow of communication and an efficient means of assigning calls and tracking field officer's activities.

Assignments

Channel One (Zone A, Position 1) serves as the designated talk group for Patrol units assigned to the West sector and zone 3 of the North sector and motors. It is the primary talk group for all units from 3:00 a.m. to 12:30 p.m. and 3:00 am to 1530 on Sundays. In the event of a computer crash, emergency situation or heavy radio traffic, the Communications Supervisor may opt to open Channel Two (Zone A, Position 2) during this time.

Channel Two (Zone A, position 2) is the primary talk group for Patrol units assigned to the South sector, zone 4 of the North sector and detectives.

Channel Three (Zone A, Position 3) serves as a car-to-car channel and is not monitored by a dispatcher.

Channel Four (Zone A, Position 4) serves as the service channel talk group.

Channel Five (Zone A, Position 5) is used for tactical operations, special events, and as an administrative channel.

Channel Six (Zone A, Position 6) is reserved for use by authorized units. **** THIS IS A PERMANENTLY RESTRICTED CHANNEL.**

Statewide / SL Regional talk group (Zone C, position 1) is a common channel for communication between Salt Lake area law enforcement agencies and is monitored by DPS dispatch.

Events channels may be assigned for special events by the dispatcher.

Restricting a Channel

Any channel may be restricted for tactical operations, but only with the approval of the Watch Commander or, in their absence, the field supervisor. Channel Five is normally restricted for tactical operations.

With the approval of the Watch Commander or the field supervisor, any operation that interferes with normal dispatch operations may be moved to Channel Five without restricting the channel.

III-660 RAPE AND SEXUAL ASSAULT

First Responder's Responsibilities

Responding officers should be primarily concerned with the wellbeing of the victim. The initial officer shall make contact with the victim, address safety concerns and summon emergency medical assistance if needed. It is important to remember that while taking the report from the victim, the officer must remain patient, objective and non-judgmental. The officer should be neutral and impartial, but also compassionate and empathetic.

Initial report considerations:

- Allow the victim to explain what happened without interruption, if possible.
- Once the narrative is received, limit questions to clarify basic information such as site of occurrence, suspect information and possible witnesses. ***It is not the officer's place to question the victim's narrative, even if it seems unreasonable and includes inconsistencies.***
- It is very important to get accurate contact information for the victim, including but not limited to: home address, home phone number, mobile phone number, work phone number and email address.
- A more in-depth interview will be performed at a later time by a Special Victims Detective.

Crime Lab:

- Shall be called to photograph any signs of external injuries.

Medical Examination:

- Officers should request, if appropriate, that the victim consent to have a medical examination by a Salt Lake SANE nurse, Family Justice Center SANE nurse or medical personnel at a hospital, with the emphasis to the importance to the victim's health, the investigation and apprehension efforts.
- If detectives have been called out and no other medical issue requires immediate treatment, then the exam should be postponed until detectives arrive and have an opportunity to speak to the victim.
- If the victim does not have any other medical issues that require immediate treatment, then they may choose to have their exam at a local hospital, or at the Family Justice Center located at 325 S 300 E. The initial officer shall transport a victim 18-yrs or older to a hospital of their choice within Salt Lake City limits, or within reasonable distance. The officer shall also transport the victim if they choose the Family Justice Center for their exam.
- A victim under the age of 14 shall be taken to Primary Children's Medical Center. Victims age 14-17 may also be taken to PMC but have the option to have their exam at a local hospital or at the Family Justice Center. *Parents or guardians of these victims must sign consent forms at the hospital or give authorization to hospital personnel over the telephone.*
- Officers should have Dispatch notify the hospital of estimated time of arrival and the purpose of the visit. The officer should also have Dispatch request that medical staff contact a Sexual Assault Nurse Practitioner (SANE) to conduct a Code R examination. *A SANE nurse can conduct an exam up to 120 hours from the time of assault. They will not perform an exam on unconscious or victims who are unable to consent.*
- On arrival, officers will verify with hospital personnel that the Rape Recovery Center has been called and has an advocate en route. If the officer has not yet done the initial interview, they are not required to wait for the advocate to arrive prior to beginning the interview.

Code R Kits:

The SANE nurse exam may take several hours. An officer is not required to stay and wait for its completion, however, the *Code R kit is police evidence and should not be left at the hospital.*

- The officer should notify medical personnel to call Dispatch when the Code R Kit is completed

and ready to be picked up.

- The Kit may be picked up by an assisting officer and placed into evidence if the initial officer is not available.

The Code R kit may contain numerous items to include the Code R box with paperwork attached, an Uquik envelope, and possibly urine and blood samples. There may also be clothing. Officers shall adhere to the following:

- The box, Uquik envelope and clothing items shall be placed in an evidence locker. All clothing items shall be packaged separately.
- Urine shall be placed in the freezer
- Blood shall be placed in the refrigerator
- The loose Code R envelope from the SANE nurse or medical personnel shall be placed in the SVU Sgt.'s mailbox or placed in the SVU Sgt.'s office.
- Officers will include in their report the name and phone number of the SANE nurse or medical personnel who conducted the exam and the name of any other person included in the chain of evidence related to the Code R Kit.

The initial and/or supporting officers shall:

- **Secure the scene and collect evidence:** if there is an identifiable crime scene, make sure that it is secured and ensure that evidence is not lost, changed, or contaminated. Collect or ensure the collection of physical evidence. This may include but is not limited to: photographs of the scene, items touched by the suspect, bed sheets and/or clothing if applicable, and any other items deemed to have evidentiary value.

Non-Report Sexual Assault

A non-report sex assault is defined as a sexual assault situation in which the victim, at the time of the initial investigation, is too traumatized or unwilling to cooperate with police, but requires medical attention.

If the victim demands not to be interviewed, the officer should coordinate with the Sexual Assault Nurse Examiner (SANE) if the incident will be classified as a non-report sexual assault. Officers are permitted to forego interviewing victims in the event of a non-report sexual assault. The officer may have a Code "R" completed without the victim being interviewed, but the victim must provide name, DOB, contact address and address of occurrence. The circumstances surrounding the non-report sexual assault shall be documented in a G.O. report.

Interviewing Juvenile Victims

Category I (victims 14-17 years of age, or an 18-year old still attending High School)

- While taking the report from the victim, the officer must remain patient, objective and non-judgmental. The officer should be neutral and impartial, but needs to be compassionate and empathetic. The officer shall allow the victim to tell them what happened, without interruptions if possible. Once the narrative is received, limit questions to clarify basic information such as site of occurrence, suspect information and possible witnesses. *It is not the officer's place to question the victim's narrative, even if it seems unreasonable and includes inconsistencies.*
- A Special Victim's Detective will perform a more in-depth interview at the Children's Justice Center.
- It is very important to get accurate contact information for the victim and victim's parents or guardians, including but not limited to: home addresses, home phone numbers, mobile phone numbers, work phone numbers and email addresses.

Category II (victims under 14 years of age)

Usually officers can accept virtual hearsay information for initial reporting purposes as long as the person giving the information has had a direct conversation with the victim concerning the crime and enough information is provided to establish that a possible sexual crime has been committed.

- Juvenile law requires that victims under 14 years of age must be interviewed at the Children's Justice Center. The follow-up detective will schedule and conduct this interview.
- It is advisable that no further questioning of the victim be conducted at the time of the initial investigation.
- Advise all other parties involved that it would be best that they not question the victim until after the CJC interview.
- If the victim lives in a home where the alleged suspect also resides, both DCFS and Special Victims detectives need to be notified.
- Do not allow the victim to return to a home or any place where the suspect is going to be.
- Document the case and forward a copy of the initial report to the Special Victims Unit Sergeant.

Call Out of Detective Personnel

A follow-up detective may be called out:

- On all burglary sexual assaults
- If the suspect is in custody
- On child sex assaults where the suspect is in the home
- If the victim is 65 years-of-age or older or there is indication that the victim's mental or physical condition may deteriorate rapidly as a result of the incident.
- Investigations which require search warrants
- Cases where the officer or supervisor feels they need assistance. ***It is the officer's responsibility to discuss with their supervisor the necessity of making a request for call-out of SVU Detectives.***

The request for call out of follow-up personnel must be made through the Watch Commander. Primary contact of Detective personnel must be directed to the Detective Division Lieutenant. If unavailable, the Detective Division Commander is to be contacted.

Sexual Assault Case Detective Responsibilities

- Detectives will contact victims upon assignment of the case and the detective will periodically update the victim on the status of their case.
- At the conclusion of the investigation, the detective will inform the victim of the outcome.
- Contact and attempted contacts of the victim should be well-documented in the detective's follow-up reports.
- Investigations will be done in a timely manner
- The SVU Sergeant will be informed frequently on any investigation requiring an extended period of time.

Sexual Assault Kits

To comply with Salt Lake City ordinance, all Code R Sexual Assault Kits will be submitted to a qualified DNA lab for testing.

When a tested kit results in a DNA profile that has a match in CODIS the assigned detective will:

- Review the case file and evidence.
- Make attempts to contact the victim. These attempts will be made in the following order: by telephone, in-person, US Mail, and lastly by any other means such as email, family members, or possibly friends.

- Once the victim has been found and contacted, inform them of the results and inquire as to how they would like to proceed with their case.
- Locate and interview identified suspect.
- Screen the case with the District Attorney's Office.

When a tested kit results in no evidence of value to assist with the furtherance of the case, the assigned detective will:

- Make attempts to contact the victim. These attempts will be made in the following order: by telephone, in-person, US Mail, and lastly by any other means such as email, family members, or possibly friends.
- Once the victim has been found and contacted, inform them of the results and update them on the status of their case.

III-670 RESPONDING TO OTHER JURISDICTIONS

Jurisdiction on State and Federal Property

Officers shall respond to all appropriate requests for service on State or Federal property within Salt Lake City limits.

Authority Outside Normal Jurisdiction

A Salt Lake City Police Officer may exercise a peace officer's authority beyond the limits of such officer's normal jurisdiction:

- When in fresh pursuit of an offender for the purpose of arresting and holding that person in custody or returning the suspect to the jurisdiction where the offense occurred.
- When a public offense is committed in such officer's presence.
- When participating in an investigation of criminal activity which originated in such officer's normal jurisdiction, in cooperation with the local authority.
- When called to assist peace officers of another jurisdiction.

An officer shall first receive authorization from the field sergeant or Watch Commander, then shall notify and receive approval from the local law enforcement authority. If prior notification is not reasonably possible, the officer shall notify the local authority as soon as reasonably possible.

Unless specifically requested to aid an officer of another jurisdiction or otherwise as provided for by law, no legal responsibility for an officer's actions outside that officer's normal jurisdiction in the law shall attach to the local law enforcement authority.

Responding to Incidents Occurring on Jurisdictional Boundaries

Officers shall respond to any incident occurring on or near City boundaries when jurisdiction is questionable. The investigation may be turned over to another agency once the actual jurisdiction is determined.

III-680 Reports

III-680.1 ACCURACY AND THOROUGHNESS REQUIRED

Department personnel are obligated to accurately report all details of crimes, violations, incidents, or other information of Department concern that may come to their attention. Personnel shall not falsify, remove, tamper with, or withhold evidence or information in any police report.

During the course of an investigation, an officer will gather supporting evidence, such as witness statements, test results, etc. Since the officer may be called to testify to such hearsay evidence, it must be thoroughly and accurately documented in police reports to be admissible.

III-680.2 REPORT DETAILS

By law, an initial contact report is a public document and must contain the following information, if known:

- The date, time, location, and nature of the complaint, the incident or offense.
- The names of victims.
- The nature or general scope of the agency's initial actions taken in response to the incident.
- The general nature of any injuries or estimate of damages sustained in the incident.

- The name, address and other identifying information about any person arrested or charged in connection with the incident.
- The identity of public safety personnel except undercover personnel, or prosecuting attorney involved in responding to the initial incident.

Officers are required to enter race and ethnicity data for individuals identified in reports; race and ethnicity are two separate entries, each of which shall be reported. The appropriate race and ethnicity codes are listed below:

Race

A	Asian/Pacific Islander
B	African American/Black
I	American Indian/Alaskan Native
U	Unknown
W	Caucasian/White

Ethnicity

H	Hispanic (Race entered as White)
M	Mid-Eastern (Race entered as White)
N	Not of Hispanic Origin (Race entered as Black, White, or Asian)
P	Polynesian/Pacific Islander (Race entered as Asian)
U	Unknown
Z	Other

Failure to put required information in the initial contact report and instead, choosing to put it in the supplemental reports does not make the information private. Rather, it requires the City to produce redacted supplemental reports so that the information that should have been in the initial contact report is available to the public.

III-680.3 SUBMITTING REPORTS – TIMES REQUIREMENTS

Initial field officer reports must be completed before the officer goes off duty unless otherwise approved by the shift supervisor. All officers assigned to an incident will complete a report indicating any action taken and any observations made before they go off duty.

Sergeants are responsible for the accuracy and completeness of all reports submitted by their subordinates. Sergeants will review the reports in their work queue daily, updating the reports as approved after verifying that they are accurate and complete,

indicate what corrections are needed when applicable and/or closing reports that do not require follow-up.

Investigative personnel shall complete a follow-up narrative to assigned cases as information becomes available so that proper documentation can be maintained.

III-680.4 SITUATIONS REQUIRING A REPORT

A report must be made:

- When a crime has been committed.
- When an officer responds to a medical assist or injured person call.
- When further investigation may be necessary.
- When facts of the current incident may be helpful in a future investigation.
- Whenever an officer takes any police action.
- When there is any indication that the facts of the incident may tend to embarrass the Department.
- When there is death or probable death.
- When there is additional or new information to a previous case.
- When there is any question as to whether the incident requires a written report.
- When any person is physically arrested and booked into jail.
- When any person is charged with a misdemeanor offense and subjected to the use of force, the incident requires a General Offense report.
- When any person is physically detained with restraint devices or subjected to the use of physical force, as defined in section III-310 Force, Use of, the incident requires a General Offense report and Use of Force Detail field.
- Any time a vehicle is impounded.
- Any time a Crime Lab Technician is called to the scene of an incident.
- Any time property is booked as evidence or for safekeeping, a General Offense report is required.

III-680.5 NO CASE CLASSIFICATION

When an officer determines an incident should be no case-reported, the dispatcher will be informed. The

officer should briefly indicate the reason for the no-case-report and provide the appropriate NCIC classification code.

The no report classification may be used when:

- The complainant, incident or reported address cannot be located, and other attempts to locate a complainant or the incident fail.
- The complainant has canceled the request for assistance prior to the arrival of the officer(s).
- No police action was required.
- A traffic citation suffices to resolve the problem.
- The situation is civil and all known facts indicate no further complaints will be forthcoming.
- The complaint will be handled by another Department of City government and police action is not required.

III-680.6 RESTRICTED/PRIVATIZED REPORTS

An officer of the rank of Sergeant or above may authorize the privatization/restriction or partial restriction of many parts of the report, which contains information, that, if given to the public would:

- Jeopardize or hamper an investigation.
- Create a danger of depriving a person of a right to a fair trial or impartial hearing.
- Identify a source or confidential informant.
- Identify investigative techniques or procedures that if disclosed would hamper enforcement.
- Jeopardize the life or safety of an individual.
- Constitutes an unwarranted invasion of personal privacy.

III-680.7 METHOD OF RESTRICTING/PRIVATIZING REPORTS

Prior to restricting/privatizing a report, the Sergeant will advise his/her supervisor of the intent to restrict/privatize the document and ask for review and approval.

Reports to be designated as privatized will be available to the Privatization Access Group listed below:

- Administration.

- Internal Affairs.
- Records Supervisors (for transcribing supplementary reports and corrections).

A report may be made “invisible” only after a Bureau Commander approves the action. The Privatization Access Group listed above will be able to view these reports.

Follow-up detectives will be responsible for reviewing the case files that have been adjudicated/closed, or have been otherwise deemed public, for appropriate restrictions before release.

To discontinue a privatization/restriction, the supervisor or system administrator who privatized the report can change the privatization of a report.

III-680.8 OFFENSES REQUIRING A SEPARATE CASE NUMBER

The following list designates when a separate case number should be obtained:

- When A/P is given a misdemeanor citation and booked on warrant(s) during one incident.
- Multiple victims of theft (i.e. car prowls/strips with multiple vehicles in a parking lot).
- Forged checks; each check to be listed on a separate report unless all forged checks were written by the same offender at the same address/location.
- When a single subject is the victim of one offense and the suspect or a/p of another offense during the same incident.
- Officer Involved Shootings: One case required for the subject listed as the victim of the shooting, and one case for the original incident leading up to the shooting with the subject listed as the offender and the officer(s) listed as the victim(s).
- When an A/P is being booked into jail for charges and/or warrants with one or more warrants going back to an original case the A/P was not initially arrested on, the additional charges and/or warrant not related to the original case shall be put on a separate/new case.
- If there is more than 1 offense/crime and all offenders did not “act in concert” to actually commit or assist in the commission of all of the

crimes in an incident/case, a separate case number will need to be assigned. (Acting in Concert: The offenders must be aware of, and consent to, the commission of all of the offenses; or even if non-consenting, their actions assist in the commission of all of the offenses.) NOTE: The arrest of any offender will clear all of the offenses in the incident.

Example 1, Acting in Concert

During a robbery scenario, one offender began to rape a victim in a bar. The other offender told the rapist to stop and only rob the victim. In this example, there was only one incident with two offenses, i.e., Robbery and Rape. Although the other robber did not consent to the rape, by displaying a gun he prevented someone from coming to the victim's assistance and thereby assisted in the commission of the crime. This is one incident with two offenses; both offenders are connected to both victims.

Example 2, Acting in Concert

A domestic argument escalated from a shouting match between a husband and wife to an aggravated assault during which the husband began beating his wife. The wife, in her own defense, shot and killed the husband. The responding officer submitted one incident report. This is two separate incidents because the husband could not have been acting in concert with the wife in his own killing. There is one incident involving the Aggravated Assault perpetrated by the husband and the second incident involving the killing.

Example 3, Acting in Concert

Two offenders robbed a bar, forcing the bartender to surrender money from the cash register at gunpoint. The robbers also took money and jewelry from three customers. One of the robbers, in searching for more customers to rob, found a female customer in the rest room and raped her there without the knowledge of the other offender. When the rapist returned, both robbers left. In this example, there were two incidents: one involving Robbery and the other involving Rape, because the offenders were not acting in concert in both offenses.

- When a person or group of persons commit more

than one crime and the time and place (location) separate them, a separate case number is needed.

Example 1, Separation of Time and Place

A man and a woman were parked at a secluded location. A gunman surprised them and shot and killed the man when he resisted. He abducted the woman and drove across town to a secluded area where he forcibly raped her. The police arrested the perpetrator at the scene.

This is an example of two separate crimes against the person because there is a separation of time and place between the two crimes—Criminal Homicide and Forcible Rape.

Example 2, Separation of Time and Place

A robber entered a bank, stole \$5,000 from a teller at gunpoint, and then escaped in a getaway car. At a shopping center parking lot across town, the robber and an accomplice stole a car in their effort to elude police. Because of the separation of time and place between the robbery and the theft of the motor vehicle, these two crimes must be classified separately: one Robbery—Firearm and one Motor Vehicle Theft—Auto.

Example 3, Separation of Time and Place

A man forcibly entered a sporting goods store, which was closed, and stole cash and merchandise including numerous firearms. The next day, the police arrested a man during an attempted street robbery. The man was armed with a handgun, which further police investigation determined he stole from the sporting goods store the previous day. In this example, two crimes have been committed at different times and places—a Burglary—Forcible Entry and a Robbery—Firearm.

III-680.9 REPORTS REQUIRING ONLY ONE CASE NUMBER FOR MULTIPLE OFFENSES

- Multiple bad checks can be listed on the same case number if all checks were written by the same suspect or A/P at the same address.

- Drug charges with minor arrest charges, public intoxication, traffic charges or false information charges.
- Traffic violations or DUI summons with public intoxication or minor warrants for the same.

III-680.10 REPORT/EVENT TYPES – RELATED HARD COPY DOCUMENTS AND FORMS

The following are the sections used by Officers to submit case investigation and police contact information and for case field, research and tracking:

Event Types

- GO – General Offense
- FR – Flag Record
- TK – Ticket (Traffic Citation)
- SC – Street Check/Field Interview
- AB – Arrest Booking
- CD – Criminal Description
- GN – Gang Files
- PC – Project Case

Segments Included in Events

- Entities
- Person
- Vehicle
- Business
- Unidentified person

Details Pages

- NT – Narrative (Text page)
- MP – Missing Person
- ST – Seized Towed Vehicle
- SV – Stolen Vehicle
- SD – Sudden Death
- AC – Motor Vehicle Accident
- UF – Use of Force
- FU – Follow up
- CB – Clearance Block
- DV – Domestic Violence
- FD – Fraudulent Documents

- PM – Person’ Modus Operandi
- BE – Break and Enter Modus Operandi
- K9 – Canine Deployment
- VA – Victim Assistance
- SY – Sobriety Test/DUI (not currently used)
- Release Tracking
- Case Referrals

Other Details Pages currently only used by SLCOSO

- Return of Service
- Attempt to Serve
- Disbursement
- Collections

Imaging

- Used to scan and attach related hardcopy documents and forms.

Property Section

- Property Report

For all Property listed in General Offense Event

Item(s) For Evidence, Found Property and Safekeeping:

- Evidence/Continuity
- Storage Control
- For Detective/Pawn Unit
- Pawned

Related Hardcopy Documents and Forms:

- City Impound Form
- Juvenile Citation
- Misdemeanor/Traffic Citation
- Drivers Exchange Form
- State DI-9 Report Form
- State DUI Report Form
- State Toxicology Report
- Witness Statements
- Juvenile Referral Form
- Crime Lab Forensic Report
- Owner Property Report Form
- Involuntary Commitment Form

- Insurance Letters
- No Contact Order
- Juvenile Detention Form

III-680.11 FOLLOW-UP REPORTS

Investigative officers/detectives will submit follow-up information documenting police action and investigative progress on the case. When a case is closed, the Clearance Block of the report will be completed.

III-690 REPOSSESSIONS

The Utah Uniform Commercial code provides that a secured party has the right to take possession of the collateral upon default. This is known as self-help. Self-help is defined as a secured party (creditor) proceeding without judicial process.

This must be accomplished without a breach of the peace, or a violation of other laws. A breach of the peace occurs when the repossession continues in the face of circumstances provocative of violence or the potential for violence.

Creditors will be advised the Department will not provide a police officer in a self-help situation. The mere presence of an armed and uniformed officer who says and does nothing may be construed as intimidating and misinterpreted, which may subject the officer to civil rights liability.

Unless the creditor has a court order or written consent from the person possessing the property, officers should not be present. If the officers' presence is necessary to preserve the peace, the officers should require the parties to obtain a court order.

Receiving Reports of Repossessions

Towing companies will call the Records division to report all vehicle repossessions as soon as possible. The following information is needed for entry into the RMS street check file:

- Vehicle description.
- Address the vehicle was taken from.
- Wrecker company name and phone number.
- Storage location.
- Institution repossessing the vehicle with a contact person and phone number.

An owner of such vehicle wanting to report the vehicle stolen will be advised to contact the institution responsible for the repossession at the phone number provided.

Repossession without Court Order

Without a court order, an officer cannot authorize removal of the vehicle over the objections of the person in possession of the vehicle. If a wrecker driver, without a court order, requests police assistance to keep the peace, the wrecker driver will be informed to obtain a court order to remove the vehicle. If the person in possession of the vehicle objects to removal of the vehicle, the wrecker driver will not be allowed to remove the vehicle, but will be advised to pursue civil processes to recover the vehicle.

If the wrecker driver has obtained possession of the vehicle and removed it from the property where it was parked, the officer will not require the return of the vehicle to the presumed owner. The presumed owner will have to obtain a court order to re-obtain possession of the vehicle.

III-691 RESTRAINING DEVICES

Handcuffs: Except under extraordinary situations approved by a supervisor, no officer will permit a prisoner to enter a department vehicle without first being handcuffed. Prisoners in police vehicles will be handcuffed behind the back, unless impractical or impossible due to prisoner obesity, handicap, or other reason. Special restraints will not be used unless approved by a supervisor.

Leg Restraints: Officers may restrain the legs of combative prisoners by using the authorized RIPP commercial leg restraint device. Officers must receive department approved defensive tactics training in proper leg restraint procedures before using leg restraints on prisoners.

Restraint Restrictions: Officers will not attempt to restrain a prisoner's legs without the assistance of another officer. The RIPP will not be used to secure prisoner's legs to fixed positions inside a vehicle as this could result in serious injury in the event of an accident.

The RIPP device will not be affixed to the prisoner's handcuffs, nor will prisoners be transported face down with their hands behind their back and their legs restrained. Note: Transporting face down on an

ambulance gurney is permissible when attending medical personnel deem it necessary.

III-700 RIDE-ALONG PROGRAM

III-700.1 PURPOSE AND SCOPE

In an effort to provide transparency and educational opportunities to members of the public, the Salt Lake City Police Department encourages community members to avail themselves of the opportunity to ride on patrol, as an observer, with an on-duty uniformed officer. This policy outlines the requirements and process for participation in the ride-along program.

III-700.2 ELIGIBILITY

Any member of the public over the age of 14 may apply for participation in the Department's ride-along program. Any rider under 18 years of age must have the written consent of their parent or guardian prior to participating in the ride.

III-700.2.1 RIDE-ALONG CRIMINAL BACKGROUND CHECK

The administrative lieutenants of the Patrol Division are responsible for having a criminal background check completed for each applicant. The following items will be disqualifiers for participating in the ride-along program:

- a. Currently on probation or parole for a criminal offense.
- b. Any felony conviction.
- c. Any misdemeanor conviction in the last 4 years.
- d. A pending criminal charge.
- e. Any drug conviction in the past 5 years.
- f. Any offense against government or government employees (i.e., resisting arrest, interfering with an officer, false information to a police officer, etc.).

Upon a showing of good cause, the chief of police, or his or her designee, has the discretion to waive one or more of the disqualifiers above.

III-700.2.2 RIDE-ALONGS WITH RELATIVES

Relatives of an officer may ride with that officer, so long as they meet all necessary guidelines set forth by the Department for the ride-along program.

III-700.2.3 PROBATIONARY OFFICERS

Probationary officers should not be accompanied by a ride-along. While this practice is discouraged, exceptions to this requirement may be approved by the watch commander.

III-700.3 PROCEDURE TO REQUEST A RIDE-ALONG

All persons requesting to ride with an officer must complete and submit a ride-along request form and waiver (hereafter referred to as form and waiver). Employees can find the form and waiver on the P drive in the "Forms" file. Anyone under 18 years of age must have a parent/legal guardian sign the waiver.

After completion, the form and waiver will be routed to the administrative lieutenant of the Pioneer Patrol Division or Liberty Patrol Division. After a criminal background check has been completed and a Patrol Division administrative lieutenant has approved the applicant for participation in a ride-along, the form and waiver will be assigned to a shift sergeant. The shift sergeant will then assign an officer to facilitate the ride-along.

III-700.4 THE RIDE-ALONG

Participants must meet the officer they are riding with at a Department facility to begin their ride-along. If the officer the participant is riding with is busy on a call for service, the participant can be driven to that location by another officer at the discretion of the watch commander or shift sergeant.

Each ride-along participant will be limited to one 4-hour ride-along, which will begin no earlier than 07:00 and end no later than 02:00. The ride-along may be extended up to 10 hours with supervisor approval.

In order to accommodate the greatest number of people, no one will be permitted to ride more than once a year. Exceptions may be made for special programs, such as Police Explorers, or at the discretion of the chief, or his or her designee.

III-700.4.1 GENDER

When possible, riders will be assigned to an officer of the same gender.

III-700.4.2 APPROPRIATE ATTIRE

All ride-along participants will be dressed in appropriate attire, and be neat and clean in appearance. A minimum dress standard will be casual sport attire. Shorts, cut-offs, tank- or tube-tops, sandals, or bare feet will not be allowed.

III-700.4.3 WEAPONS – CIVILIAN AND NON-SWORN PARTICIPANTS

Civilian and non-sworn ride-along participants, with or without a concealed carry permit, shall not be armed.

III-700.4.4 WEAPONS – SWORN PARTICIPANTS

A certified officer from another agency may be armed during a ride-along, but the shift sergeant and watch commander must be notified of such prior to the ride-along beginning. Furthermore, a certified officer from another agency shall not represent himself or herself as a peace officer or participate in any law enforcement activity, except as emergency circumstances may require.

III-700.4.5 OFFICER'S RESPONSIBILITY

Before beginning their tour of duty, officers must notify dispatch of the ride-along participant's presence.

The assigned officer will exercise discretion to provide the highest level of protection and safety to the rider.

As soon as time and circumstances permit, the officer should brief the rider on when and how to call for help if necessary. The officer should also brief the participant on what to do and what not to do on the ride-along, which should include the following:

- a. All participants shall wear a vehicle safety belt while traveling in a vehicle which is in motion.
- b. Cameras and tape recorders are prohibited during a ride-along. Phones which are capable of audio or video recording are allowed, provided the devices are not used in such a manner.
- c. The rider may not engage in any police

activities unless specifically directed by the officer.

- d. The rider must immediately follow all instructions given by officers.
- e. Safety considerations.

III-700.4.6 TERMINATION OF RIDE-ALONG

Rides may be terminated by an assigned officer or supervisor at any time for persons who are unruly, fail to obey instructions, distract an officer from their duties, or at the discretion of the shift sergeant or watch commander. Riders may also ask to end their participation in the ride-along at any time. In these situations, the officer will return the rider to a Department facility.

III-700.5 PROCESSING OF THE FORM AND WAIVER AFTER RIDE-ALONG IS COMPLETED

Upon completion of a ride-along, the assigned officer will return the form and waiver to the shift sergeant. The shift sergeant will complete the applicable portion of the form (located at the bottom of the form) and return the form and waiver to the administrative lieutenant. The administrative lieutenant is responsible for filing an electronic copy of the form and waiver, which will be kept for at least 2 years.

If the ride-along is terminated early, or if any other unusual activity occurs during the ride-along, a written explanation must be submitted with the form and waiver when returned to the administrative lieutenant.

III-700.6 RIDER INJURY

Should an injury occur to a ride-along participant, a General Offense report will be completed by the assigned officer as soon as practical. In addition, the assigned officer will notify their shift sergeant as soon as possible. The shift sergeant is responsible for immediately notifying the watch commander, who is responsible for notifying the bureau commander. The bureau commander will make any notifications to the chief of police as needed.

Workers' Compensation reports will not be utilized. It is the responsibility of the ride-along participant to provide their own medical insurance.

Depending on the injury, appropriate medical

treatment (e.g., fire department response, transport to a medical facility, etc.) will be summoned.

III-710 ROBBERY INVESTIGATIONS

Bank Robbery Investigations

In the event of a bank robbery, the investigating officer will request the dispatcher to notify the Federal Bureau of Investigation and the Robbery Detectives. The FBI may assume the investigation of any bank robbery and prepare the case for prosecution in Federal Court.

Assigned officers will secure the scene, interview witnesses, supply the dispatcher with a suspect description, complete the initial investigation and assist the Robbery Detectives and the FBI agents as requested.

On bank robberies, it is imperative that both the initial officer and exterior scene security remain on scene until the assigned detectives arrive. The detective unit will release the primary and secondary officers when they are no longer needed.

Robbery in Progress

In the event of a robbery in progress, officers will be assigned to secure the perimeter of the building. A plan C will be set up on the building and the dispatcher will make assignments as part of the dispatch. The field supervisor and the Watch Commander will be notified. If a change in assignment will better contain the incident, the dispatcher will be advised.

Upon arrival, assigned units will observe the scene. To avoid jeopardizing the safety of bystanders or potential hostages, the suspect(s) should be allowed to exit the building. Until then, no officer will enter the scene except to protect a life.

Robbery Investigation Release of Information

In all robbery investigations, the initial reports (GO) narrative should not contain specific information on the amount of money taken, nor should this information be conveyed to the media. Any reference to monetary amounts should be listed in the property field or a supplemental report. In addition, this information should not be conveyed over the radio or entered on a Probable Cause statement.

Response on Airport Property

The on-duty Airport Police supervisor will contact the Watch Commander if a Detective Division call out or other services are needed from this department.

III-720 RUNAWAYS AND UNGOVERNABLE JUVENILES

The Division of Children and Family Services has jurisdiction in matters concerning runaways and ungovernable juveniles. The Juvenile Court will accept jurisdiction only when the juvenile is referred by the Division of Children and Family Services or when the juvenile is charged with additional offenses, such as burglary, theft, etc.

Runaways - Local

The person reporting a runaway must be the child's parent or legal guardian. When apprehended, the juvenile will be released to a parent or legal guardian. If the child's parent or legal guardian is unable to take custody, the child will be taken to the Youth Receiving Center. If the juvenile is listed by our agency on NCIC as a Missing Person, Records should be contacted to clear the entry. If the juvenile is listed on NCIC by an outside agency, Records should be contacted to send a HIT Confirmation Request to the outside agency to confirm that the NCIC HIT is still valid and the status of the juvenile.

A runaway with an active order for pickup or request to hold will be delivered to the Youth Detention Center. When the runaway is apprehended, appropriate report forms to the initial runaway case will be routed to the Special Victims Unit.

Runaways - Outside Jurisdictions

All reported runaways from jurisdictions outside of Utah will be transported to the Youth Detention Center. All reported runaways from jurisdictions outside of Salt Lake City, will be transported to the Youth Receiving Center unless a written court order or request to hold the juvenile is received. Records should be contacted to send a HIT Confirmation Request to the outside agency to confirm that the NCIC HIT is still valid and the status of the juvenile.

Ungovernable Juveniles

Ungovernable juveniles will be taken to the Youth Receiving Center unless there are "holdable charges" on the juvenile or they are on probation from Juvenile Court.

Operation Home Free

Operation Home Free is a cooperative program between law enforcement agencies and the Greyhound Bus Corporation aimed at reuniting runaway juveniles with their parents or legal guardians. Persons under the age of 18 identifying themselves to a law enforcement agency as a runaway or missing person and indicating a willingness to return unescorted will be issued a free Greyhound bus ticket.

When juveniles identify themselves to an officer as a runaway and request a bus ticket home, the officer will:

- Contact the local law enforcement agency from the jurisdiction where the juvenile ran away from and verify that the juvenile has been reported missing or runaway and that a report is on file with that agency.
- Request the outside agency to send a copy of their report to our Special Victims Unit.
- Make a report giving the name of the person who verified the juvenile as missing or runaway, the name of the juvenile, and the scheduled departure time from Salt Lake City and destination arrival time.
- Accompany the juvenile to the Greyhound Bus Depot.
- Forward a copy of the ticket request along with the report to the Special Victims Unit.

Entering Juveniles on NCIC

To be entered into the NCIC Missing Persons File, juveniles may be:

- Missing and under proven physical or mental disability, thereby subjecting themselves or others to personal and immediate danger.
- Missing and in the company of another person under circumstances indicating that their physical safety is in danger.
- Missing under circumstances indicating that the disappearance was not voluntary.
- Missing and declared un-emancipated as defined by the laws of the state of residence, and who does not meet the criteria of the other three categories.

If the juvenile does not meet any of the above criteria, the juvenile will still be entered NCIC in accordance with US Code Title 42 Chapter 72 Section 5779 (Suzanne's Law).

An official police report must be made based on a complaint by the parent or legal guardian indicating the status of the juvenile as a runaway or missing person and the date of last contact. Records will list the runaway or missing child on NCIC immediately upon being contacted by the initial officer or dispatch of the missing person or runaway.

Further NCIC updates will be completed by the follow-up detective. Juveniles entered on NCIC will remain so until a follow-up detective removes them when located and the case is resolved.

Due to Suzanne's Law, if the juvenile reaches the age of 18 before being located, the Youth case will be reviewed and the juvenile will be modified on NCIC. The information will be passed on to the Homicide Squad. If circumstances require that the person be removed from NCIC, the detective handling the adult missing person case will do so.

III-730 SEARCH AND SEIZURE

Search is the active exploration of hidden places for something concealed.

A successful search will lead to a seizure, which is the goal of, and justification for the search. But a thing may be seized without necessarily having been the object of a search.

To determine if any search is unreasonable, the court balances its intrusion on the individual's 4th Amendment interests against its promotion of legitimate governmental interests.

A search implies prying into hidden places for that which is concealed and that the object searched for had been hidden or intentionally put out of the way; merely looking at that which is open to view is not a search. Visual observation which infringes upon a person's reasonable expectation of privacy constitutes a search in the constitutional sense. The person's expectation of privacy must be one society is prepared to recognize as being reasonable.

Seizure is the act of taking possession of property. The term implies a taking or removal of something from the possession, actual or constructive, of another person or persons. A seizure of property occurs when there is some meaningful interference with an individual's possessory interest in that property.

Seizure of an individual, within the 4th Amendment, connotes the taking of one physically or constructively

into custody and detaining him, thus causing a deprivation of his freedom in a significant way, with real interruption of his liberty of movement. Such occurs not only when an officer arrests an individual, but whenever he restrains the individual's freedom to walk away.

Protection against Unreasonable Search and Seizure

The Constitution affords protection for the individual against unreasonable search and seizure.

The reasonableness of a search is justified by the rationale leading to it; not the resulting seizure of incriminating property. With due consideration to the individual's rights, the courts cannot and will not allow a search based on a hunch or arbitrary judgment. Every step leading to a search must follow in a logical progression and build to a sound basis of probable cause.

Search and Seizure without a Warrant – Body Cavities

Body cavities may be searched only in extraordinary circumstances, otherwise a warrant is required. An officer may use reasonable force to search the mouth if extraordinary circumstances exist.

Body cavities may be searched only in extraordinary circumstances, otherwise a warrant is required.

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

In cases when the subject is under arrest for other violations and refuses to eject the materials from his/her mouth, or has swallowed the material, medical personnel will be requested to evaluate the subject. The subject should be transported to the hospital for evaluation by a doctor prior to jail booking.

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

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

Visual body cavity searches of an arrest party may be conducted in extraordinary circumstances by an officer of the same sex or by a person acting as an agent of the officer, in the officer's aid.

Items can be concealed in a number of body cavities. For example, objects may be concealed by inserting them into the rectum or vaginal canal. In the event the arrested party has secreted contraband in the rectum, vaginal canal, stomach and/or intestines, only a person with medical training should conduct a search of the arrested party.

A party who is arrested and requires a more invasive procedure to detect or excrete contraband should be treated by a medical physician at a medical facility and a search warrant must be obtained

A person who is arrested for a traffic offense may be searched completely like any other arrested person. If a person is not arrested for a traffic offense and merely cited, he may not be searched unless other circumstances dictate such a search.

Search with Consent

A person may waive his right to search and seizure. Mere acquiescence or passive acceptance does not amount to consent. Some elements of a valid search by consent are:

- The identity of the person giving consent and his authority to do so.
- Precise description of the places to be searched and the things to be searched for.
- Absence of any duress, coercion, threats, or promises to obtain consent.

A written statement granting permission and signed by the consenting person is the best way to ensure the admissibility of evidence.

Only a person having the authority over the premises can consent to their search. The authority over the premises must be distinguished from ownership and the right to be present.

- Joint occupants - spouses, partners, roommates - may consent to the search of shared areas as well as areas under their own control. They may not consent to search of areas under the exclusive control of the other.

- A landlord or innkeeper may not consent to the search of a tenant's premises. The only exception would be if it could be shown that a reasonable person would believe, based on the circumstances at hand, that the tenant had abandoned the premise.
- An employee, unless specifically authorized or qualified by the nature of his position, may not consent to the search of his employer's premises. An employer may not consent to the search of property set aside for his employee's exclusive use.
- A parent may consent to the search of an area occupied by his child living at home. A child may not consent to the search of his parent's premises except those under the child's control. If the facts clearly show a non-familial relation between parent and child, (the parent is the child's landlord, an adult child shares rent with a parent, etc.), the rules of that relation prevail.
- A host may consent to the search of premises occupied by a guest or visitor, but not to the search of a guest's personal property. A visitor or guest may not consent to the search of his host's premises. A long-term guest may acquire a tenant's right of privacy in some circumstances.

Mere permission to enter is not consent to search. It does establish lawful presence and therefore allows an officer to seize items immediately apparent as evidence or contraband in plain view. The consent to search one area does not allow search of other areas. The person may withdraw the consent to search at any time. At such time the search must be stopped. Evidence or contraband found before then may be seized and the area secured.

Warrantless Entry in Exigent Circumstances

An officer may enter a home or building without a warrant when the following exigent circumstances exist:

- Hot pursuit of a fleeing suspect:
- Imminent destruction of evidence:
- Imminent danger or risk of harm to police officers and others:
and
- To prevent a suspect from escaping.

When destruction of evidence or contraband is imminent, immediate entry to freeze and protect the scene until a warrant can be served, is lawful.

The exigent circumstances exception to the 4th Amendment which allows warrantless entry in certain circumstances is not applicable when police cause or create the exigency to enter.

Authority to Frisk Suspects for Dangerous Weapons

A peace officer who has stopped a person temporarily for questioning may frisk the person for a dangerous weapon if he reasonably believes he or any other person is in danger.

A frisk cannot be used as a pretext to justify seizure of things not reasonably thought to be weapons. Any arrest based on such a search is illegal. A peace officer who finds a dangerous weapon pursuant to a frisk may take and keep it until the completion of the questioning, at which time the officer shall return it to the person if lawfully possessed, or arrest the person.

Search Incident to Arrest

General

All searches of arrestees will be conducted by an officer of the same gender, if available.

Transgender Individuals

All searches of transgender individuals will conform to departmental procedures regarding the use of an officer of the same gender, if available. This will be determined by the gender listed on a government-issued identification or database. In the event an individual does not have identification nor can be identified using a government database such as DMV or BCI, asking an individual if they have or don't have male genitalia is appropriate and the searching officer requested will be based on the response.

- If **requested** by the arrestee, a Department member of the arrestee's gender identity/expression will be present, when practical, to observe the search. When practical, this observer should be a supervisor.
- Requests for removal of property such as prosthetics, wigs, clothing and cosmetic items during a search that is related to the arrestee's gender, or gender identity/expression will be handled as would any other property removal from a non-transgender individual. All such property will be either included in the arrestee's

booking packet if practical, or booked into evidence for safekeeping.

- The presence of a needle alone, but especially combined with documentation of hormone therapy shall not be presumed evidence of criminal activity by an individual who may be pursuing gender transition.

Search of a Vehicle

The general rule is that a vehicle may be searched without a warrant if there is probable cause to believe it contains seizable property e.g., contraband and evidence. Mere belief or suspicion is not enough to justify such searches.

Procedures

Whenever feasible, a warrant will be obtained for the search of a motor vehicle. Warrantless vehicle searches are allowed in the following circumstances:

- When probable cause to search the vehicle exists:
- With consent of the operator:
- Incident to an arrest of the occupants of the vehicle:
- To frisk for weapons in readily accessible areas:
- When necessary to examine the vehicle identification number or to determine the ownership of the vehicle:
- or
- Under emergency circumstances not otherwise enumerated above:

Scope of Vehicle Searches

Searches with a warrant: When searching under a warrant, officers may search all areas of the vehicle unless the warrant states otherwise.

Probable cause searches: Where there is probable cause to believe a vehicle contains evidence of criminal activity or contraband, officers may search any areas of the motor vehicle in which the evidence may be found, unless the probable cause is limited to a specific area of the vehicle or a specific package in the vehicle.

Consent searches: The extent of a consent search depends upon the terms of the consent itself. If the consent is limited to specific areas of the vehicle,

officers may search only portions of the vehicle covered by the consent.

Consent will usually not extend to locked items such as briefcases or suitcases or personal items such as purses and wallets. An officer should specifically ask for consent to search these locked or personal items. If consent is refused and the officer lacks probable cause, a warrant will be needed to search the locked items.

Searches incident to arrest: A vehicle search incident to arrest is not automatic and is only available to protect the safety of the officer or to safeguard evidence.

Officers may search the interior of a vehicle when the arrestee is unsecured and within reaching distance of the passenger compartment at the time of the search. This is reasonable in the interest of officer safety and to prevent destruction of evidence within the arrestee's reach.

Officers may search a vehicle incident to arrest when it is reasonable to believe that evidence relevant to the crime for which the person was arrested might be found in the vehicle.

In situations where the arrested person is secured and does not have access to the vehicle, officers cannot rely on the risk to officer safety or the need to safeguard evidence as the basis to search the vehicle incident to arrest.

Frisks for weapons: Frisks for weapons normally must be confined to the passenger area of the vehicle. Those areas not immediately accessible to the vehicle's occupants, such as a locked glove compartment, may not be frisked.

Entries to examine a vehicle's identification: Entries made to examine the vehicle identification number or to determine the ownership of the vehicle must be limited to actions reasonably necessary to accomplish these goals.

Emergencies: Search of a motor vehicle under emergency circumstances not otherwise enumerated above must be co-extensive with the nature of the emergency. The proper extent of the search must therefore be determined by search personnel in each specific situation, but in no event will be extent of the search exceed that necessary to respond properly to the emergency.

Lawful inventory of a vehicle: No probable cause is needed during a lawful inventory of a vehicle to look in locked glove-boxes, trunks, briefcases or elsewhere.

Inventories are administrative in nature and are a caretaking function of the Department. Impounded vehicles must be examined and an inventory made of the contents. This includes locked glove-boxes, trunks, and items inside the impounded vehicle. Such examination is for the purpose of safekeeping and is creating an accurate inventory of the vehicle's contents.

Items plainly apparent as contraband or evidence are to be seized and a report made. Fruits of a crime, instrumentalities of a crime, or contraband found during the course of the inventory may be seized.

An inventory of a vehicle may not be used as a pretext to conduct a search. The removal of door panels, seats, hub caps, etc., is considered to be unreasonable under an inventory search.

Search of Containers Found in Vehicle

Usually containers in motor vehicles shall not be searched unless it could contain the item(s) being sought. Unlocked containers found in motor vehicles are governed by the nature of the search, as follows:

- In a probable cause search, containers such as paper bags, cardboard boxes, wrapped packages, etc., wherever found in the vehicle, may be opened.
- When the passenger compartment of a vehicle is being searched incident to an arrest, such containers found within the passenger compartment may be opened.
- Containers discovered during a consent search of the vehicle may be opened provided that the terms of the consent expressly permit or reasonably imply that the particular container may be opened. Locked items usually require individual, separate and specific consent.
- Containers found in an abandoned vehicle under circumstances that do not justify their search under probable cause rules or in connection with a search incident to arrest should be secured but not searched until a warrant is obtained to search them.
- Locked containers such as attaché cases, suitcases and footlockers found during a vehicle search should be opened only if one of the following applies:

Probable Cause Searches: If probable cause exists to believe contraband or evidence is contained within the vehicle, any container in which the contraband or evidence can be concealed may be opened and searched.

The search is being conducted under warrant: A valid consent to open the locked container is first obtained. Where these conditions are not met, locked containers should be secured by search personnel and opened only after a warrant has been obtained.

Location and Time of Search: Whenever possible, search of a motor vehicle, and of containers found therein should be conducted at the location where the vehicle was discovered or detained.

Under exigent circumstances, search of the vehicle or container may be delayed and/or conducted after the vehicle or container has been moved to another location. However, in all instances searches shall be conducted as soon as is reasonably possible; that is, as soon as adequate personnel are available to conduct a thorough search with due regard for the safety of all officers, citizens and property concerned.

Conduct of the Search: Motor vehicle searches shall be conducted in a manner that minimizes the intrusiveness of the search and the inconvenience caused to the vehicle owners, occupants and other persons involved. Where possible, damage to the vehicle or to other property in the course of the search should be avoided. Where unavoidable, such damage should be confined to that reasonably necessary to carry out a safe and thorough search.

Abandoned Vehicles: If an officer can determine in advance that a vehicle found on a public thoroughfare has been abandoned, examination of the interior of the vehicle shall be conducted.

Seizure of Evidence: Evidence seized during a motor vehicle search shall be collected, handled, packaged, marked, transported and stored in accordance with applicable policies and procedures of this Department. Itemized receipts for seized property shall be given to the owner and/or occupants of the vehicle.

Compliance with Health and Safety Requirements: Vehicle searches must be conducted in strict compliance with all applicable laws, governmental regulations, and Departmental policies and procedures pertaining to the protection of Departmental personnel from communicable diseases and hazardous substances. Any exposure of search personnel or others to such substances shall be reported in accordance with regulations, policies and procedures of this Department.

Security of Vehicles and Property Contained Therein: Officers shall take such steps as are

reasonably necessary to secure and/or preserve the vehicle or property from hazards such as unauthorized entry, theft or damage. This includes impounding of the vehicle if necessary.

Responsibility of Officer: When a search is conducted under a warrant, the officer shall ensure that the execution of the warrant is properly reported to the issuing court or other authority. The officer shall also be responsible for making any other reports regarding the search that may be required by law, policy or procedure.

A vehicle is not subject to a search incident to a traffic violation where the driver is cited or arrested on a misdemeanor citation. Additional facts may establish probable cause for a search.

Vehicles subject to forfeiture may be searched completely.

Vehicles which are themselves evidence, fruits or instruments of a crime, may be searched without a warrant. Examples are hit and run vehicle, stolen car.

If probable cause exists to search a vehicle where it was stopped, then the search may be continued without a warrant after the vehicle is moved to a more convenient location.

Search of Abandoned Property

Items of property thrown away or left in a constitutionally unprotected place, may be seized and examined. This includes things dropped or otherwise discarded by a person, but not things temporarily separated from him.

Search of Open Fields – Curtilage

Individuals maintain an expectation of privacy in the curtilage of their home or dwelling. The curtilage is treated as part of the home for 4th Amendment purposes. The same 4th Amendment protections that apply to a person's home or dwelling apply to the curtilage. In determining whether an area is within the curtilage of a home, consideration is given to the following four factors:

- The area's proximity to the main dwelling;
- Whether the area is included within an enclosure surrounding the home;
- The nature of the uses to which the area is put; and
- The steps taken by the resident to protect the area from observation.

Private property not used for domestic purposes or open fields, including any unoccupied or undeveloped land outside the curtilage may be searched without a warrant and without locating the owner for consent. Such property does not warrant the 4th Amendment protections afforded a home and its curtilage. An individual has no legitimate expectation that open fields will remain free from warrantless intrusions by government officers.

Seizure of Things in Plain View

A plainly visible item or an item in "plain view" may be seized without a warrant when:

- The officer is lawfully present and lawfully able to access or seize the item without violating the 4th Amendment;
- The item is in plain view; and
- The incriminating nature of the item is immediately apparent.

Seizure of Things under Plain Touch

Contraband or evidence of a crime that is not visible to the human eye may be seized without a warrant under the plain touch doctrine if the officer is lawfully in the position to touch the item, such as during a lawful frisk, and the item's incriminating nature is immediately apparent to the touch. If further manipulation of the item is necessary to identify it, the plain touch doctrine does not apply.

Seizure of Things under the Plain Smell Doctrine

Contraband or evidence of a crime may be seized without a warrant under the plain smell doctrine if the officer is lawfully present and lawfully able to access or seize the item that the officer smells without violating the 4th Amendment and the incriminating nature of the contraband or evidence is immediately apparent based on the smell.

Under the plain smell doctrine, the odor of contraband or evidence of a crime, such as burning marijuana, provides an officer with probable cause to search a vehicle without a warrant during a lawful traffic stop under the vehicle exception to the 4th Amendment.

The Utah Supreme Court has ruled that although the plain smell doctrine provides officers probable cause to believe contraband or evidence of a crime may be found, it does not automatically provide officers with exigent circumstances justifying a warrantless search of a private residence. The smell of burning marijuana emanating from a home, for example, by itself does

not create the exigent circumstances necessary to relieve the officer of the obligation to procure a warrant prior to entering and searching the home.

Weapons Searches

Whenever an officer reasonably believes that the officer's safety or that of others is endangered, the officer may make a reasonable search for weapons regardless of whether there is probable cause to arrest a person or absolute certainty that a person is armed. Under *Terry v. Ohio*, that frisk for weapons, based upon the officer's reasonable suspicion, is confined to what is minimally necessary (i.e. a pat down) to determine whether a person is armed. An officer's subjective belief or hunch is not enough to justify a Terry frisk.

When a Terry frisk exceeds a mere pat down of the outer clothing, the court will consider this in determining whether the seizure ceased being a Terry stop and became an arrest. In that case, the court will require probable cause to justify the arrest and any search incident to the arrest.

Generally, suspects should be searched by officers of the same sex as the suspect. When performing a routine Terry frisk, officers may search subjects of the opposite sex; however, it is recommended that a second officer be present as a witness.

All prisoners shall be searched for weapons incident to arrest and before transport to jail. Officers shall use due care to ensure officer safety without exceeding the necessary scope of the search. In the event a prisoner is of the opposite sex, officers should request an officer of that sex, if available to respond in a reasonable time period, to search the prisoner prior to transport. The circumstances surrounding the search and how it was conducted shall be documented in a G.O. or Street Check.

Miscellaneous

An officer may develop probable cause to search when alerted by the actions of a trained police animal, such as a trained drug or explosives detecting dog.

Search with a Warrant

Obtaining a Search Warrant

A magistrate must evaluate and review the facts to determine if there is probable cause for issuance of a search warrant. He can do so only on the basis of oath or affirmation by the officer seeking the warrant. That

oath or affirmation must describe with particularity the person or place to be searched and the person, property or evidence to be seized.

It is essential that the affidavit clearly set forth the grounds for the warrant to be issued. The place to be searched must be precisely identified, the property to be seized must specifically be described, and the facts and information establishing probable cause clearly and carefully presented. A warrant may be issued upon any of the following:

- When the property was unlawfully acquired or possessed. With a warrant it may be seized from the place it is concealed. It may also be taken from the person who is in possession of it at the time.
- When the property was used or possessed for the purpose of being used to commit an offense. It may be taken from the place it is concealed. It may also be taken from the person who is in possession of it at the time.
- When the property is evidence of illegal conduct, it may be taken by power of the warrant from such a person, or from any place occupied by that person or under that person's control, or from the possession of the person to whom it may have been delivered.

Remotely Communicated Search Warrants

When reasonable under the circumstances, a search warrant may be issued upon sworn testimony of a person who is not in the physical presence of a judge. Officers are directed to follow the procedures set forth in Rule 40 of the Utah Rules of Criminal Procedure when seeking a remotely communicated search warrant.

Executing a Search Warrant

A search warrant may only be served by the officer(s) mentioned in its directions, or by others acting in the initial officer's aid with that initial officer present.

The search must be conducted in a reasonable manner.

Search must be conducted during the daytime unless the warrant specifically allows search at night. Good cause for a night-time search must have been presented in the affidavit.

Utah law defines daytime as the hours beginning at 6:00 a.m. and ending at 10:00 p.m., local time. (Rule 40, Utah Rules of Criminal Procedure).

Note: Federal warrant law defines nighttime as the hours between 10:00 p.m. and 6:00 a.m. local time. Be aware of the type of warrant and act accordingly.

The warrant must be served as soon as possible, with the above restrictions and conditions in mind, but no later than 10 days following issuance.

When executing a search warrant, an officer may use reasonable force to gain entry if:

- After announcing the authority and purpose of the entry, there is no response or he is not admitted with reasonable promptness.
- The warrant specifically allows such entry. The magistrate can issue a no-knock warrant only if there is probable cause to believe that the property to be seized is an item that may be easily disposed of, or that serious danger to the officer or others would result if notice were given.

Persons may not be searched unless they are specifically identified on the warrant, unless circumstances indicate a danger to the officer or others.

The search must be conducted in a manner consistent with the things to be seized. Needless damage to or destruction of property will render the search unreasonable.

At the time of warrant service, if the possessor of the premises is present, that possessor may be allowed to observe the search and his cooperation in the search should be solicited. However, that possessor may not obstruct the search or interfere with the officers.

If the possessor of the property is absent at the time of the search, the premises, or other property, must be secured upon completion of the search.

Access to and from the place being searched may be controlled as well as access to telephonic and electronic communications.

Risk Assessment

In order to serve search warrants in the safest manner possible, a matrix has been developed which assesses the possible threat level to officers and the community. The MATRIX has quantified specific levels of threats which, when viewed together, may serve as an overall indicator of the risk of possible violence in opposition to warrant service. If the location to be searched is currently secured by officers, then a Risk Assessment is not necessary.

Any officer or detective intending to serve a search warrant on an unsecured location will complete the MATRIX and submit it to a supervisor for approval. An unsecured location will be defined as any building or area to be searched that may have unsecured person(s) within.

The risk assessment is based on the facts and circumstances stated in the affidavit for the warrant, criminal history of the suspect(s)/subject(s), and the target location.

The details learned during a target scout, and any intelligence gained from definitive information gathered during the investigation will also be reviewed and listed on the MATRIX.

To conduct the risk assessment, an officer shall gather the source documents together and place a checkmark in the blocks that apply. Place the numerical scores for the checked blocks in the box under the "SCORE" column and total the points.

The supervisor or case agent shall furnish a copy of the MATRIX and Affidavit to the Tactical Commander. The overall MATRIX score will serve as a guide to determine how SWAT will serve the warrant.

If the total point value based on the Risk Assessment MATRIX is 1 through 29, the Tactical Commander will determine the manner of warrant service. Considerations in the manner of service will include tactics, uniforms, and equipment to be utilized.

If the total point value is 30 or higher, the warrant will be considered high-hazard and SWAT should be used. The Tactical Commander will evaluate the totality of known facts in deciding the manner of service.

Supervisors shall be responsible to ensure all search warrants are executed with appropriate numbers of officers, and that officers are properly equipped (i.e., body armor, raid gear, radios, lights, etc.) and are wearing readily identifiable police clothing.

Reporting Requirements

Supervisors of the officers serving the warrant shall be responsible for ensuring reporting compliance with the state requirements reporting regarding forced entry warrant service. The SWAT Supervisor shall be responsible for ensuring the reporting compliance regarding the deployment of a Tactical Group.

This will be reported through the Versadex Text Template (L.E.T. Law Enforcement Transparency Template) and/or After Action Report.

Intelligence Information (from affidavit, criminal history, address history, etc.)	Points	Score
Search Warrant Intelligence (Check all that apply)		
Search Warrant is for evidence of property crime only.	0	
Search Warrant is Knock and Announce.	5	
Search Warrant is No Knock.	7	
Search Warrant is for evidence of narcotic violation(s).	5	
Search Warrant is for evidence of crime against person(s).	5	
Search Warrant is for suspect of Aggravated Felony. (Named on warrant)	15	
Arrest Warrant Intelligence (Check all that apply)		
Arrest warrant is for property crime only.	0	
Arrest warrant is for narcotic violation.	2	
Arrest warrant is for misdemeanor crime against person.	3	
Arrest warrant is for aggravated felony.	10	
Suspect Intelligence (Check all that apply)		
Suspect(s) have property crime history.	1	
Suspect(s) have misdemeanor crime against person history.	3	
Suspect(s) have resisting police history. (Fleeing, resisting, interfering, etc.)	5	
Suspect(s) have history of illegal possession of firearms crime.	5	
Investigative inability to identify or gather intelligence on suspect(s).	5	
Suspect(s) identified as associates of a violent gang.	5	
Suspect(s) have made recent statements indicating resistance to service.	10	
Suspect(s) present during previous no-knock search warrants.	10	
Suspect(s) have history of aggravated crimes.	20	
Suspect(s) are identified as members of violent gang.	20	
Suspect(s) have history of aggravated crimes against police.	30	
Suspect(s) have used firearms in the commission of crimes.	30	
Weapons Intelligence (Check One)		
Firearms are present at target location.	1	
Firearms are readily available to suspect(s) at target location.	10	
Suspect(s) known to carry/display firearms at target location.	25	
Suspect(s) always armed.	30	
Target Intelligence (Check all that apply)		
Target may contain boxed clandestine drug laboratory.	1	
Approach to target difficult. (Terrain, human counter-surveillance, etc.)	5	
Vicious dog(s) present at target.	10	
Electronic counter-surveillance.	10	
Target may contain operational clandestine drug laboratory.	30	
Target is fortified. (Requires specialty breaching "explosive, bar pull," etc.)	30	
Information indicating target may be "booby trapped".	30	
Total		

Address: _____
 Supervisor of Case _____
 Agent _____ Date: _____
 SWAT-Supervisor _____:
 Date: _____

Seizure of Property

Property Not Specified on the Warrant

A search warrant allows active exploration only for the property described on the warrant. If during the course of a reasonable search for the property described in the warrant, the officer finds other property which is immediately apparent as any fruits or instrumentalities of a crime, contraband, or other evidentiary property, it may be seized.

Such property must be listed separately and identified on the inventory returned to the magistrate. Property on which you must run a check to determine if it is stolen will require a separate warrant as it is not immediately apparent it was evidence or contraband.

Receipt for Property Taken

A detailed receipt for any property seized must be given to its possessor, or left where the property was found or seized, if no responsible person is present to take the receipt.

Return of Service and Inventory

The officer who obtained the warrant and executed same, must return the warrant with a written inventory of the property seized, attached to the issuing magistrate. The inventory must have been made in the presence of witnesses or in the presence of the possessor of the property seized and the affiant for the warrant; and the officer must swear that the inventory is true and complete.

Warrant Requirement

A warrant is always required unless a court recognized exception to the warrant requirement exists.

Officers must obtain search warrants whenever possible. Do not try to stretch the exception. If the question exists as to whether or not a warrant is required, obtain the warrant.

Property Seized or Taken By Employees – Receipt Required

Seized Defined

In all cases where Police Department employees seize property from a person or from a person's property for any reason, a duplicate receipt must be completed and the provisions followed pursuant to UCA §77-24-5.

Property Receipt Process

- Complete the Salt Lake City Police Department Property Receipt Form.
- Give the yellow copy to the person who owns or had possession or control of the property seized.
- The original white copy of the receipt accompanies the property that is placed in evidence.
- The original white copy of the receipt requires a separate property item entry. Place the Evidence sticker on the back of the original white copy of the Property Receipt Form.
- A G.O. and Property Report are required. Document the facts of the receipt in the G.O. details.
- If the property is transferred to another agency or entity, a copy of the receipt must accompany it. Refer to

§UCA “77-24-5 - Property seized from person - Duplicate receipts.

Searching Prisoners

Jail Searches

When an officer reasonably believes that the arrested person may be concealing a weapon or contraband that was not located in a field search, a strip search may be conducted in the jail.

The request to conduct a strip search should be made upon entering the jail. Strip searches are the exception. Any weapons and evidence located during the search shall be properly marked, identified, and placed in evidence.

III-731 EMERGENCY CELL PHONE PINGS

III-731.1 PURPOSE AND SCOPE

The following policy outlines the circumstances under which an emergency cell phone ping may be requested, the proper procedures for doing so, and the written documentation required when an emergency cell phone ping is conducted.

III-731.1.1 DEFINITIONS

Ping – The act of determining the estimated current location of a cell phone. This may be accomplished via GPS data, or by using cell tower triangulation.

Exigent Circumstance Request – A demand made to cell phone companies to provide location information for a specific cell phone within a short period of time.

III-731.2 POLICY

Pinging a cell phone is a search and seizure of the cell phone subscriber's location records. As such, pinging a cell phone is subject to established search and seizure laws. This includes the exigent circumstance exception. When an officer determines that the location of a cell phone is needed due to exigent circumstances, the officer should utilize an exigent circumstance request. The requesting officer must be able to articulate exigent circumstances to include the immediate danger of death or serious bodily injury to any person. The officer must also be able to articulate the positive identity of the phone number, either from immediate family, long-term friends, or databases, which provide reasonable surety that the target phone number belongs to the subject in question.

III-731.3 EMERGENCY PING PROCEDURES

Upon determining that an emergency ping may be needed, an officer will contact the watch commander. The officer must be able to articulate the exigent circumstance(s) for the ping and the reasonable surety of the target phone number, as described above, to the watch commander. The watch commander is responsible for approving or denying the emergency ping based on this policy's criteria.

If the watch commander approves an emergency ping, the requesting officer will contact dispatch and inform them of the approved emergency ping. An exigent circumstance request form will be completed in its entirety (this may be completed by the officer or dispatcher), and dispatch will transmit the exigent circumstance request to the applicable cell phone provider. Upon compliance with the request, the cell phone provider will provide the requested location information to the Department.

III-731.3.1 EMERGENCY CELL PHONE PING REQUESTS FROM OUTSIDE ENTITIES

On occasion, members from outside entities (such as mental health workers) contact the Department through dispatch requesting an emergency cell phone ping. If a dispatch log is generated and assigned to an officer, that officer will follow the policy and procedures as outlined above. At times, however, dispatch may contact the watch commander directly for a determination on whether an emergency cell phone ping is warranted. In these cases, the watch commander is responsible for authorizing or denying the emergency cell phone ping.

III-731.3.2 REQUIRED REPORTS

Whenever an officer conducts an emergency cell phone ping, that officer shall complete a report, which must include articulation of the exigent circumstance(s) for the ping and the reasonable surety of the target phone number.

If criminal prosecution of anyone may result from evidence, information, or persons located as a direct result of the emergency cell phone ping, the officer that requested the emergency cell phone ping shall complete a follow-up search warrant. Upon issuance, the follow-up search warrant will be submitted to the cell phone provider that provided the emergency ping.

For reference purposes, instructions on how to write a search warrant affidavit for an emergency cell phone ping are available on the P drive in the "Exigent Cell Phone Location Request" folder. If questions arise regarding cell phone pings, the SLIC sergeant may be contacted; the SLIC sergeant can direct Department members to the appropriate cell phone subject-matter expert.

III-740 SHOPLIFTING (RETAIL THEFT)

An officer may arrest a person for shoplifting without a warrant and without witnessing the crime if a merchant or

the merchant's employees, based on reasonable grounds, can charge that person with shoplifting.

The officer should require the merchant to explain the circumstances of the situation. After hearing the facts of the case, if the officer is satisfied the merchant has probable cause to act, the officer will act according to the circumstances including releasing the person without charges, booking the suspect in jail or issuing a misdemeanor citation. The investigating officer will make sure that all necessary contact information for the complainant and witness(s) are included in the report. The investigating officer WILL obtain written witness statements using department-provided witness statement forms. These forms will be forwarded to Records for scanning into the case file.

Neither the officer nor the merchant or the merchant's employees shall be liable for false arrest in such case.

Evidence Relating to Shoplifting

To be recognized by the court, evidence in a shoplifting case need only be photographed.

The merchant should provide the evidence to the investigating officer or a crime lab technician to photograph the evidence. Photographs should be digital images taken by the crime lab and stored per evidentiary protocol with the case file. Once the photos are taken the evidence or property can then be returned to the merchant.

If the stolen property is recovered and retained by the merchant, the property will be listed as Lost/Stolen in the case status field and the officer will fill in the recovery date and value in the property item field of the report.

Evidence Procedure – Retail Theft Digital Media (Surveillance Video)

When it is available, surveillance video/digital media (CD disc or flash drive) shall be collected from the retail establishment by the responding officer. The officer taking custody of the digital media will package the digital media as per SLCPD evidence packaging policy. The officer packaging the digital media will place the packaged media in a retail theft video evidence lockbox located at Pioneer Precinct. The officer shall document in a G.O. or Supplemental Report that the digital media was collected, packaged, and deposited in the retail theft video evidence lockbox. **No digital media other than retail theft media shall be placed in the retail theft video lockbox.**

When digital evidence is **not** available at the time of the investigation, the responding officer will inform the retail establishment that it is the responsibility of the retail establishment, not the police department, to preserve and provide the digital evidence when it becomes available.

Class A Misdemeanor and Felony Thefts

In the event the theft involved is a Class A Misdemeanor or if it is a Felony, and if the merchant cannot photograph the evidence, a Crime Lab Technician will be called to photograph the evidence. The photograph(s) will be retained by the Crime Lab.

Some cases will not require the booking of arrested persons, to include Class A misdemeanors and possible enhancements. If the arrested person meets the following criteria, they may be released on citation or pending screening with the appropriate prosecutorial office.

- If the value of the item taken is \$500 or less, and the arrested person has no prior theft convictions that would qualify for enhancements, the person may be released on issuance of a Class B misdemeanor citation, which will self-screen with the City Prosecutor's Office.
- If the value of the item(s) taken is over \$500, the person may be released pending screening by follow-up detectives with the Salt Lake County District Attorney's Office.
- If the criminal episode or other known facts warrant a felony prosecution, the arrested person may be released pending screening by follow-up detectives with the Salt Lake County District Attorney's Office.

PRIOR TO ANY RELEASE, THE ARRESTED PERSON'S IDENTITY AND PERSONAL INFORMATION MUST BE CONFIRMED.

- For retail theft Class A and Felony offenses, to include theft enhancements, the officer should book into jail the arrested person. However, the officer may use discretion and release the arrested person to have criminal charges filed at a later date, only if the officer can **positively identify** the arrested person by two or more of the following:
 - UT Driver's License
 - UT ID
 - US Passport
 - Criminal history
 - Versadex history
 - Jail booking photo
 - Out-of-State Government ID
- **If not a Utah resident, the arrested person shall be booked into jail.**
- If the officer elects to release the arrested person in lieu of jail booking, the officer will advise the subject of a possible arrest warrant, or summons to be issued at a later date. The officer will give the police case number of the incident to the subject.
- All reports will be completed by the end of the officer's shift.

III-745 SPECIAL EVENTS

Special event coordination is a function of the Special Operations Bureau. The coordination, organization and staffing of special events is conducted by the Traffic Division Administrative Lieutenant.

Special Events are divided into two categories: special events and large special events.

Special Events

Special Events are preplanned events that require police employee staffing to ensure a successful and safe event. The majority of events organized by the Special Operations Bureau are classified as special events and staffing will be filled by the Solo-Motor Squad and/or by utilizing the Police Officer Secondary Employment (POSE) system. If positions required for the event are not signed up for via POSE system, a reverse seniority staffing mandate may be used.

Large Special Events

Large Special Events are preplanned events that require the police department to restrict time off in order to ensure a successful and safe event. Large Special Event staffing and sign up will be accomplished in the following manner:

- All employees will be given notice that a sign up will be taking place at least seven days prior to the actual sign-up. The notice will include the date and time the sign up will commence and a preview of the event positions and start times posted.
- As a result of a reverse seniority staffing mandate, some positions and start times may be blocked out from open sign up and made available to only those officers that may be coming off shift and required to work.
- Once the sign up for the event has commenced, officers may sign up for themselves and one proxy. Each additional proxy will require the officer signing up to go through the line again.
 - Note: Special Operations Division staff will not accept proxies.
- As a result of a reverse seniority staffing mandate, no employee will be exempt from a large special event without their Deputy Chief's approval.
- Large events may require a pool of officers identified prior to the event for use as backfill for unforeseen circumstances.

Special Event and Large Special Event operation plans and orders

The Special Event Coordinator will distribute operational plans and orders via e-mail two (2) weeks prior to the event.

III-750 STALKING INJUNCTIONS

Civil Stalking Injunctions

Officers shall arrest without a warrant, any person whom the officer has probable cause to believe is in violation of any Ex-Parte Civil Stalking Injunction or Civil Stalking Injunction issued by a court of competent jurisdiction, whether or not the violation occurred in the presence of the officer. The wishes of the victim or petitioner in a Civil Stalking Injunction violation are immaterial in determining whether an arrest is to be made.

Civil Stalking Injunctions are obtained from the court by victims of stalking activities. Civil Stalking Injunctions are issued by the court with various titles and are valid for varying periods of time. Some of these titles are:

Ex Parte Civil Stalking Injunction

This order is valid and enforceable only after it has been personally served on the respondent by a peace officer. After service, this order is valid until issuance of the Civil Stalking Injunction or until the order is dismissed at a court hearing.

Civil Stalking Injunction

If the Respondent of an Ex Parte Civil Stalking Injunction does not request an evidentiary hearing within ten days after being served, a Civil Stalking Injunction is automatically issued by the court and is in effect upon issuance with no further notice to the Respondent.

If a hearing is requested by the Respondent and at the hearing the Petitioner is granted the Civil Stalking Injunction, it is immediately in effect upon issuance with no further notice to or service upon the Respondent. A Civil Stalking Injunction is valid for three years from the date of issue.

Important Points To Remember About Civil Stalking Injunctions

- The petitioner in a Civil Stalking Injunction cannot criminally violate the order. Only the respondent can criminally violate the order.
- A first offense violation of the criminal provisions of any Civil Stalking Injunction is a Class A misdemeanor, unless there is a domestic relationship between the parties, then it is a 3rd degree felony.
- When a suspect is arrested for violation of a Civil Stalking Injunction, the arresting officer should advise the victim that an assigned detective will pursue a complaint with the City Prosecutor's Office on the victim's behalf.
- Violation of a Civil Stalking Injunction constitutes the criminal offense of stalking in addition to a violation of the Civil Stalking Injunction. Stalking is a Class A Misdemeanor or 3rd degree felony if domestic violence related.

- An arrest for a violation of any type of Civil Stalking Injunction requires a new case and case number using NCIC code 1399 Ext 4.
- This Department shall enforce all Civil Stalking Injunctions issued by any court in the state of Utah. The requirements apply regardless of the jurisdiction in which the order was issued or the location of the victim or the perpetrator so long as the violation occurs in this jurisdiction.

Criminal Stalking Injunctions

This is an order issued by the courts following a conviction for stalking. The victim of the stalking does not petition for the order. Violation of a Criminal Stalking Injunction is a 3rd degree felony. An initial report will be completed on all reports of Stalking Injunction violations. Each violation requires a separate case number. The NCIC code used will be 1399-4.

Service of a Civil Stalking Injunction

The courts require that Civil Stalking Injunctions be served by a sheriff or constable (the terms "sheriff" or "constable" do not include police officers) through the Salt Lake County Sheriff's Office. Alternative service is allowed in certain circumstances:

- If the protected person finds herself/himself where the respondent (the person enjoined from stalking) is; the protected person is urged to contact the law enforcement agency having jurisdiction at her/his location and if a police officer responds, that officer can serve the injunction packet that the protected person was given.
- If the protected person finds herself/himself in an emergency situation that would warrant calling 9-1-1, the protected person is urged to contact 9-1-1 to get emergency help. After police officers have dealt with the emergency situation, the officers can then make service of the injunction on the respondent.

If a police officer does make alternative service in either of the situations above, the police officer must complete the service stamp found in the upper right hand corner of the civil stalking injunction. The police officer must complete the Return of Service by filling in all blank lines and including a signature and title.

- The officer serving the injunction will immediately take the Return of Service to the Records Division who will immediately fax a copy of the Return of Service to the Salt Lake County Sheriff's Office at 743-5325 so the sheriff's office can recall the original sent to them by the court for service.
- The Records Division will update the statewide system to show the injunction as served.

- Records will then scan a copy of the return into the corresponding case and route the case to the Domestic Violence Unit.

III-760 STANDBY ASSISTS

Officers are to maintain the status quo unless there is a court order. If called to a standby assist concerning property and there is no court order, the parties must agree to whom the property belongs. If there is agreement, an officer may stand by to protect the peace. If there is no agreement as to who the property belongs, the officers will maintain the status quo until such time as a court order is obtained which defines property rights.

Officers are required to document all actions taken in any civil matter where unusual activity has occurred.

III-770 TACTICAL ALERT

Purpose of a Tactical Alert

A Tactical Alert is an operational condition of the police department in an emergency situation. During a Tactical Alert, normal police department functions are suspended. The Tactical Alert will provide for the controlled redistribution of on-duty personnel to achieve control over a major police incident.

Initiating a Tactical Alert

A Tactical Alert will be initiated to alert all personnel to the possibility of personnel redistribution and announce the existence of a major police incident.

The Watch Commander or Incident Commander may initiate a Tactical Alert. When there is a need for a Tactical Alert, it shall be initiated as soon as possible to restrict unnecessary volunteer activities and avoid the depletion of personnel.

The condition of the alert will control the depletion of field forces and discourage uncontrolled voluntary response to the scene of a major police incident.

- Communications – After being notified by the Watch Commander, Communications will broadcast on all frequencies (3 alert tones) of the initiation of the Tactical Alert. This notice will be repeated every thirty minutes until cancelled by the Watch Commander or Duty Chief.
- The Watch Commander or designee will notify the Office of the Chief of Police, Bureau and Division Commanders. Information for the notification will include the location and nature of the incident, anticipated personnel and equipment needs, anticipated

duration of the incident and the likelihood of the incident escalating.

- The Tactical Alert will remain in effect until the Watch Commander or Incident Commander releases it via Communications after consultation with the police official who initiated the alert or Chief of Police.

Effects of a Tactical Alert

- Upon notification of a Tactical Alert, and unless otherwise directed, officers will limit their activities to police work of major importance.
- Officers will remain in their patrol areas until directed to respond elsewhere.
- Only emergency calls will be provided with police response.
- Officers will suspend voluntary police actions such as traffic stops and misdemeanor investigations.
- On view situations that do require immediate police involvement should be handled.
- Officers will prepare all necessary equipment and remain available in their assigned area and await further response instructions.
- All breaks will be suspended.
- Investigative personnel will continue regular duties but must contact their on-duty supervisor and advise their location for possible response.
- Civilian personnel will remain at their work stations until notified otherwise.
- The Communications Division shall screen all incoming calls and, whenever possible, direct citizens to wait for telephonic response to file a report.
- On duty personnel shall first obtain permission, through the chain of command, from the Incident Commander or Watch Commander before ending their shift.

Accounting of Personnel

The Watch Commander or Incident Commander will ensure all on-duty personnel are aware of the Tactical Alert status and maintain an accounting of on-duty personnel. The Watch Commander or Incident Commander may decide to hold a duty shift over and will re-distribute personnel as needed for proper response to the police incident.

Modified Tactical Alert

A Modified Tactical Alert provides the department with a method of holding over shifts without the disruption of “routine police duties.”

The Watch Commander or Incident Commander may initiate a Modified Tactical Alert. When there is a need for a Modified Tactical Alert, it shall be initiated as soon as possible.

On duty personnel shall first obtain permission, through the chain of command, from the Incident Commander or Watch Commander before going end of shift.

Communications - After being notified by the Watch Commander, Communications will broadcast on all frequencies (3 alert tones) of the initiation of the Modified Tactical Alert.

The Modified Tactical Alert notice will be repeated every thirty minutes until advised to discontinue by the Watch Commander or Incident Commander via Communications.

The following provisions apply during a Modified Tactical Alert:

- Achieves the same objectives as a Tactical Alert but without “limiting activities to police work of major importance i.e., priority 1 calls.
- Alerts personnel to the possibility of personnel redistribution and announces the existence of a potential major police incident.
- Provides the department with resources than can be used to control the incident should it materialize.
- Alerts officers that Mobile Field Forces may be deployed.
- Controls the depletion of the field and discourages uncontrolled voluntary response to the scene of a major incident.

The Modified Tactical Alert will remain in effect until the Watch Commander or Incident Commander releases it via Communications.

III-780 TACTICAL OPERATIONS

Types of Tactical Operations

Aggressive Deadly Behavior and Downed Officer/Citizen Rescue

Aggressive deadly behavior and severely wounded officers / citizens require a different approach than the regular response of containment of an incident and call-out of SWAT. In these cases, delayed deployment could have catastrophic consequences.

These incidents require the swift and immediate deployment of law enforcement resources to on-going, life threatening situations where delayed deployment could result in death or serious bodily injury to innocent persons. Types of incidents include:

- Active shooters.
- Edged weapon attacks.
- Placing or detonating explosives.
- Gravely wounded officer(s) or citizen(s), in which delayed recovery could result in their death and/or another assault is imminent.

Barricaded Subjects

An incident shall be considered a barricaded subject when:

- The suspect is believed to be armed and,
- The suspect is believed to have been involved in a criminal act; or is a significant threat to the lives and safety of citizens and/or police; and,
- The suspect is in a position of advantage, affording cover and concealment; or, is contained in an open area and the presence or approach of police officers would be unsafe, and,
- The suspect refuses to submit to custody.

Hostage Situations

An incident shall be considered a hostage situation when any person is held by another against their will by force or threat of force, expressed or implied. In the case of hostage situations, the lives of the hostage(s) will be paramount and the Department will make every reasonable effort to affect their safe release.

Field Officer Procedure during Tactical Operations

Patrol officers will be assigned as required by existing circumstances. A Patrol Sergeant will respond and the Watch Commander will be notified. Personnel at the scene will, if possible:

- Verify the situation and broadcast to responding units.
- Form an emergency action team if hostages or seriously injured persons are involved. Emergency Action Teams are not a substitute for conventional response tactics to a barricaded subject or hostage situation and should only take action when delayed deployment could result in immediate death or serious bodily injury to innocent persons.
- Establish an inner containment perimeter to contain and isolate the incident scene.
- Determine if there are any injuries.
- Determine what types of weapons are involved.
- Determine a location and a safe route to a tactical staging area for call out personnel, if required (SWAT, K9s, etc.).
- As time and resources allow, establish an outer containment perimeter to control pedestrian and vehicular traffic into the area.
- Evaluate whether to evacuate occupants of affected residences and businesses to a point beyond the outer perimeter or have them shelter in place.
- Patrol officers shall not initiate tactical actions other than those necessary to protect the lives and safety of themselves or others consistent with the Department’s use of force policy.

- As appropriate, begin a communications /negotiation process.

Incident Commander (IC)

Command of Department resources at all tactical operations rests with the Incident Commander. The Incident Commander has the authority to direct the operation and is responsible for its outcome until relieved by a superior officer. The Incident Commander is usually the Watch Commander, unless relieved by a senior command officer.

Incident Commander Responsibilities

The Incident Commander (IC) will:

- Establish an inner/outer perimeter and a staging area for officers and others arriving for assignment.
- Begin a communication /negotiation process and an Emergency Action Team capability, if needed.
- Stage Fire and EMS resources.
- Establish a secure command post.
- Notify the appropriate administrative personnel.
- Make initial provisions for recording personnel assignments and begin developing a chronological record of events.
- Ensure that responsibility for traffic and crowd control is established and that routes for emergency vehicles have been designated.
- Call out SWAT if barricaded suspect or hostage situation.
- Brief the Tactical Commander as to the nature and circumstances surrounding the incident.
- Delegate the tactical mission to the Tactical Commander through the National Incident Management System.
- Designate a media area and assign an officer as media liaison.
- Ensure that post-incident procedures are followed such as:
 - Required reports are completed.
 - Equipment and personnel are properly demobilized and accounted for.
 - Evacuees are notified and allowed to return home, if applicable.
 - Prepare an incident after action report, if required.

Call Out of SWAT

The Watch Commander will contact the Tactical Commander to initiate a call out of SWAT for barricaded suspects and hostage situations or other tactical situations if required. Crisis Negotiations is a unit of the SWAT team and will respond with SWAT.

The Watch Commander will contact the Detective Division Lieutenant to initiate a call out of detective(s) to assist with search warrants, interviews, etc., as required.

Tactical Commander Responsibilities

The Tactical Commander is the Lieutenant in charge of SWAT operations.

The Tactical Commander (TC) will:

- Assume tactical command of the operation through the National Incident Management System (NIMS).
- Work within NIMS to maintain effective command and control.
- Ensure the establishment of a tactical operations center at the scene.
- Assign an incident recorder.
- Assign tactical personnel to the inner perimeter, designate marksmen and entry teams as necessary.
- Ensure development of a communications /negotiations process and a SWAT Emergency Action Team capability, as required.
- Assist the Incident Commander in assessing the situation and formulating tactical alternatives should communication efforts with the subject fail to resolve the incident.
- Prepare logistical requests to accomplish the tactical mission.

SWAT Responsibilities

Crisis Negotiations is a unit of the SWAT team and works at the direction of the Tactical Commander. Their responsibilities include:

- Providing trained primary and secondary negotiators and a negotiations investigator.
- Supervising and/or conducting the negotiation process.
- Obtaining all pertinent information about the hostage taker, the hostages, hostage site and other barricaded subjects.
- Designating a location to interview witnesses, released hostages and others.
- Debriefing hostages following the incident.

The SWAT Unit:

- Works at the direction of the Tactical Commander.
- Supplies a SWAT Emergency Action Team to deal with the hostage takers/barricaded subject's actions.
- Secures a tactical inner perimeter. SWAT will relieve field units from the inner perimeter.
- Uses special weapons and tactics as directed by the
- Tactical Commander to resolve the incident.

Reporting Requirements

Supervisors of the officers serving the warrant shall be responsible for ensuring reporting compliance with the state requirements reporting regarding forced entry Warrant service.

The SWAT Supervisor shall be responsible for ensuring the reporting compliance regarding the deployment of a Tactical Group.

This will be reported through the Versadex Text Template (L.E.T. Law Enforcement Transparency Template) and/or After Action Report.

III-785 TELEPHONE / ELECTRONIC HARASSMENT

Officers taking a report of telephone or other electronic harassment shall attempt to contact the suspect involved and advise them to cease and desist with the unwanted behavior. In most cases formal notification of the unwanted contact is all that is needed to resolve the issue.

- Officers will document whether or not contact with the suspect was made and by what means.
- If the incident involves domestic violence, document the findings in a report.
- Officers shall issue a Telephonic / Electronic Harassment Victim information card or convey that information to the victim in the case of a telephonically handled call. These actions will be included in the narrative of the report. If at any time during the investigation it is determined threats were made in person or physical intimidation occurred utilize the applicable NCIC code 1316-2. If at any time during the investigation it is determined threats were made in written form, the applicable NCIC code is 1316-1.

The successful prosecution of these cases is in the documentation of formal notification of the unwanted contact. This must be done by a police officer or appropriate representative such as a telephonic officer. The detective will close the case pending further incidents. The complainant must be informed of the formal notification and that the case will be closed pending further contact; this will be documented in the report.

Once the formal warning of the unwanted contact is documented, the Prosecutor prefers at least two additional incidents of unwanted contact.

The Domestic Violence Statute in the State of Utah, 77-36-1 includes the crimes of Threats and Harassment. These crimes require the same investigation and follow-through as do the more readily recognized Domestic Violence crimes, such as Battery and Interrupting a Communication Device. This includes an attempt to locate the suspect when cause exists, to affect an arrest, and to accomplish any of the applicable no-contact agreements.

III-790 TRAFFIC CITATIONS

Procedure for Issuing Traffic Citations:

Identification

If the cited person does not have a valid driver's license or photo ID that satisfies the question of identification, the officer should request the subject to provide a right index print in the space provided on the citation. If the subject refuses they should be arrested and taken to jail where prints will be taken as part of the no-bail release procedure.

The officer will request the violator to sign the ticket. If the violator refuses to sign, the officer will write "Refused" in the signature box on the citation. The signature of the officer issuing the citation is all that is required. The person's signature is not required.

The officer may make any necessary corrections to the instructions on the back of the violator's copy of the ticket by sticker or writing. The officer will also verbally advise them of the instructions.

The officer will advise the violator that failure to appear or post bail on or before the scheduled appearance date constitutes a separate misdemeanor offense and a warrant of arrest will be issued.

Enforcing Handicap Parking

During the normal course of duty, officers observing violations of handicap parking ordinances should take enforcement action to correct those violations that are observed. For the purposes of enforcement action, this department will require that private property handicap parking be clearly marked.

Traffic Arrest

If the violator is booked in jail, the charges will be placed on the booking sheet and a citation will not be issued.

Distribution of Copies

The citation form is self-duplicating. The yellow copy is given to the cited person. Officers' notes should be written on the back of the original white copy. The white, green, pink and blue copies shall then be forwarded to the Records Unit.

Voiding Issued Citations

To void a citation that has been issued to a violator, the officer will write "void" on all copies of the citation. The voided citation and a written explanation for the void will be submitted to the officer's commanding officer. The commanding officer will initial the citation and process it through channels to the courts. If a Citation is voided, it is the responsibility of the issuing officer to notify the person cited that the citation was voided.

Traffic Violations Committed by Physicians Enroute to an Emergency

Physicians who are not driving properly equipped, authorized emergency vehicles have no legal right to ignore traffic laws regardless of their justification. In the event an officer observes a violation committed by a physician enroute to an alleged emergency:

The officer shall obtain identification, the nature of the emergency, and the intended destination of the physician. If the emergency is not extreme, but is urgent, the physician shall not be detained unless the officer has sufficient reason to do so. The officer should warn the physician to observe all traffic laws. The officer should later verify that the driver is a physician and that the emergency claim is legitimate. The officer should take appropriate enforcement action at that time.

If the physician claims that the emergency is extreme, the officer should obtain identification, the nature of the emergency, and the intended destination from the physician. The officer should assist the physician to the destination. An escort should be considered as a last resort because of the potential hazards involved. It is suggested that the officer transport the physician in the police vehicle if possible. The officer will notify the dispatcher of the emergency run. Upon arrival at the destination, the officer will verify that the driver is a physician and that the emergency was extreme. The officer should take appropriate enforcement action at that time.

Traffic Citations Issued in Other Jurisdictions

Officers are not to issue citations outside of the Salt Lake City limits. If an officer desires a citation to be issued, they will request assistance from an officer in the jurisdiction where the violation occurred.

Juvenile Traffic Offense

Adult courts have jurisdiction over traffic offenses committed by juveniles 16 and 17 years old, except traffic offenses that are part of a single criminal episode being referred to Juvenile Court.

All juveniles 16 years and over who are issued a citation will be instructed to appear in Adult Traffic Court. If the traffic offense is part of a "single criminal episode", the traffic offense should be included with all other criminal charges being referred to Juvenile court. No traffic citation should be issued.

Juveniles under 16 years-of-age will be issued a juvenile citation. No City traffic citation will be issued.

Juvenile Court has exclusive jurisdiction over the following persons age 17 or under:

- Automobile homicide
- Any drug or alcohol-related traffic offense
- Reckless driving or reckless operation
- Fleeing from an officer
- Joyriding - unauthorized control over a vehicle

When a juvenile is arrested for DUI or "Not A Drop", a DUI Summons and Citation report form will be completed. For DUI and "Not A Drop" citations, notice to appear information must be completed as follows:

Court of: JUVENILE COURT
 Located at: 450 South State Street
 Salt Lake City, Utah 84111

Delete appearance instructions and write in - WHEN NOTIFIED BY JUVENILE COURT.

III-800 TRANSIENT ACTIVITY

When an incident involving transient activity occurs, the officer will list the appropriate NCIC describing the incident as the primary NCIC. Transient activity 5399-87 will be listed as a secondary NCIC. The study field on the General Offense Report will be completed.

If the dispatched call is GOA and it is believed that transients were the focus of the dispatched call, based on dispatch information, location and officer discretion, the field officer should no-report the log and use NCIC 5399-87.

Cases will be assigned for follow-up based on the primary NCIC. If follow-up investigation reveals that the transient activity classification was inappropriate, the assigned follow-up detective will delete the NCIC code and note in a supplemental narrative that the classification has been changed and state the reasons.

III-810 TRANSPORTING PRISONERS

If the arresting officer is unable to transport the prisoner, another officer will be called to the scene. The transporting officer will complete the booking process and a report.

Any officer transporting a prisoner of the opposite sex will notify dispatch of the location and mileage to the tenth of a mile at the beginning and at the end of the transportation.

If there is any deviation from a direct transport route to the jail, or any other delays in the transportation of the prisoner, the officer will immediately notify the dispatcher of the deviation or delay and will also relay the mileage to the tenth of a mile.

III-820 TRAX (RESPONSE TO INCIDENTS INVOLVING TRAX)

TRAX light-rail service is a scheduled commuter service requiring immediate response to emergencies to facilitate continuing service. Police response should be directed to responding to the emergency or request for service quickly with attention to restoring full service or amended service as quickly as possible. Light-rail service can be maintained with a single track and avoiding blockage of both tracks with vehicles and emergency responders during an incident should be avoided. Clearing one of the tracks as soon as possible will facilitate maintenance of service. Officers will respond to incidents involving TRAX light-rail trains in accordance with the following policies for the type of incident.

Communications dispatch response to incidents involving TRAX will be a priority 2 or higher.

Motor Vehicle Collision

- Officers will respond as with any motor vehicle collision with initial focus on injury, traffic mitigation and investigation. TRAX supervisors will facilitate an exchange of information including the light-rail operator's license information.
- Injury and fatal accidents will be handled as any traffic accident with similar injuries or fatalities. Location of the TRAX vehicle can be marked as any other vehicle. Restoring full or limited service should be expedited as the investigation permits.
- Where impairment by either drugs or alcohol on the part of the TRAX operator is suspected, UTA on behalf of the Federal Transit Administration will conduct a chemical test as mandated by Federal Regulations. Motor vehicle operators are subject to state DUI statutes.

Pedestrian collision incidents are not considered traffic accidents but industrial accidents. Responding officers will document injuries and fatalities accordingly.

Blockages

Officers will facilitate in the rapid removal of vehicles, debris or barriers to facilitate the restoration of TRAX light-rail service when requested. Evacuation, derailments or requests for assistance, such as unwanted persons, criminal activity or damaged property, will be handled in coordination with UTA officials, fire and other agencies. Maintaining public safety is the primary goal. The secondary goal is the restoration of TRAX service.

All TRAX related incident reports will be denoted with a secondary NCIC code 7399-66.

III-830 TRUANT STUDENTS

- Officers will pick up school-age children who are on the streets, in the shopping malls, or other public places during school hours and check their status as to the possibility of being truant.
- A student who is believed to be absent from school without a valid excuse, will be taken to the Salt Lake City School they are attending without delay.
- Officers will be responsible for identifying truant students by checking their identification, verifying this information with their school via telephone, and transporting the student to their school's administration.
- If a child claims to be out of school on "work release", that child should have a pictured ID issued by the school district indicating where he is supposed to be working and when.
- If it cannot be determined where the child should be at the time the child is contacted by officers, the child will be transported to the Youth Receiving Center.
- Officers must complete a General Offense report for each child stating the facts surrounding the location of the student and subsequent disposition. Use NCIC code 5327.
- If criminal offenses are involved, handle the Truancy as the secondary offense under current guidelines for criminal offenses.

III-835 UNDERCOVER OPERATIONS:

Covert and undercover operations take place in an ever-evolving environment and present an elevated level of risk for all involved. Any Salt Lake City Police Officer who intends to engage in an undercover or covert investigation must first inform his/her supervisor. The supervisor will then have the following responsibilities:

- Determine if the undercover aspect of the activity could best be handled in cooperation with the unit that normally investigates such cases, i.e. narcotics, gangs and/or vice detectives to handle related undercover and close-cover roles or provide specialized electronic monitoring equipment.
- Ensure that all officers who are tasked to work in an undercover capacity have been properly trained in this role. **No Salt Lake City Police Officer will operate in an undercover role until the officer has demonstrated an understanding of the Undercover Operations Training Manual developed for the Salt Lake City Police Department and has successfully completed the Salt Lake City Police Department Undercover Academy training.** The Undercover Operations Training Manual is currently available on the department's "P" drive.

- Ensure that a proper operations plan is completed and reviewed before the approval of any undercover operation.
- Ensure that proper transmitting and receiving equipment needed to monitor the undercover operation is in place prior the commencement of the operation. No undercover operation will take place without proper equipment being utilized to ensure the undercover officer's safety.
- Make sure that arrest or take down teams are readily identifiable as police officers. Uniformed officers should be used as arrest team members to avoid any argument that the suspect could not identify the arrest teams as police officers.
- Ensure that any undercover investigation involving a residence, business, specific area or other structure with a listed address is de-conflicted through RISSNET. This can be done by contacting the Salt Lake Information Center (SLIC) at (801) 799-INFO. The SLIC will enter the address of the target into RISSNET and will receive feedback immediately regarding possible conflicts within our Department or other agencies. If a de-confliction search is necessary outside of operational hours, the supervisor can contact the on-duty records supervisor who will enter the required information into the system.

Definition: Undercover Operation – An authorized clandestine criminal investigation involving the use of sworn officers, confidential informants or other cooperating individuals, in an attempt to actively infiltrate or otherwise covertly gather information or evidence from an individual or group reasonably suspected of being involved in criminal activity. Examples include but are not limited to: purchases of contraband and evidence, “buy-bust” operations, reverse stings, controlled buys, murder for-hire and conspiracy investigations.

III-840 UNDOCUMENTED IMMIGRANTS

Undocumented immigrants living in Salt Lake City must feel free to participate with and report information to this Department. The goal of this policy is to increase the reporting of information and trust so that the Department can better serve the community.

Arrested Persons

If a person arrested for a state or local criminal offense is suspected of being an undocumented immigrant, Jail procedure dictates that their personnel will notify the local Immigration and Customs Enforcement (ICE) office.

Confiscation of Identification

Salt Lake City Police Officers are not authorized to confiscate valid foreign national identification documents (i.e. residence cards, work permits, etc.) unless for evidentiary reasons. False identification may be seized for evidence.

III-850 U.S. POSTAL SERVICE EMPLOYEES

Injury or Accident of an On-duty USPS Employee

If an on-duty USPS employee sustains injury or is involved in an accident which renders the USPS employee incapable of continuing the delivery of the mail, police officers will:

- Secure the scene after rendering any first aid necessary.
- Call the US Postal Inspection Service at 801-974-2271. This phone is answered 24 hours a day by the Salt Lake City U.S. Postal Inspector or the Postal Police in Denver, Colorado. A Postal Inspector from the Salt Lake City Domicile will be dispatched to the location to take control of USPS property, vehicle or US Mail.
- Not place USPS property or U.S. Mail into evidence without a Postal Inspector's consent.
- Not impound any USPS vehicle without a Postal Inspector's consent.
- Notify a Postal Inspector if the USPS employee is being transported to a hospital.

Serving a Subpoena or Warrant on an On-duty USPS Employee

If it is necessary to serve a warrant or subpoena on an on-duty USPS employee, call the U.S. Postal Inspection Service office at 801-974-2271. A Postal Inspector from the Salt Lake City Domicile will make arrangements to have this employee available to officers in a secure area. Do not enter a USPS facility prior to notifying a Postal Inspector unless it is an emergency.

Arrest of an On-duty USPS Employee

If it is necessary to arrest an on-duty USPS employee, officers shall:

- Secure all USPS property, including US Mail and vehicle once the arrest is made.
- Call the US Postal Inspection Service Office at 801-974-2271. A Postal Inspector from the Salt Lake City Domicile will be dispatched to your location to take control of USPS property, vehicle or US Mail.
- Do not place USPS property or US Mail into evidence without a Postal Inspector's consent.
- Do not impound any USPS vehicle without a Postal Inspector's consent.

III-860 VEHICLE ACCIDENT INVESTIGATIONS AND PROCEDURES

UCA 41-6a-401 defines a reportable traffic collision and outlines the reporting requirements (injury, death, or combined damage of \$1,500.00). In addition to these requirements the following collisions shall be investigated and must be documented in the Versadex EMVA DI-9 report:

- A. Collisions involving any suspected injury regardless of the extent
- B. All school bus collisions
- C. All collisions involving City equipment
- D. Collisions involving outside police agencies
- E. Collisions involving suspected DUI drivers
- F. Hit & Run collisions with injury
- G. Hit & Run collisions where an arrest has been made.
- H. Any other collision in which the officer deems a formal investigation is needed

The investigating officer shall secure written witness statements from all parties and witnesses to the collision. UCA 41-3-105 "Peace officers shall: investigate traffic accidents and secure testimony of witnesses or persons involved."

Officers will also provide the involved parties with the driver exchange information. A business card and case number are not acceptable to satisfy the exchange of information.

Crime lab personnel shall be called for photographs on all collisions meeting the above criteria B through H. Crime lab should be called for photographs on all collisions involving the transport of an injured person to a hospital.

Officers will determine if the following documents are valid:

- Driver License or Driver Privilege Card
- Vehicle registration
- Proof of insurance

Officers will issue a traffic citation to the offending driver if the documents are found to be invalid or in violation of state code or city ordinance.

If the investigating officer has established probable cause for any violation of state code or city ordinance, the investigating officer shall issue a traffic citation.

Patrol Response

The initial officer will notify their Sergeant or the Watch Commander as to the condition of the victim. Victim condition will be based on the responding officer's observations and not on the mechanism of injury condition provided by EMS personnel. Police condition codification is detailed as follows:

Alpha Minor injuries: complaints of pain, minor abrasions.

Bravo Serious injuries: broken extremities, minor bleeding wounds.

Charlie Critical injuries: broken neck, back, compound fractures, multiple lacerations and uncontrollable bleeding, severe burns.

Delta Probable fatal: heavy bleeding, not breathing and unconscious.

Echo Obvious fatality.

A detailed diagram with measurements and photographs of the collision scene are required on all serious injury collisions with a condition verified by hospital personnel of "Charlie" or worse.

If a diagram is needed based on the aforementioned requirements, the responding officer will complete the diagram.

Reporting Clarifications

A bicycle colliding with a parked vehicle is not considered a traffic accident. These events should be documented in a G.O. and reported as either a damaged property report or medical assist if bicyclist sustained injuries.

A bicycle colliding with another bicycle or pedestrian is not considered a traffic accident but should be documented in a G.O. as either a damaged property report or medical assist if any party sustained injuries.

A bicycle involved in a traffic collision is not a motor vehicle and shall not be entered into the motor vehicle field of the EMVA DI-9 form. Bicycles shall be entered in the involved person's field.

A snow plow, plowing a street that collides with any person, vehicle or object resulting in criteria for a reportable collision will be documented as such.

Horse drawn carriages involved in a traffic collision are not considered motor vehicles and shall be entered only in the narrative field.

The Pursuit Intervention Technique (PIT) is a use of force application and not considered a traffic collision. If either vehicle is involved in a collision following a PIT, that situation should be handled as a reportable traffic collision.

Certain circumstances may arise when an EMVA DI-9 may not be appropriate. A Watch Commander may authorize a G.O report in lieu of an EMVA DI-9 under those unique circumstances.

Utah Highway Patrol Accident Investigation

Under agreement between this department and the Utah Highway Patrol, the UHP will, if units are available, investigate accidents occurring in the following areas:

- On freeway and freeway on-ramps and off-ramps
- North Temple, west of 2150 West (I-80)
- SR-201 Freeway
- 600 North, from 400 West to 800 West
- Beck Street, north of 2150 North
- 2100 South (proper) from 300 West to 700 West
- Bangerter Highway

Commercial Vehicle Involved Collisions

A commercial vehicle is defined as a vehicle having a Gross Vehicle Weight Rating of 10,001 lbs. or more, a commercial bus, or a van capable of carrying 15 passengers or more.

Any officer investigating a commercial vehicle involved in a traffic collision shall in addition to the reportable or non-reportable NCIC codes of 5499-7 or 5499-8 also use the secondary code of 5499-9 (Commercial Vehicle Collision).

III-861 FATALITIES AND PROBABLE FATALITIES

If the collision involves a fatality or probable fatality, the Watch Commander or Sergeant shall respond to the scene and will ensure the scene has been identified and secured. The City has a contract barricade company to assist with

road closures in order to minimize the impact on patrol. The Watch Commander will notify the appropriate Lieutenant of Sergeant who may who may call out the Collision and Reconstruction (CAR) Team.

The scene, including a reasonable distance beyond the scene itself, must be secured and maintained until completely processed. A patrol officer will be assigned to maintain scene security and ensure that no unauthorized persons or vehicles enter. The securing officer will initiate the Major Incident Log. This log will be included with the securing officer's supplemental report.

The Patrol Bureau will initiate the investigation and identify witnesses to be interviewed. The initial officer will complete the initial report (DI-9) of the collision to include all available witness contact information. The initial officer shall verify all witness statements are filled out completely, accurately and signed by the witness(es). All other officers responding to the incident will complete and submit a supplemental narrative as to their actions.

A Sergeant or the Watch Commander will assume command of the scene and ensure the scene has been secured until the CAR Team has arrived and has been briefed concerning the situation. Once investigative personnel have arrived, assigned patrol officers will assist as directed by investigative personnel.

DUI/Drug Involved Drivers & Blood Draws

Standardized Field Sobriety Tests (SFST's)

If any of the involved parties have sustained injuries that are likely to cause death or if a death has occurred, the initial officer or designee will conduct SFST's and document all results in a supplemental report even if those results are negative.

Blood Draws

Implied Consent shall not be utilized as a method for obtaining a blood draw. Officers shall utilize the options of voluntary consent, a search warrant, or a medical draw.

- Consent - The initial officer shall request the driver(s) to submit to a blood draw. If the driver(s) consent(s), normal blood draw related procedures will be followed (III-080 BLOOD RELATED PROCEDURES).
- Search Warrant – If a driver is unwilling to give a blood sample, or is unconscious or otherwise incapacitated, the CAR Team Sergeant will be notified immediately. If probable cause has been established, a search warrant for a blood draw will

be sought by CAR Team personnel.

- **Medical Draw** – Circumstances may arise where a driver is in a medical condition that is prohibitive to a Department phlebotomist conducting a blood draw. In these circumstances medical staff at a hospital can conduct the blood draw at the responding Department phlebotomist's direction if (a) the driver provides consent; or (b) the Department phlebotomist provides a search warrant. In these cases, the Department phlebotomist is responsible for obtaining the drawing staff's information for chain of custody documentation purposes. If the blood draw is completed based on the driver's consent, the medical staff may require a signed consent form for their records. Officers can find the Department's Blood Draw Consent Form on the P drive in the Forms folder.

Exigent Circumstances

A blood draw is a search and seizure. As such, blood draws are subject to established search and seizure laws, including the exigent circumstance exception. The existence of exigent circumstances in cases of blood draws is very narrow and will be scrutinized heavily by the courts on a case by case basis. Courts have ruled that the natural metabolism of blood alcohol does not establish a per se exigency that would justify a blood draw without consent, and courts disfavor the practice of obtaining warrantless blood draws when an e-warrant can be obtained relatively quickly.

If an officer believes that exigent circumstances exist in a particular case, and believes there is not time to obtain a search warrant for a blood draw, that officer shall contact the Watch Commander. The Watch Commander will be responsible for authorizing or denying a blood draw under the exigent circumstances exception.

Deceased Individuals

Blood will be taken from a deceased person only by the Medical Examiner's Office and tested through that agency as part of their investigation.

Medical Examiner

The Medical Examiner's office has jurisdiction in all traffic collision related deaths. If the death occurs as a result of a traffic collision, the responding CAR Team Sergeant or designee will contact the Medical Examiner's Office and advise them of the fatality. The CAR Team Sergeant or

designee contacting the Medical Examiner's Office will provide information as may be required by that office for their investigation. The body should not be moved until investigators from the Medical Examiner's Office authorize the move.

Watch Commander

The Watch Commander will notify the on duty Chief and the Public Information Officer (PIO). In the event a PIO is not called or is unable to respond, the Watch Commander shall facilitate media requests.

Crime Lab

The initial officer will ensure crime lab personnel respond on all fatal and probable fatal collisions for photographs.

III-862 HIT & RUN REPORTING REQUIREMENTS

The determination to document a Hit and Run collision in the EMVA DI-9 will be based upon the requirement set forth by the State or the policy of the Salt Lake City Police Department.

There are generally two types of Hit & Run Collisions:

Hit & Run Incidents with Injuries

- If anyone has been injured, regardless of the available suspect information, an officer shall respond and the case will be documented in the EMVA DI-9.
- Crime Lab will document any evidence in injury hit and run collisions.
- Officers should make certain to record home and work phone numbers for all parties involved.
- If the suspect vehicle in an injury Hit & Run is left at the scene or located, it shall be impounded using the State Tax process with the box for a law enforcement agency hold checked and held for Hit & Run Detectives.

Hit & Run Incidents with Injuries (Dispatch)

When call takers can determine that a Hit & Run collision does not have injuries, and there is no other need for police at the scene, the call taker may complete a dispatch log over the telephone, issue a case number and refer the victim to the On-Line Reporting System at www.slecpd.com.

Hit & Run Incidents with Injuries (Officer)

The initial officer may conduct a field investigation and seek to make an arrest at the officer's discretion. If an arrest is made, the following documentation is required:

- An EMVA DI-9 shall be completed.
- Crime lab shall document evidence including vehicle damage.
- Officers should make certain to record home and work phone numbers for all parties involved.

Both the vehicle and driver have left the scene (Non-Injury)

- If the collision has created a traffic hazard, an officer will respond to assist.
- If a field investigation did not occur or the case could not be solved by the initial officer, the initial officer shall direct the victim to the On-Line Reporting System at www.slcpcd.com.
- If the victim is unable or unwilling to do so, the officer shall enter the victim vehicle and driver in the details of a General Offense Report. No other reports are necessary. The officer shall then provide the case number to the victim and direct the victim to contact their insurance company.

The vehicle is left at the scene and driver flees (Non-Injury)

- If the incident is a Hit & Run where the suspect driver has fled the scene and suspect vehicle has been located, an initial officer shall be dispatched.
- If the vehicle has been located—the vehicle shall be impounded using the State Tax process. Do not check hold for Law Enforcement Agency.
- The incident and vehicle impound will be documented in a General Offense report.
- The officer shall provide the case number to the victim and direct the victim to contact their insurance company.

III-863 NON REPORTABLE COLLISIONS

If a collision does not meet the following criteria (injury, death, Hit & Run with suspect information, or an Impaired Driver), Dispatch shall direct the involved parties to the On-Line Reporting System at www.slcpcd.com. If the involved

party still requests a police response, the response will include the following services:

- Traffic control
- Remain at the scene and assist with responding tow trucks as necessary until the roadway can be navigated safely.
- Provide the involved parties with the driver exchange information. A business card and/or case number alone will not satisfy the exchange of information.
- Document all occupant information on the back of the exchange form in the narrative field to include seating position.
- Determine if the following documents are valid:
 - Driver License or Driver Privilege Card
 - Vehicle registration
 - Proof of insurance
- Issue a traffic citation to the offending driver if the documents are found to be invalid or in violation of state code or city ordinance.

The issuance of a traffic citation is not limited to the above listed offenses. Officers are encouraged to issue a traffic citation for any violation of state code or city ordinance.

Insurance Purposes Only

In cases of collisions where the parties have exchanged names and insurance information and have left the scene:

- No police action will be taken,
- No information will be recorded,
- No case numbers will be provided and
- No follow-up conducted.

The parties will be advised that the matter is entirely civil.

Private Property Collisions (Damage Only)

Dispatch shall verify no one is injured or impaired and refer the involved parties to the On-Line Reporting System at www.slcpcd.com. Officers will respond only when requested by an involved party.

Extreme Weather / High Demand Situations

Extreme weather conditions, unusual circumstances and periods of high call volume place an extraordinary demand on police services. During such periods, the Watch Commander is authorized to direct Dispatch to request the involved parties file an on-line report through On-Line Reporting System at www.slcpcd.com and remove their cars from the roadway. A dispatch log report will be made and

a case number assigned. Dispatch should advise all involved parties to exchange information and contact their vehicle insurance company.

Dispatch may also facilitate towing service for involved parties using the next in-line system. Those who still request a police response shall be told there will be a significant delay in the police response due to the existing circumstances, but that an officer will be dispatched when available. In these cases, calls will be handled as provided in this policy.

III-864 SALT LAKE CITY POLICE INVOLVED COLLISION

All traffic collisions involving an employee operating a vehicle owned or leased by the Salt Lake City Corporation or any other Government entity shall be reported and investigated based on qualifying level.

LEVEL 2 COLLISION

A level two collision occurs when an employee operating a vehicle owned or leased by the Salt Lake City Corporation collides with a fixed object or other City owned/leased vehicle(s) or property resulting in minor (Non-Reportable) damage to only the city owned/leased vehicle(s) or property.

The involved employee shall immediately notify a Sergeant or Watch Commander and complete a Salt Lake City Employee Accident Report Form. The Fleet Coordinator will forward the completed form to Risk Management. The collision will be entered into Blue Team within 12 hours of the time of occurrence. The Blue Team entry shall be made by the employee's direct supervisor or designee within the same Bureau. No other reports are necessary.

LEVEL 1 COLLISION

A level one collision occurs when an employee operating a vehicle owned or leased by the Salt Lake City Corporation is involved in a collision resulting in damage to property owned by anyone other than the Salt Lake City Corporation or involves injuries regardless of the extent (Reportable).

If a Level 1 collision occurs within the corporate limits of Salt Lake City, an officer will be assigned to complete and/or assist with the investigation and will ensure that a thorough investigation is performed and all facts are documented in the EMVA DI-9.

Officers shall secure written witness statements from parties involved and witnesses to the collision. Crime Lab shall be called to photograph all Level 1 collisions occurring in Salt Lake City.

If an employee-involved collision occurs within the corporate limits of Salt Lake City and involves injuries

regardless of the extent, an outside agency shall be called out to handle the investigation. All employee-involved collisions resulting in injuries will be diagrammed by the investigation agency.

If a Level 1 collision occurs outside Salt Lake City boundaries, the employee involved, if physically able, will notify the Watch Commander as soon as possible. The Watch Commander will coordinate with the investigating agency to ensure a DI-9 is completed, photographs are taken and witness statements are preserved. The agency having geographic jurisdiction over the collision location will handle the investigation and DI-9. If the investigating agency is not photographing the collision, Crime Lab shall respond. The Watch Commander will ensure that an officer is assigned to complete a GO report investigation where an outside agency is utilized for the initial EMVA DI-9.

The Watch Commander and/or their designee will respond to the scene for coordination and supervision of the scene.

The NCIC code for City Equipment Involved Collisions is 5499-2. The involved employee must also complete a Salt Lake City Employee Accident Report Form. The Fleet Coordinator will forward the completed form to Risk Management. The collision will be entered into Blue Team within 12 hours of the time of occurrence. The Blue Team entry shall be made by the employee's direct supervisor or designee within the same Bureau.

The Watch Commander or designee will facilitate the collection of relevant outside agency reports and forward them to Internal Affairs.

Any police vehicle involved in a collision shall be immediately turned into fleet services for a collision damage assessment regardless of the extent of the damage.

Criteria for Requesting a CAR Team OICI Response

In all accidents where serious injury or death to a civilian and/or officer may be imminent, the Officer Involved Critical Incident Protocol (OICI) will be followed, and the Collision And Reconstruction (CAR) Team will be called out. This request will be made through the Unified Police Department's Dispatch Office at 801-743-3000.

The following are incidents when the CAR Team shall be called:

- All injury collisions involving any member of the SLCPD.
- A vehicle pursuit resulting in a collision causing fatal or severe injuries to any of the involved parties or bystanders.

Accident Review Board Make Up and Responsibility

The department utilizes an Accident Review Board consisting of representation from throughout the department including:

- The Deputy Chief of the Administration Bureau (non-voting Chairperson)
- A Lieutenant from the Internal Affairs Unit (non-voting assistant Chairperson)
- A Lieutenant
- A Sergeant
- An Officer
- A Union representative
- The Fleet Coordinator for the Police Department

The accident review board will review all employee-involved traffic accidents. As part of the review process the Board will have the responsibility of determining the severity and the preventability of the accident. These determinations will be made using the following criteria:

- **Preventable:** The employee's actions or negligence directly resulted in the cause of the accident.
- **Non-preventable:** The employee had no responsibility as to the cause of the accident.
- **Preventable but Excusable:** This category may be used in consideration of circumstances that directly impacted the employee's ability to avoid the accident.
- **Traffic Incident (TI):** There is minor damage to the City-owned vehicle that would typically not warrant the need for repair, i.e., considered normal wear and tear.

In addition, the Accident Review Board will make a recommendation as to the level of discipline that should be imposed. This recommendation will be based on the progressive discipline utilized by the department, and addresses repeated deficiencies in accidents classified as Preventable. The Board's recommendation will be forwarded to the employee's command staff for consideration, but is non-binding as the employee's command staff have final adjudication.

The tracking and progressive discipline imposed related to any individual employee will reset at two years following the previous finding of Preventable. Only Preventable findings will be considered when progressive discipline is imposed.

III-865 RAIL VEHICLE INVOLVED INCIDENTS

A train is a rail vehicle propelled by any form of energy, coupled with or operated without cars, and operated upon rails.

Pedestrian and bicycle collisions involving a train are not considered traffic collisions but considered industrial accidents. Responding officers will document injuries and fatalities accordingly. – See Industrial Accidents

III-866 AIRCRAFT COLLISIONS

Officers dispatched to an aircraft collision within the City shall protect the scene until relieved by the appropriate entity responsible for investigating the aircraft collision. The initial officer shall, without delay, request a supervisor, and notify the Watch Commander of the following information:

- Time and location of the incident
- Identification number of the aircraft
- Type and class of the aircraft
- Owner of the aircraft
- Name and address of the pilot
- Whether United States mail was being carried; Extent of damage to the aircraft or other property
- Number of casualties
- Circumstances of the incident; and,
- The unit and officer reporting.

The National Transportation Safety Board (NTSB) and the Federal Aviation Administration (FAA) have the statutory responsibility for investigating all civil aviation accidents.

In accordance with NTSB SPC-04-02, Responding Officers shall:

- Immediately establish an Inner and Outer Perimeter.
- Protect property.
- Prevent the disturbance of wreckage and debris except to preserve life, rescue the injured, or protect the wreckage from further damage.
- Protect and preserve ground scars and marks made by the aircraft.
- Admit Public Safety Personnel access to the wreckage to the extent necessary to preserve life, and/or stabilize HAZMAT.
- Maintain a record of personnel who enter the accident site.

Prior to NTSB Arrival on Scene, Restrict Access only to Authorized Personnel.

- FAA
- Police/Fire/EMS
- Medical Examiner/Coroner
- Other Emergency Services Agencies

Once NTSB personnel have arrived on scene, there will be no access without NTSB authorization.

Biohazard/Hazmat Awareness

Potentially dangerous materials that might be present may include but are not limited to:

Chemicals-Explosives-Biological-Radioactive materials, fuel, pressure vessels, compressed air, hydraulics, batteries, accumulators, igniters, oxygen systems, oxygen bottles, fire extinguishers, evacuation chutes, flares, composite materials, ballistic parachute systems, tires etc..

Wreckage Documentation (if possible)

- Obtain aircraft registration number (N number)
- Obtain number of casualties
- Photograph or video the overall wreckage including cockpit starting at the initial point of impact if possible
- Photograph or video any ground scars or marks made by the aircraft

Injured/Fatalities

Coordinate with the NTSB prior to the removal of fatalities. If unable, document that part of the scene to be disturbed, including switch/control positions, and instrument/gauge readings.

Witness Documentation

- Obtain name / address / phone numbers (home & work)
- Obtain their location relative to the accident site
- Obtain description of what they observed or heard
- Obtain name of person reporting accident (911 Tapes)

Media Relations

- Consistent with site security policies, only authorized emergency service individuals should be allowed on site
- No one should speculate on the cause of the accident
- Refer all media questions about the accident investigation to the NTSB

Criteria for Requesting a SCID Response

Any collision in which the SLCPD has been notified that investigators from the National Transportation Safety Board (NTSB) will be responding to conduct a parallel investigation.

III-870 MOTORISTS ASSISTS: LOCKOUTS AND JUMPSTARTS

It will be the general policy that Police Department personnel shall not attempt to unlock vehicles for citizens unless there is an emergency that cannot wait for the response of a locksmith or another person to handle the situation. For this policy, an emergency may exist if: a child or animal is locked in a vehicle coupled with some exigent situation that may create a dangerous situation.

Citizen Calls for Lockout Assistance

If a citizen calls the Department, absent an emergency situation, asking for assistance with a lockout, they should be referred to a lock-smith or other lockout service. The call taker will not suggest any one business, but may suggest in general the type of business that may provide the service, let the citizen decide.

On-View Contacts

As a general rule, officers who are contacted in person will suggest the citizen contact a lock-out specialist. If this does not appear to be a viable option for the person, the officer may, at their discretion, offer to assist. This decision should be based on the officer's training and skill as it relates to providing this service. In all cases where an employee offers to assist in unlocking a civilian's vehicle, the citizen will be warned about the potential damage that may occur. In addition a Motorist Assist Damage Waiver will be completed and signed by the vehicle owner or responsible party.

Jump Starts

Due to the complex electrical and computer systems in the police vehicles, Citizen Requests for Jump Starts of disabled vehicles are not allowed as a general rule. Whenever possible, a Battery Jump Pack should be used. Exceptions to this should be limited to exigent circumstances.

In all situations where a department employees assist with the Jump Start of a vehicle, the driver of the car and or the responsible party will be warned of the potential damage to their vehicle. A Motorist Assist Damage Waiver will be signed prior to the actions being taken.

When actions are taken by the officer on a lockout or jump start, a "Citizen Assist" GO will be completed and the waiver form turned in with the report.

Pushing of Disabled Motor Vehicles

Under no circumstances, outside of a life-safety emergency situation will a police vehicle be used to push a disabled vehicle. The Officer or Officers may opt to push the disabled vehicle off of the roadway, taking into account traffic flow and other obstacles. If needed, secondary officers should be called to the scene to provide traffic control and a safety barrier.

If these actions cannot be accomplished safely, the officers should provide a traffic control and a safety perimeter until the vehicle can be removed from the roadway

III-880 WATCH COMMANDER

The Watch Commander represents the Office of the Chief, overseeing day-to-day field operations to ensure that orders and procedures are properly executed and professional standards are maintained.

Organization

Watch Commanders operate within the Patrol Bureau and report directly to the Patrol Bureau Commander. Watch Commanders are generally the rank of Lieutenant, however, when operational needs require, Sergeants can be designated as acting Watch Commanders.

Responsibilities

As the Department's administrative representative, the on-duty Watch Commander is responsible to remain available to the Patrol Bureau Commander and the Chief of Police. It is also the responsibility of the Watch Commander to oversee major crime scenes and take command in the absence of a supervisor.

It is mandatory that the on-duty Watch Commander personally oversee the following until relieved or resolved:

- Incidents involving injury or death of an officer.
- Incidents in which injury or death of a citizen result from an officer's actions.
- Major incidents that require their direct command.

At their discretion, the Watch Commander may oversee any situation they feel is necessary, to include:

- Consulting with supervisors regarding the execution of procedures.
- Ensuring that proper notifications of major incidents are made.
- Responding to inquiries from the media in the absence of the Public Information Officer.

III-890 SIGNIFICANT INCIDENTS/WATCH COMMAND LOG

Significant incidents are specific incidents that are identified by the department as the highest priority because of their relationship to the department's crime reduction goals, their seriousness, or their political and social nature.

Significant incidents include but are not limited to the following:

- Suspicious deaths
- Shootings
- Stabbings
- Robberies
- Serious violent gang involved crime
- Forcible sexual assaults
- Abductions/Missing Children
- Serious aggravated battery committed by strangers
- Property crime involving city property or city employees as victims or suspects
- Missing adults under suspicious circumstances
- Officer involved accidents
- HDU Callouts
- SWAT Operations
- Hate Crimes
- Potential Terrorist Acts
- Significant Crime Sprees
- Any event requiring significant resources
- Officer safety incidents

Officers are responsible for reporting the details of the above incidents to their Supervisor or Watch Commander for inclusion on the Significant Events Log/Watch Command Log.

Watch Commanders and Supervisors are responsible for gathering the details of the above incidents from the initial officer or supervisor and including them on the Significant Events/Watch Command Log.

Administrative

IV

IV-010 ACTING SUPERVISOR - SWORN RESPONSIBILITIES AND COMPENSATION

Acting Supervisor

An acting supervisor may be designated, by command staff, to oversee a shift in the absence of a shift supervisor. The acting supervisor will be expected to perform the duties outlined in this policy and any other duties assigned by supervisory personnel. Command staff shall select the employee most qualified to assume the responsibilities of acting supervisor, regardless of seniority.

Duties and Responsibilities

The employee designated as acting supervisor is responsible for the following duties:

Putting out the shift

The acting supervisor is responsible for conducting line up, making beat assignments, entering rosters and other assignments directed by supervision.

Oversee the shift

The acting supervisor is responsible for following up on all important calls, inquiring into the surrounding circumstances and for giving guidance to less experienced employees on the shift.

The acting supervisor, when overseeing investigations or other duties, shall allow the assigned employee to handle the situation as long as it is being handled competently. If the situation is being handled improperly, the acting supervisor shall step in and guide the situation to a proper conclusion.

The acting supervisor shall confer with an on-duty supervisor from another sector or the Watch Commander whenever a major incident is assigned to any officer that they are supervising and/or a situation arises that the acting supervisor is unsure how to handle.

The acting supervisor shall not investigate personnel problems. Incidents such as complaints against an employee or employee-involved accidents shall be referred to an on-duty supervisor from the same division or, in the supervisor's absence, to the Watch Commander for resolution.

Duties at the end of the shift

The acting supervisor will check and correct, if necessary, reports completed by other employees on the shift. The acting supervisor will complete a summary of all significant incidents, including major case investigations, employee-involved accidents, and complaints against personnel. The summary will be forwarded to Watch Commander.

Rate of Compensation

An employee assigned to work as an acting supervisor will be compensated for the time they performed the supervisor's duties at the lowest rate of pay in the supervisors pay class that is higher than the employee's normal pay.

IV-020 AWARDS AND COMMENDATIONS

Commendations

Citizens or other employees of the Department may initiate recognition of meritorious acts. Any supervisor observing or receiving a report of any meritorious or commendable act must submit that report through the chain of command to the employee's Bureau Commander.

Minor meritorious acts, such as an employee's superior handling of a difficult situation, will be acknowledged by a letter of commendation. The Chief of Police must review and initial all letters of commendation. The Bureau Commander shall present the original copy to the employee and send two copies to the Administrative Services Unit. Administrative Services will forward one copy to the Civil Service Commission, to be filed in the employee's personnel file.

Major meritorious acts involving commendatory bravery shall be acknowledged by a Departmental medal or unit citation.

Review of Meritorious Acts

All commendatory reports shall be forwarded to the Bureau Commander of the recognized employee or unit for review. The following suggestions are offered as guidelines for this review:

- Interview the recognized employee.
- Interview the employee's immediate supervisor.
- Interview any other Department employees who witnessed the act.
- Interview witnesses and obtain signed, written statements, provided no such statements have been taken in the normal course of police business; or obtain oral statements and submit them in writing.
- Review Departmental records, when applicable.
- Prepare a brief, concise narrative report on findings, including if an award is recommended, how actions of the employee exceeded assigned duties and normal expectation.

All endorsements and recommendations should then be forwarded through the chain of command to Administrative Services Bureau Commander.

The administration shall forward all reports believed to be worthy of further consideration to the chairperson of the Commendations Committee, along with a request for Departmental recognition. Any other reports shall be returned to the Division Commander for reclassification.

Commendations Committee

The Commendations Committee shall evaluate all recommendations received from the administration and decide which Departmental medal, citation, or award is appropriate.

The committee shall consist of the following employees:

- A Bureau Commander, or designee, as committee chairperson, appointed by the Chief on a yearly rotating basis.
- An Honorary Colonel, chosen by the Honorary Colonels to serve at their discretion.
- A sergeant, appointed by the Chief to serve for one year.
- Three police officers (from different bureaus), appointed by the Chief to serve for one year.
- A Lieutenant selected by the Chief of Police will serve as the committee coordinator.
- Two civilian employees (from different bureaus) appointed by the Chief.

Types of Awards

The following awards have been established as a part of the Departmental recognition program:

Medal of Valor

This medal may be awarded to employees who distinguish themselves by performing courageous acts above-and-beyond the call of duty, and involving risk or imminent danger to their lives. Such acts must have been performed for the purpose of saving or protecting human life. Employees must perform acts so outstanding that it clearly distinguishes their courage from other forms of recognized bravery. There must be no margin of doubt or possibility of error in awarding this honor.

Police Medal

This medal may be awarded to employees who, in the line of police duty, distinguish themselves by performing courageous acts involving risk or imminent serious personal injury for the purpose of saving or protecting human life; or, in the course of an extended investigation demanding continuous exposure to grave personal hazard, and willingly accept such risk in the service of the Department; or, for extraordinarily credible and unusual police accomplishments.

Police Star

This medal may be awarded to employees who, in the line of police duty, distinguish themselves by performing courageous acts involving personal hazard in protecting or saving human life; or similar acts which are necessary to effect an arrest or prevent the escape of a person who committed an act which seriously exposed any person to death or serious physical injury. Furthermore, the Police Star may be awarded to employees of the Department for performing highly creditable and unusual police accomplishments.

Individual Service Awards

Individual service awards are based on exceptional performance of duty, clearly above that normally expected, which has contributed materially to the success of a major project or field operation. Long and faithful service is not considered for purposes of such an award.

Police Distinguished Service Medal

The Police Distinguished Service Medal is the Department's highest award for service and may be awarded to employees who distinguish themselves by performing exceptional service in a duty of great responsibility or of critical importance to law enforcement.

Police Meritorious Service Medal

The Police Meritorious Service Medal may be awarded to employees who perform meritorious service similar to, but to a lesser degree than, that required for the Police Distinguished Service Medal.

Police Tactical De-Escalation Medal

This medal may be awarded to employees who, in the line of police duty, utilize exceptional tactical skills, verbal approaches and/or techniques to de-escalate a situation that could have resulted in the use of deadly force or used to sustain human life.

This award will be presented monthly to employees that meet the above criteria and will be recognized at the annual Awards Gala in the spring.

Ultimate Service Award

This award may be given in cases where an employee dies while on duty or while rendering direct service to the citizens of Salt Lake City under conditions that do not meet the guidelines set forth in the Medal of Valor Award.

Unit Citation

A Unit Citation for outstanding performance may be conferred upon an organizational unit of the Department or a group of employees acting temporarily as a unit for a

commendatory accomplishment resulting from a combined effort by the employees of the unit.

Awarding the Unit Citation does not preclude the conferring of individual awards to employees of the unit for individual accomplishments.

Police Distinguished Unit Citation

The Police Distinguished Unit Citation is the Department's highest unit award and may be awarded to an organizational unit of the Department for bravery or outstanding service by its employees functioning as a team.

Police Meritorious Unit Citation

The Police Meritorious Unit Citation may be awarded to an organizational unit of the Department for action similar to, but to a lesser degree than, that required for the Police Distinguished Unit Citation.

Police Purple Heart Award

This Medal may be awarded to employees who are injured in the line of police duty. The injury must not be a result of the employees own negligence.

Public Service Medal of Valor

This medal may be awarded to citizens who give their lives in service to the community, or distinguish themselves by performing courageous acts beyond the call of civic duty, and involving risk or imminent danger to their lives. Furthermore, such acts must have been performed for the purpose of saving or protecting human life. Citizens must perform acts so outstanding that it clearly distinguishes their courage from other forms of recognized bravery. There must be no margin of doubt or possibility of error in awarding this honor.

Public Service Star

This medal may be awarded to citizens who distinguish themselves by performing courageous acts involving personal hazard in protecting or saving human life; or similar acts which are necessary to affect an arrest or prevent the escape of a person who committed an act which seriously exposed any person to death or serious injury.

Citizen Service Medal

A Citizen Service Medal may be awarded to a member of the community who aided Police Department members or rendered meritorious service to the community law enforcement effort.

Presentation of Awards

All medals, awards, and citations shall be presented by the Chief of Police or his designee.

Officer and Civilian Employee of the Month

Committee Members

The Officer of the Month Committee shall be comprised of all Bureau Commanders and Directors.

Nominations, selection and recognition

Nominations will be accepted from the public, officers of this or other Departments, and Dispatch personnel, for recognition of exceptional performance by any Salt Lake City Police Officer.

Once each month, Bureau Chiefs, Captains, or Directors will submit the names of their respective division's Officer of the Month and Civilian Employee of the Month candidates for consideration. A vote will be taken amongst the Bureau Chiefs, Captains and Directors to decide the monthly award recipient in each category.

A summary of the Officer and Civilian Employee of the Month will be sent to the Director of the Public Relations Unit. The PR Unit will be responsible for posting the picture and summary in the appropriate display board and on the Department website.

Officer and Civilian Employee of the Year

The Chief of Police will select an Officer and Civilian Employee of the Year recipient. The award will be presented at the Annual Awards Banquet.

IV-030 BEREAVEMENT LEAVE

The provisions for bereavement leave are specified in the applicable MOU or compensation plans.

IV-040 CHAPLAIN UNIT

An on-duty volunteer chaplain is available 24 hours a day and may be called upon to assist in the following situations:

- Notifying next of kin of serious injury or death.
- Traumatic situation, which may require a chaplain.
- Responding to the needs of police personnel and their immediate families.
- Responding to the needs of family members of an officer or police employee injured or killed in the line of duty.
- Offering aid to retired officers in an emergency.

- Offering assistance to police employees and families, whether current or retired for funeral planning and implementation as requested.
- Serving the community in the event of a countywide emergency or disaster.

Organization

The Chaplain Corps is assigned to the Administrative Bureau and supervised by the Police Department Chaplain.

The Chaplain Corps has chaplains assigned to the positions of:

- Department Chaplain - a designated Police Department employee and chaplain serving as the supervisor to the Chaplain Corps.
- Operations Chaplain - responsible for the program agenda for monthly meetings, and assumes command when the supervisor is absent.
- Secretary/Treasurer - maintains records of attendance at monthly meetings, keeps minutes, and manages financial records.
- Schedule Chaplain - prepares and maintains the duty schedule for the Corps.
- Public relations chaplain - if appointed, coordinates publicity through the Public Information Officer to create awareness of the chaplain program.

The Chaplain Staff is Responsible for:

- Processing Applications
- Reviewing interim actions of individual members
- Reviewing and resolving problems incurred or encountered by chaplains and providing on-going training to the members of the Corps
- Exercising discipline or suspension, as needed, upon recommendation of the Chaplain Staff
- Appointing members to fill staff vacancies

Volunteer Chaplains must:

- Wear authorized identification while on-duty
- Assist officers in matters within the Chaplain's realm
- Treat all information as confidential unless otherwise authorized.

When chaplains end service with this Department, their commission, identification and all equipment must be surrendered.

Qualifications

Volunteer chaplains are licensed or ordained clergy with standing in a church, endorsed by a major faith in the United States or an officer of said denomination. Applicants submit to a background investigation by this Department to verify that they have never been convicted of a felony and they possess a valid Utah driver license.

Chaplain candidates are interviewed and must be approved by the police department chaplain and other chaplains prior to being accepted as chaplain. Once accepted, the volunteer chaplain becomes a commissioned member of this Department and serves for a two-year period, the first six months being a probationary period. The volunteer chaplain is committed to serve and accepts full responsibility for tours of duty and schedule assigned. The volunteer chaplain will work under a signed contract with Salt Lake City Corporation.

Regular Call-Out Procedures

Regular call out consists of the on-duty chaplain. If the situation requires it, the chaplain call-out may be expanded to include the scheduled back-up chaplain or a team of chaplains. Call out of the on-duty chaplain, the back-up chaplain, or a team of chaplains as designated on the chaplain call-out roster, may be determined by the Initial Officer, the Field Supervisor or the Field Commander. Once the need for a chaplain has been determined, the call-out will be authorized by the field commander. If the field commander is unavailable, the field supervisor may make the authorization. The actual call out of the chaplain shall be made by the Initial Officer personally via phone or through Service Channel in SLC911.

- A request for more than one chaplain should be directed to the on-duty volunteer chaplain, who is responsible for making the required notifications of the back-up chaplain.
- A request for more than two chaplains or a team call-out should be directed to the department chaplain. If the department chaplain is unavailable, the request should be directed to the operations chaplain.
- When calling out a chaplain, the officer or Service Channel will make contact with the chaplain by phone. The officer or dispatcher making the call-out should include pertinent information regarding the nature of the incident to include: 1) location and time of occurrence, 2) location of the official command post, 3) assembly/rally instructions / locations, and 4) circumstances to be dealt with at specific locations.
- Complete or Phase III mobilization of the Chaplain Corps in a major disaster will conform to the procedures outlined in the Department's Emergency Management Plan.
- In the event of a complete or Phase III mobilization, the Division/Unit Commander or lieutenant will notify the department chaplain. If the Department chaplain is unavailable, the operations chaplain will be notified.
- The department chaplain or designee will notify the Chaplains of specific assignments or instructions.
- For line of duty injury or death to officers or police department employees, the department's police chaplain will be notified instead of using the volunteer "call-out" chaplains.

IV-050 COMPLAINTS AGAINST PERSONNEL AND DISCIPLINARY ACTION

IV-050.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the reporting, investigation, and disposition of complaints regarding the conduct of members of this Department.

This policy does not apply to routine initial inquiries, coaching, instruction, or direction provided to members by their supervisor.

IV-050.1.2 DEFINITIONS

Misconduct – An act or omission by a member of the Department that, if proven true, would normally result in some form of discipline or sanction. This includes, but is not limited to:

- a. Commission of an unlawful or criminal offense.
- b. Neglect of duty.
- c. Violation of Department or City policies, rules, or procedures.
- d. Violation of Civil Service Commission rules and regulations.
- e. Conduct which may tend to reflect unfavorably upon the member, the Department, or the City.

IA Pro – The case management system and discipline database used by the Internal Affairs Unit.

Blue Team – Blue Team is the field interface software for IA Pro. Personnel complaints, vehicle accidents, and pursuits are entered and routed through the chain of command using Blue Team. Blue Team forwards these complaints to the IA Pro system. Supervisors and above are authorized to utilize the “Add New Incident” function of Blue Team.

Category 1 (Serious) Allegations – An allegation of misconduct requiring investigation by the Internal Affairs Unit. These may include, but are not limited to:

- a. Improper exercise of police authority.
- b. Misconduct pertaining to alcohol, drugs, and/or sex.
- c. Harassment or threats.
- d. Failure to take appropriate police action.
- e. Inappropriate use of force.
- f. Assault by an officer or other Department member.

- g. Improper handling of evidence.
- h. Unlawful or inappropriate search and/or seizure.
- i. Unlawful or inappropriate arrest.
- j. Civil rights violations.
- k. Criminal conduct by an officer or Department member.

Category 2 (Minor) Allegations – An allegation of misconduct that may be investigated within the involved member’s Division. Minor allegations may include, but are not limited to:

- a. Personal contacts.
- b. Rudeness.
- c. Profanity.
- d. Improper use of equipment.
- e. Improper vehicle impound.
- f. Police traffic or parking violations.

Facts or circumstances surrounding an incident may cause minor allegations to be investigated as serious allegations.

Miscellaneous Information Files (M-Files) – M-Files are complaints or information received that are not investigated due to the lack of specific information required for investigation, or are so minor in nature that they can be handled by an initial inquiry at the Division level.

Initial Inquiry – The initial inquiry is an essential step in the complaint process for determining the initial validity of the complaint and the proper assignment of the investigation. This includes gathering any information relevant to the complaint, conducting an interview with the complainant, preserving evidence, and locating and interviewing other officers or civilian witnesses who may have knowledge of the incident. An initial inquiry may also involve an informal interview with the subject member.

Pre-Determination Hearing – A hearing in which a member is allowed to respond to allegations of misconduct. A member will be provided with a notice of the charges, a statement of the grounds for the charges, and evidence relied upon before the hearing takes place. Members will be given a reasonable amount of time, in compliance with the applicable Memorandum of Understanding (MOU), or City policy for non-represented members, to prepare for the hearing. This hearing takes place before determination of any discipline takes place.

Written Warning – Written documentation specifically identifying a policy violation or deficiency, and the expected corrective action of the Department member. Written warnings are submitted to the Internal Affairs Unit and attached to the complaint file as well as the member’s personnel file.

Suspension Without Pay – A specified time period for which a Department member is suspended from work without receiving pay.

Demotion – Removing one or more positions of rank or advancement from a Department member.

Termination – Ending a Department member’s status as an employee with the Department.

IV-050.2 ACCEPTANCE OF COMPLAINTS

All allegations of misconduct will be reviewed. No citizen will be denied an opportunity to register a complaint regarding a Department member or the services of this Department. A Department member who becomes aware of alleged misconduct shall immediately notify a supervisor.

Complaints against the Department or Department personnel will be accepted from:

- a. An individual community member or group.
- b. A third party complainant.
- c. A governmental agency.
- d. An anonymous person.
- e. A Department member.
- f. The Department website.

IV-050.2.2 COMPLAINTS DISPUTING TRAFFIC CITATIONS OR MISDEMEANOR CHARGES

Complainants disputing a citation for traffic or misdemeanor charges should be directed to the courts for resolution. These complaints do not require documentation unless the alleged conduct of the Department member falls within the scope of misconduct.

IV-050.2.3 INTERNAL COMPLAINTS

Whenever a member of this Department desires to initiate a formal complaint against another Department member, they are encouraged to direct the complaint through their chain of command. If the complaint is about a supervisor’s conduct, the member may go to the next level in the chain of command. The member’s Division

commander will determine whether the complaint can be resolved within the Division or sent to the Internal Affairs Unit for investigation.

Department members may make a complaint directly to the Internal Affairs Unit if the above outlined process has proven ineffective or the complaint is regarding the individual’s chain of command.

Department members shall not lodge complaints that are frivolous or malicious.

IV-050.2.4 EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLAINTS

Equal Employment Opportunity complaints (i.e., complaints regarding discrimination and/or harassment based on a person’s sex, sexual orientation, race, color, age, religion, disability, ancestry, or national origin) will be handled as per City policy.

IV-50.3 COMPLAINTS AGAINST PERSONNEL – CHIEF OF POLICE NOTIFICATION

The Chief of Police will be informed of all serious allegations made against the Department or its members. The notification may be made verbally or in writing. Unless stated otherwise in this policy, the responsibility for the notification lies with the assigned staff of the Internal Affairs Unit who have the authority to report directly to the Chief of Police. The Internal Affairs Unit may also notify the Chief of Police of any other complaints it deems necessary.

IV-050.4 SUPERVISOR RESPONSIBILITY

A supervisor receiving a complaint shall conduct a preliminary investigation. During the preliminary investigation of a complaint, the supervisor should make every reasonable effort to obtain names, addresses, and telephone numbers of additional witnesses. Photographs of alleged injuries shall be taken. Likewise, photographs shall be taken showing the absence of injuries, if applicable.

A supervisor shall make a Blue Team entry upon receiving a Category 1 allegation, an unresolved Category 2 allegation, or a Category 2 allegation that the supervisor deems is severe enough that it may bring discredit, criticism, or liability to the Department. The supervisor will gather all relevant information and shall

document the complaint in Blue Team, regardless of whether the officer involved is outside that supervisor's chain of command.

If immediate action is necessary, or the alleged misconduct is severe enough to bring discredit, criticism, or liability to the Department, the supervisor must immediately notify the Watch Commander. The Watch Commander will ensure the immediate situation is handled according to proper policy and the appropriate Division commander is notified. The Division commander is responsible for notifying the appropriate Bureau Commander. The Bureau Commander is responsible for notifying the Chief of Police as soon as practicable.

A supervisor is not required to document a complaint in Blue Team if:

- a. The complaint is a minor allegation; *and*
- b. The supervisor deems that the complaint is not severe enough to bring discredit, criticism, or liability to the Department; *and*
- c. During the preliminary inquiry the supervisor can resolve the issue to the complainant's satisfaction.

IV-050.5 INTERNAL AFFAIRS RESPONSIBILITY

Internal Affairs investigations will address the policies and procedures of the Department and the City. Unless otherwise directed, the Professional Standards Division Captain will conduct the administrative review of cases investigated by the Internal Affairs Unit.

The Internal Affairs Unit is responsible for maintaining a confidential and comprehensive central index for all complaints received by the Department, except those initially resolved by a supervisor.

IV-050.5.1 INTERNAL AFFAIRS RESPONSIBILITY – CATEGORY 1 ALLEGATIONS

Internal Affairs is responsible for investigating Category 1 allegations of misconduct.

IV-050.5.2 INTERNAL AFFAIRS RESPONSIBILITY – CATEGORY 2 ALLEGATIONS

The Internal Affairs Unit is responsible for investigating unresolved Category 2 allegations, as well as Category 2 allegations that a supervisor has deemed severe enough to bring discredit, criticism, or liability to the Department. The Chief of Police may also direct the Internal Affairs Unit to investigate a Category 2 allegation.

IV-050.5.3 INTERNAL AFFAIRS RESPONSIBILITY – EEO ALLEGATIONS

While EEO investigations are conducted per City policy, it is the responsibility of the Internal Affairs Unit to track the progress and outcome of EEO complaints involving Department members. The Internal Affairs Unit will keep the Chief of Police apprised of progress in these investigations.

IV-050.5.4 INTERNAL AFFAIRS RESPONSIBILITY – M-FILES

When the Internal Affairs Unit receives an allegation that is determined to be an M-File, the Internal Affairs Investigators may do either of the following:

- a. Enter the complaint into Blue Team as "Closed – Information Only".
- b. Send the complaint to the member's Division Command for an initial inquiry. If the Division Command decides the case has been handled without additional follow-up being necessary, the case will be returned to Internal Affairs as "Closed – Resolved by Division". If further investigation is needed, the M-File will be re-categorized and will be investigated according to policy.

IV-050.6 RELIEF FROM DUTY

When a complaint of misconduct is of a serious nature or when circumstances dictate that it would impose an unreasonable risk to the Department, the Department member, other members, or the public, a Department member may be relieved from duty. Relief from duty may result in loss of police powers.

IV-050.6.1 RELIEF FROM DUTY – PROCEDURE

Ranking officers or supervisory personnel may temporarily relieve Department members from duty for the balance of their shift with instructions to meet with their Division Commander at 09:00 on the next regular work day.

A member may be required to relinquish issued Department equipment while relieved from duty, as directed by a command-level officer. The command-level officer will give the member a letter of receipt for the property, and document their temporary loss of police powers, if applicable.

Detailed documentation will be forwarded to the Chief through the chain of command immediately following such an event.

Relief from duty is with pay.

IV-050.7 ASSIGNMENT TO ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature or when circumstances dictate that it would impose an unreasonable risk to the Department, the Department member, other members, or the public, a Division Commander or above may assign the accused member to administrative leave pending completion of the investigation or the filing of administrative charges.

IV-050.7.1 ADMINISTRATIVE LEAVE

A Department member placed on administrative leave is subject to the following guidelines:

- a. A member placed on administrative leave shall continue to receive regular pay and benefits pending the imposition of any discipline.
- b. A member placed on administrative leave may be required to relinquish any Department equipment as deemed appropriate.
- c. A member placed on administrative leave may be ordered to refrain from taking any action as a Department member or in an official capacity. The member shall be required to continue to comply with all policies and lawful orders of a supervisor.
- d. A member placed on administrative leave may be temporarily reassigned to a different shift (generally normal business hours) during the pendency of the investigation, and the member may be required to remain available for contact at all times during such shift and report as ordered.
- e. It shall be the responsibility of the assigning Division Commander to promptly notify the Chief of Police, or his or her designee.
- f. At such time as any member placed on administrative leave is returned to full and regular duty, the member shall be returned to their regularly assigned shift with all Department equipment returned.
 - i. An exception to this directive is if the member is disciplined

after an investigation is completed and a transfer of assignment is part of that discipline. In such circumstances, the member may not be returned to their regularly assigned shift or returned equipment that is no longer needed.

IV-050.8 ALLEGATIONS OF CRIMINAL CONDUCT

When a complaint involves allegations of criminal conduct on the part of a Department member, the appropriate investigative agency will be contacted to conduct a criminal investigation. The Internal Affairs Unit will conduct an independent and parallel investigation of the allegations for administrative purposes. The Internal Affairs investigator(s) shall not be present during interrogation of a member by a criminal investigator.

The Chief of Police shall be notified as soon as practicable when a Department member is formally accused of criminal conduct.

A member accused of criminal conduct shall be provided with all rights and privileges afforded to a civilian, and the member may not be administratively ordered to provide any information to a criminal investigator.

No information or evidence administratively coerced from a member may be provided to a criminal investigator.

Any law enforcement agency may release information concerning the arrest or detention of a peace officer, which has not led to a conviction. However, no disciplinary action, other than paid administrative leave, shall be taken against the accused member based solely on an arrest or crime report. An independent administrative investigation shall be conducted based upon the allegations in the report in accordance with Department policy.

IV-050.9 ADMINISTRATIVE INVESTIGATION OF COMPLAINT(S)

The investigator shall contact the complainant and inform them the complaint has been received for investigation, who will be conducting the investigation, and provide a general schedule for status notification. The investigator

shall notify the complainant when the investigation has been completed and when a disposition has been reached.

The following procedures shall be followed with regard to the accused Department member(s):

- a. The investigator will notify the involved member(s) of the complaint, except when notification would compromise a potential criminal or covert investigation.
- b. The member shall be advised, in writing, of the following:
 - i. The nature of the matter being investigated and the specific allegation(s), if any, of misconduct.
 - ii. The date, time, and location of the incident that gave rise to the allegation(s).
 - iii. The right to have representation.
- c. The investigator shall not be a person with significant personal knowledge of the facts giving rise to the investigation.
- d. If an investigation discloses misconduct or improper job performance which was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

IV-050.9.1 INTERVIEW

The following procedures shall be followed regarding interviews:

- a. Interviews of accused Department members shall be conducted during reasonable hours and, if the member is off-duty, the member shall be compensated.
- b. Prior to any interview, the member shall be advised of all rights and obligations pertaining to the Garrity rule.
 1. The member will be given the appropriate form indicating they have been advised and understand their rights and obligations under the Garrity rule.
 2. The member will be directed to sign this form prior to an in-person interview. If the member provides written documentation in lieu of a formal interview, the member will be directed to make an affirmative acknowledgement that they received and understand the form in

their written response.

- c. The interview shall specifically and narrowly focus on the job-related conduct of the Department member.
- d. The investigator shall not subject the member(s) under investigation to offensive language or threaten disciplinary action.
 - i. Notwithstanding, a member refusing to respond to questions or submit to interviews shall be informed that failure to answer questions that are narrowly and directly related to job-related conduct may result in disciplinary action.
- e. The investigator shall not make any promise of reward or leniency as an inducement for the member to answer any questions.
- f. A complete recording of the interview shall be made. The member may record the interview, provided it is with the knowledge of all parties present.
- g. All Department members shall provide complete and truthful responses to questions posed during interviews.
- h. Before a Department member is re-interviewed, the member shall be afforded a reasonable opportunity to review a complete recording of their previous interview(s).
- i. In the event the member is re-interviewed regarding information provided by the member in a previous interview, the member shall be afforded the opportunity to review a transcript of the relevant portion of the prior interview upon which the member will be re-interviewed. Such partial transcript shall be provided by the Department. During the re-interview(s), the member shall have the right to have available the transcript described above. The member shall not be limited to the partial transcript provided by the Department and may bring a full transcript of the prior interview(s) to the re-interview, but such full transcript(s) must be created at the member's own expense.

IV-050.9.2 REPRESENTATION

The Department member shall have the right to have a representative or counsel present during all phases of the

investigation. The member will be given a reasonable amount of time to obtain such representation without threat of disciplinary action.

In circumstances where a member is on paid administrative leave pending the outcome of a personnel investigation, interviews will be postponed no more than 5 calendar days from the initially scheduled interview to allow the member to obtain their desired representative. If the desired representative is unavailable within this time period, an alternative representative must be chosen. The following procedures shall be followed by representatives:

- a. The representative may not be a subject to, or witness of, the same complaint which gave rise to the investigation.
- b. Representatives shall not discuss the investigation(s), nor share or cause to be shared details of the investigation, including contents of interviews and/or evidence, with other representatives or others prior to the completion of interviews. Additionally, representatives will be required to sign a Non-Disclosure Agreement prior to the interview(s).
- c. The representative is at the proceeding(s) to act as a representative on behalf of the member charged. Their role is to ensure the fairness of the proceedings and that the interview adheres to the guidelines specified in both the Memorandum of Understanding (MOU) and Department policy.
- d. The representative may not interrupt, answer for, lead, or advise the member being interviewed as to the inquiry or question asked by the investigator.
- e. The representative may object in an interview when:
 - i. A question, inquiry, or statement is made which is outside the scope of specific allegations or charges against the member.
 - ii. A question, statement, or inquiry is outside the scope of inquiry as to the member's fitness for duty.
 - iii. The representative may object at the time of the alleged improper question, statement, or inquiry. The investigator will note the objection and will have the prerogative to

allow the representative to expound upon the grounds for the objection then, or have the representative wait until the end of the interview.

- f. After the interview is completed, the investigator will ask the representative if he or she has any questions or comments to add to the interview. This will also be the time to offer the grounds for any objections that have not been stated previously.

IV-050.9.3 INSTRUMENTS FOR THE DETECTION OF DECEPTION

Department members may not be compelled to submit to a polygraph, Computerized Voice Stress Analysis (CVSA), Converus EyeDetect Test, or any other type of examination with an instrument purposed for the detection of deception. Disciplinary action may not be taken against members refusing to submit to these examinations, nor may any comment be entered anywhere in the investigator's notes or elsewhere indicating the member refused to submit to these examinations.

Testimony or evidence is not admissible at any subsequent administrative hearing, trial, or proceeding to the effect that the member refused to submit to these examinations.

IV-050.9.4 FITNESS FOR DUTY EVALUATIONS

Fitness for duty evaluations may be required as part of the investigative process. Evaluations are used to decide if members are physically, mentally, or emotionally able to perform their assigned duties. Fitness for duty evaluations may be required at the discretion of the Chief.

IV-050.9.5 DRUG AND ALCOHOL TESTS

A member of this department may be administratively ordered to submit to a breath or urine test for alcohol and/or drugs as part of an administrative investigation. The requirements and procedures for these tests are outlined in policy II-220 (DRUG-FREE WORKPLACE).

IV-050.9.6 FINANCIAL DOCUMENTS

Any member may be compelled to disclose personal financial information pursuant to proper legal process, if such information tends to indicate a conflict of interest with official duties.

IV-050.9.7 LINE-UPS

An investigator may use photographs of members, and may require a member to submit to being photographed, for purposes of identification in an administrative investigation photo line-up.

Department members will not be required to participate in a physical line-up.

IV-050.9.8 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.

Department members shall have no expectation of privacy when using telephones, computers, radios, or communications provided by the Department.

IV-050.9.10 ADMINISTRATIVE INVESTIGATION GENERAL FORMAT

Administrative Investigations shall be detailed, complete and essentially follow this format:

- a. **Introduction** - include the identity of the member(s), the identity of the assigned investigator(s), the initial date and source of the complaint, and the identity of the complainant.
- b. **Summary** - provide a brief summary of the facts giving rise to the investigation.
- c. **Allegations** - list the allegations separately, including applicable policy sections.
- d. **Investigation** - each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of Department member and witness statements. Other evidence related to each allegation should also be detailed in this section.
- e. **Exhibits** - a separate list of exhibits (tapes, photos, documents, etc.) should be attached to the report.
- f. **Disposition** - a separate recommended finding should be provided for each allegation based on the testimony and evidence present in the investigation.

IV-050.10 CONCLUSION OF ADMINISTRATIVE INVESTIGATION

At the conclusion of an investigation, the investigator will prepare a case file. The case will be forwarded, with the necessary documentation, to the Professional Standards Division Captain for review. The Professional Standards Division Captain will involve only those with a legitimate need-to-know status in the review of the investigation.

Dispositions will be classified as:

- a. Sustained – the member’s action(s) are in violation of policy and/or procedure of the Department and/or the City.
- b. Not Sustained – the member’s action(s) are in compliance with the policy and/or procedure of the Department and/or the City.

In the event of a sustained Category 2 complaint, and following the pre-determination hearing, the Professional Standards Division Captain will make a recommendation of disposition to the Command Staff of the subject member’s Bureau and Division. Final disposition will be determined by the member’s Division Commander, or his or her designee, following the review of the Professional Standards Captain’s report and the Civilian Review Board’s report, if applicable (Notwithstanding, the Chief of Police will have the prerogative to make the final determination as to the level of discipline.).

In the event of a sustained Category 1 complaint, and following the pre-determination hearing, the Professional Standards Division Captain will make a recommendation of disposition to the Chief of Police, along with the Command Staff of the subject member’s Bureau and Division. Final disposition will be determined by the Chief of Police, or his or her designee, following the review of the Professional Standards Captain’s report and the Civilian Review Board’s report, if applicable.

Notwithstanding the above, the person deciding the disposition of an investigation may not be the person who made the initial allegation(s), either directly or indirectly. It is the responsibility of the investigator to notify the complainant, in writing, of the case disposition for cases that are investigated by the Internal Affairs Unit (i.e., allegations that were not resolved by the member’s supervisor). A copy of the complainant notification letter will be included in the case file.

IV-050.11 TIME LIMITS FOR INVESTIGATION OF PERSONNEL COMPLAINTS

Administrative investigations (including dispositions of each allegation and notice of the disciplinary action to be administered, if applicable) shall be completed in accordance with the time limits set forth in the applicable MOU, or City policy for non-represented Department members.

IV-050.12 COUNSELING AND TRAINING

The role of the first-line supervisor is crucial. A Department member's immediate supervisor has the best opportunity to observe the conduct and appearance of members and to detect when corrective action is warranted.

When appropriate, and in accordance with policy, coaching and counseling should be considered by supervisors. When a deficiency is noted by the member's supervisor or chain of command, a coaching and counseling session may be a viable option to correct the deficiency. When counseling is used, it should include a personal meeting between the supervisor and member for a discussion of the issue(s) and provide the member the supervisor's expectation(s) for improvement. At the supervisor's discretion, the counseling may be documented in ACADIS as training.

Likewise, at the completion of an investigation, a referral for training may be appropriate in situations where alleged misconduct is minor in nature, is not a part of a demonstrated pattern of behavior, and the behavior can best be addressed through training. Department members are responsible for attending training of this nature as assigned. The supervisor or member of the Training Unit conducting the training is responsible for documenting the training in ACADIS.

Counseling and referrals for training (when not being used in conjunction with disciplinary action) are not considered discipline, and the training entries will not be entered into a Department member's Internal Affairs file. Moreover, documented training will not be considered a part of the member's disciplinary history, but may be considered in a progressive discipline process when a member repeatedly fails to meet Department expectations.

IV-050.13 DISCIPLINARY ACTION

The Chief of Police will have the prerogative to make the final determination as to the level of discipline on all investigations resulting in Department member discipline.

IV-050.13.1 PROGRESSIVE DISCIPLINE

Discipline will be used in a progressive manner, with an emphasis on correcting deficient behavior. Progressive discipline typically proceeds in the following sequence: written warning; suspension without pay; termination. Demotion may also be a part of the progressive discipline process. However, progressive discipline is not required, and deviation from the typical progressive discipline sequence may be appropriate in light of the severity of a Department member's behavior(s).

IV-050.13.2 DISCIPLINARY OPTIONS

The Department utilizes a 3-tiered system of discipline. The following options for discipline in each tier include, but are not limited to:

- a. Tier 1
 - i. Written warning.
- b. Tier 2
 - i. Unpaid suspension of 24 hours or less.
- c. Tier 3
 - i. Unpaid suspension of greater than 24 hours.
 - ii. Demotion
 - iii. Termination

The authority to suspend, demote, or terminate members belongs solely to the Chief.

IV-050.13.3 SUSPENSIONS

Suspended Department members will relinquish issued weapons, badges, ID cards, and police vehicle as directed by their Division Commander, or his or her designee. The member will be provided a receipt of these items. The supervisor confiscating the items will be responsible for securing them.

Suspended members will not display any identification indicating they are Department members.

Suspended police officers will not carry department firearms, display any identification indicating they are police officers, operate any police vehicle, represent

themselves as police officers in any situation, or perform any official law enforcement capacity except by court order.

Suspended members are prohibited from working any secondary employment that requires the wearing of a police uniform or the need for police authority.

IV-050.13.4 INFORMATION FURNISHED UPON TERMINATION

When Department member misconduct results in termination, the following information will be furnished to the terminated member:

- a. Reason for termination.
- b. Effective date of termination.
- c. Status of fringe and retirement benefits after the termination.

A specific reason for termination is not required for entry-level probationary members who are terminated for failing to meet the Department's probationary standards.

IV-050.13.5 APPEAL OF DISCIPLINARY ACTION

Disciplinary action may be appealed as outlined in the applicable MOU, or City policy for non-represented Department members.

IV-050.13.6 DOCUMENTATION OF DISCIPLINARY ACTION

Disciplinary action will be documented in a Department member's personnel file, as well as their Internal Affairs file and Civil Service file.

IV-050.12 WAIVER OF CONTRACTUAL RIGHTS

In cases where a complaint against a Department member has been categorized as a Category II allegation or an M-File, the member may elect to waive their contractual and/or procedural rights as specified in the applicable MOU, or as outlined in policy, and request an outline of the potential discipline for the alleged misconduct. This may be done whether the investigation is being conducted by the Internal Affairs Unit or the member's Division.

If the member chooses to waive their contractual and/or procedural rights, the member must document in writing that they accept the discipline without the possibility of appeal. Members opting to waive their contractual and/or procedural rights will still be afforded all rights

pertaining to the Garrity rule and may have a representative present during the waiver procedure.

If a Department member elects to waive his or her contractual and/or procedural rights, the Department reserves the right to reopen the matter in the event significant new, or different, information is received.

The option of waiving contractual rights is not available for Category I allegations.

IV-050.13 CONFIDENTIALITY OF INTERNAL AFFAIRS FILES

All investigations of, and files resulting from, personnel complaints, whether originating from a citizen or internally, shall be considered confidential. The details of such investigations and any resulting disciplinary decisions shall not be revealed to anyone other than the involved Department member or authorized personnel except pursuant to lawful process.

In the event that an accused Department member (or the representative of such member) knowingly makes false representations regarding any internal investigation, and such false representations are communicated to any media source, the Department may disclose sufficient information from the investigation to refute such false representations.

All Internal Affairs files will be retained consistent with City policy, Utah State Law, and Federal Law.

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.

Internal Affairs files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition. Investigations of complaints that result in a "Not Sustained" finding shall not be placed in the member's personnel file, but will be maintained in the Internal Affairs file.

Members may sign a waiver documenting their agreement to allow another party to view their Internal Affairs file. Such waiver will be put on record in their Internal Affairs file.

IV-060 COURT PAY

The following rules are generally applicable:

- Court or administrative proceeding appearances made while on duty shall constitute normal hours of work. No witness fees may be applied for or accepted.
- In the event that a court or administrative proceeding appearance extends beyond the end of the employee's regularly scheduled shift, such time spent in court or in administrative proceedings will be treated as normal work time for the purpose of computing the employee's overtime compensation. A witness fee will be applied for and accepted.
- In the event that the time spent in court or administrative proceedings extends into the beginning of the employee's regularly scheduled work shift, time spent in court shall be deemed to be ended at the time that such shift is scheduled to begin.
- An employee is not eligible for court pay if notified to cancel before leaving home for court. No compensatory time will be given as compensation for court appearances.
- Refer to applicable Memorandum of Understanding or Compensation Plan for additional information.

Eligibility for Court Pay

Compensation shall be provided by authority of this section only if:

- The beginning time of the required appearance is noted on the subpoena.
- The time the employee is released from court or administrative proceeding appearance is noted on the subpoena and initialed by the prosecuting attorney or appropriate government representative.
- A copy of the employee's subpoena complying herewith is delivered to their supervisor within seven (7) calendar days following the court or administrative proceeding appearance.
- The appearance is at a Juvenile Court Multi-Disciplinary Hearing, the employee must present documentation from the Division of Family Services case worker detailing date and time of hearing and release times.

Compensation to Police Officers and Sergeants for preparation time shall be provided for more than one appearance per day, only if any additional court appearance is scheduled to begin at least two hours after the employee is released from any prior court appearance. Other employees should refer to the Memorandum of Understanding for their bargaining unit regarding compensation for preparation time.

The prosecuting attorney or appropriate government, court, or administrative representative shall have the right and the duty to refuse to initial the subpoena of any employee who through absence or neglect fails to appear in compliance with the terms of the subpoena.

Payment for an off-duty court appearance will not be authorized for an employee requesting an overtime day, holiday, or vacation day off after receiving a subpoena for an on-duty court appearance.

Procedure for Requesting Court Pay

The employee must complete an Additional Earnings form. In all eligible situations, e.g., attending court while off duty, employees must apply for a witness fee. Employees should be aware that state law prohibits collecting witness fees for court appearance while on duty and for more than one case a day. Additional Earnings forms shall be turned in within seven (7) calendar days of the date of the court appearance.

It will be assumed for pay purposes that an employee attending court was eligible for and did receive a witness fee unless the employee marks the appropriate box on the Additional Earnings form marked "No Witness Fee Applied For." The employee must also list a valid reason for not obtaining a witness fee in the space provided.

The witness fee, from the State of Utah, will be received separately.

Supervisors' Responsibilities

Supervisors will review each additional earnings form and the attached documentation to insure compliance with policy and sign the form upon verification of compliance. Forms will then be forwarded to the Unit or Division's Administrative staff for review and final approval.

IV-070 EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) is a professional, confidential counseling service paid for by the City. The EAP allows for up to eight visits per issue, per year for covered participants. EAP services are administered through ComPsych, an organization that specializes in coordinating Employee Assistance Programs.

The Employee Assistant Program provides voluntary psychological and counseling services to all regular full and part-time employees, along with their spouses, dependent children and mutual commitment relationship partners (as defined by the city) in dealing with stress and stress-related issues. The EAP also provides access to financial information and resources, legal support and life guidance. Eligible employees can call 1-855-823-5389 anytime for access to resources. Employees can also sign up for eligible services via the website for ComPsych at www.guidanceresources.com (the company web ID is SLC).

IV-080 ENVIRONMENTAL CONSIDERATIONS

Environmental responsibility and sustainability should be considered in every aspect of departmental operations. Employees should refer to City environmental and sustainability policies for further guidance.

IV-090 EXPUNGEMENTS

The information is sealed in an envelope, marked with the person's identity, and stamped with the expungement date and ID of individual who sealed the packet. The envelope is then sealed with tape, filed alphabetically and secured in a locked area. These records are kept indefinitely.

In order to avoid the destruction of valuable governmental records, State law directs criminal expungements to be completed by expunging or redacting all references to the petitioner's name in the record. This is true for both adult and juvenile cases. A complete copy of the case will be preserved and sealed. This means that a copy of the complete record will be printed to be sealed with the expungement order, criminal history and any other documents relating to the expungement, which may be received from the units or divisions. The complete copy of the case will be kept intact by the sealing of the record by the Records Unit Expungement Technician and access to the case will be denied except for those allowed to view the case as provided in State law. A skeleton case including the front page of the case along with the NCIC codes will be maintained in the Records Management System allowing statistical information to be obtained.

Expungement Procedure

Expungement orders will be delivered to the Impound / Service Desk technicians. Only an original expungement order will be accepted by the Impound/Service Desk technicians. Faxes or photocopies of the Expungement Order will not be accepted. The court order will be recorded and the information to be expunged will be located. Notification will be sent to the appropriate units or divisions that may have records involved in the expungement. Units or divisions will coordinate expungement of their records through the Impound/Service Desk personnel.

Division records may include photos, fingerprint records, audio/video recordings, and evidence. After responses from the divisions have been received, the Impound/Service Desk will process the expungement. Within seven (7) days, the record is removed from the RMS system in whole or part depending on the court order. Expungements will be carried out as outlined in State law.

If a record involved in an expungement is to be retained by a particular Department division or unit and not provided to the Impound/Service Desk, the unit or division will ensure that the record will be expunged or redacted by removing any reference to the petitioner's name. Units or divisions

will provide information relating to these actions to the Impound/Service Desk so that a centralized record is kept of all actions pertaining to expungements.

Retention of Expunged Records

The police department shall keep, index, and maintain all expunged records of arrests and convictions.

The index of expunged files may be electronic or otherwise as long as the records are stored in a secured place separate from all other records. The index will list:

- The name of the individual whose record is expunged.
- The date of the expungement order.
- The case numbers involved in an expungement.

Employees of the police department may not divulge any information contained in an expunged record to any person or agency without a court order, except to the following:

- The Board of Pardons and Parole.
- Peace Officer Standards and Training.
- Federal Authorities, unless prohibited by federal law.
- The Division of Occupational and Professional Licensing.
- The State Office of Education.

The police department may also use the information in its index for the purpose of establishing good character for issuance of a concealed firearm permit.

A court may permit inspection or release of an expunged record only upon petition by the person who is the subject of the record and only to the persons named in the petition.

For judicial sentencing, a court may order any records sealed under this section to be opened and admitted into evidence. The records are confidential and are available for inspection only by the court, parties/subjects of the record, counsel for the parties, and any other person who is authorized by the court to inspect them. At the end of the action or proceeding, the court shall order the records sealed again.

Expungement of Evidence

The following steps will be taken when a case is ordered to be expunged:

Check to see if a property report exists.

- If no property report exists, create a property report to document that it is an expunged case.
- Blacken the name of the person for which expungement is ordered and attach a photocopy to the property report.

If a property report exists, is their property in custody or has it been disposed?

If disposed, look in documentation and eliminate any reference to person as an arrested person or suspect.

- Document that the case has been expunged on the property header to notify others that this is an expunged case.
- Notify the Impound/Service Desk technicians that the evidence portion of the expungement is complete.

If the property is still in custody, authorization must be requested to dispose of the property from the appropriate attorney and the follow-up detective. This requires research in the City or D.A. files to confirm that all subjects have been prosecuted and to find the information necessary to send requests for disposal.

- Once authorization is received, follow the instructions or policy regarding disposal.
- Document the actions taken and eliminate any reference to the person as an A/P or suspect.
- Notify Impound/Service Desk technicians that the evidence portion of the expungement is complete.

Crime Lab

Photographs, mug shots and fingerprints which relate to the criminal incident will be expunged per the unit procedure.

IV-100 FUNERAL HONORS

When used in this order, the following definitions shall apply.

Active Duty: Currently employed, whether on or off duty at the time of death.

Child(ren): Biological, adopted or stepchildren.

Employee: Any person employed by the department, except an officer.

Escort (Type I) Motorcade: A motorcycle or automobile escort to facilitate a quick, orderly movement of a funeral cortège from one point to another.

Escort (Type II) Honor Guard: A motorcycle or police car escort used solely for the purpose of an Honor Guard in the funeral cortege. Normally 2 motors are positioned in front of the hearse and 2 at the rear. Traffic control is not provided and the funeral cortege is instructed to proceed following all traffic laws and regulations.

Father: Biological father or stepfather.

Flag Ceremony: A ceremony at the cemetery involving officers removing the flag from the coffin, folding and delivering it to the next of kin.

Gun Salute: A 21-gun salute, performed by SWAT honor guard.

Honor Guard: Four officers and Sergeant, who render service at the place of viewing, funeral service and/or graveside.

Mother: Biological mother or stepmother.

Officer: An active duty law enforcement officer of the Salt Lake City Police Department.

Allied Agency Officer: An active duty officer employed by another Municipal, County, State or Federal Agency.

Services Provided

Salt Lake City Police Department Active-Duty Officers

At the request of the family, full honors will be provided.

Salt Lake City Police Department Retired Officers

At the request of the family, the following services will be provided:

- An honor guard at the viewing and funeral service.
- A police escort from the funeral service to the place of internment.
- A gravesite honor guard and flag presentation.

Current Salt Lake City Police Civilian Employees

At the request of the family, an escort from the funeral service to the place of internment will be provided.

A member of a current employee's family (wife, husband, child, mother, or father)

At the request of the family, a police escort from the funeral service to the place of internment will be provided.

Allied Agency Officer Killed In Line Of Duty

Honor Guard and escort assignments will be provided at the sole discretion of the Chief of Police.

Death While On Active Duty

When requested by the agency suffering the loss of an active duty officer other than line of duty, the department will provide a representative number of officers/motor officers.

Special Requests for Funeral Honors

Any other request for funeral honors may be granted at the discretion of the Chief of Police.

Honors

An Honor Guard at the viewing, the funeral services, and the cemetery.

- The Honor Guard, composed of personnel from the Motor Squad, shall be provided at the funeral services for an officer of this Department. Officers from the deceased officer's division may participate with the approval of the Special Operations Bureau Commander.
- During a public viewing held in conjunction with funeral services, the Honor Guard shall be conducted in the following manner:
 - Two officers, in appropriate uniform, shall stand at military parade rest - one at the head of the casket, the other at the foot.
 - The Honor Guard Sergeant shall march and post the Honor Guard and present a hand salute on the posting of the first detail. The Honor Guard Sergeant shall march relief Honor Guards every twenty minutes, and alternate personnel, until the public viewing is concluded. As each relief detail is marched to a halt, they shall assume the parade rest position simultaneously. Officers being relieved shall fall back, and then march from the room with the Honor Guard Sergeant.

Police Escort

A police escort shall be provided from the place of the service to the place of interment within the boundaries of Ogden, to the north, and Provo, to the south, and equivalent distances to the east and west or as approved by the Chief. The type of escort provided will be at the discretion of the Chief. Factors that will be considered are the time, location, traffic congestion, distance, number of vehicles in the procession and resources available.

Pallbearers, speakers, musical offerings, and photographs and chaplain assistance, if requested by the family, will be provided. Requests should be directed to the Police Department Head Chaplain.

Officer Funeral Protocol

Funeral Service

Uniform: Officers attending services in uniform shall wear the dress uniform as outlined in the Uniform Appendix. Badges shall be uniformly draped in black as a sign of respect and mourning. The drape should run diagonally from the upper corner of the badge, nearest the left shoulder, diagonally to the lower corner of the badge. During inclement weather officers are authorized to wear their uniform coats when outside.

Column Formation: After the funeral service, officers in uniform shall line up in formation, with two facing columns extending from the door of the building towards the direction of the coach. As the casket and family progress between the columns, a designated commander shall order officers to attention and to present arms (salute). Officers will hold the salute until the command "order arms" is given. Officers will remain at attention until they are dismissed.

Funeral Procession

The funeral procession will proceed to the burial site in a motorcade formation. The formal line of escort vehicles shall consist of:

- Motor Squad
- One Salt Lake City Police marked vehicle
- One vehicle from the deceased's division
- The hearse, with four motors, two on each side
- The family vehicle with four motors, two on each side
- The Chief of Police
- All other vehicles
- Two marked Salt Lake City Police vehicles at the end of the procession

Gravesite Ceremonies

- **Column Formation:** Uniformed officers will once again form a column formation from the hearse to the burial site. The same procedures will be followed as mentioned above.
- **Gravesite Formation:** After being dismissed from the column formation, uniformed officers shall fall in ranks at a location reserved for uniformed officers. The designated commander will give the appropriate commands during the service.
- **Ceremony:** During prayers uniformed officers should bow their heads while keeping their hats on.
- **Gun Salute:** A squad of SWAT personnel will perform a twenty-one-gun salute.
- The following applies to all gun salutes conducted by this agency:
 - The detail will be composed of seven line officers and one team leader.
 - The detail will wear the Department's dress uniform as determined by the officer in charge.
 - The ceremony will conform as closely as practicable with military standards for drill and ceremony.
 - The salute will be conducted by firing three volleys of seven rounds each on command.
 - The brass will be collected by the team leader (or designee) and then presented to the family of the officer being honored.
 - The detail will be formed in place prior to the start of interment ceremonies and remain on post until

relieved by the command level officer or as dictated by prior arrangement.

Flag Presentation

Because every officer renders service to the United States and is sworn to uphold its Constitution, officers shall be afforded Departmental honors similar to military honors.

An appropriate flag of the United States of America, provided by the Department, shall be draped over the casket. Following the religious/fraternal services, the flag will be folded into a triangle within the field of blue by the members of the Motor Honor Guard.

The flag shall be entrusted to the Chief of Police or the deceased officer's Bureau/Unit Commander. The Chief of Police or the Bureau/Unit Commander will present the flag to the deceased's next-of-kin in a military manner, and offer appropriate remarks.

IV-110 GRAMA - ACCESS TO PUBLIC INFORMATION

Intent of GRAMA

All unrestricted Department records shall be made available on request within a reasonable time, and at the costs mandated by City Code § 2.64.130. Unless there is a specific articulable reason why the record is not to be released, the decision shall be to release the document (City Code § 2.64.040).

Requests for Public Information

All requests for public information that come to the Police Department must meet the following guidelines:

The requester should submit a Request to Access Public Records form when practical. This form should be used in ALL instances where information is being sought. In any case the request should be in written form and contain the following:

- Requester's name
- Mailing address
- Daytime telephone number (if available)
- Description of the record requested that identifies the record with reasonable specificity (63G-2-204(1))

If requesters present themselves in person to the Service Desk, the employee will have the requester(s) fill out the Request to Access Public Records form.

News media seeking immediate access to records, at times when the records may not be readily released, are to be referred to the Press Information Officer for a decision concerning immediate access.

The request will be forwarded to the Records Unit, Service Desk for processing and the information will be made available within 10 business days (five business days from the date of the request in the case of media requests and requests where the requester demonstrates that an expedited response benefits the public rather than the requester).

GRAMA Denial Process

The following is a partial list of reasons that GRAMA requests may be denied in whole or in part. Employees denying a GRAMA request must submit their denial through their chain of command who will forward the denial to the Service Desk. Employees should be aware that they may have to defend a denial on appeal by the requester. This list of reasons for denial is not an all-inclusive list and employees should refer to the GRAMA statute for further guidelines:

- Releasing the record could interfere with an investigation (63G-2-305(9)(a));
- Release of the record may jeopardize life or safety (63G-2-305(10));
- Releasing the record could interfere with enforcement proceedings (63G-2-305(9)(b));
- The report is not an initial contact report (63G-2-103(14)(b));
- Release of the record would create a danger of depriving a person a right to a fair trial or impartial hearing (63G-2-305(9)(c));
- Releasing the record could disclose information furnished by a source not generally known outside of government (63G-2-305(9)(d));
- Releasing the record could disclose investigative techniques, procedures, policies or orders that would interfere with investigation (63G-2-305(9)(e));
- Release of the record is an unwarranted invasion of protected right of privacy (63G-2-302(2)(d));
- Access to the record is restricted pursuant to government restrictions (63G-2-201(3)(b)).

If a GRAMA request is denied in whole or in part, the Service Desk personnel will send a notice of denial to the requester (UCA 63G-2-205). The notice of denial must include:

- Description of the record or portions of the record to which access was denied;
- GRAMA statute number relied upon to exempt the record from disclosure;
- A statement that the requester has the right to appeal the denial and the time limits for filing the appeal by including the following statement:

"If you are dissatisfied with our response to your request, you may appeal the Police Department's decision to the Mayor's Records Appeals Board by filing a written notice

with the City Recorder within 30 calendar days after the date of our response, pursuant to Salt Lake City Code § 2.64.140. The address of the City Recorder is 451 South State Street, Room 415, Salt Lake City, Utah 84111.”

Time Limits in Response to GRAMA Requests

Employees who receive GRAMA requests must adhere to the time limits for response to the request as outlined in UCA 63G-2-204. Responses to requests must be furnished as soon as reasonably possible, but no later than ten business days after receiving the request. Employees must respond to a GRAMA request within five business days after receiving a request if the requester demonstrates that an expedited response to the record benefits the public rather than the person.

Extraordinary circumstances may allow an employee with a GRAMA request to delay approval or denial by an additional period of time. The extraordinary circumstances are defined in UCA 63G-2-204(4). Time limits for these circumstances are defined in UCA 63G-2-204(5).

Non-public Records

Protected Records

The following are classified as protected records and will be released only as provided in 63G-2-201(5)(b), 63G-2-202(4), 63G-2-206, or 63G-2-303 UCA:

- Information regarding-ongoing investigations if release of the information reasonably could be expected to interfere with the investigation (63G-2-305(9));
- Intelligence information (63G-2-305(9));
- Information on undercover officers from the time the officer is selected to an undercover assignment until 6 months after the officer is transferred from that assignment back to regular duties (63G-2-305(9));
- Metro Narcotics operations (63G-2-305(9) or 63G-2-305(10));
- Gang Unit operations (63G-2-305(9) or 63G-2-305(10));
- Intelligence Unit operations (63G-2-201(3)(b)) and 28 CFR Chapter 1 Part 23);
- Investigations of occupational and professional licenses if release of the records reasonably could be expected to interfere with the investigation; (63G-2-305(9));
- Investigations of business licenses if release of the records reasonably could be expected to interfere with the investigation (63G-2-305 (9));
- Any record provided by the U.S. Government or other governmental entity outside the state with the requirement that it be given a protected status (63G-2-305(31));
- Records and reports which will jeopardize the life or safety of an individual or which would jeopardize the

security of governmental property or programs (63G-2-305(10)(11));

- Accident reports (63G-2-305(38));
- Any other record described in 63G-2-305 UCA.

Private Records

The following are classified as private records and may not be released except in accordance with 63G-2-201(5)(b), 63G-2-202 (1), 63G-2-206 or 63G-2-303 UCA:

- Any record, the disclosure of which constitutes a clearly unwarranted invasion of personal privacy, (63G-2-302(2)(d)).
- 911 or other dispatch tapes require case by case analysis and consideration.
- Audio or visual recordings of statements or testimony of child abuse victims or witnesses to sexual or physical abuse under 14 years of age.
- Medical records as described in 63G-2-302(1)(b).
- Some personnel records as described in 63G-2-302(1) and (2)(a).

Controlled Records

The following data obtained on individuals are classified as controlled records and may be released only in accordance with 63G-2-201(5)(b), 63G-2-202(2), 63G-2-206, or 63G-2-303 UCA. These documents can only be released by a Bureau Commander or higher ranking officer. The person authorizing the release shall, state in writing, the reasons for the release of information:

- Medical (63G-2-304)
- Psychiatric (63G-2-304)
- Psychological (63G-2-304)

The City must reasonably believe that:

- Releasing the information in the record to the subject of the record would be detrimental to the subject's health or to the safety of any individual (63G-2-304(2)(a)); or
- Releasing the information would constitute a violation of normal professional practice and medical ethics (63G-2-304(2)(b)).

Other Non-Public Records

- Criminal histories (63G-2-201(3)(b).
- Fingerprints (63G-2-302-(2)(d)).
- Discipline records as described in 63G-2-301(3)(o).

Items not qualifying as Records

The following do not constitute records under GRAMA (63G-2-103(22)(b)):

- Temporary drafts or similar materials prepared for the originator's personal use or prepared by the originator for the personal use of an individual for whom he is working.
- Materials that are legally owned by an individual in his/her private capacity.
- Materials to which access is limited by the laws of copyright or patent unless the copyright or patent is owned by a governmental entity or political subdivision.
- Proprietary software.
- Junk mail or commercial publications received by a governmental entity or an official or employee of a governmental entity.
- Books and other materials that are cataloged, indexed, or inventoried and contained in the collections of libraries open to the public, regardless of physical form or characteristics of the material.
- Daily calendars and other personal notes prepared by the originator for the originator's personal use or for the personal use of an individual for whom he/she is working.
- Computer programs that are developed or purchased by or for any governmental entity for its own use.
- Empirical data contained in drafts (63G-2-301(3)(h)).
- Original data in a computer program (63G-2-301(3)(l)).
- Chronological logs (63G-2-301(3)(g)).
- Arrest warrants including affidavits, after issuance unless otherwise sealed by the courts (63G-2-301(3)(m)).
- Search warrants including affidavits, after execution unless otherwise sealed by the courts (63G-2-301(3)(n)).
- Chronological logs and initial contact reports (63G-2-301(3)(g)).
- Records that would disclose information relating to formal charges or disciplinary actions against a past or present City employee if:
 - The disciplinary action has been completed and all time periods for administrative appeal have expired; and
 - The charges on which the disciplinary action was based were sustained (63G-2-301(3)(o));
- Drafts that are circulated to anyone outside the City other than another governmental entity (63G-2-301(3)(j)).
- Drafts that have never been finalized but that were relied upon by the City in carrying out action or policy (63G-2-301(3)(k)).

Police Manual

Some parts of the Salt Lake City Police Department Policy and Procedures Manual may be not-public. Determination as what portions are non-public shall be made on a case by case basis in consultation with the Chief of Police or designee.

Public Records/Documents

Records that are public and must be released are:

- Laws (63G-2-301(1)).
- Certain information about current and former government employees such as name, gender, gross compensation, job title, job description, dates of employment, and job qualifications of employees. This does not apply to employees working in undercover assignments or investigative personnel if disclosure could reasonably be expected to impair the effectiveness of investigations or endanger any individual's safety (63G-2-301(2)(b)).
- Transcripts, minutes or reports of open meetings (63G-2-301(2)(e)).
- Private data on individuals if the subject consents to public release (63G-2-301(2)(h)(i)).
- Statistical compilations that do not disclose private, controlled or protected data (63G-2-301(2)(k)).

The following records that are usually public, normally they are private, controlled, or protected or if access is restricted by a court order:

The decision to protect a document must be based upon specific articulable criteria such as to avoid jeopardizing an ongoing investigation or other significant public interests (63G-2-201(2)).

Redaction Policy

- If a record contains both public and nonpublic information, the nonpublic information shall be redacted, thereby allowing the remainder of the record to be released.
- Material which identifies juvenile victims or juvenile witnesses and is determined to be a clearly unwarranted invasion of their personal privacy may be stricken before a document is released.

No documents will be released contrary to these guidelines.

Record of Request

The Records Unit, and the respective division or unit, must maintain copies of the information requested and information released.

Media/Press

Except for the expedited response time, requests from the media shall be treated in the same manner as requests from other people.

Fiscal Requests

Requests asking for accounts, vouchers or contracts that deal with the receipt or expenditure of government funds shall be referred to the City's Management Services Department if that department possesses those records.

Fees

City Code 2.64.130 sets forth the fees that may be charged to requests of records.

A fee may be charged for paper-to-paper photocopying not to exceed ten cents (\$.10) per copy. A fee, not to exceed ten dollars (\$10.00) per hour, may be charged for the following employee's time however, no charge may be made for the first quarter hour of said time:

- The staff time incurred for summarizing or compiling the record into an organization or media to meet the person's request.
- The staff time incurred for search, retrieval, and other direct administrative time incurred for complying with a request.
- In the case of a record that is the result of computer output other than word processing, the actual incremental staff time incurred in providing the electronic services and products together with a reasonable portion of the staff time associated with formatting or interfacing the information of particular users, and the administrative time as set forth in above.
- A fee may be charged for copies of traffic accident reports of not more than the fee charge for similar reports by the State of Utah.
- A fee of not more than five dollars and fifty cents (\$5.50) may be charged for Mylar or vellum prints 24" x 36".
- A fee of not more than two dollars (\$2.00) per square foot may be charged for prints made on Mylar or vellum sheets larger than 24" x 36".
- A fee of not more than one dollar and twenty-five cents (\$1.25) may be charged for a copy of size C blueprint.
- A fee of not more than two dollars and twenty-five cents (\$2.25) may be charged for a copy produced on a microfilm printer which utilizes silver paper.
- A fee of not more than ten cents (\$.10) may be charged for a copy made from microfilm utilizing a plain paper printer.
- A fee of not more than five dollars (\$5.00) may be charged for a copy of a photograph.
- A fee, not to exceed the actual costs of the recording media and ten dollars (\$10.00) per hour for a City employee's time, may be charged to copy recording tapes or to copy computer readable records to a computer readable form (e.g., discs).

The City may fulfill a request, without charge, if it determines that:

- Releasing the record primarily benefits the public rather than a person.
- The person requesting the record is the subject of the record, or an individual specified in Section 2.64.050B SLC Code.
- The rights of persons requesting the records are directly implicated by the information in the record, and the requester is impecunious.

A person who believes that there has been an unreasonable denial of a fee waiver may appeal the denial in the same manner as a person appeals when inspection of a public record is denied under Section 2.64.140 SLC Code.

The City may not charge a fee for:

- Reviewing a record to determine whether it is subject to disclosure; or inspecting a record.

IV-130 HOLIDAYS RECOGNIZED BY THE CITY

The City recognizes and observes twelve holidays per year, as specified by the appropriate MOU or compensation plans. Holidays may be used in shift or 1/2 shift increments pending prior approval. Employees may not use a holiday until it is earned. Holidays are earned on the day of the holiday, or on the day designated for the holiday observance.

IV-140 IDENTIFICATION CARDS

All permanent employees shall be issued Department identification cards and or a Department Key Card Credential. The Depot, with authorization from the Logistics Bureau Commander shall issue the cards. Employees are accountable for the use and safekeeping of their Department issued ID cards, and must return them to the Administrative Services Division upon separation of employment.

Loss of Key Card Credential or ID Card

In the event that an employee loses his or her ID or key card credential, emergency notification to the Department must be made to the Depot as soon as possible for security reasons. If the loss occurs after normal business hours, or on weekends or holidays, employees are to call Dispatch Supervisor. Key cards can be remotely de-activated. As soon as possible thereafter, during normal work hours, employees are to generate a G.O Report and respond to the Depot for a replacement card to be issued.

IV-150 INSURANCE

The City makes available health, life, accidental death, dismemberment, and dental insurance under the terms and conditions determined by the City.

IV-160 LEAVES OF ABSENCE

Employees may be granted leaves of absence under conditions specified by the appropriate MOU, compensation plans and the Police Manual. The Chief may use discretion in granting Civil Service authorized leaves, balancing the needs of the Department and the legitimate needs of the employee.

IV-170 LEAVE TIME

Employees are responsible to know and plan their use of leave time. Uncompensated time off must have prior approval of the Chief of Police or designee.

The following rules will govern the scheduling of time off:

- Employees of the Police Department are allowed to accumulate and use leave time and holiday time as specified in the appropriate MOU or compensation plans.
- Enter Annual Vacation Requests at Policesite using Annual Vacation Request List. January 1 to March 15 is the preferred deadline for all Annual Vacation requests. Entries made March 16 forward are taken on a first-come, first-serve basis. Vacation requests are approved during the effective duty assignment trimester in which the time off occurs.
- Requests for vacation time made after March 15th shall be approved on a first-come first-served basis.
- Employees may not use leave time until it is earned. All leave time accrued will be available for use by the employee at the end of the pay period in which the leave is earned. In order to utilize leave time it must have been accrued in the pay period prior to the period in which it is used.
- Employees are responsible to know the number of leave hours available for their use and not over-schedule that time.
- Minimum use of paid personal leave is one hour. Employees must give their supervisors as much prior notice as possible when using their personal leave time. Prior notice must be given as outlined in the appropriate MOU or compensation plan.

Requesting Unscheduled Leave – General Rule

Employees must speak directly with the immediate supervisor or other designated supervisor. Note: Telephone answering machine or email messages, or messages transmitted to secretaries, dispatchers, co-workers or others, are generally not acceptable for approval. Generally, requests for unscheduled leave made by a friend or relative

will not result in authorized leave, unless the employee is unable to make the request due to circumstances beyond his or her control.

Employees shall obtain the approval of the supervisor/designee before concluding that unscheduled leave is authorized.

Leave Abuse

Leave abuse characteristically involves one or more of the following when an employee:

- Repeatedly fails to meet the expectation that he or she will be on the job, on time, when scheduled to work.
- Frequently calls in sick on the first or last day of the work week, creating a “Monday-Friday” absence pattern.
- Exhausts his or her leave balances and requests unpaid absence not covered by the Family and Medical Leave Act or the Americans with Disabilities Act.
- Without permission, arrives late to work or leaves work early.
- Fails to properly notify the supervisor prior to an absence.

Patterns of leave abuse will be addressed with appropriate progressive non-disciplinary and disciplinary intervention to control incidents of insufficient or improper notice, unscheduled leave, unpaid leave, tardiness, and early departures from the workplace.

IV-180 LIGHT DUTY

JOB-RELATED INJURY OR ILLNESS

Salt Lake City Corporation has a mandatory light duty program for employees who sustain job-related injury or illness. Under this program, an employee who suffers an on-the-job injury is obligated to report for a light duty work assignment as soon as medically authorized by the employee's attending physician. Employees who suffer an off-the-job injury are also obligated to return to full duty status as soon as released to do so by the employee's attending physician.

Employee Responsibilities:

An employee who has a job-related injury or illness is required to:

1. Seek appropriate first aid or medical attention. For life-threatening injuries, report to the nearest emergency facility. In all other circumstances, report to a Direct Care Facility for Salt Lake City Corporation.

Direct Care Facilities are:
Concentra Medical Center

1735 South Redwood Road, No. 115
 Salt Lake City, UT 84104
 (801) 973-4334
 Hours: 7:30 a.m. to 7:00 p.m.
 Monday – Friday

be tracked for FMLA purposes.

Work Care Industrial Clinic
 2390 South Redwood Road
 Salt Lake City, Utah 84119
 (801) 975-1600
 Hours: 5:30 p.m.-9:00 p.m.
 Monday - Friday

2. Report the injury to CORVEL (877) 764-3574 within 24 hours of the injury.
3. Report the injury to their direct supervisor within 24 hours of the injury.
 - (a) In the event of a chronic medical condition requiring surgery or other medical procedures that would result in the employee becoming unable to work or requiring light duty beyond one week, the employee will make notification to their supervisor immediately after scheduling the procedure.
4. **Report all medical progress to CORVEL and their direct supervisor.** The treating physician may take the employee off work or restrict the employee to light duty. It is the employee's responsibility to communicate their medical status to **BOTH** their direct supervisor and CORVEL.
5. **At least once every 30 days**, or as medical status changes, (whichever comes first), provide an update regarding their medical status to their direct supervisor.
6. Request the Family Medical Leave Act (FMLA) forms from the department Payroll Personnel Administrator (PPA).
 - Complete the employee portion of the FMLA forms. The PPA will complete the employer section of the forms.
 - Provide their physician with the FMLA forms.
 - Return the completed FMLA paperwork to the department PPA.
 - If an employee is injured on the job and receiving workers' compensation benefits, the City will also place the employee on Family Medical Leave in accordance with City policy
 - If the employee is placed in a light duty position, Family Medical Leave ceases unless the employee is restricted to less than a full work shift.
 - If restricted to less than a full work shift, the employee will be on intermittent FMLA and hours not worked shall

If an employee is able to return to work in a light duty status or on a limited basis as recommended by their physician, the employee must:

1. Provide their supervisor with written documentation from their physician prior to performing any work. The documentation shall state if the employee is fit to return to their duties and include the specific restrictions and limitations of the employee's job duties and an expected date of return to full duty. No employee will be allowed to work light duty or return to full duty until this documentation is received.
2. Wait to be placed in a light duty assignment, if one is available.
 - Employees who refuse a light duty assignment may be subject to disciplinary action and suspension of workers' compensation benefits.

NON-JOB-RELATED INJURY OR ILLNESS

The Department is under no obligation to provide light duty assignments for non-job-related injury or illness. However, all attempts will be made to facilitate the employee's speedy return to full duty in order to preserve the employee's leave time, maintain employee morale, and continue to have the employee provide valuable service to the Department. **All employee requests for light duty assignments will be considered on a case-by-case basis.**

Employee Responsibilities:

1. Report the injury to their direct supervisor within 24 hours of the injury.
 - (a) In the event of a chronic medical condition requiring surgery or other medical procedures that would result in the employee becoming unable to work or requiring light duty beyond one week, the employee will make notification to their supervisor immediately after scheduling the procedure.
2. **At least once every 30 days or as medical status changes, whichever comes first, report all medical progress to their direct supervisor.**
3. Contact the MetLife Claims Center (the City's Disability Insurance Carrier) at 866.729.9200 to report the non-job-related injury or illness. Employees may also choose to report their absence through the MyBenefits Website at www.metlife.com/mybenefits.
 - The Claims Center is available 8:00 a.m. – 11:00 p.m. (Eastern Time), Monday through Friday.

Information MetLife May Need from the Employee:

- Personal Information – name, address, telephone number, social security number, employee identification number, and job title.
 - Job Information – workplace location and address, work schedule, supervisor’s name and telephone number, and date of hire.
 - Sickness/Injury Information (if applicable) – last day worked, nature of the illness/absence, how, when, and where the injury occurred, when the disability commenced and actual or approximate date the employee anticipates returning to work (if known).
 - Treatment Provider Information (if applicable) – name, address, telephone number, and fax number for each treating Health Care Provider.
 - Authorization to Release Your Medical Information (if applicable) – the release of medical information to MetLife may be required. If applicable:
 - Employees should inform their Health Care Provider(s) that MetLife will be administering their claim and that release of medical information to the MetLife claims officer is authorized.
 - An “Authorization to Disclose Information About Me” form may be mailed to the employee from MetLife after the disability claim is reported. The employee can expedite this process by downloading this form from MyBenefits at www.metlife.com/mybenefits. Click on the “Forms” link in the upper right hand corner of the navigation bar. The employee should sign and return this form as soon as possible. The release authorization will expedite the processing of the claim.
4. Request the Family Medical Leave Act (FMLA) forms from the department Payroll Personnel Administrator (PPA).
- Complete the employee portion of the FMLA forms. The PPA will complete the employer section of the forms.
 - Provide their physician with the FMLA forms.
 - Return the completed FMLA paperwork to the PPA.
 - If the employee is placed in a light duty position, the tracking of Family Medical Leave ceases unless the employee is restricted to less than a full work shift.
 - If restricted to less than a full work shift, the employee will be on intermittent FMLA and hours not worked shall be tracked for FMLA purposes.

If an employee is able to return to work on a light duty status or limited basis as recommend by their physician, the employee must:

1. Provide their supervisor with written documentation from their physician prior to performing any work. The documentation shall state if the employee is fit to return to their duties and include the specific restrictions and limitations of the employee’s job duties and an expected date of return to full duty. No employee will be allowed to work light duty or return to full duty until this documentation is received.
2. Wait to be placed in a light duty assignment, if one is available.
 - Employees who refuse a light duty assignment may be subject to disciplinary action.

Supervisor Responsibilities:

If an employee notifies you of an injury or illness, you must:

1. Notify the department Payroll Personnel Administrator (PPA) of the employee’s injury and provide any status updates as they occur or every 30 days, whichever comes first.
2. Ensure the employee receives a medical clearance specifying any limitations and/or restrictions and forward said documentation to the PPA, Administrative Bureau Commander and Executive Officer.
3. Receive documentation from the employee’s physician allowing him/her to return to full duty and forward to the PPA, Administrative Bureau Commander and Executive Officer.
4. Monitor the time an employee under their supervision is out for an injury or illness to anticipate a return to full duty.

LIGHT DUTY ASSIGNMENTS

If an employee will be on light duty for LESS THAN two weeks:

- The employee will remain assigned to his/her current bureau and schedule.

If an employee will be on light duty for MORE THAN two weeks:

- The employee’s supervisor must notify the Administrative Bureau Commander and the Executive Officer immediately.
- The employee will be assigned temporarily to the Administrative Bureau.
- The employee will report as directed to the Executive Officer.
- The light duty shift schedule will be 4 days per week, 10 hours per day on either a dayshift or an afternoon shift.
- Requests for personnel outside the scope of this policy will be approved on a case-by-case basis by the Chief of Police.

Officers working in a light duty capacity shall wear civilian attire and conform to grooming standards (See Civilian Clothing/Grooming in the Uniform Appendix of the policy manual).

TERMINATING A LIGHT DUTY ASSIGNMENT

IMPORTANT INFORMATION: A light duty assignment is terminated if one of the following events occurs:

1. The employee is released to regular duty by their physician;
2. The employee refuses a light duty assignment; or
3. The employee receives an award for permanent partial impairment.

Salt Lake City Corporation does not have permanent light duty. Every attempt will be made to return the employee to full duty as soon as possible. If the employee is not able to return to full duty in a reasonable amount of time, the employee may be asked to work with the City's Human Resource Program Manager (EEO).

Pregnancy

Employees who become pregnant will continue to work full duty until the employee notifies their Division Commander of the need for a light duty assignment.

- Employees who request light duty as a result of pregnancy shall provide their supervisor with documentation from their attending physician outlining the specific restrictions and limitations.
- These employees shall follow the same procedure outlined above.
- Employee's requests for light duty assignments will be considered on a case by case basis.

IV-185 LINE OF DUTY DEATH NOTIFICATIONS

PURPOSE

This policy establishes procedures that will ensure the proper support and emotional care for survivor's following a line-of-duty death.

It is the policy of the Salt Lake City Police Department to provide liaison assistance to the immediate survivors of any member who dies in the line of duty. This assistance will be provided whether the death was unlawful or accidental while the officer was performing a duty-related function, either on or off duty and while the officer was an active member of the Salt Lake City Police Department. The Chief of Police may institute certain parts of this policy for cases of an officer's serious injury or natural death.

Coordination of events following the line-of-duty death of a police officer is an extremely important and complex responsibility. Professionalism and compassion must be

exhibited at all times as an obligation to the officer's survivors and to the law enforcement community. In order to provide the best possible services and support for the officer's family, specific tasks may be assigned to selected members of the Department. Their titles are:

Notification Officer
Hospital Liaison Officer
Family Liaison Officer
Department Liaison Officer
Benefits Coordinator

NOTIFICATION

It shall be the responsibility of the Office of the Chief of Police or designee to properly notify the next of kin of an officer who has **suffered severe injuries or died**. In the event the Office of the Chief of Police cannot be reached immediately an available command level officer will make the notification. In the event a command level officer cannot respond without undue delay the Watch Commander will assign a Notification Officer and additional personnel to proceed with the notification. Department personnel not **specifically assigned** to make notification **WILL NOT** contact next of kin until the formal notification has been made.

The name of the deceased officer **MUST NEVER** be released by the Department before the immediate family is notified.

If there is knowledge of a medical problem with an immediate survivor, medical personnel should be available at the residence to coincide with the death notification. Additionally, the Watch Commander will call out Chaplain Corps personnel to assist survivors if requested.

Notification **MUST ALWAYS** be made in person and never alone. The Chief of Police or a representative, close friend, or another police survivor could appropriately accompany the Notification Officer. However, if the aforementioned persons are not readily available, notification should not be delayed until these people can gather. The family should learn of the death from the Department **FIRST** and not from the media or other sources.

NEVER make a death notification on the doorstep. Ask to be admitted into the house. Inform family members slowly and clearly of the information that you have. If specifics of the incident are known, the Notification Officer should relay as much information as possible to the family. Be sure to use the officer's name during the notification. If the officer has died, relay that information. Never give the family a false sense of hope. Use words such as "died" and "dead" rather than "gone away" or "passed away".

If the family requests to visit the hospital, they should be transported by police vehicle. It is highly recommended that the family **NOT** drive themselves to the hospital. If the

family insists on driving, an officer should accompany them in the family vehicle.

If young children are at home, the Notification Officer must arrange for child-sitting needs. This may involve co-workers' spouses, transportation of children to a relative's home, or a similar arrangement.

Prior to departing for the hospital, the Notification Officer should notify the hospital staff and the Hospital Liaison (by telephone if possible) that a member(s) of the family is enroute.

The deceased or severely injured officer's parents should also be afforded the courtesy of a personal notification if possible.

If immediate survivors live a significant distance beyond the Department's jurisdiction, the Notification Officer will ensure that the Records Unit sends an NLETS message to the appropriate jurisdiction requesting a PERSONAL notification. The Notification Officer shall also call the other jurisdiction by telephone in addition to the NLETS message. Arrangements should be made to permit simultaneous telephone contact between the survivors and the Department.

In the event the Chief of Police was not present when the survivors were notified he or she should respond to the residence or the hospital to meet with the family as quickly as possible.

In the event of an on-duty death, the external monitoring of police frequencies may be extensive. Communications regarding notifications should be restricted to the telephone whenever possible. If the media has somehow obtained the officer's name, they should be advised to withhold the information, pending notification of next of kin.

Assistance for Affected Officers

Officers who were on the scene or who arrived moments after an officer was critically injured or killed should be relieved as quickly as possible.

Assisting the Family at the Hospital

The first supervisor or command officer, other than the Chief of Police or his/her representative, to arrive at the hospital becomes the Hospital Liaison. The Hospital Liaison is responsible for coordinating the activities of hospital personnel, the officer's family, police officers, the media and others. These responsibilities include:

- Arrange with hospital personnel to provide an appropriate waiting facility for the family, the Chief of Police, the Notification Officer, and those officers requested by the immediate survivors.

- Arrange a separate area for fellow police officers and friends to assemble.
- Establish a media staging area and deploy PIO personnel as appropriate.
- Ensure that medical personnel relay pertinent information regarding an officer's condition to the family on a timely basis and before such information is released to others.
- Notify the appropriate hospital personnel that all medical bills relating to the injured or deceased officer be directed to Salt Lake City Corporation or the Department. The family should not receive any of these bills at their residence. This may require the Hospital Liaison to re-contact the hospital during normal business hours to ensure that proper billing takes place.
- Ensure that the family is updated regarding the incident and the officer's condition upon arrival at the hospital.
- Arrange transportation for the family back to their residence.

If it is possible for the family to visit the injured officer before death, they should be afforded that opportunity. A Department supervisor/command officer should prepare the family for what they might see in the emergency room and should accompany the family into the room for the visit if the family requests it. Medical personnel should advise the family of visitation policies and, in the event of death, explain why an autopsy is necessary.

The Notification Officer(s) should remain at the hospital while the family is present.

Do not be overly protective of the family. This includes the sharing of specific information on how the officer was injured or killed, as well as allowing the family time with the deceased officer.

FAMILY LIAISON OFFICER (Immediate)

With the approval of the family, the Chief of Police, through the Peer Support Coordinator, will assign a Family Liaison Officer.

The selection of a Family Liaison Officer is a critical assignment. An attempt should be made to assign someone who enjoyed a close relationship with the officer and his or her family. The family's input and preferred selection of the Family Liaison Officer should be of utmost importance.

The Family Liaison Officer is not a decision-making position. This is a role of facilitator between the family and the Department and the designee should work closely with the Peer Support Coordinator and the Department's Chaplain Corps.

Responsibilities of the Family Liaison Officer:

- Ensure that the needs of the family come before the wishes of the Department.
- Assist the family with funeral arrangements and make them aware of what the Department can offer if they decide to have a police funeral. If they choose the latter, brief the family on funeral procedure, i.e., gun salute, presentation of the flag to survivors, playing of taps.
- Apprise the family of information concerning the death and the continued investigation.
- Provide as much assistance as possible, including overseeing travel and lodging arrangements for out-of-town family members, arranging for food for the family, meeting child care and transportation needs, etc.
- Be constantly available to the family.
- Determine what public safety, church, fraternal and labor organizations will provide in terms of financial assistance for out-of-town family travel, food and funeral attendees following the burial, etc.
- Arrange for the delivery of the officer's personal belongings to the family.

DEPARTMENT LIAISON OFFICER

The Special Operations Bureau Commander will be the Department Liaison Officer.

Responsibilities of the Department Liaison Officer:

- Work closely with the Family Liaison Officer to ensure that the needs of the family are fulfilled.
- Coordinate media releases through the Public Relations Unit throughout the ordeal. If the family decides to accept an interview, an officer should attend to screen questions presented to the family so as not to jeopardize subsequent legal proceedings.
- Issue an NLETS message to include the following:
 - Name of deceased
 - Date and time of death
 - Circumstances surrounding the death
 - Funeral arrangements (state if service will be private or a police funeral)
 - Uniform to be worn
 - Expressions of sympathy in lieu of flowers; and contact person and phone number for visiting Departments to indicate their desire to attend and to obtain further information.

The Chief of Police or a designee will meet with the officer's family at their home to determine their wishes regarding Department participation in the funeral or services. If the family requests a police funeral the Department Liaison Officer will oversee the provision of

honors in accordance with section IV-100 of the policy manual FUNERAL HONORS.

If the family requests a police funeral the Department Liaison Officer will:

- Meet with the following persons to coordinate funeral activities and establish an itinerary:
 - Chief of Police and Deputy Chiefs
 - Funeral Director
 - Family priest or minister
 - Department Chaplain
 - Cemetery Director
- Select an officer to obtain a uniform and all accoutrements (except weapon) and deliver them to the funeral home if the family desires a burial in uniform.
- Brief the Chief of Police and staff concerning all funeral arrangements.
- Ensure that the surviving parents are afforded recognition and that proper placement is arranged for them during the funeral and procession.
- Arrange for a stand-by doctor for the family, if necessary.
- Oversee the Traffic Division Lieutenant's development of the traffic management plan and coordinate with other jurisdictions if necessary, during the viewing, funeral and procession. Arrange for a tow truck to be available along the procession route.
- Whether or not the family elects to have a police funeral the Department Liaison Officer will assign an officer to remain at the family home during the viewing and funeral.
- Maintain a roster of all Departments sending personnel to the funeral, including:
 - Name and address of responding agency
 - Name of Sheriff, Chief, or Director
 - Number of officers responding
 - Number of officers attending the reception after funeral and
 - Number of vehicles.
- Assist in making the necessary accommodations (food, lodging, etc.)
- Acknowledge visiting and assisting Departments.
- Arrange for routine residence checks by the Patrol Division or the appropriate jurisdiction of the survivor's home for 6-8 weeks following the funeral. This service is necessary since large amounts of money are passing through the residence and the survivors will be spending much time away from the home dealing with legal matters.

BENEFITS COORDINATOR

The Department's Human Resources Consultant will be the Benefits Coordinator and he or she, in conjunction with the

City's Human Resources Office and the Department's Personnel/Payroll Administrator will gather information on all benefits/funeral payments available to the family and ensure that the appropriate paperwork is filed. The Benefits Coordinator will meet with the family a few days after the funeral to ensure they have been contacted by PEHP and the Utah Retirement System and to discuss the benefits they will receive. The Benefits Coordinator will assist survivors in filing paperwork as necessary with special attention being paid to benefits (such as health care) which may be revoked at the expiration of a grace period.

The Benefits Coordinator will follow through with the survivors to ensure they are receiving benefits with continuing follow-up for approximately six months.

Other members of the department will not contact the Benefits Coordinator, the City's Human Resources Office, PEHP or the Utah Retirement System and attempt to obtain any information regarding a deceased officer's beneficiaries or benefits. This information is private and cannot be released to third parties. Similarly, members of the department will not tell survivors that they will receive specific benefits but shall instead refer them to the Benefits Coordinator.

FAMILY LIAISON (long term)

The Family Liaison acts as a long-term liaison with the surviving family who ensures that close contact is maintained between the Department and the survivors and that their needs are met for as long as they feel the need for support.

If no court proceedings surround the circumstances of the officer's death, the Family Liaison will relay all details of the incident to the family at the earliest opportunity.

If criminal violations surround the death, the Family Liaison will;

- Inform the family of all new developments prior to press release;
- Keep the family apprised of legal and parole proceedings;
- Introduce the family to victim assistance specialists of the court;
- Encourage the family to attend the trial, and accompany them whenever possible; and
- Arrange for investigators to meet with the family at the earliest opportunity following the trial to answer all their questions.

Continued Support for the Family

Members of the Department must remain sensitive to the needs of the survivors long after the officer's death. The grief process has no timetable and survivors may develop a complicated grief process. More than half of the surviving

spouses can be expected to develop a post-traumatic stress reaction to the tragedy.

Survivors should continue to feel a part of the "police family". They should be invited to Department activities to ensure continued contact.

Members of the Department are encouraged to keep in touch with the family. Close friends, co-workers and officials should arrange with the family to visit the home from time to time so long as the family expresses a desire to have these contacts continue.

The Chief of Police should observe the officer's death date with a short note to the family and/or flowers to the gravesite.

Holidays may be especially difficult for the family, particularly if small children are involved. Increased contact with the survivors and additional support is important at these times.

IV-190 MEDIA RELATIONS

Methods of Releasing Information to the Media

Public Information Officer

The Chief of Police will appoint a member of the Department as the Public Information Officer (PIO). It shall be the responsibility of the designated PIO:

- To seek actively to establish a cooperative climate in which the media may obtain information on matters of public interest.
- To provide information to the media on matters of public interest.
- When requested, to respond to the scene of an investigation that may be of public interest or, when necessary or practical, to respond to Department headquarters to take charge of distributing information to the news media.

The existence of the position of PIO does not imply that other Department employees are prohibited from speaking with the media.

Employees should expect media interest in sensational or newsworthy events and prepare to respond to the media with timely and accurate facts when the release of that information does not interfere with the investigative process or rules of confidentiality.

Media Hotline

The Media should initiate contact for news stories through the Department's media hotline, 801-799-NEWS (6397), which is staffed by a PIO Monday through Friday from 8:00

a.m. to 5:00 p.m. After hours, weekends and holidays, the media hotline will be forwarded to Dispatch, which will, in turn, forward media inquiries to the watch commander on duty as the situation warrants.

Media Release Categories

Immediate Response to Major Incidents

- The media often monitors the police radio and may request information from the Communications Unit. Communications personnel may release the time and location of occurrence, call classification, and the location of the command post, if any. Any additional requests for information shall be referred to the PIO or, when absent, to the Watch Commander, field supervisor or investigating officer.
- Officers at the scene of an investigation may be confronted by the media. At such times, investigating officers may be too preoccupied with the investigative process to give full attention to an interview. Whenever possible, the PIO, Watch Commander or field supervisor should assume this responsibility. If no supervisor is available, investigating officers will cooperate with the media or explain delays in releasing information.
- When there is an extraordinary occurrence, such as a high profile case, e.g., hostage situation, homicide, major crime spree or natural disaster, the Watch Commander shall notify the PIO who will establish a media briefing area and work with the media until the situation is resolved.

Follow-up Briefings

- Continued media coverage of major events will be handled by the PIO. Follow-up officers, as directed by supervisors, may distribute additional information to the media as necessary. However, the PIO will be notified of any additional information released or to be released.
- Answering individual inquiries from the media can be time-consuming and distracting. Periodic media releases or media conferences may be the most appropriate response to the media interest in high profile events. Media releases or briefings will be coordinated through the PIO and must be authorized by the Chief of Police.
- Pre-arranged briefings should be released to all interested media representatives, avoiding preferential treatment of particular reporters or agencies.

Formal Media Releases

- All prepared media releases will be coordinated through the PIO, e.g., daily watch command log, department news and officer awards.
- Employees may not selectively initiate contact with, or release official information to, particular reporters or

news agencies without prior approval from their Division/Unit Commander.

Restrictions on Releasing Information

Specific details concerning a case under investigation by this Department may be released by any officer directly connected with the investigation; however, officers are accountable for the information they release. Employees should avoid commenting to the media on situations that are being investigated by another Police Department squad, unit, or division or another agency such as the Fire Department or other outside law enforcement agencies. In cases being investigated by outside agencies, the media should be referred to the media liaison from the investigating agency.

Information that may generally be released includes:

- An adult defendant's name, age, description, address, employment, marital status, and similar background information.
- General assessment of injuries or damage, avoiding vivid descriptions of wounds.
- Apparent cause of death, if applicable.
- The identity of the arresting and investigating agency and the length of the investigation.
- The circumstances immediately surrounding an arrest, including, but not limited to, the time and place of the arrest, pursuit, possession and use of firearms, and a description of items seized at the time of arrest.
- Information about search warrants used and the issuing authority.
- The nature of the offense or charge.
- Description or schedule of judicial processes.
- The identity of the victim, if proper notifications have been made and the announcement is not otherwise prohibited by law.
- Identification of suspects for whom a warrant has been issued.
- Criminal background of a fugitive when the public should be alerted to danger.

Employees may not comment on:

- The name of a defendant who has not been formally charged.
- The name of a victim of a sex crime.
- The existence of prior criminal records, unrelated to the case under investigation.
- The existence or contents of any confession, admission, or statement by the accused or the refusal or failure of the accused to make a statement.
- The results of any examinations or tests, or the accused person's failure to submit to such tests.
- The identity, testimony, or credibility of witnesses.
- Opinions about the accused person's guilt or innocence, or the merits of the case or evidence.

- The identity of suspects before their arrest, or the results of the investigative procedures, except to assist in the apprehension of suspects or to warn the public of any danger.

Once a case has been filed with the City or District Attorney, no employee shall comment on the merits of the case without first referring the matter to, and getting permission from, the prosecuting agency involved or when authorized by the Chief of Police. Employees shall not comment on the charges that may be filed or who they may be filed against.

Official statements regarding internal investigations may only be released by the Chief of Police or under the Chief's direction by the PIO. This policy does not preclude employees from replying to charges of misconduct filed against them, nor does it preclude any employee from participating in any legislative, administrative or investigative hearing. This policy does not supersede any more restrictive rule governing the release of information concerning juveniles or other offenders.

Media Privileges

Interviews

- Witnesses, suspects or prisoners in the care or custody of this Department may consent to interviews with the media, only with the permission of the follow-up officer or prosecutor. These persons must be informed of their rights to refuse an interview and their rights to have counsel present during an interview.
- Interviews of federal prisoners or prisoners in custody of the County Jail are prohibited.

Photographs

- Photographs may be taken of suspects, prisoners or witnesses in the halls or outer offices of the Department. No one will be required to pose for photographs without giving consent and without being informed of their right to refuse and their right to have counsel present.
- Photographs may be taken of crime scenes from areas accessible to the public. Photographs on private property are permitted with permission of the property owner or if the media is willing to accept responsibility.

The scenes of serious crimes may only be photographed under the supervision of an officer at a time convenient to the investigation. This supervision is strictly directed at protecting evidence, not censoring the media.

IV-200 MILITARY LEAVE OF ABSENCE

The Police Department supports the missions of the United States uniformed services. Employees who are members of the uniformed services shall be granted leaves of absence

and receive any benefits or considerations required by Federal and State law, by City ordinance, and by MOU.

Department employees who anticipate service with the uniformed services should notify their supervisor as soon as possible and provide any relevant order or documentation of such service. Early notification of such service will assist the Police Department to inform and assist the employee regarding the employee's City benefits or considerations.

Any employee who anticipates service with the uniformed services shall coordinate with the Department Personnel Payroll Administrator (PPA) and Human Resources as soon as possible, prior to departure.

Benefits when an Employee Departs on Military Leave

A full time Department employee who requests a military leave of absence from City employment and who receives orders to serve with a uniformed service may:

- Request compensation for all or any portion of the employee's unused vacation and personal leave time accrued prior to departing for uniformed service. Upon request by a full time employee taking a military leave of absence, the Police Department will compensate the employee based on the employee's hourly rate of pay for each hour of unused vacation time, and/or the Department will compensate the employee at a rate of fifty percent (50%) of the hourly rate for each hour of unused personal leave time.
- Request compensation for all or any portion of the employee's accrued unused holiday time. Upon request, the Department shall compensate the employee based on the employee's hourly rate of pay for each hour of holiday time requested.
- Request limited continued enrollment in the City's healthcare and life insurance programs as the employee departs. The City will pay the premium for the employee's basic term life insurance benefit while the employee is on military leave. The employee shall be responsible for all other premium costs of such programs for the period the employee is in an unpaid status on a military leave of absence.

Benefits while an Employee is on Military Leave

A full-time Department employee who requests a military leave of absence from City employment and who receives orders to serve with a uniformed service shall receive his or her military leave pay, as provided in the relevant MOU or compensation plan. Such military leave pay shall be paid each year to a full time employee on a military leave of absence as set forth in the relevant MOU or compensation plan. In the event an employee dies while on a military leave of absence, the Department will pay any unpaid military leave pay to the employee's beneficiary or beneficiaries.

Except for the benefits listed above, an employee on a military leave of absence is not eligible for any other City or Department compensation or benefit during his or her service with the uniformed services.

Benefits upon Reemployment

Full-time Department employees returning from a military leave of absence shall receive all benefits required by federal and State law, including contributions to the employee's pension benefit plans for the period of time the employee served with a uniformed service.

Full-time Department employees who return from a military leave of absence and who qualify for reemployment benefits under federal law shall receive the following additional benefits:

- The Department will calculate the amount of vacation, holiday, sick or personal leave hours the employee would have earned had the employee remained with the City for the period of one year from the date the military service begin or prorated if the employee's military leave of absence is less than one year. After calculation, the resulting additional vacation, sick leave, holiday, or personal leave time will be added to the employee's leave account upon reemployment with the City.
- At the discretion of the Mayor, the Department may, within a reasonable period of time after an employee returns from a military leave of absence, compensate the employee for the value of the employee's vacation and holiday leave that is added to the employee's leave account.
- If the addition of these added leaves to an employee's leave accounts would cause the employee, by MOU or City or Department policy, to forfeit or lose any portion of the added leave, the employee shall have one additional year after his or her return from a military leave of absence to use such added leave before being subject to the forfeit or loss provisions of applicable policy or MOU.
- In the event an employee dies while on a military leave of absence, the City will pay the value of any previously accrued and unused vacation and holiday leave, plus the additional vacation and holiday leave the Department would have added to City employment at the time of the employee's death, to the employee's beneficiary or beneficiaries.

Military Activation Peer Support Assistance

In an effort to assist Salt Lake City Police employees' transition to and from military active duty, the following practices and procedures will be used when an employee is activated for military service:

When an Employee Is Activated To Military Duty

- The Peer Support Coordinator will make contact with the employee to offer assistance.
- The employee or the employee's spouse may choose a contact person from the Department to be a point person for activities occurring between the employee's family and the police department. This contact person will maintain contact with the employee (if possible) and the employee's family, coordinating support efforts that are appropriate for the employee and his/her family.
- Military orders must be submitted to the Bureau Commander as soon as possible after their receipt. The Bureau Commander will forward the orders to the Human Resource Consultant as soon as possible. The Bureau Commander or Human Resource Consultant will provide the Peer Support Coordinator with the Military Activation information.

Upon Returning From Military Duty

- The employee will contact the Peer Support Coordinator or the Human Resource Consultant as soon as possible to notify them of the anticipated date of return to work. Documentation, including the employee's military release date, must be provided to the Human Resource Consultant before returning to work.
- As soon as notification of reemployment is given, the Peer Support Team will schedule an appointment with the Chief's Office and training secretary to meet with the returning employee. This will allow for the paperwork and training hours/recertification information to be gathered.

The Peer Support Coordinator or a member of the Peer Support Team will assist the returning employee with the transition back to the Department. The Peer Support Team assistance includes assistance in obtaining equipment, meeting with the supervisor(s), updating training hour requirements and assisting in answering questions the employee may have.

IV-210 NOTARY PUBLIC

The Department may provide free notary services to employees of the Department. Employees who have been authorized and appointed as notaries may not charge a fee for these services while on duty or while on Police Department premises.

IV-220 OFFICE PROCEDURES

Requesting Supplies and Services

Supplies and services can be obtained using the following methods:

- Requisition Process
- City Contract Agreement
- Supply Room(located in Administrative Services)
- Small Purchase Check
- Petty Cash
- Purchase Card
- Travel Card
- City's Information Management Services (IMS)
- Other City departments (excluding Fleet Management related items)
- Direct employee reimbursement
- Copy Center

Requisition Process

Supplies, equipment or certain services can be provided by using the City's requisition process (IFAS Purchase Requests). Division/Unit Commander approval is required prior to creation of the requisition in IFAS. After entry, the request is then sent electronically to the Bureau Commander for approval. The process eventually generates a City issued purchase order and is used for all orders of \$2,500 or more that are not already covered by formal City contract agreements. In addition, this process is used when ordering from the State of Utah Cooperative Purchasing Contracts. Information about City Purchasing guidelines, forms, training and online ordering are available on the City's Intranet at <http://slcnet/purchasing>. See flow chart in the Appendix Section.

Contracts Agreement

Cash handling should be done in compliance with the City's CASH HANDLING PROCEDURES.

Purchase Contract Agreements

City Contract Agreements: The City has implemented a number of contract agreements for City wide use, including the Police Department. When a supply or service need is determined, contact Administrative Services Accounting for assistance in locating existing available contracts or search the City's Intranet at <http://slcnet/purchasing/contract2.asp>. When a potential contract is found, employees should contact their

department buyer in the City Purchasing Office to confirm that the needed supply or service is specifically included under the contract. For purchases utilizing grant funds, the contracted vendor should be screened for Suspension and Debarment as required by funding source.

The following is a link to the list of buyers and their department assignments: <http://www.slcgov.com/purchasing/phone.htm>. When a valid contract has been confirmed and proper department authorization given, the needed supplies or services may be ordered directly from the contract supplier. Signed invoices and delivery receipts are to be forwarded to Financial Services Unit: PD.FSU@slcgov.com.

State of Utah Cooperative Contract Agreements: The State of Utah has issued certain cooperative contract agreements that may be used by the City. The State has provided a convenient search page for these contracts at <http://www.purchasing.state.ut.us/bidprocessing/ContractSearch.asp>. When a potential match is found, the linked PDF file should be downloaded to view specific information about the State contract. Purchases under State Contract are made by entering a Requisition or Purchase Request as previously outlined in the Requisition Process.

Request for a New Contract Agreement

The division/unit determines the scope of services and funding needed and submits a request for final approval by a Bureau Commander. The approved service is described on the City Contract Request form and the completed form should be forwarded to City Purchasing – Contract Management Division. This form is available in two formats, online submission and printable. The online submission form is available at http://slcnet/purchasing/contract_req.htm. The printable form is available at http://slcnet/purchasing/download/crqst_form.pdf.

City Contracts personnel will then prepare the necessary paperwork and approvals with the ongoing assistance of the Police Department personnel until the contract solicitation is issued, selection formally approved and the contract activated with a copy being filed in the City Recorder's Office.

Non-Purchase Contracts/MOU's/Agreements

Non-purchase contracts/MOU's/agreements and other documents are required to be submitted to the Financial Services Unit for routing of legal review, authorized signature, contract request and recording. The procedure is located on the P: drive and the contract/agreement/amendment routing request can be found in P:/Forms.

Ordering Supplies from the Quartermaster

Supplies ordered by Quartermaster to include, but not limited to:

Forms and Printed Materials:

- Misdemeanor citations
- Department letterhead and envelopes
- Forms used department-wide such as DI-9's, State impound forms, Additional Earnings forms, Driver Exchange forms, Applications for Annual Vacation, Requests for Days Off, Change of Address, police report forms, etc.

Departmental Supplies:

- General department supplies
- Office Supplies
- Officer Supplies
- Squad Supplies

Purchase Cards

City Policy 2.01.12, Procurement Card Policy, grants Police Department employees the ability to utilize purchase cards in the purchase process. The purchase card may be used to purchase items or services up to \$2,500 in value. Procurement cards will be issued to employees at the discretion of the Bureau Commanders. Employees who are assigned to positions requiring a purchase card will report to Financial Services Unit for assistance in obtaining a card and rules for its use. Procurement Cards may not be used for purchases at Amazon or Costco unless the cardholder has been added as an authorized account holder for these vendors by the City. Purchases requiring shipping on purchase cards must be shipped directly to a Police Department location.

Travel Policy

Department Travel Procedures

City Policy 2.01.02 Travel also provides policy that must be followed when traveling including the following definitions related to travel.

1.3 Definitions

A. "Reasonable cost": Least costly means of accomplishing business objectives, considering the nature and purpose of travel, the value of the traveling employee's time, and the reputation of the city.

B. "Documentation": Original receipts, invoices, statements, etc. which confirm actual incurred costs, receipts of payments, date of transaction, and nature of the service or product received; or, written letter or memorandum that summarizes the basis of a particular decision.

C. "Per diem": Allowance for meals associated with out of town business travel.

D. "Business need": Specific requirements or circumstances dictated by the nature of the City's production of public services.

E. "Department management": Department head or designee with authority to establish or interpret departmental operating policies and procedures.

Required Authorization

When training is local (including webinars) and does not require lodging, per diem or vehicle expenses, a Local Travel/Training Authorization Form must be completed.

This form allows for multiple attendees to be listed on one form with an approval signature.

When travel/training is out-of-state or in-state and requires lodging, per diem or vehicle expense a Travel Request Form must be completed.

The employee is required to provide the appropriate request form authorized by department management.

All travel/training request forms must be accompanied by registration forms, conference schedules, certification forms, and any other relevant documentation.

Payment of Travel Expenses

Once travel is authorized, the employee will be notified by the travel coordinator. Once that approval notification is received, the employee is responsible for booking all travel reservations, including conference registration fees, airfare, lodging, and ground transportation (taxis, shuttles, etc..) Non-local training expenses should be paid using a department assigned travel card. Travel cards may only be used to pay for expenses incurred by the cardholder for the cardholder.

Local training registration and webinar fees should be paid on a procurement card, not a travel card. Proper documentation and receipts will be required.

Reasonable Cost

All travel should be arranged using the least costly means of accomplishing business objectives, considering the nature and purpose of travel, the value of the traveling employee's time, and the reputation of the city. If travel is funded by a grant, grant regulations on allowable costs will apply.

Airfare

Airfare is allowable at reasonable cost considering the nature and purpose of the travel.

Baggage Fees

The Employee's travel card should be used to pay for baggage fees. One baggage fee, per flight, will be paid for by the department at the airline's standard baggage fee. Additional baggage fees will also be considered if the training/travel requires extra items/luggage. Receipts are required.

Lodging

GSA rates should be used as a guideline when booking Hotels based on the City and Month the conference/training will be in. GSA rates can be looked up at: <http://www.gsa.gov/portal/content/104877>.

Ground Transportation

Methods of ground transportation include taxis, shuttles, etc., rental cars may be considered only when it is logistically necessary or is the most cost effective method of transportation. It is the employee's responsibility to compare costs and arrange ground transportation. If a rental car is approved, the City is self-insured so insurance is not to be purchased. Ground transportation expense in excess of reasonable costs will not be covered by the department (i.e., unauthorized rental cars, or taxis in excess of rental car fees).

Per Diem

- Travel Days- The employee will receive \$40 if traveling in state and \$60 if traveling out of state for travel days.
- Training Days- The employee will receive \$60 per diem for training days outside of Salt Lake, Davis, Weber, Summit, Utah and Tooele Counties. The \$60.00

per diem will be discounted when meals are provided by the conference or hosting agency as described below;

- Breakfast will be discounted if the meal has a hot food item, regardless of if you partake. Continental breakfasts will not reduce the meal allowance. The meal is considered a "continental breakfast" if no hot food items are offered.
- Lunch will be discounted if a meal is provided, regardless of if you partake. There is no "hot food item" requirement for lunch.
- Dinner will be discounted if the meal has a hot food item, regardless of if you partake. If you are required to miss the meal due to travel requirements, Per Diem will not be discounted.
- Employee's staying at hotels- Any meals provided by hotels are considered complimentary, no matter how it is categorized by the hotel, Per Diem should not be discounted.
- The per diem breakdown is as follows: \$10 for breakfast, \$20 for lunch, and \$30 for dinner.
- *Note: If the day of travel for in state travel includes conference attendance or work assignment, full day per diem may be considered, but would require approval by chain of command.*
- Obtaining Per Diem- The allowed per diem will be obtained from an ATM using the travel Card. Only one transaction fee will be paid by the City. This means that all per diem is to be taken in one transaction. Once the employee has completed the transaction from the ATM, the employee shall obtain an ATM receipt and save it to turn in with all other travel receipts. It should be noted that per diem is designed to cover meals and incidentals, and cash will be used for those purposes, no receipt is necessary when paying for those expenses. The ATM receipt will suffice for receipt of meals and incidentals. The use of these cash funds is purely at the employee's discretion.

Mileage Reimbursement

Mileage reimbursement will be paid at the current GSA rate. <http://www.gsa.gov/portal/content/100715>.

Travel using city owned vehicles: The decision to use a City vehicle for travel outside the local area will be coordinated with and approved by the operator's supervisor. The vehicle

will be taken to Fleet Management for a pre-trip Preventive Maintenance Inspection (PMI) within 5 business days of travel departure. In cases where it is not suitable to use the City vehicle for travel, options include:

1. Using a Fleet Management pool loaner. These vehicles are parked in the Library parking structure and reservations are available through Fleet Customer Service, phone 801-535-6924, or on the City intranet at <http://netclassic.slcgov.com/fleet/>.
2. Incorporating a rental vehicle in the travel budget proposal.

Travel Receipts, Documentation, and Reconciliation

- When a travel card is used to pay for travel expense prior to traveling, such as airfare and hotel deposits, the original receipts must be turn in and signed off within 7 days of positing on the Bank of America Works system.
- Upon return from department-sponsored travel, the employee shall report to the travel administrator within three working days to return the travel card and all related receipts.
- The employee is responsible for reconciling all travel expenses. A supervisor approval (or review) will be required on actual travel expense once travel is completed.
- After reconciliation and review, any amount owed the employee or the city will be processed for reimbursement.
- If the employee disputes any charges to the travel card, the employee is responsible for completing the dispute process. (Reconciliation and dispute process will be covered in the initial training.)

Violations of travel policy will be reviewed by the Chain of Command. Repeated violations may result in the loss of travel privileges on behalf of the department.

Travel Card

Eligible Card Users

All department employees are eligible to receive a travel card, and will be registered to receive a personalized travel card (credit card) when it becomes evident that they must travel for SLCPD.

Obtaining a Department-issued Travel Card

- When an employee learns he will be traveling for the first time (prior to having a travel card) he will visit the travel administrator (in the finance office) to fill out the necessary forms.
- The travel administrator will register the employee for a travel card.
- When the card arrives, the travel administrator will notify the employee and set an appointment for the employee to pick up and activate the card.
- The employee shall keep the card number, expiration date and security code on file so that the employee does not need to pick up the card to make reservations for flight, hotel, and registration. However, please note that the employee shall not allow a vendor to keep the card number on file for future billings or payments

Activating the Travel Card

- When the employee meets with the travel administrator, the administrator will assist the employee through the phone activation process.
- Once the card is activated, the employee will receive instructions/training regarding policy and procedure for travel card usage

Travel Card Usage

- The employee is expected to use the travel card for all travel expenses, including taxis, tips, luggage fees, and the ATM for per diem allowances only.
- The employee shall not purchase any travel expenses, on his travel card, for any other employee. Only the employee whose name appears on the card shall have charges on that particular card. Employees are responsible for purchasing only their own travel.

Misuse of Travel Cards

- Travel cards may only be checked out by the travel card holder. If a travel card or cardholder is not available to make necessary arrangements, the travel administrator should be contacted for alternate methods of payment.
- Travel cards are not to be mistaken for Purchase Cards. A limited number of employees will be issued purchase cards for departmental supply

purchases. If one card is mistaken for the other, the employee's use of both cards will be revoked for six months as per City Policy.

- The travel card is not for unofficial use for any reason, and the employee must ensure that the card is not mistaken for a personal credit card.
- Improper use of the card can be considered misappropriation of City funds which may result in disciplinary action, up to and including termination.

Lost or Stolen Travel Card

- It is the employee's responsibility to immediately report a lost or stolen travel card to the credit card company.

If the employee is out of town when the card is lost or stolen, the company will issue a new card to the employee at that destination within a few days. If the employee will not be at that destination long enough to receive the new card, the employee will be responsible for any travel-related expenses for the remainder of the trip, but will be reimbursed upon return.

Other City Departments

Certain supplies and services are provided to the Police Department by other City departments, i.e. small remodeling jobs, signs, barricades etc. These services still require prior Bureau/Unit approval with ordering information being made directly to the department providing the service. Purchases between departments need to be processed via journal entry through the Police Financial Services Unit. Payment by check or credit card between departments is not allowable.

Direct Employee Reimbursements

On occasion, employees may submit original invoices for direct reimbursement. Items purchased using the officer's uniform allowance account do not require Bureau/Unit Commander's prior approval. Reimbursements affecting divisional accounts require prior approval. Original, signed invoices can then be forwarded to Administrative Services Accounting for payment. Employees need to submit an Electronic Funds Transfer form (EFT) for reimbursements to be directly deposited. This form is available in the Administrative Services Unit and on the "P" drive.

Fixed Asset Management

Bureau Commanders are responsible for the maintenance, control and record keeping for their respective Bureaus/units.

All City property should be accounted for in the general categories of:

- Items costing \$0 to \$4999 per item (purchase price) – not marked and maintained as supplies.
 - The exception is weapons, which will be assigned a number and carried on the Quartermaster inventory list. Other items under \$4,999 that the department considers to be equipment, should be tracked through Quartermaster and may include Control Class II items.
- Items costing \$5,000 per item and above - listed as Control Class I Items and should be entered into the City Fixed Asset Management System.

Annual Inventory

Each fiscal year the Department shall conduct an accurate and comprehensive physical inventory of all fixed assets and submit a report of all findings to the City Purchasing and Property Management Division. The Administrative Services Bureau conducts this inventory.

All personally owned property used at work should be clearly marked to avoid confusion during the inventory process.

Surplus Property

Bureau Commanders that become aware of surplus property in their areas should contact the Inventory Control Specialist in the Administrative Services Bureau to arrange for the disposal of the property. Surplus property (desks, chairs, business machines, etc.) will not be stored in hallways. Surplus property will be disposed of following the City's guidelines for disposition of assets.

Grant Supplies and Services

All grant applications must be submitted through the Department's Grant Coordinator and have the approval of the respective Bureau Commander. Once that approval is provided, it will be submitted for legal review, council approval, and any other approvals required under department procedure or City policy. Expenses for supplies and services that are grant funded need to follow department policies and procedures, as well as all applicable federal regulations and/or conditions of the grant funding.

The Police Department follows the City's GRANT

APPLICATION AND ADMINISTRATION procedure. The Reference to Capital Planning and Programming (CPPD) are no longer valid, responsibilities outline in the procedure are facilitated by the department's Finance Unit in coordination with other city departments (i.e., Purchasing Department, Finance Department).

Grant Subaward and Monitoring Procedures

All grant subrecipient awards must follow current procedures located on the common drive:
P:/Accounting/@PDFSU POLICIES AND PROCEDURES/Subaward Procedures

IV-230 ON-THE-JOB INJURIES

Worker's Compensation for On-the-Job Injuries

All on the job injuries that result or could result in first aid or medical treatments are to be reported to CorVel. In accordance with state law, employees who fail to report an injury or follow established procedures may lose their rights to compensation.

Employees with questions about their workers' compensation claims are encouraged to contact CorVel at 877-764-3574. Employees may also contact the Utah Labor Commission at 801-538-6800.

On-the-Job Injuries Requiring Medical Attention

- Employees should seek appropriate first aid or medical attention.
- For life threatening injuries, employees should report to the nearest emergency facility.
- Otherwise, employees **must** report to a **Direct Care Facility** for Salt Lake City. The Direct Care Facilities are listed below.
- Employees shall report any qualifying injury to CorVel at 877-764-3574 within 24 hours.
- Employees shall report any qualifying injury through the chain of command within 24 hours of the injury.
- Employees shall report all medical progress to CorVel and to their immediate supervisor.
- The treating physician may take employees off work or restrict them to light duty.
- It is the employees' responsibility to communicate their medical status to their direct supervisor and CorVel.

Salt Lake City Corporation Direct Care Facilities

If employees need urgent medical attention after 9:00 p.m., they should report to the nearest hospital. If the injury is not urgent and does not need any immediate care, employees

should report the following day to a Direct Care Facility, unless a CorVel representative directs otherwise.

Weekdays from 7:30 a.m. to 5:00 p.m.

Concentra Industrial Clinic
1735 South Redwood Road, Suite 115
801-973-4434

Weekdays: M-Th 8:00 a.m. to 7:00 p.m., Fridays 8:00 a.m. to 5:00 p.m.

University of Utah Occupational Health Clinic
1525 W. 2100 S.
Salt Lake City, UT 84119
(801)213-9777

7 days a week, 9:00 a.m. to 9:00 p.m

University of Utah Redwood Urgent Care
1525 W. 2100 S.
Salt Lake City, UT 84119

Weekends 9:00 a.m to 9:00 p.m.

University of Utah Daybreak Health Center
5126 Daybreak Parkway
South Jordan, UT

Blood borne pathogens including the Hepatitis B and Human Immunodeficiency Viruses are transferred through contact with body fluids by way of needle sticks, human bites, abrasions etc. It is critical that notice and treatment be provided immediately following the exposure incident as significant exposures often require blood testing of the employee and the source individual. At the same time, there exists only a brief window of time (approximately 2 hours) in which employees may be treated most effectively with antiviral agents for HIV. Also, treatment with Hepatitis B immunoglobulin should be evaluated and started as soon as possible. For significant exposures, refer to procedures outlined in III-235 Blood Borne Pathogen Control and Exposure Reporting.

Choice of Physicians

State law requires employees to seek initial treatment for non-life threatening injuries from their employer's Direct Care Facilities. See above for a listing of those facilities for Salt Lake City employees. After the initial treatment, employees may elect to change their primary medical provider by completing the state required Change of Doctor Form, and submitting it to CorVel.

The Change of Doctor Form is available from CorVel or at the Utah Labor Commission. If an employee chooses to use a medical provider that is not part of the City's network of preferred providers (PP), the employee may be responsible to pay any difference in charges.

Authorization for Treatment

With the exception of emergency situations, pre-authorization from CorVel is required for the following:

- Any testing procedures beyond X-rays.
- In and out patient hospital stays.
- Chiropractic treatments.
- Physical therapy.

On-the-Job Injuries not Requiring Medical Attention

Utah law requires all industrial injuries to be reported. All injuries including those requiring only first aid are to be reported to CorVel to ensure Workers' Compensation coverage for any future medical attention that may become necessary as a result of the injury. Any expenses arising from an unreported injury shall be the sole responsibility of the employee, and no claim will be paid or benefits received under Worker's Compensation.

IV-235 BLOODBORNE PATHOGEN CONTROL AND EXPOSURE REPORTING

BLOODBORNE PATHOGENS

It is the policy of the Salt Lake City Police Department to comply with all guidelines and regulations set forth by OSHA regarding "Occupational Exposure to Blood borne Pathogens (29 CFR Part 1910.10030)" in order to protect employees from infectious diseases caused by blood borne pathogens. Police Department employees are responsible to familiarize themselves with this policy and recommended exposure control procedures. The Salt Lake City Police Department has determined that all sworn employees and non-sworn employees to include Evidence Room Technicians and Crime Lab Technicians are classified as having possible "occupational exposure" as defined by this policy. This policy constitutes an Exposure Control Plan as outlined in OSHA procedural requirements.

Definitions

Blood borne pathogen means pathogenic microorganisms that are present in human blood and can cause disease in humans. These pathogens include, but are not limited to, hepatitis B & C virus (HBV), and human immunodeficiency virus (HIV).

Contaminated means the presence or the reasonably anticipated presence of blood or other potentially infectious materials.

Decontamination means the use of physical or chemical means to remove, inactivate, or destroy blood borne pathogens on a surface or item to the point they are no longer capable of transmitting infectious particles and the

surface or item is rendered safe for handling, use, or disposal.

Occupational Exposure means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of employee's duties.

Other Potentially Infectious Materials means (a) various body fluids such as, but not limited to, semen, cerebrospinal fluid, saliva, and any other body fluid visibly contaminated with blood, and all other body fluids where it is difficult or impossible to differentiate between body fluids or (b) any unfixated tissue or organ (other than intact skin) from a human (living or dead).

Parenteral means a piercing of mucous membranes or skin barrier by means of a needle stick, human bite, cut and/or abrasion.

Personal Protective Equipment (PPE) means equipment designed to prevent blood or other potentially infectious materials from passing through or reaching the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use for the duration of time that the PPE is used. This includes latex gloves, masks, N95 respirators, eye protection, gowns, one-way resuscitation masks and disinfectant.

Significant Exposure Incident means a specific eye, mouth, other mucous membrane, non-intact skin or parenteral contact with blood or other potentially infectious materials that result from the performance of employee's duties.

Source Individual means any individual, living or dead, whose blood or other potentially infectious materials may be a source of occupational exposure to the employee.

Universal Precautions means that all human blood and certain human body fluids are treated as if known to be infectious for HIV, HBV, and other blood borne pathogens.

HEPATITIS SCREENING AND VACCINATIONS

All employees will be offered a Hepatitis B vaccination upon hiring and within 10 days on initial assignment; and upon request by the employee, unless the employee has previously received the vaccine and wishes to submit to antibody testing to show sufficient immunity, or provides medical records to document taking the full series of Hepatitis B vaccinations. Any employee can choose to decline the vaccination by completing the appropriate form provided by Human Resources.

TRAINING

All employees classified under this policy as having the potential for occupational exposure are required to attend training provided by the Police Department on an annual basis. Records of this training will be maintained for a minimum of 3 years.

PROTECTIVE PROCEDURES

In order to minimize the risks to employees who may be exposed to an infectious disease in the course of their duties, the Department utilizes a Universal Precaution protocol, where it is assumed that all persons are potential carriers of a communicable disease. Employees are advised to utilize provided Personal Protective Equipment in those situations where blood borne pathogens may be present. PPE can be obtained from the Quartermaster, and it is the employee's responsibility to equip themselves with these items.

Daily Precautions:

- **Hand washing** is the single most important means of preventing the spread of infections. Hand washing should be done frequently by employees and is required during work hours. The best method of hand washing includes the use of soap and water for at least 10 to 15 seconds under running water. Dry hands well. If possible, use a paper towel to turn off manual faucets, as any manually operated fixture is to be considered contaminated. If soap and water are not available, a waterless antiseptic cleanser or towelette may be used.
- **Disposable gloves** shall be worn where there may be contact with body fluids or infectious materials, and the situation allows for such action. When removing gloves, peel one glove from top to bottom and hold it in the gloved hand. Using the exposed hand, remove the second glove from the inside, tucking the first glove inside it. Dispose of the bundle in an appropriate container, and wash your hands as soon as possible. *Gloves will not be washed or in any way re-used.*
- **Self-help barriers** consist of covering all open wounds or sores with waterproof bandages before coming on duty.

Emergency Medical Situations

- Use appropriate protective equipment (gloves, masks, and eye shields) if there is a likelihood of contact with blood or other potentially infectious materials.
- Thoroughly wash hands and all other exposed skin after exposure to blood or other potentially infectious materials as soon as possible with soap and water. If not possible, use a germicidal cleansing agent first, then when available use soap and water to insure proper decontamination.
- When performing CPR, if possible use an airbag, isolation airway, or mask with one way valve.

Searches of Persons and Evidence Handling

- If a person is in custody and will be transported to another facility for medical treatment or incarceration, and has blood or other potentially infectious materials on their person or has stated that they have a communicable disease, the transporting officer is obligated to inform the person accepting custody about the potential for exposure and/or contamination.
- Persons with blood or other potentially infectious materials on their person shall be transported in separate vehicles from other persons in custody.
- Use extreme caution when looking for or handling items that may have come in contact with blood or other potentially infectious materials.
- Employees should use extreme caution when searching suspects' clothing, especially pockets. If safely possible, have suspects empty their own pockets by pulling pockets inside-out.
- A search of a purse should be accomplished by carefully emptying the contents onto a flat surface.
- Use heavy protective gloves (leather gloves with latex gloves used as a liner, or heavy vinyl or rubber gloves) when handling items that have been contaminated by blood or other potentially infectious materials.
- Needles shall not be recapped, bent, broken, removed from disposal syringe, or otherwise manipulated.
- All sharp instruments such as knives, scalpels and needles shall be handled with extreme care and should be considered contaminated.
- Any evidence that is contaminated with blood or other potentially infectious materials shall be packaged in accordance with evidence procedures and clearly marked with a biohazard label.
- Place needles, syringes, or other sharp objects in clearly labeled sharps containers.
 - Employees shall not smoke, eat, drink, or apply makeup while working around blood or other potentially infectious materials, or when wearing protective gloves.

DECONTAMINATION PROCEDURES

- Employees shall wash any unprotected skin that has come in contact with blood or other potentially infectious materials as soon as possible with hot running water and soap. If this is not possible they should use an antiseptic gel, alcohol, or other approved solution, and then do a hand washing when feasible.
- Disposable gloves should be removed inside out and disposed of properly. Hand and forearms should then be decontaminated as above.
- Clothing that has been contaminated should be removed as soon as practical. Contaminated clothing should be isolated and washed separate from other clothing in a 10% bleach solution and machine laundered with hot water and soap to decontaminate it.

- Vehicles and non-disposable equipment (handcuffs, batons, flashlights, etc.) that become contaminated with blood or other potentially infectious materials shall be properly decontaminated, using an approved disinfectant.
- If needed, the employee may request that the police vehicle be decontaminated by a contracted Bio Hazard company.
- Employees will document the decontamination of vehicles, office areas, and non-disposable equipment in an email through the chain of command.
- Any protective equipment used that is contaminated or suspected contaminated should be placed in biohazard bags, secured and disposed of in a designated regulated waste disposal site for removal by the City's designated vendor. The designated site(s) are located within evidence booking facilities.

EXPOSURE PROCEDURES

Medical Attention

UCA 78B-8-402 provides for the testing of the blood of source individuals with that individual's consent, and for the application of a search warrant or court petition process for a forcible blood draw should the source individual be unwilling or unable to consent. Forced blood draws can only be done under search warrant or other court order.

IF YOU BELIEVE YOU HAVE BEEN EXPOSED TO A BLOODBORNE PATHOGEN, REPORT TO A FACILITY WITHIN 2 HOURS. There exists only a brief window of time in which employees may be treated most effectively with antiviral agents for HIV, and treatment for Hepatitis B should be evaluated and treated as soon as possible.

EMPLOYEES

In the event of an exposure incident, the employee will:

- Notify a supervisor. It is critical that notice be provided, as significant exposures often require blood testing of the employee and source individual.
- Seek medical attention.
- Identify a source individual, if possible. Request they remain on scene, if not already in custody.
- Request informational packet of risks and treatments from treating facility.
- Notify CorVel (877-764-3574) within 24 hours and complete a First Report of Injury.
- Provide a copy of the Form 350 to your supervisor.
- Report all medical progress to CorVel and supervisor.

SUPERVISORS

- Ensure employee seeks appropriate medical care, if needed.
- ***If a blood borne exposure has occurred, respond to the scene and attempt to gain written consent for testing, using the Source Patient section of Form 350. If testing is refused, facilitate the writing of an e-warrant for a blood draw pursuant to UCR 78B-4-402. If an e-warrant is denied, document contact information for follow-up by the City Attorney's Office. Form 350 can be found in the Appendix of this manual as well as the P drive under the Forms folder.***
- Facilitate transport of a consenting source patient to a receiving facility if the individual **has injuries** requiring medical attention. If the source individual is transported to a facility other than UMED, ensure the ERF 350 form is completed and delivered to the receiving facility.
- If the individual **does not** need medical attention and has consented to testing, coordinate the call-out of a department phlebotomist to complete the blood draw. If the phlebotomist is unable to obtain a sample, facilitate transport to the same receiving facility to which the exposed employee responded.
- Ensure the employee receives and completes the State Exposure Report Form (blood borne exposures only). Provide a copy of the form to the phlebotomist if applicable.
- Confirm the employee has notified CorVel within 24 hours.
- Forward any copies and/or original forms, as well as any identifying testing number to the Infectious Disease Coordinator.

PHLEBOTOMISTS

- Refer to the guidelines in policy III-080 Blood Related Procedures.

RECEIVING FACILITIES

Weekdays: M-Th 8:00 a.m. to 7:00 p.m., Fridays 8:00 a.m. to 5:00 p.m:

University of Utah Occupational Health Clinic
1525 W. 2100 S.
Salt Lake City, UT 84119
(801)213-9777

Weekdays after 1900 hours (1700 hours Fridays) and before 0700 hours AND Weekends, 24 hours:

University of Utah Medical Center Emergency Department
50 N Medical Drive

TREATMENT AND TESTING

- Treatment and testing of exposed employees will be provided at no cost.
- The employee will receive confidential counseling from the clinic concerning the risk of infection and recommended guidelines to prevent the spread of infection of blood borne pathogens.
- The employee will receive the recommended medical treatment for the exposure per the medical provider. The medical assessments and treatment(s) will be arranged by the clinic, and confidentially reported to the appropriate agencies.

REPORTING AND RECORD KEEPING

All records obtained under this procedure will be kept strictly confidential and maintained in a manner consistent with OSHA guideline 29 CFR 1910.1020 and the Health Insurance Portability and Privacy Act (HIPPA). These records will be forwarded to and maintained by the Infectious Disease Coordinator.

IV-240 OVERTIME

Overtime Pay and Compensatory Time Eligibility

Sworn personnel of the ranks of lieutenant and above and Civilian personnel classified in the 600 series are not eligible for overtime compensation.

Police sergeants and Civilian personnel in positions classified in the 300 series are eligible for overtime pay or compensatory time.

All other employees are eligible for overtime pay and compensatory time as specified in their Memorandum of Understanding.

Overtime Distribution

When overtime work is available for special events or to meet Department needs, a Bureau Commander may post a schedule for projected overtime assignments and hours.

Specialized assignments

Specialized overtime assignments for sworn personnel shall be open only to specified employees (e.g. only Solo Motor Officers are eligible to work Motor Squad assignments).

Pre-scheduled overtime assignments

Sworn personnel

Officers below the rank of sergeant have the first opportunity to fill the available pre-scheduled assignments (parade routes, hospital guard duty, etc.). Any assignments not filled 72 hours prior to the sign-up deadline may be

offered to officers of the rank of sergeant. Officers above the rank of sergeant are not eligible for such assignments.

This policy does not apply to meter collections.

Civilian personnel

Overtime assignments for Civilian personnel shall be filled in the manner described in the Memorandum of Understanding.

Restrictions on Overtime Hours

Officers may apply for a maximum of 10 hours of overtime on regular days off, vacation days, or holidays.

Requirements on Overtime Work

An employee must have prior approval from the Bureau Commander or designee to perform work in excess of 40 hours per week. Provided however, an officer who responds to dispatched calls or on-view incidents while off-duty must comply with the following:

- Within the corporate limits of Salt Lake City, the officer must receive prior approval from the on-duty Watch Commander or designee to perform work in excess of 15 minutes duration.
- Outside the corporate limits of Salt Lake City, the officer must receive approval from the on-duty Watch Commander or designee prior to the performance of the work, except in exigent circumstances.

Requesting Overtime Pay

The employee must submit a completed Additional Earnings form, including supporting documentation, the date and actual time worked (beginning and ending), case number of the incident responded to if applicable, the name of the approving supervisor, or other information adequately describing the work performed.

The employee must include an appropriate code in the "OT Code" box in the upper right corner of the Additional Earnings form. Forms submitted without this information will be returned, delaying reimbursement for overtime worked.

Authorized overtime and compensatory time shall be compensated as specified in the Memorandum of Understanding for the employee's bargaining unit.

Call back payment and meal reimbursement are specified in the applicable Memorandum of Understanding.

Additional Earnings forms for overtime earnings requests will be submitted to the supervisor in charge of the duty that generates the overtime within seven (7) calendar days.

Supervisors will review each additional earnings form to insure it is accurate and complete.

Supervisors will sign the form upon verification of compliance. Forms will then be forwarded to the Unit's or Bureau's Administrative staff for review and final approval.

IV-250 PEER SUPPORT PROGRAM

The goal of the Peer Support Program is to provide emotional and tangible peer support in times of personal or professional need and anticipate potential future needs of the Department and its employees. The Peer Support Program team members are specifically trained colleagues but are not counselors or therapists. The Peer Support Program will help facilitate outreach programs but not replace them.

Although the Peer Support Program is a formal program, the philosophy of caring and support for our police family should be the focus of every member of the Department.

Confidentiality

Peer Support Program team members will maintain strict confidentiality except when information obtained from an employee indicates the employee is an imminent danger to him/herself or others or in cases of serious violations of the law such as child, spouse or elderly abuse or Felony violations of the law. Serious violations of the law will be addressed directly to the Chief or his designee.

In cases of an employee that may be a danger to him/herself or others, the Peer Support Program team member will contact the local law enforcement agency, Employee Assistance Program (EAP) or will take appropriate law enforcement action if the event occurs in his/her jurisdiction.

Organization

The Peer Support Program has been divided into four specific sub-groups. Team members receive specialized training in the sub-group category in which they are assigned. However, all team members receive training in dealing with all types of stress related issues to include ethical concerns.

In addition to the Peer Support Program Coordinator, each of the four subgroups of the program will have two co-coordinators (one sworn, one civilian) to help facilitate group support.

The Peer Support Coordinator will manage the day-to-day operations of the Peer Support Program. The day-to-day operations of the program include, but are not limited to, facilitating the selection process for new team members, training, Peer Support assignments, and maintaining

working relationships with the City's EAP, Workers Compensation Specialists, and Long /Short Term Disability Specialist.

Sub-groups

- Traumatic Incident
- Relationships
- Dependencies
- Workers Compensation, Short Term Disability (SDI), Long Term Disability (LTD)

Traumatic Incident (TIC)

The Traumatic Incident Corps is specifically trained to deal with any event that produces a negative reaction in the life of an individual. Examples of traumatic incidents include, but are not limited to: shootings, traffic accidents, SIDS deaths, and injuries related to self or an individual's family. The traumatic incident may not always be work related.

Relationships

This team is specifically trained to deal with issues arising from interpersonal relationships. This includes: family, intimate, friendship, or working relationships.

Dependencies

This team is specifically trained in issues surrounding addictive behaviors. This includes: any type of addictions, co-dependencies, and emotional or mental issues.

Workers Compensation (LTD/SDI)

This team is specifically trained to facilitate application for and working through the formal process of Workers Compensation, Long Term Disability and Short Term Disability. The team can also provide assistance in dealing with medical and dental issues and other related needs.

Selection Process for Team Members

The Peer Support selection process will be completed under the direction of the Peer Support Team Coordinator. Peer Support applicants must have at least 3 years' experience with the Salt Lake City Police Department, and will be selected by an interview panel consisting of at least one coordinator and two additional team members.

Training

The Peer Support Coordinator will help facilitate continual team training in assistance techniques, stress management, etc. Training classes for team members will be provided annually, or team members will be notified of applicable training opportunities they can utilize. Each Peer Support team member is required to attend at least one Peer Support related training class annually. Special circumstances that

prohibit attendance will be addressed with the Peer Support Coordinator.

Team Member Termination/Resignation

Peer Support team members who fail to fulfill any of the outlined responsibilities may be removed from the program at the majority vote of the program coordinators.

A Peer Support team member may resign from the program at any time by giving written notification to the Peer Support Program Coordinator.

Peer Support Program Mandatory Support Contact Guidelines

Peer Support team members will be called out for the following incidents:

- Administrative Leave circumstances.
- Officer-involved-shootings.
- SIDS deaths.
- Serious injury or hospitalization of an employee.
- Any incident classified as traumatic and/or in which an employee requests Peer Support services.

Call Out Guidelines

The Peer Support Coordinator shall be contacted on any Peer Support call outs. In the event that the Peer Support Coordinator is unavailable, a coordinator from any of the four subgroups will be contacted for call-out needs. In the event that a coordinator cannot be located, any member of the Peer Support Program will be contacted to provide support. As soon as feasible, the team member will contact the coordinator over his/her group to advise of the call-out.

Peer Support during Investigations

- Peer Support shall be provided from a viewpoint that the involved employee is a victim.
- Peer Support team members will not interfere with ongoing investigations.
- Peer Support team members can obtain and provide clarification during the investigative process.
- Peer Support team members will work in conjunction with investigators to make sure that every effort is put forth to not add undue stress to the involved employee.
- Peer Support assistance and follow up is provided at the involved employees' discretion and can be waived or terminated at any time the involved employee wishes.

IV-260 PERFORMANCE EVALUATIONS

IV-260.1 TRIMESTER RATINGS

The Department establishes acceptable standards of performance for all positions within the Department. Supervisors are required to rate the work of their subordinates trimesterly, focusing on each employee's strengths and weaknesses, in an effort to improve performance. Performance evaluations become a permanent part of the employee's personnel record.

Trimester ratings will be completed in the months of April, August, and December.

The performance evaluation template can be found on the "P" drive under "Employee Performance Evaluation Forms". The template is separated into four sections:

- The rating guide – provides the rater guidance as to considerations for each of the potential categories. The rating guide should be considered a guideline, not an all-inclusive list of what criteria should be considered.
- The supervisory/managerial rating guide – provides further guidance for rating an employee in a supervisory position.
- The rating sheet – provides specific numerical rankings to help articulate the level of the employee's performance.
- The narrative section – used to provide specific examples of needed improvement, as well as highlight accomplishments and exemplary work. The second half of the narrative sheet provides the rater an opportunity to list specific goals for the employee. These goals should only be added if discussed with the employee during the course of the evaluation.

As a standard practice, performance ratings shall be reviewed with, and signed by, the employee.

Employees who fail to receive a satisfactory performance evaluation may not be advanced along the pay scale. The employee who fails to meet standards will be re-evaluated in four months. If the employee meets standards during the four month time period, they are eligible to receive their advancement along the pay scale effective with their evaluation and based upon the availability of funds.

Utah State Statute § 52-3-1 does not allow public officers who exercise authority over a relative to evaluate the relative's job performance or recommend salary increases for the relative.

“Public Officers” are defined in Utah State Statute as “a person who holds a position that is compensated by public funds.”

IV-260.2 DENIAL OF ADVANCEMENT ALONG THE PAY SCALE GRIEVANCE PROCEDURE – SWORN AND CIVIL

As provided in the appropriate Memorandum of Understanding.

IV-260.3 EVALUATIONS FOLLOWING DISCIPLINARY ACTION

When disciplinary action is recommended and approved by the Chief of Police, the discipline and associated goals to correct the behavior will be noted in the subsequent trimester rating for the employee.

IV-260.4 ACCESSING AND SUBMITTING THE EVALUATION FORM

Supervisors conducting the performance evaluation will access the evaluation forms on the “P” drive under “Employee Performance Evaluation Forms”. The form can be completed electronically, however, the template will not allow you to save the document. The form, when completed, should be printed out and signed by both the employee and supervisor. The signed rating form as well as the narrative sections should be submitted to the Division Administrative Lieutenant or Unit Director. At the end of the rating period, the Administrative Lieutenant will forward the packet of hard copies to the City Human Resource Office at Box 5464.

The supervisor may elect to keep a copy of the narrative section, as it relates to expected goals and deficiencies, for future reference and follow up on subsequent ratings.

IV-270 POLICE MUSEUM

The Police Museum collects, preserves, and displays historical material and memorabilia related to law enforcement, with particular emphasis on items related to the Salt Lake City Police Department.

Organization

The Police Museum shall be coordinated by a volunteer director approved by the Administrative Services Bureau

Commander. The Police Museum Director may be assisted by other volunteer personnel.

Acquiring Materials from within the Department, Law Enforcement Associations, and the Community

Materials to be collected shall include:

- Photos - Law enforcement photos of a historical nature, particularly to the Salt Lake City Police Department.
- Law Enforcement Equipment - Uniform items and associated material.
- Weapons - Law enforcement weapons and weapons that have been seized.

Preserving and maintaining all materials acquired, including:

- A catalog system that gives a description of the item, acquisition information, a history, and any other information that is of use to the unit.
- Storage and filing of all acquired items.
- Selection of display items and preparation of displays.

Photos

Selected photos will be framed and available for display within the divisions or in designated display areas of the Police Department.

Law Enforcement Equipment

- Items will be placed within secured display cases for display in areas of the Police Department.
- Displays will meet the standards established by the Police Museum Director, and when possible shall include the donor’s name.
- Traveling displays may be prepared by the Police Museum Director.

Weapons

Weapons shall be displayed according to the standards set by the Administrative Bureau Commander and the Training Unit staff.

Preservation of Resources

Department equipment and materials shall not be transferred out of the control of the Police Department by any Department employee. Standards for transference of equipment and materials are specified by Department Policy, City Ordinance, and by condition of contract in acquisition to the Police Museum.

Acquisitions: Items donated to the museum should be documented in a letter on Police Department letterhead to the owner as a donation. The letter should contain the provision that such donation would result in the item

becoming the sole property of the City and, as such, would not be returned to the donor. Accordingly, documentation on Police Department letterhead of items placed on loan to the Police museum for display should provide that the item be returned to the donor upon request.

IV-280 POLICE VOLUNTEER PROGRAM

Organizational Procedures

Administration

The Chief of Police shall appoint a volunteer coordinator. The volunteer coordinator shall be responsible for the following:

- Recruiting, selecting, and training qualified volunteers for various positions.
- Maintaining employment records for each volunteer.
- Maintaining the volunteer handbook.
- Planning volunteer recognition events.
- Administering corrective action when warranted.

All requests for volunteers shall be routed through the designated chain of command for review and volunteer selection.

Recruitment

Volunteers shall be recruited on an ongoing basis, consistent with the department's policy on equal opportunity. A primary qualification for participation in the volunteer application process shall be an interest in, and an ability to assist the department in serving the public.

Screening

- All prospective volunteers shall complete the volunteer application form.
- The volunteer coordinator shall conduct a personal interview with each applicant.
- A documented background investigation shall be completed on each applicant and shall include Traffic and criminal records, past and current employment and references.

Selection, Description and Placement

- Upon acceptance or refusal into a volunteer program, applicants shall receive written notification.
- All volunteers shall be required to sign a volunteer agreement.
- All volunteers shall receive a copy of the volunteer handbook.
- Volunteers shall be placed in assignments or programs that are consistent with their knowledge, skills, abilities, and the needs of the department.

- Volunteers shall be provided with a comprehensive written position description detailing their duties.
- Position descriptions shall be reviewed annually to ensure that they accurately reflect the volunteer's duties and responsibilities.

Training

- Volunteers shall be provided with an orientation program to acquaint them with the department, personnel, policies, and procedures that have a direct impact on their work assignment.
- Volunteers shall receive position-specific training to ensure they have the knowledge and skills necessary to complete tasks required by the position.
- Volunteers shall receive ongoing training as deemed appropriate by their supervisor or the volunteer coordinator.
- Training shall reinforce to volunteers that they may not intentionally represent themselves as, or by omission infer that they are sworn officers or other full time employees of this department. They shall always represent themselves as volunteers.

Fitness for Duty

- No volunteer shall report to work, be on duty or operate either their personal or city owned vehicle, when his or her judgment or physical condition has been impaired by alcohol, medication, other substances, illness or injury.
- Volunteers shall report to their supervisor any changes in status that may affect their ability to fulfill their duties. This includes:
 - Drivers license
 - Arrests
 - Criminal investigations

Dress Code

- Volunteers shall conform to department approved dress that is consistent with their duty assignment.
- No volunteer shall wear his or her uniform or identifiable parts of that uniform while off duty.
- Volunteers shall be required to return any issued uniform upon termination of service.

Confidentiality

- Each volunteer shall sign a nondisclosure agreement. Unless otherwise directed by a supervisor or departmental policy, all police information shall be considered confidential. Only information specifically identified and approved by authorized personnel shall be released.
- Disclosure of any confidential information, verbally, in writing, or by any other means, shall be 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 a newspaper or other periodical, release or divulge any information concerning the activities of the agency, or maintain that they represent the agency, in such matters without permission from the appropriate agency personnel.

Property and Equipment

- Volunteers shall be issued an identification card that must be worn at all times when on duty.
- Any equipment issued by the department shall be for official and authorized use only.
- Any property or equipment issued to a volunteer shall be returned at the termination of service.

Vehicle Use Requirements

- Any volunteer operating a vehicle, whether personal or city owned, must maintain a valid driver's license and current vehicle insurance to meet minimum/state mandatory requirements.
- Any time a volunteer receives a traffic citation or is involved in a traffic accident, it must be immediately reported to the Volunteer Coordinator for review.
- All Mobile Neighborhood Watch volunteers who operate a personal or city owned vehicle, will have both their driver's license and insurance status checked on an annually basis by the Volunteer Coordinator.
- All volunteers will be required to wear their seatbelt in accordance with Utah state law when driving or riding in either the city owned Mobile Neighborhood Watch car or their private vehicle.

Department Mobile Watch Vehicle

- Any time the city owned Mobile Neighborhood Watch vehicle is deployed, the driver must strictly adhere to and follow the vehicle use protocol.
- The city owned Mobile Neighborhood Watch vehicle may only be used for authorized mobile watch functions. No personal use is allowed.

Corrective Actions/Termination

- Any inappropriate action taken by a volunteer shall be reviewed by the coordinator for corrective actions.
- A volunteer may be removed from any program at the discretion of the volunteer coordinator.

Program Evaluation and Review

An evaluation of the volunteer program shall be conducted on an annual basis by the supervising division commander who shall complete and maintain a written report of the evaluation for review.

IV-290 PROBATION

Upon appointment to an entry-level position in the Department, an employee is placed on probation and sworn employees are issued a temporary Department training identification number. A permanent identification number indicating Department seniority will be issued based upon overall placement in initial Department training. The duration of the probationary period, as set by the Civil Service Rules and Regulations, is 6 months for most civilian employees and 12 months for dispatchers and sworn employees.

The probationary period is the final phase of the selection process for newly hired employees. During probation the employee is trained, closely observed, and evaluated. The employee is expected to meet all established training standards.

If it becomes evident during the probationary period an employee is unable or unwilling to perform in the position in a satisfactory manner, the appointing power may terminate the employee's employment.

IV-300 PROMOTIONS

There are established promotional paths within the Department that allow upward mobility for all employees. The Department is obligated to ascertain the best-qualified employees to fill vacancies. The Civil Service Commission establishes eligibility standards for Civil Service positions. Promotions are based on the applicant's ability to meet the eligibility criteria, ascertained merit, seniority, and the standing obtained on a competitive examination.

Types of Promotions

Civil Service Rules and Regulations define in-rank and in-grade promotions.

In-rank promotions are "promotions which result in a substantial change in assigned duties, requiring supervisory and administrative skills or substantially different training and skills."

In-grade promotions are "promotions made in recognition of superior skills in the performance of duties achieved through experience and proficiency, but which do not involve a substantial change in duties." In-grade promotions afford the employee progressive salary increases based on longevity and proficiency.

Appointment and Acceptance of Promotions

The employee appointed to fill a promotional vacancy will be selected from a certified list of eligible employees. The names of eligible employees not selected will be restored to their respective positions on the eligibility list.

The Chief of Police shall select a candidate for promotion from the top five names on the list for each position to be filled.

Unless an extension is requested, the employee selected must accept the promotion within ten (10) business days after receiving notification of selection. Failure to accept the promotion results in the employee forfeiting the opportunity and their position on the eligibility list unless waived by the Commission.

Probationary Period

Whenever an employee of the Police Department is promoted, there shall be a probationary period established for evaluation of the fitness for serving in the new position. The candidate must satisfactorily complete the probationary period before the promotion becomes a non-probationary position.

The period of probation for in-rank Police Department promotions will be six months in duration. Any employee who fails to complete his or her probationary period in a promoted position shall be returned to his or her position prior to the promotion.

Temporary Promotions and Emergency Assignments

Competitors for a promotional position may be permitted to perform the duties of that position without compensation for a period of 30 days in order that their abilities to perform those duties might be assessed.

IV-320 RECORDS

Confidential Nature of Police Business

Every employee has the responsibility of safeguarding the confidentiality of police business and citizen information. Employees shall not divulge or make available any information contained in official records or reports to any person or agency except as provided by Departmental procedure. No employee shall remove any official report, book, record, log, audio or video tape, image or computerized data without authorization. No employee shall access or disclose confidential information for the gain or benefit of self or others, or for any purpose other than the conduct of official police business.

Guidelines for Accessing Official Records

Accessing official records is limited to the “right to know” or “need to know” situations and must fall within the guidelines for accessing BCI, state, city and department records.

- “The right to know” means the legal authority for a person or agency to have access to official records.
- “The need to know” means that the official purpose or compelling requirement for which the information is being requested must be directly related to official duties and/or responsibilities of the person or agency initiating the request.
- “Official records” include, but are not limited to, police records and reports, drivers license and vehicle registration information, criminal histories, citation information, street check information, information contained in the Records Management System, intelligence and investigative information, etc.

Personal curiosity and non-business related uses are not legitimate reasons to access any official records.

Misuse of criminal history information may subject the City and offending employee to civil liability, criminal prosecution under U.C.A. §53.10.108(12)(a), and may also jeopardize the Police Department's ability to access the State information system.

United States and Utah State Statute

Salt Lake City participates in identifying criminals and criminal activities with the United States and all other states. As such, Salt Lake City is subject to United States laws on the use and dissemination of criminal history information.

UCJIS users who access UCJIS information through a mobile device must have that device set up with Mobile Device Management (MDM). FBI CJIS Security Policy 5.13.

Applicable Federal law: the Justice System Improvement Act 42 USC §3789g (b).

Salt Lake City and its employees must comply with the Utah Code provisions relating to the dissemination of criminal history information that the City obtains through the State Bureau of Criminal Information.

Utah Code Annotated §53-10-108 states, in part:

“(5) Any criminal history record information obtained from division files may be used only for the purposes for which it was provided and may not be further disseminated.

“(12) (a) Misuse of access to criminal history record information is a class B misdemeanor.

(12) (b) The “Commissioner and Director of BCI” must be notified if misuse of UCJIS information is suspected.”

In addition, Utah Code Annotated §76-8-201 states:

“A public servant is guilty of a class B misdemeanor if, with an intent to benefit himself or another or to harm another, he knowingly commits an unauthorized act which purports

to be an act of his office, or knowingly refrains from performing a duty imposed on him by law or clearly inherent in the nature of the office.”

Criminal History Information

Criminal history information as defined by the Justice System Improvement Act, 42 USC §3791(9), means records and related data, compiled for the purpose of identifying criminal offenders or alleged criminal offenders and includes arrest records, the nature and disposition of criminal charges, sentencing, confinement, rehabilitation and release. This includes dismissed or proven charges.

Regulations governing criminal history information do not apply to intelligence or investigative information such as suspected criminal activity, association with criminal enterprises, financial information, ownership of property, or other personal information.

The regulations also do not apply to psychiatric records, social histories, or other evaluative types of data, or to identification information, such as fingerprint records or photographs, where such information does not indicate a specific involvement of the person in the criminal justice system. The regulations also do not apply to statistical data which does not identify particular individuals.

Accuracy Required in Criminal History Records

As a criminal justice agency, the Salt Lake City Police Department has a legal responsibility to provide the highest possible level of completeness and accuracy on all criminal history record information that it disseminates to other agencies or individuals.

Access and Dissemination of Criminal History Information

Access to criminal history information will be authorized through the division command. Employees of the Department shall not obtain criminal history information for the purpose of dissemination to unauthorized persons or agencies or for personal curiosity or non-business related reasons.

Dissemination of criminal history information is limited to criminal justice agencies for use in criminal justice activities or criminal justice employment, and to an individual, who is the subject of the record and has the right to review and challenge criminal history information about himself or herself. This right of the individual does not include the right to review and challenge intelligence or other notations not classified as criminal history information.

Dissemination of information to non-criminal justice agencies is not authorized except in conformance with the GRAMA section of the Police Policy Manual.

Storage of Information

All personnel are prohibited from storing criminal history information on portable electronic media devices (USB flash drives, CD-R, memory cards, external drive devices, etc.).

All personnel are prohibited from storing criminal history information, or any other confidential information, on personally owned electronic devices and/or personally owned information systems.

Personnel who access Department information through Citrix or Outlook Web Access shall not save attachments or data in any form to a personally owned computer or other device.

Transfer of Information

The following procedures will be followed during transfer of criminal history information in physical media (printed documents, printed imagery, etc.) and digital media of a confidential nature:

- When removed from a controlled area (i.e., restricted area of the police department), the media is always within possession of an authorized employee.
- The media will only be delivered to, and left with, individuals or agencies who are authorized to be in possession of it.
- If the media is delivered to an authorized agency and is not being left directly with an authorized individual, it will only be left in a controlled area of that agency’s location which has been designated for such.

Recording the Dissemination of Information

The State of Utah keeps records of the accessing and dissemination of criminal history obtained from their records.

Any authorized employee of this Department requiring criminal history information, based on investigative needs, is furnished the information upon request. When criminal history information is requested over the telephone, the employees are required to identify themselves with their Police Department ID number.

Destruction of Printed Information

All UCJIS information that is printed shall be immediately destroyed after use by shredding, burning, etc. UCJIS information includes but is not limited to: Triple I, UCCH, Statewide Warrants, Protective Orders, Driver License records, Motor Vehicle records, and all other information obtained from UCJIS via any source (RMS, MDT, UCJIS website, etc.).

Driver and Motor Vehicle Records

Vehicle registration information and driver license records may be released to authorized employees of the Department or other law enforcement agencies. This policy allows officers the prerogative to release vehicle registration information during the course of a criminal investigation when doing so facilitates the best resolution to the case. All other requests for such information will be referred to the State Division of Motor Vehicles and Driver License Division.

Records Unit and Evidence Room Security

Access to the Records Division and the Evidence Room will be limited to authorized personnel only.

The Records Division supervisor will monitor all persons entering the restricted Records area and will challenge anyone who is not authorized to be there.

Evidence Room personnel are responsible for restricting admittance to the Evidence Room.

Security Agreement and Fingerprinting for All Employees and Others with Access to Buildings

All employees and anyone with access to the Public Safety Building, Crime Lab/Evidence Building, and/or Pioneer Precinct must comply with CJIS security measures.

All sworn personnel with the rank of Lieutenant or below MUST certify as a UCJIS user, as well as all civilian positions that require access to UCJIS.

All UCJIS Users, Non-Users, and Non-Access Users who access the PSB, Crime Lab/Evidence, and/or Pioneer Precinct buildings unescorted must fill out a security agreement and have fingerprints completed (ID required). Records staff will provide the appropriate form to fill out when being fingerprinted.

USER: Anyone who has direct access to UCJIS (current login).

- Must sign a “UCJIS User Security Agreement.”
- Be fingerprinted (ID required) – One time after January 2014.
- Initial name-based background check..
- Training and testing every 2 years.

NON-ACCESS USER: Anyone who obtains UCJIS records from a person who has direct access (this is anyone who looks at hardcopies of UCJIS or discusses items on UCJIS as well as ALL Versadex users).

- Must sign a UCJIS User Security Agreement (The NON-ACCESS USER is considered a USER).
- Be fingerprinted – One time after January 2014.

- Initial name-based background check.
- Training and testing every 2 years.

NON-USER: A person who does not have a UCJIS login but has indirect access.

Indirect access is defined as:

1. Unescorted* access to the computer terminal areas where information may be available either on a monitor, printed, verbal; or,
 2. Access to computer systems or programs that access UCJIS files. (This is anyone unescorted in secure areas of the PSB such as IT personnel, custodians, volunteers, contractors, etc., who are not accessing Versadex)
- All “Non-Users” must sign a UCJIS Non-User Security Agreement once hired by the Department.
 - Be fingerprinted – one time after January 2014.
 - Initial name-based background check for IT users and other non-users.

The FBI NGI Rapback system went live in Utah on July 1, 2015. Once the initial name-based background check has been done and the fingerprints submitted to be retained, the TAC will no longer need to do a name-based background check every time training and testing are due. If an applicant (user, non-access user, or non-user) is booked into a jail anywhere in the country, the fingerprints will be submitted to the FBI NGI system and “hit” against the retained civil applicant fingerprints. Notification will be sent from the FBI to BCI, and BCI will then notify the entity that requested the fingerprints to be retained.

Computer Security

FBI CJIS Security Policy, Version 5.3, August 2014, 5 Policy and Implementation, 5.5 Policy Area 5, Access Control, 5.5.4 System Use Notification p.31 Summary of the policy states:

The information system shall display an approved system use notification message, before granting access, informing potential users of various usages and monitoring rules.

1. The user is accessing a restricted information system.
2. System usage may be monitored, recorded, and subject to audit.
3. Unauthorized use of the system is prohibited and may be subject to criminal and/or civil penalties.
4. Use of the system indicates consent to monitoring and recording.

This will remain on the screen until the user acknowledges the notification and takes explicit actions to log on to the information system. Please see FBI CJIS policy for detailed information.

FBI CJIS Security Policy, Version 5.3, August 2014, 5 Policy and Implementation, 5.5 Policy Area 5: Access Control, 5.5.5 Session Lock, p. 32 Summary of the policy states:

The information system shall prevent further access to the system by initiating a session lock after a maximum of 30 minutes of inactivity, and the session lock remains in effect until the user reestablishes access using appropriate identification and authentication procedures. Users shall directly initiate session lock mechanisms to prevent inadvertent viewing when a device is unattended. A session lock is not a substitute for logging out of the information system. Note: an example of a session lock is a screen saver with password. Please see FBI CJIS policy for detailed information.

IV-330 REPORTING PERSONAL EVENTS

In the event of a serious illness, serious injury, death, or birth that affects the personnel of this Department, such information should be forwarded, through the chain of command, to the Office of the Chief. The Office of the Chief shall notify the appropriate personnel to aid the employee or to extend congratulatory messages.

IV-340 SENIORITY AND IDENTIFICATION NUMBERS

Sworn Officers

Department ID numbers are assigned according to the following criteria:

- Hire date: Date of hire is the first determining factor for seniority. Employees with earlier hire dates will have greater department seniority.
- In-house Academy Finish: Recruits are ranked according to their success during the department's in-house academy. This ranking is the second factor in determining seniority. Employees finishing higher at the conclusion of the in-house academy will have greater department seniority.

Civilian Employees

Refer to applicable MOU or compensation plan.

IV-350 SICK / PERSONAL LEAVE

Sick/Personal leave is a benefit provided by the City to protect employees against the loss of income when an employee is unable to work due to injury or illness. Sick/personal leave is accumulated at a rate specified by the

appropriate MOU or compensation plans. Employees may use accrued sick/personal time in one-hour increments for an illness or doctor's appointments upon approval from their supervisor.

Division Commanders may request documentation.

Personal Leave

Personal Leave may be use in not less than one hour increments.

Except for unforeseen circumstances, such as emergencies or the employee's inability to work due to their illness or accident, the employee must provide their supervisor with as much prior notice as possible to allow time for the supervisor to make arrangements necessary to cover the employee's absence.

For leave due to unforeseen circumstances, employees must provide their supervisor with as much prior notice as possible.

Use of Personal Leave for other than unforeseen circumstances will be based upon operational needs.

IV-360 TERMINATION OR TRANSFER TO OTHER CITY AGENCIES

Any employee who has accrued unused holiday or compensatory time, and who intends to transfer to another City Department or terminate employment with this Department, must use the accrued time prior to leaving or arrange satisfactory compensation through agreement with the Police Administrative Services Division.

IV-370 TRAINING OF POLICE OFFICERS

Once hired, officers begin a training schedule under the direction of the Training Unit. The training consists of the academic, physical, and practical training necessary to complete Utah Peace Officer Standards and Training (POST) certification requirements. Officers must successfully complete training to the satisfaction of the Training Unit Commander.

Recruits must complete all academic and physical requirements before being placed in the Field Training Officer (FTO) program. Failure to meet certification standards may result in termination.

Field Training Officer Program

The FTO program allows administrative control over field training experience by placing the training responsibility in the hands of field officers. Officers will be certified by the Training Unit prior to assignment. Unqualified recruits are

identified early in the program for additional training or possible termination.

In an attempt to give equal exposure to rotating shifts, calls, and geographic areas, each recruit is assigned to at least three different FTOs. In addition, each recruit shall work in at least two different patrol sectors.

Field Training Officer Selection: When vacancies in the FTO program are identified, a notice will be issued in the form of a Chief's Memo listing qualifications and requirements for the position.

Training the Field Training Officer: Each officer selected must pass approved FTO training before being assigned a recruit.

Responsibilities of the FTO:

- When assigned a recruit, FTOs are required to train and evaluate the recruit. The training is documented daily and if additional training needs are identified; FTOs are responsible for providing that training.
- When assigned a recruit, FTOs should avoid using holidays or vacation days if at all possible.
- FTOs receive one hour of overtime pay for every full shift spent training a recruit.
- FTOs have the option of using their police car or pool car while assigned a recruit.

In-service Training

In order to maintain Utah POST certification, officers must complete at least 40 hours of approved in-service training each fiscal year. The Department must document each officer's in-service training record for POST.

Training Materials and Programs

Acceptable training materials and programs include:

- Training Unit publications or other selected publications.
- Police Manual and supplemental General Orders.
- Video tapes, films, slides, and etc.
- Training Unit classroom instruction.
- Relevant law enforcement classes, university or college classes, programs, or seminars approved by the Training Unit and POST.
- Divisional training programs approved by the Training Unit and Utah POST.
- Non-Disciplinary Instructions (NDI).

Non-Disciplinary Instruction (NDI) is one-on-one training a supervisor gives an officer. This training can be aimed at correcting an existing deficit in the officer's work methods or simply explaining a new procedure an officer has not yet received.

Training time may be given for any NDI lasting at least 15 minutes. If training time is given, the supervisor must document the time spent and subject matter and ensure the officer receives credit through normal training credit procedures.

Training Hours and Responsibilities

- The Training Unit provides 30 hours of on-duty training for each officer each year under the Trimester Training Program. The Trimester Training will consist of 10 hours training per officer per trimester and will be scheduled through the Training Coordinators and sergeants of each officer.
- The Training Unit will provide Training Bulletins/Legal Updates on topics concerning many areas of law enforcement.
- The Training Unit will also provide special training as needed.

Approved Outside Courses

Courses and programs administered by outside agencies or schools shall be evaluated by the Training Unit and approved by Utah POST. A report of such courses, including a class outline, grades or any certificates received, shall be submitted through the Training Coordinator to the Training Unit.

All requests for classes being taught at POST will be made on a POST Course Request form. The requesting officer's division training coordinator will approve this form. A copy of the approved form will be forwarded to the Division/Unit commander and sent to the Training Unit. The Training Unit will coordinate with POST and confirm the class with the requesting officer. Officers will not contact POST directly.

Training Coordinator Responsibilities: Each division and unit within the Department shall designate a Training Coordinator. Training Coordinators shall:

- Disseminate Training Unit materials in appropriate format.
- Submit an outline of proposed divisional training programs and a statement describing the instructor's qualifications to the Training Unit for approval, and schedule approved programs.
- Certify that each officer in the division or unit receives adequate exposure to the training material and document each officer's participation.
- Maintain files documenting classroom instruction and attendance for officers in their division or unit.

Procedures for Documenting Training

- Documentation of training over 4 hours or which has an accompanying certificate should be sent to the

Training Unit secretary for entry into the Training database.

- Documentation of training under 1 hour should be entered into the training database by a supervisor or training coordinator.

IV-380 TRANSFERS – POLICE OFFICERS

The opportunity to perform a variety of duties in the span of employment with the Police Department provides the employee the ability to experience the many different aspects of law enforcement. The Police Department supports a philosophy of periodic rotation of assignment to best meet personal career objectives and to best serve the interests of the Department. Organizational staffing changes also allow the Police Department to meet operational needs.

The Chief of Police has the authority to assign subordinate employees to meet organizational goals. In doing so, the Chief may consider the employee's strengths and qualifications; departmental needs and information relevant to promoting internal efficiency. An employee may be reassigned to another in rank position with the same pay grade if, in the Chief's judgment, the reassignment will best serve the interests of the Department. Likewise, a Police Department employee may request a transfer from her or his current assignment. The procedural guidelines related to both transfers and reassignments are outlined below.

1. Definitions:

- Reassignment - An action initiated by a Police Department Bureau Commander and approved by the Chief of Police, which moves an employee from one job or position to a different job or position with equal pay and an equal pay grade.
- Transfer – An action initiated by a Police Department employee, and approved by the Chief of Police or designee, to move from one job or position to a different job or position with equal pay and an equal pay grade.

2. Reassignments:

- A reassignment may be proposed as a way to maximize an employee's ability to be successful in the workplace. If approved by the Chief of Police, reasonable care will be taken to mitigate the personal effects to the employee.
- Notice of the reassignment will be given at least fourteen (14) days before the change occurs.
- Reassignments will not be used as a disciplinary strategy. If the employee's performance and/or conduct is in question, the Bureau commander should attempt to correct through additional training or conflict resolution techniques before suggesting a reassignment. All efforts to train or correct the employee should be documented. If, after the corrective measures have been provided, the Bureau Commander

wants to reassign the employee to another workgroup within the same rank and pay grade, they should review and receive approval of the Chief of Police.

- Having received a coaching letter, a reassigned employee may not be subsequently reassigned for the same reasons. Issues with performance and/or conduct will be addressed through appropriate non-disciplinary or disciplinary interventions, consistent with Police Department Policy
- A reassignment may be an outcome of a formal disciplinary proceeding only if that determination is specifically stated in a disciplinary letter.

3. Transfers:

- Employees requesting a transfer to an announced vacancy must be off probation and meet the criteria specified in the Bureau Commander's notice. An exception may be granted by the Chief of Police if mutual agreement about the proposed transfer exists between the employee, the unit with the vacancy and the unit in which the employee is currently assigned. An employee requesting a transfer shall make application for the position as directed in the job announcement.
- A unit commander shall fill the job vacancy consistent with internal recruitment processes and procedures.
- Employees selected for a specialized assignment shall serve a six month probation in that position. The probationary period may be extended at the discretion of the unit commander for cause. An explanation about the extension shall be given to the employee, in writing. Failure to satisfactorily complete the probationary period may result in reassignment.

4. Procedure for Transfer or Reassignment

- All transfers or reassignments will normally take place once per month on the beginning of the pay period as close to the 15th of the month as possible. This is to coordinate all related transfers/reassignments or identify where vacancies will be held.
- Affected Bureau Commanders will agree to all transfers or reassignments prior to each month's identified transfer day.
- The Chief has the discretion to transfer or reassign employees outside the outlined procedure or time period.

5. Transfer Selection Process

- The Bureau Commander will utilize a selection process to establish eligibility lists for available positions that best meets the needs of the Department, the unit and department personnel. This process may include but is not limited to: boards, interviews, written and other tests, supervisor recommendations or other job related evaluation criteria. Bureau Commanders will at a minimum include a review of the officer's application, seniority, merit, performance, and experience and attendance record.

- When the process is completed, a list of eligible candidates will be maintained for use in filling available vacancies. To fill vacant positions the Bureau Commander will submit personnel recommendations to the Chief's office for approval.

IV-390 HIRING CRITERIA

The Salt Lake City Police Department is committed to hiring applicants that conduct their lives in a manner that demonstrates a pattern consistent with the core values of the department. In order to protect the citizens of Salt Lake City, mitigate potential issues of misconduct, and demonstrate a commitment to hiring the most qualified candidates, the SLCPD conducts in-depth background investigations on all applicants for employment.

A background investigator will complete a thorough background investigation on all applicants for employment to verify that they meet the Salt Lake City Police Department Hiring Criteria Guidelines. Generally, all applicants for employment (i.e. police officer, evidence technician, records clerk) will meet similar criteria. Exceptions will be as required by Utah statute, specifically listed in SLCPD Policy, or as specifically mentioned in the SLCPD Hiring Criteria.

As such, the following guidelines will be used in all SLCPD hiring processes.

Disqualifications

Disqualification of applicants will be reviewed and determined by the background team which may include the background investigators, a Sergeant, a Lieutenant, and/or a member of SLC Human Resources. At a minimum, the background team will be comprised of the applicant's background investigator, a neutral background investigator, and a SLCPD supervisor.

Disqualifications of any applicant will be reviewed and approved by the Division Commander of the Background Unit.

Candidates may be disqualified at any point during the background investigation if disqualifying acts or behavior are found. The background investigator will gather sufficient information about the applicant so a fair and impartial decision can be made by the background team. A summary outlining the reason(s) for disqualification will be reviewed by the background team and attached to the applicant's background report.

The policy of the Department is to not release reasons for disqualification to applicants. Background information may be released to other prospective law enforcement employers only when the inquiring law enforcement

agency presents a signed release of information document from the disqualified applicant.

Permanent Disqualification: Other than as previously stated above, a candidate may be permanently disqualified for consideration for employment if they have committed disqualifying acts such as:

- Falsification of any records or false statements during application for employment
- Previous felony conviction
- Previous illegal manufacturing, cultivating, or distributing of narcotics
- Demonstrating a pattern of; dishonesty, low moral character, drug abuse, or criminal involvement

Temporary Disqualification: Temporary disqualifications may be applied when the applicant has committed acts which carry a specific pre-determined waiting period before they are eligible for employment. Temporary disqualifications may also be used to give the applicant time to demonstrate that disqualifying behaviors have ceased and they have established a pattern of integrity, personal responsibility, and lawful conduct. The length for temporary disqualifications will be determined by the background team and, as appropriate, with the applicant's prior behavior.

Applicants will not be disqualified based upon race, color, religion, gender, age, national origin, disability, or sexual orientation.

Requirements and Disqualification Criteria

UNITED STATES CITIZENSHIP

Applicants who apply to be a Police Officer for employment with the Salt Lake City Police Department must be citizens of the United States on the date of application. Other departmental positions may not require United States citizenship status but applicants must be able to work legally in the United States.- Applicants also must demonstrate ability to read, write, understand, and speak in the English language.

FALSIFICATION

Applicants will be disqualified from the process if false information is discovered. Incomplete applications or omissions on other requested documents will delay the hiring process and may disqualify the application from the selection process or employment.

FELONY CONVICTION

Applicants may not have been convicted of a crime for which the applicant could have been punished by imprisonment in a federal penitentiary or by imprisonment in the penitentiary of this state or another state. Felony convictions as a minor (under 18 years of age) may not be an automatic disqualifier and will be individually

reviewed. Involvement in a felony crime, whether arrested and/or convicted, may also be reason for disqualification.

MISDEMEANOR CONVICTION

Misdemeanor crimes of dishonesty, unlawful sexual conduct and physical violence require a four (4) year waiting period from the date of conviction or involvement. Conviction of or involvement in class A misdemeanor crimes that do not involve an act described previously require a three (3) year waiting period from date of conviction or involvement. Conviction of minor crimes not listed above may require a one (1) year wait depending upon the crime and severity.

MILITARY SERVICE

An applicant may be disqualified for any discharge less than honorable. Discharges for anything less than honorable will be considered on a case by case basis. An applicant will be disqualified for any dishonorable discharge.

AGE OF APPLICANT

Applicants must be at least eighteen (18) years of age, except applicants applying for the position of Police Officer, who must be at least twenty-one (21) years of age, on the date of the first examination.

EDUCATION

All Salt Lake City Police Department positions require at least a high school diploma or general education diploma (G.E.D.). Some positions may require additional education and/or experience as required within the minimum qualifications section of the job description.

MORAL CHARACTER

The applicant shall demonstrate good moral character as determined by a department conducted background investigation. Conviction of any criminal offense or patterns of conduct are an indication that the applicant may not be of good moral character and may be grounds for disqualification. As part of the background process, applicants for department employment may be required to take a truth verification examination which will be used as part of the background investigation.

PHYSICAL, EMOTIONAL, AND MENTAL CONDITION

Applicants must successfully pass a drug test no more than thirty (30) days prior to employment. Police Officer applicants must also pass a psychological examination and evaluation with a passing suitability rating.

Police Officer applicants must successfully pass a City provided medical examination. Specific questions as to the suitability of a candidate's physical condition will be determined during the medical examination. Applicants must be able to meet the physical qualifications of specific job duties.

TATTOOS and GROOMING

Tattoos and personal appearance must be in compliance with SLCPD Grooming Standards of the Police Policy Manual upon hire. The applicant must be able to comply with all grooming standards as indicated therein.

ILLEGAL DRUGS

Applicants may not have used any illegal drug while employed in any law enforcement or prosecutorial position, or while employed in a position which carries a high level of public trust.

Applicants may not have, manufactured, cultivated, or distributed any illegal drug.

Applicants may not have used any Schedule I or II drug (with exception of marijuana) within five (5) years prior to the application closing date. Including but not limited to

Stimulants – Amphetamine, Meth Amphetamine, Cocaine, Crack, MDMA (Ecstasy);
Hallucinogen – Psilocybin Mushrooms, Mescaline, Peyote, Ketamine, DMT, Foxy/AMT (Tryptamine), Gamma-Hydroxybutyrate (GHB)
Opiates – Opium, Morphine, Heroin, Methadone, Quaalude Pills, Thai Sticks

Applicants may not have used any Schedule III or IV drug, or marijuana, or other listed drugs within two (2) years prior to the application closing date. Other drugs, including their chemical derivatives and synthetic equivalents, include the following: Marijuana, Anabolic steroids, Hashish, DXM (Dextromethorphan), Amyl Nitrates, Cannabis, and Inhalants.

Abuse of prescription drugs, whether prescribed or non-prescribed, or a demonstrative pattern of drug use, will be individually considered and may be grounds for disqualification.

Use of another person's prescribed medication may be grounds for disqualification.

Failure to fully disclose any and all illegal drug use will automatically disqualify the applicant from the process.

ALCOHOL

Any use of the applicant's activity involving the abuse of alcohol will be considered in determining the suitability of the applicant.

DOMESTIC VIOLENCE

Police Officer applicants are not eligible for employment if they have been convicted of any domestic violence related offense. Other domestic incidents or reports will be looked at on a case by case basis.

DUI CONVICTION

Applicants who have been convicted of a DUI of alcohol or drugs, or who have pled guilty to a lesser charge, shall not be allowed to make application prior to two years from the date of conviction. Applicants who have been convicted of more than two DUI's, or who have pled guilty to a lesser charge, shall not be allowed to continue in the process. Age may be taken into consideration if at the time of the offense the applicant was a juvenile.

DRIVING HISTORY

Applicant's driving records are reviewed and excessive moving citations and the driver's age at the time of the offenses will be considered and may disqualify the applicant. The loss of driving privileges will make the applicant ineligible if it occurred within the last two years from date of testing. Applicants for Police Officer are required to have a valid driver license.

CREDIT HISTORY

Applicants must demonstrate financial responsibility.

EMPLOYMENT HISTORY

An applicant's work history will be considered including completeness of job history information provided.

JOB TESTING

Applicants must successfully pass all examinations as required by the Civil Service Commission and the City.

ASSOCIATIONS

Applicant's associations with known felons, criminal enterprise, street gang members, and/or groups advocating violence and/or subversive goals will be individually reviewed. These associations include family members.

PENDING CRIMINAL OFFENSES

Applicants may not have any open and pending criminal or traffic offenses that have not been resolved.

Re-Hire of Previous Employees

Applicants who have previously worked for the Police Department, and separated the employment in good standing may be considered for an accelerated hiring process under the following conditions:

- All re-hires will be evaluated on a case by case basis, taking into account the needs of the department at that time.
- If the employee has separated for less than one year from employment, and has not activated their pension through the Utah State Retirement System, they if approved, may return at the same rate of pay and seniority. There is no guarantee of return to the same position or rank.
- If the employee was previously a sworn police officer, they must have maintained their certification of a police officer, or be able to have it

reinstated. If a returning police officer returns from separation after one year, it will be at the discretion of the Chief of Police as to the level of re-training that will need to take place. This may include attending the entire police academy if deemed appropriate.

- All re-hire employees will be subject to a thorough background investigation, to include drug testing.

IV-400 POLICE DEPARTMENT EMPLOYEE RECRUITMENT PROGRAM

IV-400.1 PURPOSE AND SCOPE

Recruiting qualified candidates for the position of Police Officer is a priority of the Salt Lake City Police Department. This policy outlines the requirements and procedures for participation in the Police Department Employee Recruitment Program, which compensates Department employees who assist in the recruitment and hiring of such candidates.

IV-400.1 POLICY

Department employees (exceptions noted below) who assist in the successful recruitment and hiring of a candidate for the position of Police Officer will receive a \$600 bonus.

For an employee to be eligible to receive the bonus, the candidate must successfully complete the hiring process and be hired by the Department. Half of the bonus will be paid upon the hiring of the candidate, with the other half of the bonus being paid upon the candidate's successful completion of their probationary period.

IV-400.2 PROCESS

A Department employee who actively recruits a candidate (who subsequently applies for the position of Police Officer) must submit a completed Recruitment Referral Form. The Recruitment Referral Form can be found on the P-drive in the FORMS folder. Both the recruiting employee and the candidate must sign the form.

The form must be submitted with the candidate's application, or within 30 days of the candidate submitting their application to Human Resources. The recruiting employee or the candidate may submit the Recruitment Referral Form. The Recruitment Referral Form must be

submitted to the Department's Human Resources representative (preferably via email to allow for a date and timestamp).

- g. All conditions must be met before payment is made.
- h. The bonus payment is taxable income.

IV-400.3 PROGRAM RESTRICTIONS

The following restrictions apply to the Police Department Employee Recruitment Program:

- a. The bonus is available to Department employees who successfully recruit candidates that apply after the publication of the Police Department Employee Recruitment Program policy.
- b. Only one recruitment bonus is allowed per candidate.
 - i. If more than one Department employee recruits the same candidate, only one employee will be eligible for the bonus.
 - ii. If two or more Department employees submit a Recruitment Referral Form for the same candidate, payment will be determined by the dates of submission.
 - iii. If Recruitment Referral Forms have the same date of submission, payment will be determined by the time they were received.
- c. Only candidates who enter and successfully complete the selection process for the position of Police Officer qualify the recruiting Department employee for the bonus (non-sworn or civilian positions do not qualify).
- d. The bonus is not available in situations where a candidate previously worked as a police officer for the Department, separated from the Department, and is subsequently returning as a police officer.
- e. The recruitment bonus will be processed after the candidate's hiring.
- f. Candidates must complete the hiring process within 12 months of the date on the Recruitment Referral Form.

IV-400.3.1 INELIGIBLE POSITIONS

All Department employees are eligible for the recruitment bonus with the exception of the following positions:

- a. Chief
- b. Assistant Chief
- c. Deputy Chief
- d. Police Captain
- e. Employees of the Human Resources Department

IV-400.3.2 CONFLICTS OF INTEREST

The following will apply to members of the police department who are involved in the recruitment, screening, testing, and/or selection process of candidates for the Department. These rules have been placed into effect to prevent conflicts of interest and to make sure all candidates are provided an equal opportunity to succeed.

- a. Part-time recruiters (Recruitment Committee/PR Unit) will not receive a referral bonus gained by meeting someone from a recruiting event. All referrals from part-time recruiters will be screened and approved by the chief of police, or his or her designee, to determine the history that the part-time recruiter has with the candidate.
- b. Screeners (Training Unit/Background Investigators) will not directly score/evaluate any person that they have referred. This includes PT and any other forms of testing and evaluation.
- c. Selection process participants (Interview Board) will not participate in any procedure of the selection process for candidates they have referred.

Glossary

GLOSSARY

Abuse (City Drug Policy): Abuse includes reporting to work or working while impaired by alcohol or any other drug(s); having a chemical dependence on alcohol or drugs, where job performance or the safety of the employee or others is adversely affected; or using illegal substances.

Acting Out of Pay Class: Payment for performing duties at a higher pay classification must be pre-approved.

Alcohol (City Drug Policy): Any beverage, mixture, or preparation, including any medication, containing alcohol.

Authority: Authority is the statutory or policy-vested right to give commands, enforce obedience, initiate action, and make necessary decisions. Authority may be delegated by those so designated. Acts performed without proper authority or authorization shall be considered in violation of this manual, and those persons in violation shall be subject to disciplinary action.

Beat: A beat is a designation for the specific territorial assignment or district of a Patrol Division officer.

Bilingual: The ability to use two languages proficiently.

Blue Sheet: An Emergency Application for Involuntary Commitment with Certification form completed by a responsible person and certified by a licensed physician or Designated Examiner requesting temporary commitment of a person. (DSA&MH Form34-1)

Bureau: A bureau is a fundamental element of the Department composed of two or more divisions or units under the command of a Deputy Chief.

Call-out / Callback: Used when an employee is off-duty and is directed to report for duty with less than the advance notice time established by the applicable MOU.

Chain of Command: The chain of command is the hierarchical arrangement of positions or offices within this Department by level of duty or responsibility. This establishes vertical authority by relationships in which each level is distinguished from all others by specific title, rank, or other special designation.

City Core Software: Citywide software is installed and maintained by IMS at no additional cost to the user. The core group includes: Microsoft Standard Office – (Word, Excel, Power Point and Internet Explorer), Internet Service Provider, Network operating software, virus protection, IFAS (Financial System), Microsoft Outlook, Versadex, CAD, RMS and Reflections.

There are additional operating programs developed in-house by the City such as the training hours program. These programs are also supported by IMS at no additional cost to the user.

Civilian Personnel: Employees of this Department who are not sworn police officers.

Command Span of Control: Command Span of Control is the exercise of authority by ranking employees over their subordinates and those for which they are not directly accountable. This pertains to those duties and responsibilities for which the employee is held accountable as prescribed by Department Policy.

Command Staff: Command Staff are those staff members of the rank of lieutenant or above, or other designated employees who are responsible or directly accountable for the proper functions of a bureau, division, unit, or watch.

Complaint, Personnel: A personnel complaint is any oral or written report containing objections pertaining to the conduct of any Department employee.

Comp Time: Compensatory Time. Used by the employee to request Comp Time. Comp Time awarded is at the discretion of the Department and can only be authorized by the Division Commander.

Consent: Voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make an intelligent choice to do something proposed by another. Consent is implied in every agreement.

Consent Search: A search made by police after the subject of the search has consented; such consent if freely and intelligently given will validate a warrantless search. Consent is not freely and voluntarily given in the face of even lawful coercion.

Constructive Possession: A person has constructive possession of property if he has power to control and intent to control such item. It exists where one does not have physical custody or possession, but is in a position to exercise dominion or control over a thing.

Consular Officers: Are members of Consular Posts who are recognized by both the sending and host country as fully authorized to perform the broad range of consular functions.

Consulate: A business office of a foreign government, located outside of Washington D.C.

Contraband: Property unlawful to possess.

Controlled substances (City Drug Policy): Substances whose sale is controlled by federal or state law, including prescription medication and alcohol.

Cost Center: This is a numbering system attached

to a program or function for purposes of tracking costs.

Curtilage: Any land or building immediately adjacent to a dwelling, and usually it is enclosed some way by a fence or shrubs. Curtilage for search and seizure purposes, includes those outbuildings which are directly and intimately connected with the habitation and in proximity thereto and the land or grounds surrounding the dwelling which are necessary and convenient and habitually used for family purposes and carrying on domestic employment.

Department: Department designates this police agency, which is responsible for all functions. It is known as the Salt Lake City Police Department and its chief executive reports directly to the Office of the Mayor of Salt Lake City.

Dependent Child: A dependent child includes a minor who is homeless or without proper care through no fault of the child's parent, guardian, or custodian.

Description of Work: Descriptive detail justifying payment of the indicated additional hours worked.

Designated Examiner: A physician or another mental health professional designated as such by the Division of Substance Abuse & Mental Health.

Diplomatic Agents: Ambassadors and other diplomatic officers who generally have the function of dealing directly with the host country.

Diplomatic Immunity: Immunity from criminal jurisdiction of the host country.

Division: A functional division of the Department composed of two or more units commanded by a captain.

Drugs (City Drug Policy): A chemical substance defined as a "drug" or "Intoxicant" under Utah law, including but not limited to: chemical substances intended for use in the diagnosis, cure, mitigation, treatment, or prevention of disease in man or other animals; and chemical substances, other than food, intended to affect the structure or function of man or other animals.

Duty, Tour of: A tour of duty shall extend from the time employees are required to report for work until the time the tour is over.

Electronic Messaging Devices: will include but are not limited to:

- Police radio communication
- Cell phones - including text messaging
- Copy machines
- Electronic bulletin boards
- Electronic mail systems
- Facsimile transmissions (FAX)
- Internet services
- Laptop computers

- Mobile data terminals
- Pagers - including text messaging
- Personally owned computers when used to access police or city related data sources
- Scanning devices
- Telephones
- Voice mail systems
- Department-owned personal digital assistants (PDAs)

Employee: Any employee of this Department.

Expungement: the sealing or destruction of a criminal record, including records of the investigation, arrest, detention, or conviction of the petitioner.

Evidentiary Property: Property relevant to a crime.

Exclusionary Rule: A court rule that states where evidence has been obtained in violation of the search and seizure protections guaranteed by the U.S. Constitution, the illegally obtained evidence cannot be used at the trial of the defendant.

Exigent Circumstances: Situations that demand unusual or immediate action. Exigent circumstances in relation to justification for warrantless arrest or search refers generally to those situations in which law enforcement agents will be unable or unlikely to effectuate an arrest, search or seizure for which probable cause exists unless they act swiftly and without seeking prior judicial authorization.

An exception to the rule requiring a search warrant is the presence of exigent or emergency-like circumstances, which permit warrantless search and seizure.

Where there are exigent circumstances in which police action literally must be "now or never" to preserve the evidence of the crime, it is reasonable to permit action without prior judicial evaluation.

Extra Duty Shift: (Police Officers and Sergeants) Scheduled or non-scheduled hours worked other than the Officer's or Sergeant's normally scheduled work shifts. For the purposes of the Additional Earnings Form this does NOT include Meter Collection, Special Events or Secondary Employment.

Fruits of a Crime: Property stolen or embezzled, or that which is obtained or acquired as a consequence of the crime.

Fruit of Poisonous Tree Doctrine: Evidence which is spawned by or directly derived from an illegal search or illegal interrogation is generally

inadmissible against the defendant because of its original taint, though knowledge of facts gained independently of the original and tainted search is admissible.

FTO Compensation: Used for payment of FTO incentive pay at the rate of one (1) hour premium pay for each shift worked as an FTO. An additional Earnings Form may be submitted for each day or one form may be used for a full week if all dates worked are consecutive.

General Search Warrant: Is one which fails to sufficiently specify place or person to be searched or things to be seized and is illegal as authorizing a random or blanket search in the sole discretion of police.

Good Faith Exception: To the Exclusionary Rule provides that evidence is not to be suppressed where that evidence was discovered by officers acting in good faith and in reasonable, though mistaken, belief that they were authorized to take those actions.

Help Desk: The IMS Help Desk is the first point of contact for IMS services.

Illegal Substances (City Drug Policy): Chemical substances whose possession, use, consumption, or distribution is prohibited under federal or state law. For Salt Lake City Corporation, this term includes, but is not limited to: anabolic steroids, cocaine and its derivatives, heroin, natural and synthetic hallucinogens, PCP, methamphetamine, marijuana and party drugs, such as but not limited to: Ecstasy, GHB and Ketamine.

Illegally Obtained Evidence: Evidence which is obtained in violation of defendant's rights because officers had no warrant and no probable cause to arrest or because the warrant was defective and no valid grounds existed for seizure without a warrant.

Incident Commander: The person, regardless of rank, in overall control of an incident. The Incident Commander is responsible for managing all incident operations.

Incident to Arrest: A search can be "incident to arrest" only if it is substantially contemporaneous with the arrest and is confined to the immediate vicinity of the arrest.

Informant: Any person who furnishes information regarding drug trafficking or performs an investigative activity with a reasonable expectation of confidentiality under the direction and control of a Salt Lake City Police officer or supervisor.

Instrumentality of the Crime: Property designed, used, or intended to be used as a means of committing a crime.

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.

Intoxicant (City Drug Policy): Alcohol, drugs controlled substances or any substance having the property of releasing toxic

vapors.

Inventory Search: An inventory search is not an independent legal concept but rather an incidental administrative step following arrest and preceding incarceration.

An inventory search provides the following:

- Protection of the owner's property
- Protection against false claims
- Protection from dangerous items

Juvenile: A juvenile is a person of less than 18 years-of-age, or any other person under the continued jurisdiction of the Juvenile Court. The term "child" is used interchangeably with the term "juvenile" in this section.

Knock and Announce: A rule for execution of arrest and search warrants requires that police knock and announce their authority and purpose before entering into a home. A peace officer can break the door of a house to effect arrest only after first stating his authority and purpose for demanding admission. The officer may break open any outer or inner door or window of a house, or any part of a house, or anything therein, to execute a search warrant, if, after notice of his authority and purpose, he is refused admittance or when necessary to liberate himself or a person aiding him in the execution of the warrant.

Limited English Proficiency Individuals: Individuals whose primary language is not English and who have a limited ability to read, write, speak, or understand English. LEP individuals may be competent in certain types of communication (*e.g.*, speaking or understanding), but still be 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.

Maintenance Contract: A contract exists with IMS to service computers at a set monthly rate per computer. Service is available from 7:00 a.m. to 6:00 p.m. each working day. Extended hours are available based upon assignment. Maintenance covers parts, labor and a "loaner" computer if extended repairs are required. Printers also have a maintenance option.

Meal Allowance(s): Refer to the applicable MOU.

Mechanic's Lien: A claim created by statute for the purpose of securing payment of the price or value of work performed and materials furnished.

Memorandum: A memorandum is a written notice issued for the purpose of announcing information of special interest to persons directly and personally affected.

Mental Health Officer: A person designated by a local mental health authority as qualified to interact with persons who are mentally ill.

Mental Health Related Call: An incident requiring police intervention that involves a mentally ill person in crisis or involves a mental health issue.

Mental Illnesses: Psychiatric disorders that substantially impair a person's mental, emotional, behavioral, or related functioning.

Meter Collection: (500 series) Refer to MOU.

Misuse (City Drug Policy): Misuse is the improper use of a validly prescribed medication or the improper use of a non-prescription drug or psychotropic chemical, where job performance or the safety of the employee or others is adversely affected.

Neglected Child: Neglected children are those whose parent, guardian, or custodian has abandoned them or has subjected them to mistreatment or abuse; or who lacks proper parental care by reason of the fault or habits of the parent, guardian, or custodian; or whose parent, guardian, or custodian fails or refuses to provide proper or necessary subsistence, education, or medical care, including surgery or psychiatric services when required, or any other care necessary for their health, morals, or well-being; or who are at risk of being neglected or abused because another minor in the same home is a neglected or abused child.

Network Charges: The City provides funding for support of the network and associated infrastructure maintenance.

Object Code: This is a numbering system describing the type of expense or revenue.

Officer, Police: Police officers are employees of the Department who are designated as such by virtue of their oath of office, and are charged to carry out the responsibilities and duties prescribed to them by statute, ordinance, and policy. (Ref. 30-1-21 City Ordinance)

Official Acts Immunity: See Below

Embassy: The business office of a foreign government located in Washington, D.C. Also serves as the residence of their ambassador. Both embassies and consulates are considered to be property of the foreign government. Unauthorized entry by police or military of the host government may constitute an act of war.

Waiver: Privileges and immunities are extended from one country to another to permit their respective countries to perform their duties effectively. Privileges or immunities may not be waived by an individual enjoying them, but the sending States can, and do,

waive them. The U.S. Department of State requests waivers of immunity in every case where the prosecutor advises that, but for the immunity, charges would be pursued. In serious cases, if the waiver is refused, the offender is expelled from the United States.

Other Software: This is software installed but not supported by IMS within their maintenance contract. This group includes: Microsoft Access, ArcView, Calendar Creator, and Lotus etc.

Pink Sheet: An Emergency Application for Involuntary Commitment Without Certification form completed by a peace officer or Mental Health Officer requesting temporary commitment of a person (DSA & MH 34-2).

Plain View Doctrine: In search and seizure context, objects falling in plain view of officer who has the right to be in a position to have that view are subject to seizure without a warrant and may be introduced in evidence.

Under plain view doctrine warrantless seizure of incriminating evidence may be permitted when police are lawfully searching a specified area or it can be established that police had prior justification for intrusion into the area searched, that police inadvertently came across item seized, and that it was immediately apparent to the police that the item seized was evidence.

However, the plain view doctrine may not be used to extend a general exploratory search from one object to another until something incriminating at least emerges.

Corollaries of plain view are plain feel and plain smell and this can extend to all five human senses.

The items seized may be seized only if it is immediately apparent that the item is evidence or contraband.

Poisonous Tree Doctrine: Doctrine refers to an illegal arrest or search which leads officers to evidence seized in a proper manner that may be inadmissible because of the taint of the original illegality.

Primary Language: An individual's native tongue or the language in which an individual most effectively communicates. Department personnel should avoid assumptions about an individual's primary language. For example, not all individuals from Central America speak Spanish fluently. Instead, some Central Americans may claim an indigenous language as their native tongue.

Department personnel should make every effort to ascertain an individual’s primary language to ensure effective communication.

Probable Cause: Having more evidence for than against. A reasonable ground for belief in certain alleged facts. A set of probabilities grounded in the factual and practical considerations which govern the decisions of reasonable and prudent persons and is more than mere suspicion but less than the quantum of evidence required for conviction.

Probable cause is the existence of circumstances which would lead a reasonable prudent person to believe in the guilt of the arrested party; mere suspicion or belief, unsupported by facts or circumstances, is insufficient.

The finding of probable cause for issuance of an arrest warrant (as required by the 4th Amendment) may be based upon hearsay evidence in whole or part.

Probationary Employee: A probationary employee is an employee who is selected and appointed as an employee trainee and who has not completed probationary requirements.

Product Tampering: Tampering is the crime of intentionally altering a product in order to cause harm, to threaten to cause harm (or to do so) or to communicate false information RANK: Rank is a designation of a specific level of responsibility for execution of work, supervision, command, management, or administration specifically distinguished from other levels by class specifications and name (Ref. 30-1-14 City Ordinance).

Rank Order: Rank order is the vertical relationship of the ranks of this Department in respect to levels of authority and responsibility.

Rank Structure: Rank structure is the hierarchical arrangement of ranks within the Department. The ranks of personnel on this Department are listed below in descending order:

Chief of Police	
Assistant Chief of Police	
SWORN PERSONNEL	CIVILIAN PERSONNEL
Captain	Director
Lieutenant	Unit Manager
Sergeant	Supervisor

Reasonable Suspicion: Such suspicion which will justify an officer in stopping the defendant in a public place is quantum of knowledge sufficient to induce an ordinarily prudent and cautious person under the circumstances to believe criminal activity is at hand. It must be based on specific and articulable facts, which, when taken together with rational inferences from those facts, reasonably warrant intrusion.

Search Incident to Arrest: A police officer who has the right to arrest a person either with or without a warrant may search his person and the immediate area of the arrest for weapons.

Search Warrant: An order in writing, issued by a justice or other magistrate, in the name of the state, directed to a sheriff, constable, or other officer, authorizing him to search for and seize any property that constitutes evidence of the commission of a crime, contraband, the fruits of a crime, or things otherwise criminally possessed; or, property designed or intended for use or which is or has been used as the means of committing a crime. A warrant may be issued upon an affidavit or sworn oral testimony.

Search without Warrant: Is presumed to be a violation of the Constitution. In order to validate such a search the state must prove an exception to the warrant requirement such as consent, exigent circumstances, or a search incident to arrest.

Secondary Employment: Definitions pertaining to Secondary employment, as used in this section, is defined as any employment, including self-employment, performed by any employee of the Department apart from their official assigned duties and required duty times.

Police-Related Secondary Employment: Secondary employment performed by a sworn employee requiring the use of peace officer authority.

Non-police Related Work: Secondary employment performed by any employee of the Department not involving the use of peace officer authority.

Secondary Employment Coordinator (SEC): The Secondary Employment Coordinator is responsible for review of Applications for Secondary Employment. The SEC will be responsible for maintaining a centralized file.

Direct Contact Officer (DCO): A Direct Contact Officer is any officer (not the SEC) who engages in the securing, or scheduling of themselves or other employees for police-related secondary employment.

Fee Based Detail: A Fee Based Detail is secondary employment where law enforcement or related activities are performed for a separate and independent employer (public or private) during off-duty hours and where the officer is paid through the police department payroll at an adopted hourly rate of pay. Officers working a Fee Based Detail will do so on a voluntary basis.

A Fee Based Detail can only be initiated when the employer can demonstrate that the need for a police

officer and the service to be performed is also of benefit to the City. In addition, an employer must show that they are not likely to be able to provide liability and/or worker's compensation insurance or is unable to pay employees directly. It is because of the benefit to the City that the SEC can schedule and coordinate the employment and wages can be paid through department payroll.

Because secondary employment is usually in addition to an officer's 40-hour workweek, the adopted hourly rate of pay will be based on the average overtime rate of pay for all police officers as determined by Administrative Services Unit Director. This rate of pay may be updated semi-annually. Officers who volunteer to work a Fee Based Detail and who are cancelled prior to performing that work will not be compensated.

A Fee Based Detail can only be initiated through the office of the Secondary Employment Coordinator.

Overtime Detail: An overtime detail is secondary employment where law enforcement or related activities are performed for the police department or for another City entity during off duty hours, and where the officer is paid through the department payroll at an overtime rate of pay. Officers working an "Overtime Detail" will do so on a voluntary or assigned basis. The employer (City entity) may specify or exclude employees based on pay grades, special skills or assignment. Officers who volunteer to work an "Overtime Detail" and who are cancelled prior to performing that work will not be compensated. An "Overtime Detail" can only be initiated through the office of the Secondary Employment Coordinator.

Standard Detail: A Standard Detail is secondary employment where law enforcement or related activities are performed for a private employer and where the officer is paid directly by that employer at an agreed upon rate of pay. Officers who volunteer to work a "Standard Detail" through the SEC and who are cancelled prior to performing that work will not be compensated. A Standard Detail can be initiated by the SEC, a DCO, or an individual officer.

Sector: A sector is a designation for a group of beats.

Services, Auxiliary: Auxiliary services are functions and activities which provide technical, special, and other supportive services to all elements of this Department. The Records Unit, Communications Unit, Crime Lab, and Evidence Room provide auxiliary services.

Services, Line: Line services are functions and activities which are basically concerned with fulfilling the primary police responsibilities. Line services are provided by the Patrol and Investigative Divisions.

Services, Staff: Staff services are functions and activities which serve the purposes of developing personnel into effective employees and of developing this Department to most effectively meet its responsibilities in fulfilling the police purposes or missions.

Shift Extension: if the employee is on-duty and works beyond the scheduled ending time of their shift as approved by a supervisor.

Software Engineering Team: Develops and maintains software written by IMS.

Special Event: Those events designated as "Special Events" by the Department and having a special category Overtime Code assigned.

Squad: A squad designates an element consisting of one or more employees with special functional responsibilities and is subordinate to a division or unit. A squad is commanded by a sergeant or supervisor.

Standby: Refer to the applicable MOU.

Stop and Frisk: The situation where police officers who are suspicious of an individual run their hands lightly over the suspect's outer garments to determine if the person is carrying a concealed weapon. Also called a pat-down or threshold inquiry, a stop and frisk is intended to stop short of any activity that could be considered a violation of 4th Amendment rights.

The scope of the search must be strictly tied to and justified by the circumstances which rendered the initiation of the stop.

Supervisor: A supervisor is a designated person performing supervisory duties, and who usually holds the rank of sergeant among sworn personnel, and is titled supervisor among civilian personnel.

SWAT Tactical Commander: The Tactical Operations commander is the officer who is responsible for the management of all aspects of a tactical operation. The Tactical Operations Commander will coordinate through the Department Operations Center or Incident Commander when separate commands are established.

Temporary Commitment: An involuntary and temporary commitment to a local mental health authority initiated by a Pink Sheet or Blue Sheet procedure.

Telephonic / Electronic Harassment: Repeated communication to include: text messaging, paging, e-mail, faxes etc. sent with intent to annoy, alarm, intimidate, offend abuse, threaten, harass, frighten, or disrupt the electronic communications of another or repeated attempts to contact regardless of whether or not a conversation ensues.

Terry, Terry Stop(s), Terry v. Ohio: See Stop and

Frisk.

Telecommuting: A Division/Unit Commander may authorize telecommuting when it works to the mutual benefit of the City, the employee, and the City's customers. However, employees do not have an entitlement to such a work arrangement.

Tier I Computer: A computer that meets the criteria of IMS for the city standard or better.

Totality of Circumstances Test: A test used to determine the constitutionality of various search and seizure procedures, e.g. issuance of a search warrant. This standard focuses on all the circumstances of a particular case, rather than any one factor.

Training Team: IMS sponsored core software training is provided at no cost. IMS will do one-on-one training as well. The Police Department will be charged a fee if the student does not attend without prior notification (1 working day before the class).

Translation: The replacement of written text from one language (source language) into an equivalent written text in another language (target language).

Transient Person: One who is found in the City but who has no fixed place of residence.

For the purpose of this policy, transient activity is defined as activity in which any person, whether suspect or victim, involved in a crime or incident is a transient.

Unit: A Unit is a component within a division or may be an independent unit made up of squads and is commanded by a lieutenant or unit manager.

Volunteer (Police): A volunteer is someone who performs service for the department without promise, expectation, or receipt of compensation for services rendered. This includes, but is not limited to; chaplains, explorer programs, interns, members of neighborhood watch, mobile neighborhood watch, project safe passage, individuals providing administrative support, and any other identifiable need of the organization.

Warrant – Arrest: A written order of the court which is made on behalf of the State, or United States, and is based upon a complaint issued pursuant to statute and/or court rule and which commands law enforcement officers to arrest a person and bring him before a magistrate.

Any peace officer who has knowledge of an outstanding arrest warrant may arrest the person without having physical possession of the warrant.

Vehicle Pursuit: an attempt by an officer to stop a moving vehicle when the driver knowingly resists apprehension by fleeing or failing to stop.

Watch: A watch designates one of the three basic time units for

assignment of personnel, usually specified in terms of eight, ten or twelve hour periods.

- First Watch – Day Shift
- Second Watch – Afternoon Shift
- Third Watch – Graveyard Shift

Appendix

DUI

DUI

ARREST, PROCESSING, DISPOSITION, AND IMPOUNDS

When a DUI arrest is made, the vehicle shall be impounded unless the registered owner is present and sober.

Automobile Homicide

DUI is a lesser-included offense of Automobile Homicide and not a separate charge. In cases where a death results and the person in actual physical control of a vehicle is under the influence or suspected influence of alcohol or drugs the officer shall request a Hit and Run detective.

In the rare event that a detective cannot be contacted the officer shall:

- Obtain a chemical test (blood and urine). The person shall be provided the opportunity to consent to the chemical tests. If the subject declines the test it can be conducted without their permission following procedures for obtaining a warrant.
- Process the person into the jail - §76-5-207 UCA shall be the charging standard.
- Complete a DUI Summons and Citation, but do not issue the arrested persons copy, but turn in the whole form to Hit and Run detectives.
- Complete a General Offense report.
- Impound the person's vehicle on a City impound with a hold for Hit and Run detectives.
- Collect information during their investigation much the same as during a DUI investigation.

DUI Arrest

Persons arrested for a DUI shall be processed as follows:

A standard state DUI Summons and Citation shall be completed on all DUI arrests.

Salt Lake City Code 12.24.100 should be indicated on the "code line." If the person is being charged with additional Felony charges, Felony DUI, or a Class "A" DUI violation, §41-6a-503

UCA should be used (any additional charges should be included in UCA form).

It shall be mandatory to book the arrested person into jail if:

- The person is being charged with a Felony or Class A misdemeanor charge.
- The person cannot be identified by reliable means.
- The person is driving on DUI revocation.
- The person has any outstanding warrants.
- The person is combative.

- No responsible person is willing to accept responsibility for the arrested person or if the responsible person contacted takes, or will take, more than 1 hour to arrive.
- Any further investigation is required.
- If for any reason the officer believes the person will not appear as directed.

When an arrested person is booked into jail the officer shall indicate "Booked" on the signature line, indicate "no print, booked" in the print section, and edit the court instructions in the "notice to appear in:" section as "according to pre-trial release."

The officer should note the reason why the person was booked into jail under section XII "Other Occurrences of Facts" and serve the "Defendant" copy hand-to-hand. Service can be satisfied by simply placing the citation in the person's pocket. To satisfy the Driver License Division, the citation only needs to touch the person in the event they refuse to accept it.

It is imperative that when booking a person on Felony or Class A charges that the officer sufficiently indicate on the top margin of the citation and in the "violations" section that a Felony or Class A charge is involved.

When an arrested person is booked into jail for charges other than, or in addition to, charges listed on the DUI Summons, the officer shall add all charges listed on the DUI Summons – including traffic charges - to the arrest booking at the jail.

Completing the Summons and Citation Form

The officer shall complete the citation portion of the DUI summons and citation to include completing the violations section appropriately. If drugs or paraphernalia are discovered during or involved in a DUI arrest they should be included under the same case.

The officer should complete a G.O. report including all charges utilizing the same case number and route it to Narcotics. This will help facilitate the narcotics detectives' follow-up investigation.

The officer should obtain a signature on the signature line unless booked.

The arrested person will be fingerprinted unless booked. The right index fingerprint of the arrested person will be taken and shall be affixed in the print section on the B.C.I. copy of the citation.

The officer will indicate the appropriate court and address for appearance in the appropriate section on the left margin.

Misdemeanor Court

The court of “Salt Lake City Justice Court” and the address of 333 South 200 East will be used for:

- All Class B arrests that can be adjudicated by the City Prosecutor’s Office.
- All Class A DUI arrests.
- All DUI Metabolite arrests.
- All Conditional License Violations.
- All Not-a-Drop Violations.

Felony Court

The 3rd District Court with the address of 450 South State Street for all:

- Felony DUI arrests.
- DUI arrests that include Felony charges,

The court appearance instructions in the “notice to appear in” section should be edited to indicate “according to pre-trial release.”

Juvenile Court with the address of 450 South State Street for all DUI arrests of persons under the age of 18. The court appearance instructions in the “notice to appear in” section should be edited to indicate “when notified by Juvenile Court.”

Chemical test results: breath analysis results (BAC), refusal, or blood/urine pending should be noted in the “For Court Use Only” box in the bottom left quadrant of the citation.

Notice of Intent to Deny, Suspend, Revoke, or Disqualify: This portion of the DUI summons and citation is below the actual citation and includes boxes that must be checked for administrative purposes.

The boxes must be marked for the Driver’s License Division to take action against an arrested person’s license. The officer should also mark any and all boxes that apply.

If a person arrested for DUI has a Utah driver license in their possession, it shall be seized and affixed to the front left area of the summons and citation and submitted to Records.

If the officer seizes a license, the temporary license field shall be completed at the bottom of the summons and citation.

A temporary license will not be issued if:

- The person’s license is already suspended, revoked, or expired.
- The person has never had a valid license.
- The person does not have a license in their possession.

Do not seize a Driver’s License if it is not a Utah License. Do not issue a temporary license to persons who possess a license from another state.

Only officers that are necessary for a successful outcome at the driver’s license hearing should sign or be listed on the rear signature block of the DUI Summons and Citation.

- This typically should only include the arresting officer and an additional officer if section X “Chemical Tests” was accomplished by someone other than the arresting officer.
- All officers involved in the DUI investigation and their actions shall be listed in section I “Case Identification” on the assisting officers line. This line is for the prosecutor’s office that can then make a determination of who is needed at a particular court setting and subsequently issue the appropriate subpoenas. It also properly identifies all officers involved for the court.

Service of the DUI Citation and Disposition of the Arrested Person

An officer must serve the arrested person their copy of the DUI Summons and Citation hand-to-hand or the Driver License Division will not take action at any subsequent license hearing. This is also necessary to fulfill the requirements of §77-7-20 UCA Service of citation on defendant -- Filing in court -- Contents of citations.

At the arresting officer’s discretion, a person arrested for DUI may be released by citation if booking into jail is not required or necessary.

The officer must be able to locate a responsible person who is willing to accept responsibility for the arrest person.

- A responsible person is defined as a person who is 18 years of age or older, who has not been consuming alcohol, drugs, or any medication/substance that could cause impairment.
- The responsible person must be able to respond as directed by the officer and be able to arrive within 1 hour.
- The person must show valid identification and if driving a vehicle must possess a valid driver’s license.
- An individual whose sole intent would be to facilitate transportation from one point to another, such as a cab driver, would not be suitable.

If an officer releases a person, by citation that has been arrested for DUI the officer must complete an “Agreement to Accept Responsibility for Arrested Person” form. A signed Agreement to Accept Responsibility for Arrested Persons form is required before releasing any intoxicated driver.

Informing the Arrested DUI Drivers of their Right to a Driver’s License Hearing

The Right to Hearing section on the front of the DUI Summons and Citation and the completed acknowledgement of service on the back of the citation adequately meets the requirements for notification to an individual arrested for DUI of their right to a civil administrative hearing with the Driver License Division. Officers will not provide, complete, or facilitate delivery of any other forms regarding the individual's right to, or request a hearing with the Driver License Division.

Chemical Tests

Before a formal chemical test can be administered, a person arrested for a DUI violation must be advised of the potential denial, suspension, or disqualification of their driving privilege or refusal to be issued a license. This can be accomplished by the arresting officer, or another officer "at their direction", reading section X. "Chemical Tests". This section must be read word-for-word aloud to the subject. To comply with the Drivers License Division policy, and subsequent chemical test collected even if the person is unconscious this section should still be read aloud.

If a person arrested for DUI refuses the request for a formal chemical test or remains silent, the officer shall read the "refusal admonition" advising the person of the potential revocation of their license. If the person remains silent, making no indication that they consent, the officer shall treat it as a refusal. The officer must be sure to mark the refusal box on the front bottom of the DUI summons and citation.

If at any time prior to or during the advisement under section X the arrested person asks for, makes reference to an attorney, or claims the right to remain silent; the officer shall read the last admonition advising the person of the civil nature of the implied consent law which does not permit them to confer with anyone prior to responding to the request for a chemical test.

Types of Chemical Tests

Breath Test

- The Intoxilyzer shall be used by a certified officer.
- The operational check list shall be followed.
- The "Baker rule" shall be followed.
- This requires that the person to be tested has had nothing by mouth for 15 minutes prior to testing.
- The rule should be initiated when the officer can directly monitor the person for the full 15 minutes.
- The Intoxilyzer card and checklist shall be placed into evidence.
- Three copies of the card and checklist shall be made and submitted to records along with the original DUI report.

Blood Test

The officer will summon specially trained Salt Lake City Fire Department (SLCFD) personnel via Dispatch and have him/her respond to the location specified by the officer.

An officer will witness and document the blood draw from the subject. The officer will document the date and time of draw, the Paramedic's name, and the arm from which the blood is drawn from.

The Paramedic will record the subject's name on the vials and both the Paramedic and the witnessing Officer will initial the vials. The Paramedic will then seal both vials with evidence tape. The Officer will then accept custody of the blood sample. The Officer will place the samples in a padded envelope and again both the Paramedic and the Officer will sign across the sealed envelope. The Officer will then place the blood samples and accompanying DUI Toxicology Analysis Request Form into Evidence, locked in the refrigerator. The Officer will document all of this information in a Supplementary Report.

Forms

Toxicology Analysis Request Forms are available in Police Buildings and from SLCFD personnel who perform blood draws.

- The Officer will fill out the DUI Toxicology Analysis Request Form specifically: the Subject Information box, Agency Information box, Offense Information box, and the Analysis Requested box.
- The Paramedic drawing the blood will fill out the Specimen Information box.
- The Chain of Custody box will be accurately completed by all persons handling the evidence.

Analysis and Evidence Process

On Mondays, Wednesdays, and Fridays an Evidence Room Technician will transport blood samples from the Evidence Room to the State Department of Health Laboratory Services for analysis. The Technician will collect any analyzed blood samples at the lab and return them to Evidence. Analyzed blood samples will be stored in the SLCPD Evidence Room until the associated court case has been adjudicated and the evidence room has received an Authorization to Dispose of Evidence form from the agency that prosecuted the criminal court case.

Upon receipt of toxicology results from the State Crime Lab the officer will complete a report indicating the result, the toxicologist who analyzed the sample, and the date received.

A chemical test should be collected within 2 hours of the alleged driving or physical control. In the event the test is collected more than 2 hours after the alleged driving or

physical control, it is still admissible but the weight given to the test result will be determined by the court.

Juvenile DUI Arrest

Juvenile Court has exclusive jurisdiction over persons age 17 or under on any drug or alcohol-related traffic offense.

A Juvenile DUI arrest (alcohol, drug, or drug metabolite) is processed on a standard state DUI Summons and Citation and processed the same as an adult DUI with the following exceptions:

- Edit the court appearance instructions.
- Release the juvenile only to a Parent/Guardian or transport and process the juvenile into an appropriate facility (e.g. youth services/receiving center or detention).
- Complete a G.O. report and route it to detectives. This will help facilitate the Juvenile Court process and acts as the probable cause statement for the Juvenile Court Judge.

For all Juveniles 14 years old and younger a parent must be present for any chemical tests and both the juvenile and parent must consent.

Drug DUI

A person can be arrested for DUI if impaired by drugs either illicit or prescribed.

The arresting officer should:

- Develop probable cause to make a DUI arrest (based on impairment).
- Attempt to obtain a breath test to confirm that either alcohol is not the cause or is at a level inconsistent (lower than expected) with the level of impairment present.
- Attempt to locate an officer certified as a DRE (Drug Recognition Expert) to assist.

In the event a DRE certified officer is not available the arresting officer should:

- Continue to process the arrest based on impairment.
- Request both a blood and urine test.

A person arrested for a Drug DUI shall be processed the same as a person arrested for an alcohol DUI.

Metabolite DUI Arrest

Metabolite is the chemical bi-product produced by the human body after a drug has been ingested.

In most cases the metabolite of a drug is not psychoactive and will not manifest impairment. A metabolite DUI arrest can be supported by documenting:

- Pre-arrest statements as to the use or recent use of a controlled substance.
- Observations of the person in the act of ingesting a controlled substance while in actual physical control of a vehicle.
- Officer developed probable cause, thru investigation, that the person has recently ingested a controlled substance and is in actual physical control of a vehicle.
- A Drug Recognition Expert (DRE) officer conducting a drug evaluation and and/or make note of specific clinical signs/indicators of drug use.

A metabolite DUI arrest is processed on a standard state DUI Summons and Citation and processed the same as standard DUI with the following exceptions:

- §41-6-44.6 UCA shall be the charging standard.
- The officer should indicate "Please route to City Prosecutor's Office" on the top margin.
- If the only DUI related charge is a metabolite under §41-6-44.6 UCA the officer is not required to locate a responsible person to facilitate release. If impairment is present the officer should charge the person for DUI in addition to the metabolite violation.

A chemical test is necessary to support DUI Metabolite charges being filed. Both a blood and urine test should be collected on any suspected metabolite violations. If the person refuses any of the requested chemical tests the DUI should be processed as a refusal.

Not-A-Drop

See flow chart in Chart Appendix.

A person under the age of 21 years may not operate or be in actual physical control of a vehicle with any measurable amount of alcohol in their body. A Not-a-Drop violation is administrative only and does not carry a criminal penalty. This is processed thru the Driver License Division.

A Not-a-Drop violation can be supported by the following:

- The odor of alcohol is present on the person's breath while they are in actual physical control of a vehicle.
- The officer witnesses the person in the act of consuming alcohol while they are in actual physical control of a vehicle.

A Not-a-Drop violation shall be processed as follows:

- The standard state DUI Summons and Citation shall be completed. A Not-a-Drop arrest is processed on a standard state DUI Summons and Citation for administrative purposes only.
- §32A-21-209 UCA shall be the charging standard for administrative purposes.

- 11-44-080 (Minor in possession of alcohol by consumption) of the Salt Lake City Code shall also be used as the charging standard for an accompanying criminal violation.
- If the only criminal charge is for the minor in possession of alcohol by consumption and the person is 18, 19, or 20 years old, the officer is not required to locate a responsible person. If impairment is present the officer should charge the person for DUI in addition to the Not-a-Drop violation. If the person is arrested for DUI the officer must process the person as such.

If the person is 17 years old or younger the officer shall:

- Release the juvenile only to a Parent/Guardian or transport and process the juvenile into an appropriate facility (e.g. youth services/receiving center or detention).
- Edit the court appearance instructions.
- Complete a G.O. report and route it to detectives. This will help facilitate the court process and acts as the probable cause statement for the Juvenile Court Judge.

A chemical test is necessary to support a not-a-drop violation. For all Juveniles 14 years old and younger a parent must be present and both the juvenile and parent must consent.

Commercial Driver's License Disqualification

A commercial driver's license violation is administrative only and does not carry a criminal penalty.

A commercial driver's license violation shall be processed as follows:

- The standard State Summons and Citation shall be completed for administrative purposes only.
- §53-3-418 UCA shall be the charging standard for administrative purposes.
- If there are no accompanying criminal or traffic related offenses the court instructions on the left margin should be voided and the person informed that he need not appear at the court.
- If the only violation is for the commercial driver's disqualification the officer is not required to locate a responsible person. If impairment is present the officer should charge the person for DUI in addition to the commercial driver's disqualification.
- If there are any accompanying criminal or traffic related charges they should be included and the person should be referred to the Salt Lake City Justice Court.
- A chemical test is necessary to support a commercial driver's license disqualification.

Conditional License Violation

A conditional license violation is a class B misdemeanor.

It can be determined if a person is on a conditional license status by referencing the "CDL ST" (conditional license status field) on the state driver license inquiry. If a date is entered in the "CDL ST" field it represents that the person is on a conditional status thru that date.

A conditional license violation can be supported by the following:

- The odor of alcohol is on the person's breath while they are in actual physical control of a vehicle.
- The officer witnesses the person in the act of consuming alcohol while they are in, or subsequently in, actual physical control of a vehicle.

A conditional license violation shall be processed as follows:

- The standard State DUI Summons and Citation shall be completed. 53-3-232 UCA shall be the charging standard.
- The officer should indicate "Please route to the City Prosecutor's Office" on the top margin.
- The officer should refer the person to the "Salt Lake City Justice Court."
- The "Notice of Intent to Deny, Suspend, Revoke, or Disqualify" section shall not be completed.
- The officer shall not seize any driver's license to include those issued from the State of Utah.
- The person is not entitled to a driver's license hearing for this type of violation.
- The Driver License Division will automatically take action against the person's license upon notice of conviction by the court.
- The officer will not issue a temporary driver's license.
- Unless there is a secondary reason, the officer is not required to book the arrested person into the jail or locate a responsible person.

A chemical test is necessary to support a conditional license violation. If requested, the person refuses to provide a chemical test or tests the officer shall:

- Then and only then complete the "Notice of Intent to Deny, Suspend, Revoke, or Disqualify" section.
- Mark the "refusal" box.
- Seize the person's driver's license if issued by the State of Utah.
- Issue a temporary driver's license if applicable.

Types of DUI Related Impounds

For all DUI, Drug DUI, or Metabolite DUI arrests, the officer shall impound the vehicle on a State Tax form holding the vehicle for state tax, unless all conditions below are met. When the owner of the vehicle is present, and not intoxicated, or in violation of any other aspect of DUI and

possesses a valid license, the officer may release the vehicle to them.

For all DUI, Drug DUI, or Metabolite DUI arrests where the vehicle is impounded, the officer shall:

- Be sure to include the DUI citation number on the top margin of the State Tax Form.
- Include the name and address of the tow company that responds.
- Make every attempt to ensure the driver or owner, if present, receives the pink “Driver of Vehicle” copy.
- Inform the person that they need to respond to either the DMV located at 380 West 2880 South or at 14555 South Minuteman Drive (open Monday through Friday) to obtain a release letter.

For Not-a-Drop or Conditional license violations the officer should impound on a State Tax Form.

For Commercial Driver’s License Disqualifications the officer should:

- Make every effort to contact the vehicle owner (e.g. the trucking company or business) and notify them.
- Help facilitate a reasonable method of securing the vehicle and its disposition.

There is no provision in the State Code that a vehicle involved in a CDL disqualification be impounded.

Standard Field Sobriety Tests

Officers should follow the guidelines in administering the Standardized Field Sobriety Tests as prescribed by the National Highway Traffic Safety Administration.

Special Situation Traffic Cases

In order to comply with the provisions of the Utah Single Criminal Episode Law §76-1-401 UCA, and allow successful prosecution of cases involving felony or class “A” Misdemeanor offenses coupled with driving under the influence charges, the procedures outlined below shall be followed.

If a subject is arrested for fleeing from an officer and DUI, the arresting officer shall:

- Use the primary NCIC code 5411 (Fleeing) and secondary NCIC code 5404 (DUI).
- Complete the G.O. report and submit it to the Records Unit.
- Complete the DUI report and a DUI Citation.
- Submit ALL copies of the DUI report, DUI Citation and the state accident report (DI-9) to Records. Records personnel will forward the original court copy of the DUI Citation and copies of DUI report and state accident report (DI-9) to the Hit and Run Detectives. The assigned detective shall screen the class “A” Hit

and Run and the DUI with the District Attorney’s Office.

If a subject is arrested for a class “A” Misdemeanor Hit and Run and also DUI, the arresting officer shall:

- Complete the supp. and DI-9 accident reports.
- The officer will complete a Supp report and Records personnel will complete the G.O. from the DI-9 report.
- Complete the DUI Report and DUI Citation.
- Submit ALL copies of the DUI report, DUI Citation and the state accident report (DI-9) to Records. Records personnel will forward the original court copy of the DUI Citation and copies of DUI report and state accident report (DI-9) to the Hit and Run Detectives. The assigned detective shall screen the class “A” Hit and Run and the DUI with the District Attorney’s Office.

DUI Cases Involving Blood Samples

If a subject is suspected of being DUI and is unable to submit to a breath test, or for any other reason is asked to and does submit to a blood test to determine alcohol or drug content of the blood, the procedures outlined below shall be followed.

If a subject is to be charged with a class “B” misdemeanor, the arresting officer shall:

- Submit all reports to the Records Unit.
- Submit a G.O. report indicating the result of the test when obtained and include the name of the person conducting the test when the Blood Alcohol Test Report is returned from the State Toxicologist.
- Make a copy of the test results and check list and submit them to Records for scanning into the report. Original documents will be placed in evidence.

If the subject is to be charged with a class “A” misdemeanor, the arresting officer shall:

- Complete the DUI Citation using the state code and indicate the charge as a class “A” DUI.
- Complete a supp. report and submit the DUI report and DUI Citation to Records. Records personnel will complete the GO from the DI-9 report. Records personnel will forward the court copy of the citation and copies of the DUI report and DI-9 to Hit and Run. The assigned Hit and Run Detective shall handle the follow-up and screening of the case with the District Attorney’s Office.
- Use NCIC code 5404-1 to designate the case as a class “A” Misdemeanor charge.

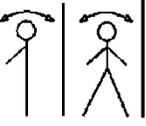
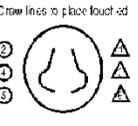
DUI – Field Sobriety Tests

Salt Lake City Police Officers should use the validated Standardized Field Sobriety Tests (SFST) to determine if a person is under the influence of an intoxicating substance. The SFST's consist of three validated field tests. They are the Horizontal Gaze Nystagmus test, the Walk and Turn test, and the One Leg Stand. Officers can use other tests in addition to the SFST's if they desire or if the person does not meet the validated criteria. The SFST field card or the Standardized Field Sobriety Testing notebook can be used to record the results of the tests if desired (see diagrams below).

DUI FIELD TEST NOTES

DATE _____ TIME _____ CASE # _____
 LOCATION _____ NAME _____
 SURFACE TYPE _____ LEVEL: Y N
 MARIJUANA Y N IBY# _____ ACCIDENT Y N INJURED Y N TYPE _____
 DRUGS Y N PRESCRIPTION Y N TYPE _____ DISABILITY Y N
 COMMENTS _____

BALANCE Yes/No/Obv Right Left
Draw lines to place foot on

FINGER COUNT F F G
HAND SLAP F F G

HGN	Right Eye	Left Eye
Smooth Pursuit	Y N	Y N
Maximum Deviation	Y N	Y N
Angle of Onset prior to 45°	Y N	Y N

ONE LEG STAND




Sways while balancing.
 Uses arms to balance.
 Hopping.
 Puts foot down.

WALK AND TURN

Cannot keep balance _____
 Starts too soon _____

	1st Nine	2nd Nine
Stops Walking		
Misses Heel-Toe		
Steps Off Line		
Raises Arms		
Actual Steps Taken		

DESCRIBE TURN _____

Horizontal Gaze Nystagmus

Description - Involuntary jerking of the eye balls:

Officers will check each eye for the lack of Smooth Pursuit, distinct jerking at Maximum Deviation, and determine if the Angle of Onset is prior to 45 degrees.

Instructions to subject:

- I am going to check your eyes. (Remove glasses if worn)
- Put your feet together and your hands to your side.
- Do you wear contact lenses? (Note if worn)
- I want you to keep your head still and follow his (pen or other stimulus) with your eyes only. Do not move your head.
- Do you understand?

Administration of the test:

Officers should turn all flashing lights prior to the test. Pupil size should be equal. If they are unequal it is possibly due

to a medical condition. Dilated pupils may indicate stimulant, hallucinogen or marijuana use. Constricted pupils may indicate narcotic analgesic use.

- Officers will first check for the lack of Smooth Pursuit in each eye as it is moved from side to side.
- Officers will check next for distinct jerking at Maximum Deviation. Eyes held as far to the side as possible for 4 seconds.
- Officers will then determine if the Angle of Onset is prior to 45 degrees.

Note: Two complete checks should be completed on each eye.

Scoring:

- Lack of Smooth Pursuit - 1 point is given for each eye if the eye does not track smoothly.
- Maximum Deviation - 1 point is given for each eye where distinct jerking is observed while holding the eye as far to the side as possible for 4 seconds.
- Angle of Onset - 1 point is given for each eye that the onset of jerking is prior to 45 degrees; usually some white is visible.

Walk and Turn

Description - The Walk and Turn test is a two part Divided Attention test. The first part is known as the 'instruction phase.' The subject is instructed to stand in a heel-to-toe position while receiving instructions and demonstrations. The second part of the test or the 'performance phase' is where the subject actually performs the test as instructed. The test consists of taking nine steps forward heel to toe, while keeping their hands to their sides and counting the steps out loud; turning 180 degrees in a specific manner; and taking nine steps back heel to toe.

Instructions and Demonstrations:

- Place your left foot on the line. (real or imagined)
- Put your right foot directly in front of your left foot touching heel to toe. (demonstrate)
- Place your hands down to your sides.
- Don't move from that position until instructed to do so. Do you understand?
- When told to begin, take nine steps heel-to-toe counting each step out loud. (demonstrate)
- Keep the ninth step on the line (real or imagined) and take a series of small steps with the other foot to turn around. (demonstrate)
- Take nine steps heel to toe.

Instruct the Subject to:

- Count each step out loud
- Keep your hands down to your sides.
- Once you start walking do not stop.
- Do you understand?
- Begin.

Scoring the signs of impairment:

- Instruction Phase signs of impairment:
 - Cannot maintain balance - 1 point
 - Starts too soon - 1 point
- Performance Phase signs of impairment:
 - Misses heel to toe (over 1/2 inch) - 1 point
 - Step off line - 1 point
 - Uses arms for balance (raises arms more than 6") - 1 point
 - Stops walking - 1 point
 - Improper turn - 1 point
 - Wrong number of steps - 1 point

The scoring is calculated by the sign of impairment not the number of times the impairment happened. An example of this would be if the subject stepped off the line twice during the test it would only be counted as one point for scoring.

A score of two or more points usually indicates a BRAC of over 0.10%.

Combining the scores from the HGN and the Walk and Turn test will generally increase the percentage of probability that the subject is impaired. A total score of the two (2) tests which produces a result in the dark area of the chart below is Probable Cause to make an arrest for DUI.

One Leg Stand

Description - A Divided attention test

The subject will stand on one foot; lift the other foot six inches off the ground, look at his elevated foot and count out loud for 30 seconds, "one thousand and one, one thousand and two, one thousand and three ..."

Instructions:

- Put your feet together and put your hands down to your sides.
- Do not move until I tell you do so.
- Do you understand?
- When I tell you, I want you to raise one of your feet approximately 6 inches off the ground pointing your toes straight out from your body. Keeping both legs straight, I want you to look at your raised foot and count like this: "one thousand and one, one thousand and two, one thousand and three" until I tell you to stop

(demonstrate). I am going to have you perform this test for thirty seconds.

- Do you understand?
- Begin.

At the conclusion of the 30 seconds, the subject should be stopped and told to lower his foot and relax. It is important that the test lasts for 30 actual seconds. Subjects may count slower or faster depending on the substance used.

Scoring and signs of impairment:

- Sways while balancing - 1 point
- Uses arms for balance (raises arms more than 6") - 1 point
- Hopping - 1 point
- Puts foot down - 1 point

Other Field Tests

Modified Romberg Balance Test

Description - a divided attention test. The subject will stand erect, head tilted back slightly, eyes closed, and their hands down to the sides for thirty seconds. The subject should estimate the passage of thirty seconds.

Instructions:

- Put your feet together. (demonstrate)
- Put your hands down to your sides. (demonstrate)
- Now, do not move until I tell you.
- Do you understand?
- When I tell you, I want you to tilt your head back slightly and close your eyes.
- I am going to have you stand like that for thirty seconds. During that time I will ask you to answer some simple questions. Do not open your eyes.
- Do you understand?
- Begin.

Note: The test should last thirty seconds. Use a watch to time test.

Scoring and signs of impairment:

There are no validated signs of impairment for this test. Officers should record if the subject sways front to back or side to side by approximate number of inches from center. Officers should also note; loss of balance, difficulty maintaining balance, if the subject opens his eyes, and how long the subject takes in estimating 30 seconds. The officer should stop the test at 90 seconds if the subject has not stopped. Asked the subject how long he thought the test was.

Finger to Nose Test

Description - a divided attention test. The subject stands erect with feet together, eyes closed and arms down to the sides. At the officer's direction, the subject attempts to touch the tip of the nose with the tip of the extended index fingers.

Instructions:

- Put your feet together, keeping your arms down to the sides with your palms facing forward and your index finger pointed to the ground. (demonstrate)
- Do not move until I tell you to begin. Do you understand?
- When I tell you, I want you to tilt your head back slightly and close your eyes.
- If I say right, I want you to bring your right hand up in front of you (not to the side) and touch the tip of your index finger to the tip of your nose and then return your hand back down to your side. (demonstrate – Do not close your eyes)
- If I say left, I want you to bring your left hand up in front of you (not to the side) and touch the left index finger to the tip of the nose and then return your hand back to the side. (demonstrate - Do not close your eyes)
- Do you understand?
- Tilt your head back and close your eyes.
- The officer should instruct the subject to touch his nose three times with each hand in the following order: Left, right, left, right, right, left.

Scoring and signs of impairment:

Officers should record where the subject actually touches his face and nose. Officers should record any sway, loss of

balance, or difficulty coordinating movements and ability to follow instructions.

Finger Count

Description - a divided attention test.

Subject will use one hand, using the thumb to touch each finger on the hand and count sequentially from one to four, then backwards from four to one, a total of three complete sequences.

Instructions:

- I want you to count your fingers on one hand for me.
- Using your thumb as a counter, I want you to count and touch each fingertip on that hand from one to four and then back from four to one. (demonstrate)
- Do that three complete times. (demonstrate)
- Begin.

Scoring and signs of impairment:

Officers should record a 'G'-good, 'F'- fair, 'P'- poor.

Officers should pay attention to coordination of the counting and contact with the finger counted, missing fingers during the count, missing count numbers, and the number of sequences actually completed.

Hand Count

Description - Subject will hold one hand stationary with the palm up. Subject will alternate touching the palm and the back of the other hand to the palm of the stationary hand.

Appendix

Uniforms and Equipment

GROOMING STANDARDS

Whether officers and employees are in uniform or not they must comply with the grooming standards. The needs of the department may require personnel to work in a uniformed capacity. Therefore, employees must keep their appearance to accommodate those needs. Officers working in special assignments may be excused from these standards by their Division/Unit Commander.

- Employees shall be clean and neat in their appearance. They shall bathe frequently and shall care for their personal grooming; maintaining the standards of grooming expected of a professional person.
- Employees may not appear in uniform or in plainclothes while on duty with any visible facial, head or body tattoo or decal, unless such tattoo or decal existed prior to October 1, 2003.
- Visible tattoos or decals cannot be obscene, offensive, distract from a professional appearance, or interfere with on-duty actions and responsibilities. Any visible tattoos or decals that are obscene, offensive, distract from professional appearance, or interfere with on-duty actions and responsibilities must be covered while on duty or in uniform.
- Visible body piercing (other than authorized earrings) shall not be worn while an employee is on duty or in uniform.

Hair

Male Officers

- The hair on top of the head shall be neatly groomed. The length and bulk of hair will not be excessive or present a ragged, unkempt or extreme appearance. Hairstyles must present a professional, businesslike image.
- The hair shall not fall more than 1/2" over the top of the ears, shall not touch the eyebrows, or touch the collar. Moderate fullness in the back is permitted, as long as it does not interfere with standard headgear.

- If the hair is highlighted or dyed, it must be done with natural hair colors. Any extreme fluorescent or colored dyes or highlights are not authorized.
- Sideburns must be neatly trimmed. The base will be clean shaven, perpendicular to the vertical tapered line. Sideburns will not extend downward below the lowest part of the exterior ear lobe and a maximum of 1 1/2" in width.
- The face will be clean shaven, except that a mustache is permitted. If a mustache is worn, it will be kept neatly trimmed. It will not extend below the corner of the mouth, nor will it be over 1/2" in length or extend 1/2" from the corner of the mouth. Handlebar type mustaches are not authorized.
- Male officers in uniform or in plainclothes will not wear earrings while on duty.

Female Officers

The hair of female sworn personnel may be worn long or short. These standards apply to all sworn female personnel whether in uniformed or plain clothes assignments.

All sworn female personnel:

- Bangs shall not touch the eyebrows.
- If the hair is dyed or highlighted, it must be done with natural hair colors. Any extreme fluorescent or colored dyes or highlights are not authorized.
- When wearing the "Class A" uniform, long and short hair must be pulled away from the face, except for bangs, and worn in a bun, French twist, or other style that keeps the hair pulled back from the face. The Officer's hair shall be securely fastened in such a way that it will not hang over the collar and, will not hinder wearing of a hat or cap. The hairstyle when wearing the "Class A" uniform must not only fit under the hat or cap, but must also look professional and not present an unkempt appearance if the hat or cap is removed while still in uniform.
- Bobby pins, small hairpins, barrettes and hair

clips are allowed to fasten and secure both long and short hairstyles. Pointed objects that could be used as weapons against the officer shall not be used to secure the hair. All hair must be well groomed, neat and clean, and must present a professional, businesslike image.

Long Hair:

- Long hair must be pulled back away from the face, except for bangs.
- Long hair can be worn in a ponytail or braided type style, or pulled up in a bun, French twist, or other style that keeps the hair pulled back from the face and securely fastened.
- Pigtail(s) or loose styles are not authorized.
- Long hairstyles will not extend past the imaginary horizontal line of the top point of the person's armpits on the back.

Short Hair:

- In a short hairstyle, the hair must not exceed past the bottom part of the collar.
- Except for bangs, short hair must be kept away from the face, either by the style of the hair cut or by fasteners such as barrettes or clips.

If the hair exceeds past the bottom of the collar, then it must be worn per the requirements of the policy regarding long hairstyles.

Female Civilians

The hair of female civilian personnel may be worn long or short.

Civilian personnel in non-uniformed assignments may wear their hair in loose styles, so long as those styles are professional and are not extreme. If duties require the wearing of headgear or make it necessary to work around equipment or machinery that would create a danger to persons with long hair, the hair will be pulled back away from the face and worn in a bun, French twist, or other style that keeps the hair pulled back

from the face and securely fastened in such a way that it will not hang over the collar, shoulders, or face.

Wigs or hairpieces must conform to the above criteria.

Earrings

Female officers may wear stud, loop or dangle style earrings. Earrings styles are not to exceed ½" in length. They are to be worn in the lower portion of the ear lobe below the ear canal and shall not protrude more than ½" below the lower earlobe. Female officers and employees in uniformed assignments are not to wear more than two earrings in each ear. The design of the earrings shall be plain: dangle, small loops, or studs (specially designed earrings may not detract from the professional image of the Police Department).

Female civilian personnel in non-uniformed assignments are not to wear more than two earrings in each ear. The design of the earrings shall be in styles not to exceed 2" in length and are not to protrude more than 2" below the earlobe. Earring designs that may detract from the professional image of the police department are not allowed.

UNIFORM PURCHASING GUIDELINES AND QUARTERMASTER SYSTEM

Employees receiving a clothing allowance voucher are only authorized to purchase authorized uniform items with their clothing allowance voucher. The list of authorized items includes, but is not limited to: duty uniforms, duty belts and related equipment, specialty uniforms, uniform outer wear, footwear, under garments and socks. If an employee has a question as to whether a purchase qualifies under this policy, the question should be asked before the purchase is made. Employees will not be reimbursed for unauthorized purchases.

Unless specifically authorized to the contrary, all employees will purchase their uniforms (pants, shirts, ties, jackets, coats, etc.) from the Department-Designated vendor. Uniforms purchased from other vendors will not be paid for by SLCPD, but will be at the employee's expense.

SLCPD has established alteration guidelines for employee uniforms with the Department-Designated vendor. Employees will be provided alterations to their uniforms, which result in a professional appearance free of charge. If employees alter their uniforms outside of the established guidelines, they

may be required to replace the improperly altered uniform at their own expense.

Career and Non-Career Equipment

Career Equipment

Career equipment are items that require certification and/or are needed to perform basic minimum functions. These items may include firearms, handcuffs, radios, Taser, ASP, flashlight and batteries, ADT, straight Stick, e-citation equipment, and badges)

The quartermaster will issue all career equipment.

Non-Career Equipment

Non-career equipment are items that do not require certification and are not required to perform basic functions. These may include holsters, cases, pouches, knives, tac-lights, etc.

Employees receiving a uniform allowance will be responsible to the maintenance and replacement of these items.

Employees in the quartermaster/voucher program can obtain replacement by submitting a voucher request through their chain of command.

Quartermaster System

All Police Officers and uniformed civilian employees hired after July 1, 2014, who work in a uniformed assignment will not receive the uniform allowance as stated above, but will instead be enrolled in the Department's Quartermaster System.

Employees still utilizing the uniform allowance will have the opportunity once per year to enroll in the Quartermaster System by notifying the Finance Unit during the designated enrollment period. The enrollment period is July 1 to July 31 of each year. Any Police Officer who opts into the Quartermaster System will receive the items identified in this policy and will not receive a uniform allowance. Officers who enroll in the Quartermaster System will be responsible for paying for any item purchased during the enrollment period.

Once an officer has opted into the Quartermaster System, the Police Officer may not opt-out.

All Sergeants, Lieutenants and Captains who work in uniformed assignments will not receive the uniform

allowance as stated above, but will instead be enrolled in the Department's Quartermaster System.

Police Officers, Sergeants, Lieutenants and Captains in the Quartermaster System will be paid a uniform supplemental of \$100 for the purpose of independently purchasing any incidental uniform or equipment needs not provided by the Quartermaster System.

Plain-Clothes Transfers

Police Officers participating in the Quartermaster System who are transferred to a plain-clothes assignment will be paid a portion of that year's uniform allowance, pro-rated on a monthly basis, from the date of the transfer to the end of the fiscal year. Sergeants, Lieutenants and Captains will be paid the monthly stipend identified in their compensation plan.

Sworn appointed police employees can elect to enroll in the Quartermaster System or shall be provided a uniform allowance at the level currently provided in the compensation plan for Police Sergeants, Lieutenants and Captains in plainclothes assignments. In addition to the uniform allowance, Appointed Police employees that elect the uniform allowance for plainclothes assignments will be provided with a Class A dress uniform and coat. Appointed Police employees may change their election during the quartermaster open enrollment as designated in the Police Memorandum of Understanding for sworn officers.

Police Officers who transfer from a plain-clothes assignment to a uniform assignment will return to whichever system (uniform allowance or Quartermaster) they participated in prior to the plain-clothes assignment and may within thirty days of the notice of transfer opt-in to the Quartermaster System.

Police Officers who opt-in will be entitled at that time to receive the uniform supplemental payment. Sergeants, Lieutenants and Captains who transfer back to a uniform assignment will return to the Quartermaster System upon transfer.

Uniform and Equipment Items

The inventory of items (Uniform and Equipment Appendix) that the Quartermaster will provide to Civilian Employees, Police Officers, Sergeants, Lieutenants and Captains within the Quartermaster System will be determined by the Department in conjunction with the Quartermaster Committee. The Uniform and Equipment Index will be posted on the

P-Drive for Officers utilizing the Quartermaster System.

New Hire Uniform and Equipment Issue

Uniforms

Sworn personnel will receive a letter/voucher for uniforms and/or other equipment they will be required to obtain prior to the start of the academy.

Newly assigned civilian personnel will receive a Uniform Voucher for initial uniform issue upon assignment.

The Voucher will identify by description, manufacturer and catalog number the uniform(s) to be issued and will direct the employee to present the Voucher to the approved vendor for sizing and ordering.

Equipment Issuance

The Quartermaster will issue all career and essential non-career equipment as required by assignment and/or requested by the Training Unit.

Personnel desiring additional or non-essential items will need to submit a voucher request through their chain of command once they have graduated the academy or training.

Assignment Transfer Equipment Issue and Return

Once the Quartermaster receives notification of an assignment transfer, the employee will receive an Equipment Processing Checklist for new equipment issue required for the specific assignment and return of equipment no longer required while in the new assignment.

It is the responsibility of the employee being transferred to ensure they have the required uniforms for their new assignment.

Employees receiving a uniform allowance will be required to purchase needed uniforms and will refer to the Uniform and Equipment Appendix for specifications.

Employees enrolled in the Quartermaster/Voucher program will need to submit a voucher request through their chain of command for the necessary clothing/items. The Quartermaster will send a voucher for approved items to the employee.

Copies of all Equipment Processing Checklists and New Issue Uniform Vouchers will be maintained electronically by the Quartermaster.

Sworn and Civilian Uniform and Equipment Replacement

Personnel will submit an electronic request through email to their direct supervisor listing the item(s) they want replaced. Once approved, the supervisor will forward the request to the Quartermaster and the Quartermaster will send a voucher to the employee.

Employees will print the voucher and present it to one of the approved vendors for sizing and ordering. It is the responsibility of the employee to follow the instructions on the voucher.

The authorized quantity and maximum purchase amount will be listed for each item. If an employee wishes to purchase a different equipment item than what is listed, the employee will be responsible for any cost above that which is authorized. Any new item must meet approved specifications.

Any item not purchased from an approved vendor will need to be paid for at the employee's expense. The employee can then submit their receipt and voucher to the finance unit for reimbursement.

Lost, damaged or stolen uniform(s) and/or equipment require a case number to be listed on the voucher request prior to Supervisor approval.

Officers found to be negligent in the care of equipment may be required to reimburse the Department for a portion of replacement costs.

SWORN DUTY UNIFORM

The duty uniform is the standard uniform. The specific make and model of all duty uniform items are maintained by the Quartermaster and are listed on the P Drive.

Duty Cap - optional
Winter Cap - optional
Baseball Cap – optional

Shirt

- Either a long or short-sleeved shirt may be worn as the standard uniform year round.
- When the long-sleeved shirt is worn, it may be

worn with the authorized tie and tie bar, or with the authorized turtleneck shirt. The shirt-sleeves will be fully rolled down and buttoned.

- Optional Vest Carrier may be worn instead of regular duty shirts. (See specifications for details)

Turtleneck Shirt- Optional

- A black turtleneck shirt may be worn under the standard long-sleeved uniform shirt. Material - Lightweight 100% cotton or poly-cotton blend in a jersey type knit. Heavyweight material such as the cable knit or sweater knit are unacceptable. No embroidery is allowed on the turtleneck.

T-Shirt

- Black or white T-shirts may be worn under the standard uniform shirt. If a T-shirt is worn with the Detective uniform, it must be white in color.

Tie – optional

- Matching the shirt in color and fabric blend, and to be worn with the long sleeve shirt only.

Trousers

- Class A straight leg or cargo

Footwear

- Black in color, leather or patent leather, polished, plain with rounded toe. Either oxford or boot style may be selected.
- Prohibited footwear includes exposed logos, harness boots, fancy stitching, extreme decoration, obvious canvas construction, buckles, and extreme sole designs, riding heels or slip-on shoes.
- Snowmobile boots may be worn during cold snowy weather. They are to be all black in color, with rubber bottoms and nylon tops.

Socks or insulating footwear inserts:

- Black in color with duty, Detective or Class A uniform.

- Socks worn with shorts must be white or black in color, with no logos, stripes, or other colors, and may be no higher than mid-calf. Socks must be visible above the top to the shoe.

Note: If white socks must be worn with the Class A or Duty uniform due to a medical problem, black socks will be worn over the white socks.

Winter Jacket

Winter Shell Pant

- Matching winter pants are authorized with the winter jacket. The color and style must match winter jacket.

Rain Jacket

Rain Pants

Reflective Vest

- Officers working in traffic, day or night, are required to wear the department issued fluorescent safety vest.

Belts

- Leather or synthetic leather

Outer Gun Belt

- Black basket-weave Sam Brown style with a 2 3/4" double silver buckle for officers and gold buckle for sergeants and above. Black nylon with black buckle may also be worn.
- Keepers will match the belt material and have either hidden snaps or silver metal snaps for officers below the rank of sergeant, and gold metal snaps for sergeants and above.

Trouser belt

- Trouser belt will be of same material as outer gun belt.
- Black nylon, leather or synthetic leather, 1 3/4". If the trouser belt has a visible buckle, it must be the same color as the buckle on the equipment belt.

- All equipment and accessories worn on the gun belt will match the belt material.

Gear to be worn on equipment belt:

- Handcuff case
- Handcuffs - Department issue or approved handcuffs only
- Holster - Department approved only
- Handgun - Department approved only
- Baton – may be optional if ADT is carried
- Aerosol Defensive Spray – may be optional if Baton is carried.
- Radio holder w/ radio
- CED
- Flashlight
- Magazine pouches w/ at least 2 magazines

Only conservative sunglasses may be worn. Extreme sunglasses, fluorescent frames, bright-colored frames or mirrored glasses may not be worn. Eyeglass retainers must be black or dark blue in color.

Shorts

- Shorts may be worn from May 1 to September 30. Division Commanders may extend this time period as climatic conditions dictate.
- Shorts worn with the Duty uniform must be of the same blend, weave and color as the short sleeve duty shirt. Care must be taken so that underclothing does not extend below the hem of the shorts.
- Bike shorts may extend below the hem of the shorts, but must be black or navy blue in color.

SPECIAL DUTY UNIFORMS

Special squads will wear uniforms specified by their Bureau Commanders and approved by the Chief of Police.

SPECIALIZED WINTER WEAR

Authorized snowmobile suits may be worn by officers during severe weather conditions. The authorized snowmobile suit is the same as that worn by the Motor Squad. For information to obtain the proper snowmobile suit, contact the Motor Squad Lieutenant.

Snowmobile boots may be worn during cold snowy weather. They are to be all black in color, with rubber bottoms and nylon tops.

BADGES, INSIGNIAS, ORNAMENTATION

Other than the items described in this policy, no other insignia or design will be worn or attached to the uniform.

Badges

Department-issued badges will be worn on the shirt and Class A cap. An embroidered badge insignia will be worn on the baseball hat.

A Department-issued metal badge shall be worn on the outer shell of the uniform coat. An embroidered badge insignia shall be worn on the fleece or lightweight jacket.

Insignias

Department-issued shoulder patches are to be worn on the side of the shoulder with the top edge against the shoulder seam of the shirt. Shoulder patches will be worn on the short or long-sleeve shirt and jacket.

Sergeant Insignias

Department-issued sergeant stripes are to be worn, with the stripes in an inverted "V" position, centered on the side of the sleeve with the top of the chevron touching the lower point of the shoulder patch on all duty uniform shirts. Metal $\frac{3}{4}$ " metal gold chevrons will be worn on the collar of the detective and bike shirts as well as the white shirt if wearing the Class A Dress uniform coat

1" gold metal chevrons will be worn on the epaulettes of the Class A Dress uniform coat.

Sergeant metal insignia will be obtained from the Quartermaster.

Command Level Rank Insignia

Gold colored metal rank insignia will be worn on all shirts and outerwear of Lieutenants, Captains and Chiefs. Embroidered or stick on insignia is not authorized. The insignia of Lieutenants and Captains will be placed at the leading edge of the collar, parallel to the front edge of the collar and centered between the top and bottom edge. The star insignia of Chiefs will be placed perpendicular to the bottom edge of the collar.

Larger gold insignias will be worn centered on the outer square of the jacket epaulet.

All rank insignia will be obtained from the Quartermaster and be worn as follows:

- Lieutenants will wear single $\frac{3}{4}$ " gold colored bars on shirt collars and 1" bars on outerwear epaulettes.
- Captains will wear double $\frac{3}{4}$ " gold colored bars on shirt collars and 1" bars on outerwear epaulettes.
- Deputy Chiefs will wear double $\frac{1}{2}$ " gold stars on shirt collars and $\frac{5}{8}$ " stars on outerwear epaulettes.
- Assistant Chiefs will wear triple $\frac{1}{2}$ " gold stars on shirt collars and $\frac{5}{8}$ " stars on outerwear epaulettes.
- Chief of Police will wear quad $\frac{1}{2}$ " gold stars on shirt collars and $\frac{5}{8}$ " stars on outerwear epaulettes.

Name plate

Officers will wear a nameplate on the right side, centered over the top seam of the shirt pocket flap. The size of the nameplate shall be $\frac{1}{2}$ " x 2 $\frac{3}{8}$ ". The nameplate will have the officer's last name and first name or initial(s) only. The nameplate will be polished silver with black letters for officers and polished gold with black letters for sergeant and above.

Tie Bar

The tie bar will be approximately $\frac{5}{16}$ " wide by 2" long. It shall be polished silver colored for officers

and polished gold colored for sergeant and above. The tie bar shall be placed on the tie horizontally and level with the bottom points of the shirt pockets.

Additional badges and pins - optional

Badges and pins awarded by outside agencies and organizations may be worn when approved by the Chief of Police. A pin representing the PMAA or Salt Lake Police Association may be worn on the uniform as long as it is no larger than $\frac{7}{8}$ " square in dimension.

These pins shall be worn on the right pocket flap centered directly above the button.

Pins representing specialized units of the Department (ex: SWAT, FTO, PSD, Motor Squad, etc.) may be worn. The pins must be centered above the nameplate or above the service stars or awards and decorations with no space in between the nameplate, service stars or awards and decorations.

Only one outside agency /organization pin and one specialized unit pin may be worn at any time.

A Crisis Intervention Team (CIT) pin may be worn on all uniforms. The CIT pin may be worn in place of an outside agency /organization pin or in place of a specialized unit pin. When worn on the utility or bicycle uniform, the CIT pin shall be centered above the embroidered name or service stars.

Only one pin may be worn at any time.

The Chief of Police may authorize temporary promotional ribbons or pins to be worn.

Service stars – optional

Employees may wear service stars centered over the nameplate. Each star represents five years of service. The single point of the star must be pointed upward. The Department will provide Service stars.

Awards and Decorations – optional

Authorized medals (descending order of precedence):

- Medal of Valor
- Police Medal
- Police Star
- Police Distinguished Service Medal

- Police Meritorious Service Medal

If only one medal is worn, it shall be worn on the shirt or coat centered above the nameplate or above the service stars with no space in between the nameplate or service stars.

If more than one medal is worn, they shall be worn centered on the nameplate or service stars with no space in between the nameplate or service stars in descending order of precedence from right to left. The Medal of Valor shall be suspended by the neck sash.

Three medals shall constitute a complete row. Precedence of rows shall be top to bottom. Additional rows shall also extend toward the wearer's left in descending order of precedence. An incomplete row shall be the top row with its medals centered on the complete row(s) beneath.

When an employee receives the same award more than once, the second and subsequent awards shall be indicated by a silver oak-leaf cluster worn on the original ribbon. A silver star will be worn in lieu of five silver clusters.

Marksmanship award as approved – optional.

CLASS A UNIFORM – Without Coat

All officer rank employees will maintain a Class A uniform. The coat is optional for officer rank employees.

Officers may wear service stars and all previously awarded decorations.

The Class A uniform without a coat will consist of:

- Straight leg, duty uniform trousers without cargo pockets.
- Polished duty uniform shoes.
- Equipment belt, leather or synthetic leather, in basket weave pattern with only a holster, magazine case, handcuff case and keepers. The nylon equipment belt and accessories shall not be worn with the Class A dress uniform.
- Duty cap

CLASS A DRESS UNIFORM with COAT

All Sergeants, Lieutenants, Captains and Chief's will maintain a Class A Dress Uniform with a coat. This is the designated Class A Uniform for these ranks.

Officer rank employees are authorized to wear the Class A Dress Uniform with a coat as an option.

The Class A Dress Uniform with Coat will consist of:

Officers

- Long sleeve, blue duty uniform shirt with blue tie and tie bar.
- Flying Cross single-breasted dress coat in 55/45 poly/wool with pleated chest pockets in navy blue. Jacket will have shoulder patches and silver "P" buttons.
- Straight leg, duty uniform trousers without cargo pockets.
- Black dress belt with silver buckle
- Black shoes with plain, polished toe.
- Dress cap in navy blue. See Dress Cap specifications.
- Nameplates (To be worn on jacket and shirt)
- Awards and Decorations may be worn above the nametag on the coat (See Awards and Decorations section for placement).

Sergeants, Lieutenants, Captains and Chiefs

- Flying Cross long sleeve dress shirt in white with shoulder patches, nameplate, and badge tab.
- Straight leg, duty uniform trousers without cargo pockets.
- Flying Cross single-breasted dress coat in 55/45 poly/wool with pleated chest pockets in navy blue. Jacket will have shoulder patches and gold "P" buttons.
- Black dress belt with gold buckle
- Black shoes with plain, polished toe.

- Dress cap in navy blue. See Dress Cap specifications.
- Navy clip-on or Velcro tie with gold polished tie bar.
- Nameplates (To be worn on jacket and shirt)
- Awards and Decorations may be worn above the nametag on the coat (See Awards and Decorations section for placement).
- Rank insignia will be worn on shirt and jacket. See rank insignia under badges, insignias, and ornamentation for details.
- Additional sleeve rank braids will be worn as follows: 1 braid for Lieutenants, 2 braids for Captains, 3 braids for Deputy Chiefs, 4 braids for Assistant Chiefs and 5 braids for Chief of Police.
- Sergeants wearing this uniform will wear rank insignia rather than embroidered sleeve chevrons.

Gun belts will not be worn with the Dress Coat. Firearms will be worn concealed in a manner that not does interfere with the wearing of the coat (i.e. ankle, small of back holster).

DETECTIVE UNIFORM

The Detective uniform shall consist of a blue polo shirt, khaki colored pants, and either a matching black or desert tan belt and black or desert tan duty shoes or boots as specified below. Officers will have at least one spare magazine on their belt and hand cuffs on their person.

The blue polo shirt will have a badge insignia embroidered on the left breast. The word "POLICE" shall be embroidered on both sleeves and the back of the collar in white. The officer's first initial and last name shall be embroidered on the right breast in white. The shirt shall be worn with only the top button open.

Sergeants and above authorized to wear the Detective uniform shall wear miniature metal gold collar rank insignias. The rank insignias shall be affixed from the leading edge of the collar, parallel to the front edge of

the collar and centered between the top and bottom edge.

Employees will have the Detective Uniform professionally laundered and pressed.

LIGHT-DUTY ASSIGNMENTS

Officers working in a light duty capacity shall wear business casual attire. T-shirts, denim pants, athletic shoes and similar clothing are not authorized.

COURT APPEARANCES

All officers may wear the standard duty uniform or other appropriate clothing as specified in "COURT ATTIRE".

Officers assigned to Detective duties will wear the Detective uniform. Court attire will be worn on duty only when an officer will be appearing in court in compliance with a subpoena or in a light duty status.

Officers assigned to undercover assignments will comply with grooming standards and dress according to their particular assignments as determined by their Division/Unit Commanders.

COURT ATTIRE

Male Officers

Jackets

Sport jacket or suit jacket must have lapels.

Pants

Dress-type slacks, matching or coordinating with the jacket. Denim jeans are not acceptable.

Shirt

Dress shirt with collar. Shirt will not be open at the collar.

Tie

A tie will be worn with court attire.

Shoes

Dress-type shoe, boot, or cowboy boot. All shoes and boots will be kept neat and clean. Footwear must be worn so that pant legs do not hang up inside. Heavy work-type shoes, work boots or athletic-type shoes are not permitted.

Hats

Hats are optional. If worn, the hat must portray a business-like appearance.

Female Officers

Slacks

With or without coordinating jackets or pant suits may be worn. Denim jeans are not acceptable.

Blouse, shirt, or sweater may not be unbuttoned past the first button below the collar button. A camisole or full slip must be worn underneath a sheer blouse.

Dress suits consisting of a skirt and jacket may be worn. Skirts must be at or below the knee.

Accessories that complement the above dress items e.g., scarves, etc. may be worn.

Makeup must be conservative and promote a professional image without drawing undue attention.

Dress pumps or low-heel shoes are appropriate footwear.

Accessories

Jewelry and any other accessories shall be worn conservatively and not distract from the uniform.

CIVILIAN UNIFORMS

Unless specifically authorized to the contrary, all Civilian personnel in uniform will obtain the above items from Skaggs Public Safety Uniforms located at 3828 South Main Street, South Salt Lake City, Utah 84115. (801) 261-4400. Any above Items purchased from vendors other than Skaggs Public Safety Uniforms will not be paid for by SLCPD but will be at the employee's expense. Employees will have the Civilian Uniform professionally laundered and pressed.

APPLICATION

Employees that routinely interact face to face with members of the public will wear the Civilian Uniform. Examples include but are not limited to Records, Crime Lab and Evidence.

Other civilian employees, not directed to wear a uniform, may elect to wear either a uniform or civilian clothes at the beginning of the fiscal year. Once a decision is made however, no change will be made until the completion of that fiscal year.

WEARING CIVILIAN CLOTHES

Because all casual clothing is not suitable for the office, these guidelines will help employees determine what is appropriate to wear to work. Clothing that works well for the beach, yard work, dance clubs, exercise sessions, sleep attire and sports contests may not be appropriate for a professional appearance at work.

Clothing that reveals too much cleavage, employee's back, chest, feet, stomach or underwear is not appropriate for a place of business, even in a business casual setting.

Even in a business casual work environment, clothing should be pressed and never wrinkled. Torn, dirty, or frayed clothing is unacceptable. All seams must be finished. Any clothing that has words, terms, or pictures that may be offensive to other employees is unacceptable. Clothing that has the department logo is encouraged.

Certain days can be declared dress down days. On these days, jeans and other more casual clothing, although never clothing potentially offensive to others, are allowed.

Guide to Business Casual Dressing for Work

This is a general overview of appropriate business casual attire. Items that are not appropriate for the office are listed, too. Neither list is all-inclusive and both are subject to change. The lists tell employees what is generally acceptable as business casual attire and what is generally not acceptable as business casual attire.

No dress code can cover all contingencies so employees must exert a certain amount of judgment in their choice of clothing to wear to work. If employees experience uncertainty about acceptable, professional business casual attire for work, they should ask their supervisor.

Slacks, Pants, and Suit Pants

Slacks that are similar to Dockers and other makers of cotton or synthetic material pants, wool pants, flannel pants, dressy capris, and nice looking dress synthetic pants are acceptable. Inappropriate slacks or pants include jeans, pajama bottoms, sweatpants, exercise pants, Bermuda shorts, short shorts, shorts, bib overalls, leggings, and any spandex or other form-fitting pants.

Skirts, Dresses, and Skirted Suits

Casual dresses and skirts, and skirts that are split at or below the knee are acceptable. Dress and skirt length should be at a length at which employees can sit comfortably in public. Short, tight skirts that ride halfway up the thigh are inappropriate for work. Mini-skirts, skorts, sun dresses, beach dresses, and spaghetti-strap dresses are inappropriate for the office.

Shirts, Tops, Blouses, and Jackets

Collared shirts for men, dress shirts, sweaters, tops, golf-type shirts, modest sleeveless tops, and turtlenecks are acceptable attire for work. Most suit jackets or sport jackets are also acceptable attire for the office, if they violate none of the listed guidelines. Inappropriate attire for work includes collarless shirts for men, tank tops; midriff tops; shirts with potentially offensive words, terms, logos, pictures, cartoons, or slogans; halter-tops; tops with bare shoulders; sweatshirts, and t-shirts unless worn under another blouse, collared shirt, jacket, or dress. Blouses, shirts, or sweaters may not be unbuttoned past the first button below the collar button. A camisole or full slip must be worn underneath sheer blouses and sweaters.

Shoes and Footwear

Conservative walking shoes, dress shoes, oxfords, loafers, boots, clogs, flats, dress heels, and backless shoes are acceptable for work. Open toed dress shoes (including sandals, will be acceptable for women). Wearing no stockings is acceptable in warm weather. Athletic shoes, tennis shoes, thongs, flip-flops, slippers and heels over 3 inches are not acceptable in the office. Employees medically required to wear athletic shoes must obtain approval from the employee's Bureau Chief. In all cases, the medically required athletic shoe will be black or dark brown without logos.

Jewelry, Makeup, Perfume, and Cologne

Jewelry should be in good taste. Body piercing such as: tongue, lips, nose, eyebrows, or anywhere visible except ears is not acceptable. A professional appearance is encouraged and excessive makeup is unprofessional. Remember that some employees are allergic to the chemicals in perfumes and makeup, so wear these substances with restraint.

Hats and Head Covering

Hats are not appropriate in the office. Head Covers that are required for religious purposes or to honor cultural tradition are allowed.

Conclusion

If clothing fails to meet these standards, as determined by the employee's supervisor, the employee will be asked not to wear the inappropriate item to work again. If the problem persists, the employee may be sent home to change clothes. Progressive disciplinary action will be applied if dress code violations continue.

UNIFORM SPECIFICATIONS

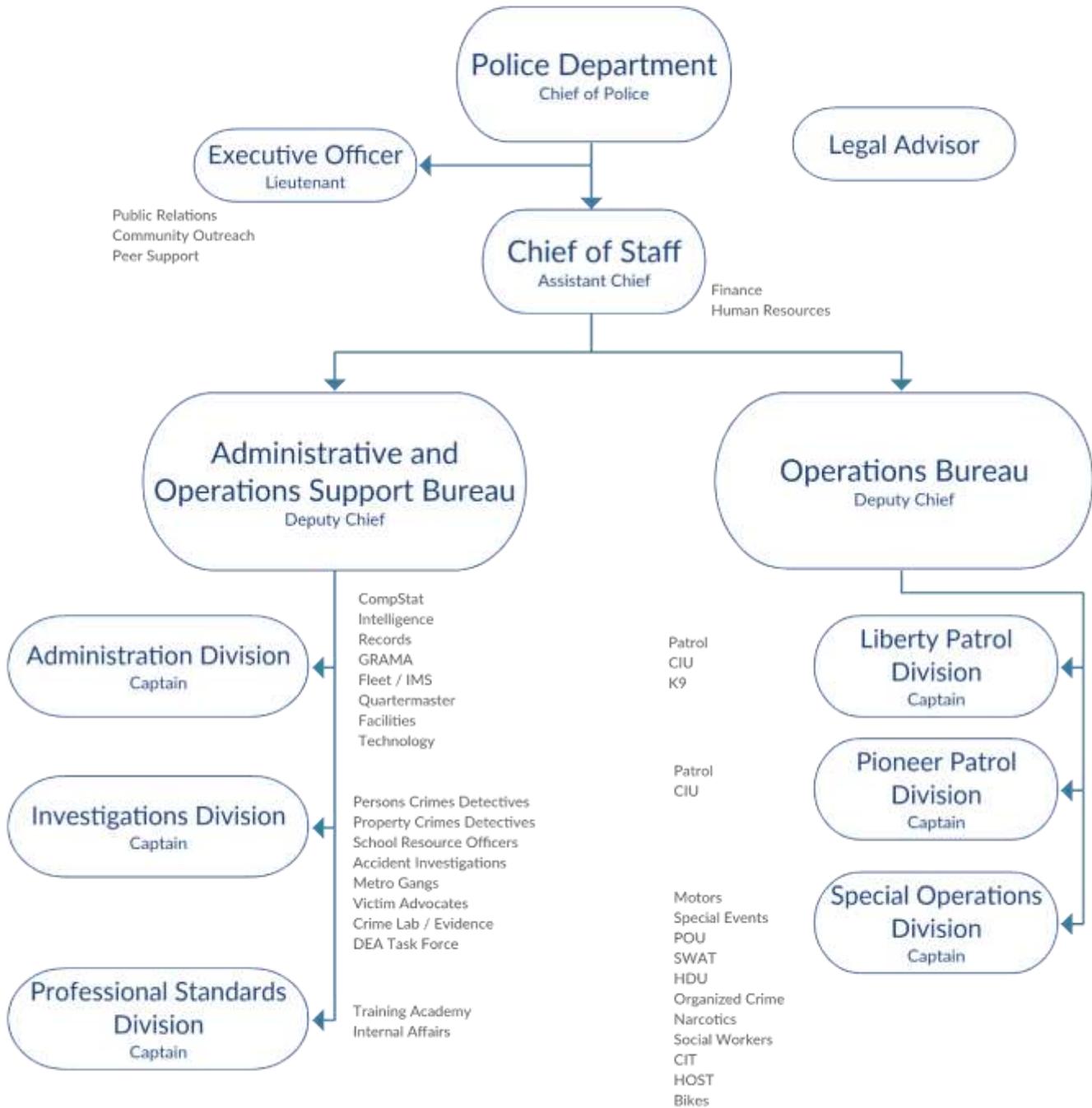
All specifications for uniforms and equipment, brands and models will be maintained by the Quartermaster unit on the P Drive for all purchases, whether the officers are in the Quartermaster System or not, and are no longer printed below.

Appendix

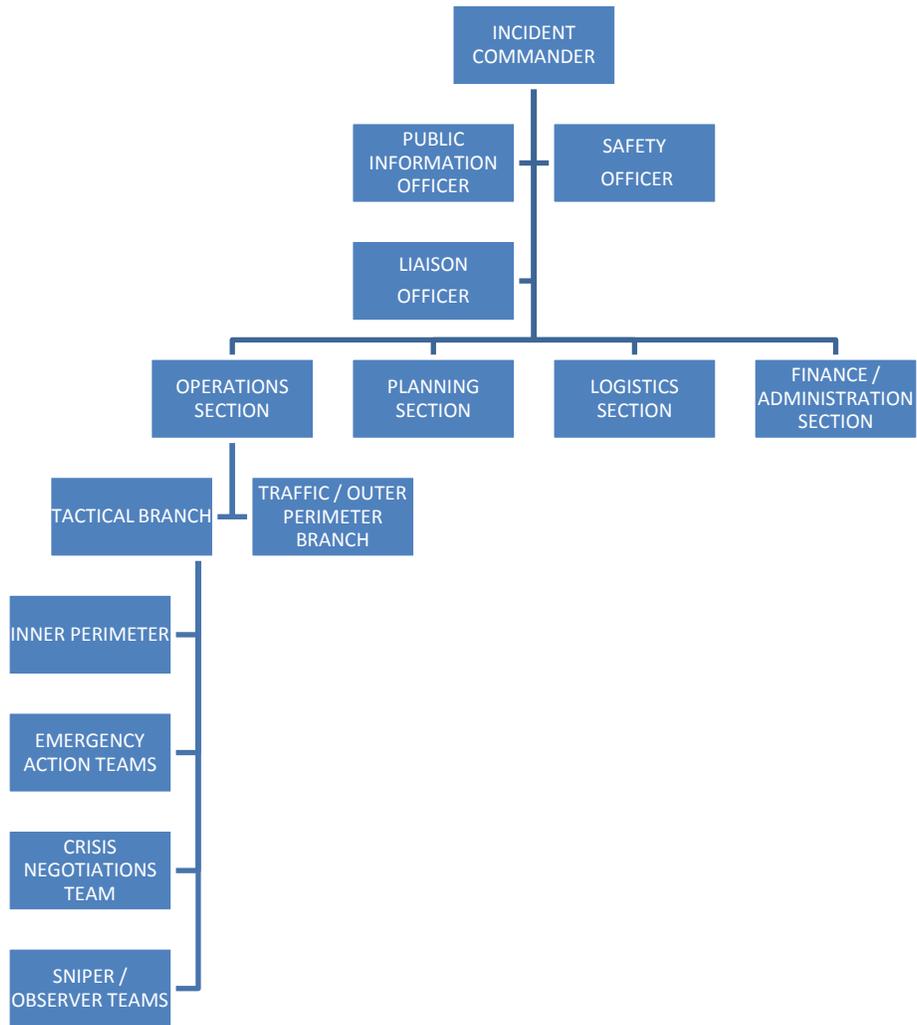
Charts

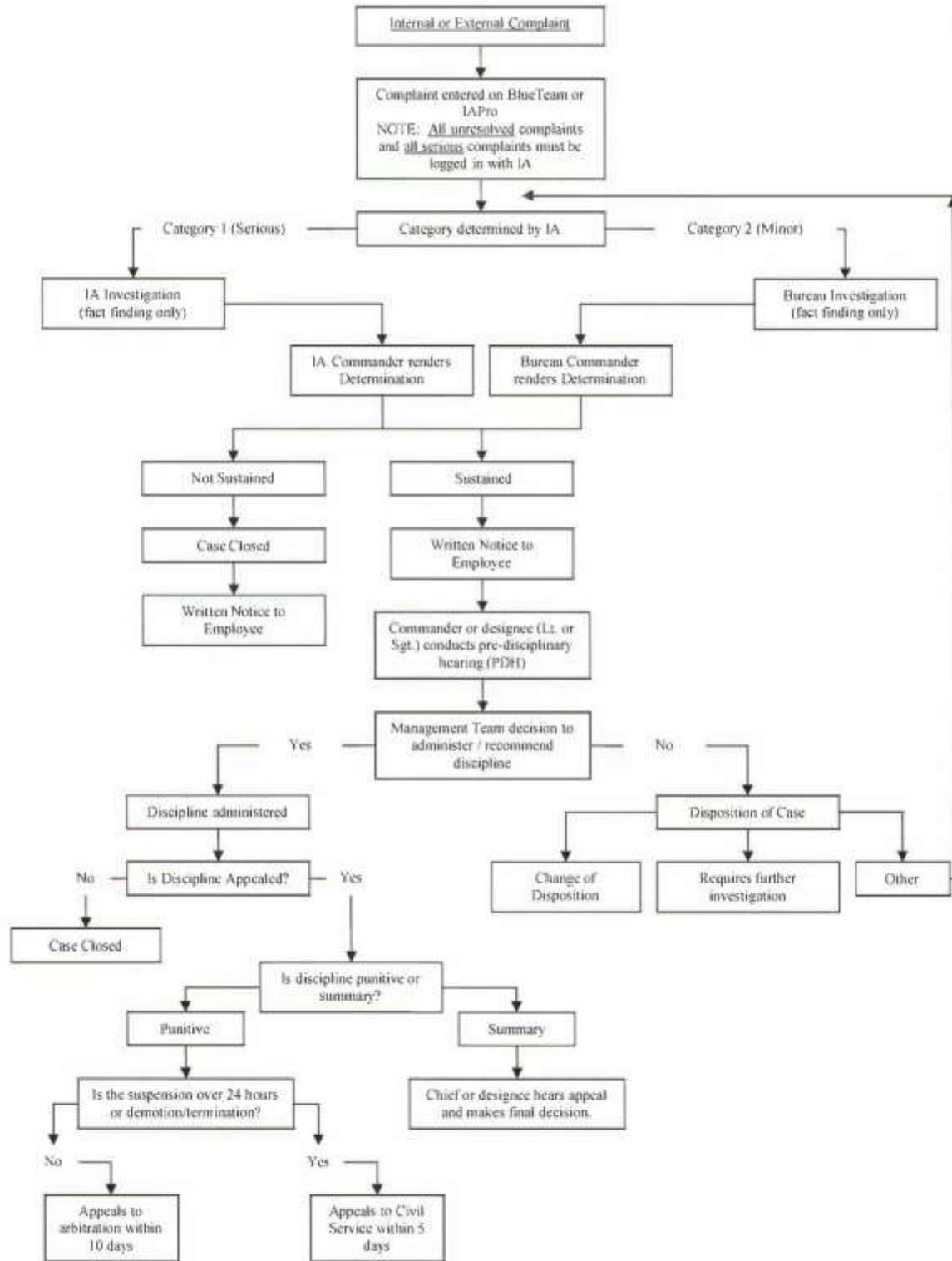
Salt Lake City Police Department

Organizational Structure
February 2017



EXPANDED NATIONAL INCIDENT MANAGEMENT SYSTEM





Minor in Possession/Not a Drop D.U.I.

Remember to do the following for both D.U.I. and Minor in Possession/Not a Drop

1. Check 32A-12-209 Box on Citation.
2. 18 or over, release the A/P on the citation or book into jail.

or
Under 18, release A/P to parents or Youth Receiving.

