



LOS SANTOS POLICE DEPARTMENT
OFFICER'S MANUAL
2010

SECTION A – DEPARTMENT OVERVIEW.

1. DUTIES OF THE DEPARTMENT. It is the job of the police department to protect and serve the people of Los Santos. Officers work for the people and they should be treated with respect. An officer's duty is to ensure the safety of the general population and officers must do everything in their ability to ensure people are as unharmed as they can possibly be.

2. CURRENT CHIEF OF POLICE. The current Chief of Police is Kiril Sokolov.

3. DESCRIPTIVE TITLES OF ORGANIZATIONAL ENTITIES. The magnitude of the task imposed upon the Chief of Police is such that it necessitates the segregation of department employees into organizational entities. The organization levels so established shall be described by the following terms in the order listed:

- Department
- Directorate
- Division, Office, or Unit
- Precinct, Neighborhood, or District
- Task Force
- Detail

3.1 DEPARTMENT DEFINED. "Department" shall be used to describe the Los Santos Police Department.

3.2 DIRECTORATE DEFINED. "Directorate" shall be used to describe one of the three major sub-departments of the Los Santos Police Department that encompass all non-general patrol units.

3.3 DIVISION DEFINED. "Division," "Office," and "Unit" shall be interchangeably used to describe an incorporated squad within a directorate.

3.4 PRECINCT DEFINED. "Precinct," "Neighborhood," and "District" shall all be interchangeably used to describe the various geographical areas that makeup the city of Los Santos.

3.5 TASK FORCE DEFINED. "Task Force" shall be used to describe a temporary or permanent subsection within a division that is created to investigate specific targets the overall division is tasked with.

3.6 DETAIL DEFINED. "Detail" shall be used to describe a spontaneous and temporary operation that is supervised by the highest-ranking unit available and is tasked with achieving a single goal within a reasonable time span.

4. INTERNAL DISCIPLINE. The department is organized and run alongside a strict series of codes, rules, regulations, and guidelines created to ensure officers effectively and safely go about their duties. Failure to obey a direct order or protocol is known as "insubordination." Insubordination can be punished with:

- Fines, or amounts of money that officers are ordered to pay.
- Suspensions, an order to an officer that states they are unable to go on duty for a set or indefinite period of time.
- Dishonorable Discharges, or when an officer is permanently let go from the police department.

5. COURTESY, PROFESSIONALISM, RESPECT. Officers, off duty or on, are expected to act as ambassadors for the entire department. How they act reflects the views of the people they are interacting with of the department as a whole. They are expected to set an example for the entire city and follow the creed of “Courtesy, Professionalism, Respect.” This means assisting citizens with anything they require assistance with, no matter how basic, as long as the task does not interfere with an officer’s duties to protect the lives of citizens and their fellow officers. An officer should not be influenced by external bias or unrelated factors when making patrols and conducting investigations. They should show a high level of respect for citizens and their fellow officers to promote a positive image that reflects the entire department.

SECTION B – ORGANIZATION AND COMMUNICATION.

1. RANKING STRUCTURE.

1.1 NON-COMMISSIONED OFFICERS. Non-commissioned officers comprise the largest number of sworn officers in the department. Non-commissioned officers may be assigned to a foot beat, a black-and-white patrol car, a two-wheel motorcycle unit, a High Speed Interception unit, or a specialized unit such as SWAT or Air Support. In increasing hierarchical order, they are as follows:

- Police Officer I
- Police Officer II
- Lead Officer
- Senior Lead Officer
- Sergeant
- Staff Sergeant

1.11 POLICE OFFICER I ABILITIES.

- File a public casefile
- Make arrests in precincts
- Foot patrol with a partner
- Reception duty
- Issue parking tickets
- Issue fines
- Respond to emergency calls
- Patrol in a black-and-white car with a partner of a higher rank
- Suspect-transport vehicle patrol

Note: If a Senior Lead Officer or above has authorized it, if a rank high enough to authorize it is not on duty, or a response code 0 is called, a Police Officer I may patrol with another Police Officer I or by themselves. It is important to remember, however, that when the officer who authorized the permission goes off duty, or if an officer with the ability to authorize it comes on duty, permission must be immediately renewed.

1.12 POLICE OFFICER II ABILITIES.

- Patrol in a black-and-white car
- Use shotgun slug ammunition
- Use a submachine gun in exigent circumstances
- Undergo two-wheel motorcycle training
- Apply for a secondary unit
- Receive a badge number
- Make arrests in prisons

1.13 LEAD OFFICER ABILITIES.

- Grant permission to a Police Officer I to arrest in prisons
- Undergo high speed interception training
- Call tactical backup (SWAT)
- Take recruits on ridealongs

1.14 SENIOR LEAD OFFICER ABILITIES.

- Use the regroup radio code
- Issue arrest warrants
- Authorize arrest warrants
- Initiate vehicle checkpoints
- Grant permission to a Police Officer I to patrol

1.15 SERGEANT ABILITIES.

- Construct temporary roadblocks
- Issue basic disciplinary action and fines of up to \$5,000
- Use the urban police rifle
- Patrol in an unmarked cruiser with permission from a Lieutenant or above

1.16 STAFF SERGEANT ABILITIES.

- Issue disciplinary fines of up to \$10,000
- Suspend officers for a maximum of two days

1.2 COMMAND. The duty of command officers is to ensure all rules and protocols are followed by officers on the force. They act as duty commanders and run inter-departmental units. In increasing hierarchical order, they are as follows:

- Lieutenant
- Captain

1.21 LIEUTENANT ABILITIES.

- Deploy water tanks for crowd control
- Issue disciplinary fines of up to \$15,000
- Suspend officers for indefinite amounts of time
- Organize convoys and escorts
- Perform motorcycle patrol without training
- Perform prison liaison duties without training
- Grant permission to Sergeants for unmarked patrol

1.22 CAPTAIN ABILITIES.

- Issue disciplinary fines of up to \$25,000
- Broadcast government announcements
- Issue search warrants
- Authorize search warrants
- Perform high speed interception patrol without training

1.3 HIGH COMMAND. High command officers are the overall leaders of the department. They create rules and protocols, organize the department, make major changes, oversee all major promotions and disciplinary actions, and act as overall commanders. In increasing hierarchical order, they are as follows:

- Commander
- Deputy Chief of Police
- Chief of Police

1.31 COMMANDER ABILITIES.

- Issue disciplinary fines of up to \$50,000
- Demote officers
- Dismiss officers
- Promote officers up to the rank of Senior Lead Officer

1.32 DEPUTY CHIEF OF POLICE ABILITIES.

- Takes control of the department if the Chief of Police is indisposed

1.31 CHIEF OF POLICE ABILITIES.

- Issue disciplinary fines of unlimited amounts
- Recruit officers
- Promote officers

- Manage public relations
- Manage external department liaison

2. SUB-DEPARTMENTS.

2.1 DIRECTORATE OF CRIMINAL INTELLIGENCE.

- Anti Crime Unit
- Community Safety Department

2.2 OPERATIONAL SUPPORT SERVICES.

- Air Support Unit
- Traffic Enforcement Unit
- Special Weapons and Tactics

2.3 ADMINISTRATIVE SERVICES.

- Recruitment Department
- Training Department
- Department of Licensing
- Prison Liaison Office
- Internal Affairs
- Public Relations

3. RADIO UNIT DESIGNATIONS.

3.1 COMMANDING OFFICER UNIT DESIGNATIONS. Commanding officers shall be identified by the word “Alpha” followed by the number 1, 2, 3, or 4. The number 1 shall indicate High Command personnel, 2 shall indicate the Shift Captain, 3 shall indicate the Shift Lieutenant, and 4 shall indicate the Shift Sergeant.

3.11 DUTIES OF THE HIGH COMMAND UNIT. Executive oversight over all department operations.

3.12 DUTIES OF THE SHIFT CAPTAIN. Authorizes all requests to make forced entry into private property and oversees said requests to ensure legality of action. Responsible for ensuring the safety of all officers during their shift.

3.13 DUTIES OF THE SHIFT LIEUTENANT. Authorizes all High Speed Interception and unmarked patrol requests. Responsible for maintaining discipline and the handling of civilian complaints. Ensures proper radio discipline and protocol is followed at all times.

3.14 DUTIES OF THE SHIFT SERGEANT. Authorizes requests to perform Special Vehicle and solo Police Officer I patrols. Tasked with the construction of temporary road blocks in situations that warrant directing the flow of traffic. Responsible for the organization of units.

3.2 PATROL UNIT DESIGNATIONS. Patrol units shall be identified by the appropriate unit word, unit number, and personal shield number. If a shield number is not authorized for your position, give the number “0” or no number.

3.3 NON-PATROL UNIT DESIGNATIONS. All personnel shall be identified by the word or letter of their division designation followed by the numerical designation for the individual unit and the shield number of the officer sending the radio message.

***Directorate of Criminal Intelligence**

- Delta: Anti-Crime Unit
- D4: ACU Commanding Officer

***Operational Support Services**

- Sierra: Special Weapons and Tactics
- S1: Tactical Patrol
- S2: High Visibility
- S3: Panther 1
- Tango: Traffic Enforcement
- Falcon: Air Support Unit

***Administrative Services**

- Papa: Prison Liason
- P2: Community Service

3.4 SERVICE IDENTIFICATION WORDS. The following words indicate the type of service to which mobile radio units are assigned:

Golf	Basic car
Romeo	Reception
Echo	Emergency response
Kilo	Motorcycle
Hotel	High speed interception
Alpha	Supervisor
Tango	Traffic enforcement

Sierra	SWAT
Delta	Detective
Falcon	Helicopter
Papa	Prison liason

4. RADIO CODES.

4.1 LETTER ASSOCIATION.

A Adam	H Henry	O Ocean	V Victor
B Boy	I Ida	P Paul	W William
C Charles	J John	Q Queen	X X-ray
D David	K King	R Robert	Y Young
E Edward	L Lincoln	S Sam	Z Zebra
F Foxtrot	M Mary	T Tom	
G George	N Nora	U Union	

4.2 RESPONSE CODES.

- **Code Zero.** When an emergency situation occurs that puts the life of officers or civilians in danger that requires the attention of a mass amount of units, a “Code Zero” will be called. If a “Code Zero” is called, all units must immediately drop what they are doing *unless* they are in the process of booking/transporting/arresting a criminal or pursuing a criminal who merits immediate capture. After finishing, they should immediately respond to the “Code Zero” call with lights and sirens.
- **Code One.** A radio call accompanied by a “Code One” designation is a non-emergency call and can be responded to by a minimum number of officers. If other officers are not busy they may respond. If, while responding to the “Code One” request, they observe an event that merits police attention, they may stop the response and turn attention to the event. A “Code One” merits a response without lights and sirens and all road laws should be observed.
- **Code Two.** A radio call accompanied by a “Code Two” designation is a non-emergency call and can be responded to by a minimum number of officers. If other officers are not busy they may respond. If, while responding to the “Code Two” request, they observe an

event that merits police attention, they should continue en route to the officer who asked for a “Code Two” response and radio another unit to investigate the situation.

- **Code Three.** A “Code Three” call represents an emergency situation that requires immediate officer response, the number of which depends on the type of situation described. A “Code Three” call requires fast response and officers should use both lights and sirens to clear traffic to the destination. If, while responding to the “Code Three” request, they observe an event that merits police attention, they should continue en route to the officer who asked for a “Code Three” response.

Any call may justify a “Code Three” if any of the following elements are present:

- A serious public hazard.
- The preservation of life.
- A crime of violence in progress.
- The prevention of a crime of violence.
- An immediate pursuit.

The final decision for the use of “Code Three,” other than in response to a directed radio call, shall be made by the vehicle operator.

- **Code Four.** A “Code Four” is a global announcement that requires all members of the Special Weapons and Tactics (SWAT) team to immediately announce their location and status.

4.3 STATUS CODES.

- **Status One.** Officer is off-duty at time of announcement.
- **Status Two.** Officer is on-duty at time of announcement.
- **Status Three.** Officer is taking a temporary break from patrol operations/police duties for vehicle maintenance, food, bathroom, etc.
- **Status Four.** Officer is on-duty and on patrol, available to respond to any calls.
- **Status Five.** Responding to an emergency call/backup request without lights or sirens.
- **Status Five Emergency (“SE”).** Responding to an emergency call/backup request with lights and sirens.
- **Status Six.** On scene at target location of event.

4.4 IDENTITY CODES.

- **IC1.** White.
- **IC2.** Black.
- **IC3.** Hispanic.
- **IC4.** Middle-Eastern.
- **IC5.** Asian.
- **IC6.** Unknown ethnicity.

4.5 “TEN CODES”.

- **10-1.** All units regroup at location.
- **10-3.** Stop transmitting/clear the radio channel.
- **10-4.** Received and understood.
- **10-5.** Please repeat.
- **10-6.** Disregard.
- **10-7.** Standby.
- **10-8.** Busy.
- **10-9.** Currently involved in an undercover investigation.
- **10-14.** Pick up at location.
- **10-15.** Suspect arrest and transport.
- **10-18.** Report if assistance required.
- **10-20.** Report location.
- **10-21.** Report status.
- **10-22.** Report to location.
- **10-27.** Switching radio channel.
- **10-33.** Operating under duress.
- **10-40.** Lots of people at location.
- **10-41.** Possible criminal activity at location.
- **10-50.** Out of vehicle for investigation.
- **10-55.** Traffic stop.
- **10-56.** Computer check.
- **10-57.** Pursuit. (Victor = vehicle, foxtrot = foot)
- **10-60.** Vehicle description.
- **10-61.** Suspect description.
- **10-70.** Assistance required. (Echo = emergency assistance)
- **10-71.** Ambulance required.
- **10-78.** SWAT required.
- **10-98.** No further assistance required.
- **10-99.** Situation concluded.

4.6 “PLAIN ENGLISH”.

- **“Shots fired.”** Shots fired at location.
- **“Officer needs help.”** Officer is in immediate danger (under fire, etc.).
- **“Negative.”** No.
- **“Officer down.”** Officer is incapacitated.
- **“Suspect deceased.”** Suspect is dead.
- **“Suspect tased.”** Suspect has been subdued.
- **“Be on the lookout.”** Person needed for questioning.
- **“All-points bulletin.”** Suspect want notice.

5. CALLSIGNS. At the beginning of any radio broadcast, it is essential that officers deliver their callsign so other units can identify who is speaking. State:

- Unit name or letter.
- Unit number.

- Badge number.

For example, if an officer was in the third Golf unit and his badge number was 69, his callsign would be one of these two:

- G-3-69
- Golf 3 69

6. RADIO PROTOCOL. It is important to always maintain radio protocol to communicate more easily and act effectively as police officers. Most transmissions use the following method:

- “Who am I, what do I need, where do I need it, how do I need it, over.”

For example, if an officer was the third Golf Unit, his badge number was 69, he was at Unity Station, and he required backup, his message would look like this:

- “G-3-69 10-70 Unity Station code 2, over.”

7. GLOBAL NOTIFICATIONS. External department communication channels are important when trying to contact another law enforcement agency or medical services. The channel should be kept clear from unnecessary information and, if one-on-one communication is required, the radio should be used to give telephone numbers. Since other agencies do not use the same radio codes, it is important to speak in “plain English.” In a code 0 situation, it is up to the On-Scene Commander to communicate with other agencies.

8. TYPES OF PATROL.

- **General.** Uses a black-and-white cruiser to respond to 911 reports, backup requests, etc.
- **Suspect transport vehicle.** Uses a black-and-white police van to escort suspects from crime scenes to jail, and then arrests them. Patrols and responds to backup calls and 911 reports with the exception of pursuits.
- **Unmarked.** Uses an unmarked unit to respond to 911 reports, backup requests, etc. Patrols in gang zones and areas with a high rate of traffic violations.
- **Foot.** Officers travel by foot. Used in areas with high rates of crime which require higher levels of police presence. May only be done in pairs.
- **Motorcycle.** Uses a police motorcycle to track vehicles during pursuits. Patrols and responds to backup calls and 911 reports.
- **High speed interception.** Uses a sports car to respond to pursuits that require the attention of faster vehicles. Patrols and responds to backup calls.

SECTION C – USE OF POLICE EQUIPMENT.

1. USE OF FIREARMS.

1.1 PREAMBLE TO THE POLICY ON THE USE OF FIREARMS. The use of a firearm is in all probability the most serious act in which a law enforcement officer will engage. It has the most far-reaching consequences for all of the parties involved. It is, therefore, imperative not

only that the officer act within the boundaries of legal guidelines, ethics, good judgment, and accepted practices, but also that the officer be prepared by training, leadership, and direction to act wisely whenever using a firearm in the course of duty.

1.2 NECESSITY THAT OFFICERS BE ARMED. As long as members of the public are victims of violent crimes and officers in the performance of their duties are confronted with deadly force, it will remain necessary for police officers to be properly armed for the protection of society and themselves.

1.3 REASON FOR THE USE OF DEADLY FORCE. Officers are equipped with firearms to protect themselves or others against the immediate threat of death or serious bodily injury or to apprehend a fleeing felon who has committed a violent crime and whose escape presents a substantial risk of death or serious bodily injury to others.

1.4 PROTECTION OF THE GENERAL PUBLIC. Regardless of the nature of the crime or the justification for firing at a suspect, officers must remember that their basic responsibility is to protect the public. Officers shall not fire under conditions that would subject bystanders or hostages to death or possible injury, except to preserve life or prevent serious bodily injury. Firing under such conditions is not justified unless the failure to do so at the time would create a substantial immediate threat of death or serious bodily injury.

1.5 MINIMIZING THE RISK OF DEATH. An officer does not shoot with the intent to kill; the officer shoots when it is necessary to prevent the individual from completing what he/she is attempting. In the extreme stress of a shooting situation, an officer may not have the opportunity or ability to direct his shot to a nonfatal area. To require him/her to do so, in every instance, could increase the risk of harm to himself/herself or others. However, in keeping with the philosophy that the minimum force that is necessary should be used, officers should be aware that, even in the rare cases where the use of firearms reasonably appears necessary, the risk of death to any person should be minimized.

1.6 THE USE OF DEADLY FORCE. An officer is authorized the use of deadly force when it reasonably appears necessary:

- To protect himself or others from an immediate threat of death or serious bodily injury, or
- To prevent a crime where the suspect's actions place persons in jeopardy of death or serious bodily injury, or
- To apprehend a fleeing high-profile suspect for a crime involving serious bodily injury or the use of deadly force where there is a substantial risk that the person whose arrest is sought will cause death or serious bodily injury to others if apprehension is delayed.

Officers shall not use deadly force to protect themselves from assaults which are not likely to have serious results. Deadly force shall only be exercised when all reasonable alternatives have been exhausted or appear impracticable.

1.61 SHOOTING AT A MOVING VEHICLE. Firearms shall not be discharged at a moving vehicle unless a person in the vehicle is immediately threatening the officer or another person

with deadly force by means other than the vehicle. The moving vehicle itself shall not presumptively constitute a threat that justifies an officer's use of deadly force. An officer threatened by an oncoming vehicle shall move out of its path instead of discharging a firearm at it or any of its occupants. In an event that warrants the disabling of a vehicle, the officer should only discharge their firearm at the tires, and once the tires are disabled, should cease firing.

1.62 SHOOTING FROM A MOVING VEHICLE. Firearms shall not be discharged from a moving vehicle, except in exigent circumstances and in the immediate defense of life.

The above prohibitions exist for the following reasons:

- Bullets fired at moving vehicles are extremely unlikely to stop or disable the moving vehicles.
- Bullets fired may miss the intended target or ricochet and cause injury to officers or other innocent persons.
- The vehicle may crash and cause injury to officers or other innocent persons if the bullets disable the operator.
- Moving to cover, repositioning and/or waiting for additional responding units to gain and maintain a superior tactical advantage maximizes officer and public safety and minimizes the necessity for using deadly force.

Shooting accurately from a moving vehicle is extremely difficult and therefore unlikely to successfully stop or prevent a threat to the officer or other innocent persons.

Shots should only be fired from a moving vehicle in a pursuit where the fleeing vehicle is firing upon pursuing officers or the pursuit has lasted for an amount of time that warrants reasonable vehicle disabling by the pursuit commanding officer or the fleeing vehicle's illegal modifications and/or speed leaves it unable to be tracked by normal pursuit vehicles and the pursuit commanding officer has given permission to disable the vehicle.

1.63 SUSPECTED HIGH-PROFILE OFFENDERS. An officer shall not fire at a person who is called upon to halt on mere suspicion and who simply runs away to avoid arrest. Nor should an officer fire at a "fleeing high-profile suspect" if the officer has any doubt whether the person fired at is in fact the person against whom the use of deadly force is permitted under this policy.

1.7 FIRING WARNING SHOTS. Generally, warning shots should not be fired.

1.8 DRAWING OR EXHIBITING FIREARMS. Unnecessarily or prematurely drawing or exhibiting a firearm limits an officer's alternatives in controlling a situation, creates unnecessary anxiety on the part of citizens, and may result in an unwarranted or accidental discharge of the firearm. Officers shall not draw or exhibit a firearm unless the circumstances surrounding the incident create a reasonable belief that it may be necessary to use the firearm in conformance with this policy on the use of firearms.

1.9 USE OF THE URBAN POLICE RIFLE AND SHOTGUN SLUG AMMUNITION. In performing its mission to protect the people of this city, the department equips officers with

weapons sufficient to control most field situations. In determining the type of weapons and ammunition routinely carried by field officers, a careful balance must be achieved between our urban setting and the degree of danger we face. For anticipated events which pose a higher degree of danger, special units are equipped and trained to use more powerful weapons consistent with the anticipated threat level. However, unanticipated field situations occasionally arise which require immediate access to specialized weapons in order to control the situation and protect the community as well as the officers responding to the incident.

The Urban Police Rifle (UPR) and Shotgun Slug Ammunition (SSA) may be used to assist officers who respond to an unplanned and spontaneous incident involving a suspect(s) who is wearing protective body armor, believed to be armed with or who has immediate access to a high powered weapons, or who is believed to be armed and situated in a distant or fortified location which affords the suspect(s) a tactically superior position. The use of UPRs and SSA is intended to minimize the risk of death or serious bodily injury to officers as well as members of the community. Generally, the UPR should not be deployed indoors because of the weapon's penetration capability. Though the deployment of the UPR and SSA is usually restricted to spontaneous events, the On-Duty Commander may authorize their deployment on a pre-planned basis for station defense, in conjunction with a Mobile Field Force or in other extraordinary, high-risk emergency events. In every case, deployment of the UPR and SSA shall be in accordance with the Department's Use of Force Policy including all of its reporting requirements.

Furthermore, the UPR should only be deployed in a situation in which specialized officers e.g., SWAT officers, are unavailable or en route. At the time of arrival of said officers, the UPR should be unwielded at the first possible movement unless special units request support. The SSA may be used to assist officers who are attempting to gain entry to a place of residence or business where an unknown amount of suspects are inside and the possibility of armed suspects exists.

2. SITUATIONS INVOLVING FIREARMS.

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

2.2 OFFICERS SURRENDERING WEAPON. An officer or their partner may be at the mercy of an armed suspect who has the advantage, but experience has shown that the danger to officers is not reduced by them giving up their weapon upon demand. Surrendering their weapon might mean giving away their only chance for survival; therefore, an officer should use every tactical tool at his disposal to avoid surrendering their weapon.

2.3 BARRICADED SUSPECTS. A barricaded suspect poses an extreme danger not only to officers who seek to arrest him or her, but to other persons as well. Good judgment demands that a tactical plan be developed rather than immediately rushing a barricaded suspect.

Officers should seal avenues of escape and call for assistance. Once the suspect is isolated, time is to the benefit of the officers, and the full resources of the department are available to assist officers in removing the suspect from his location. To minimize the possibility of injury to officers and others, appropriate special equipment and trained personnel should be requested as needed. If possible, an effort should be made to contact the suspect in an attempt to persuade him or her to voluntarily surrender before force is used.

3. USE OF FLASHLIGHTS. The primary use of the flashlight is for illumination purposes. Use of the flashlight as an impact device is discouraged by the department. However, under exigent circumstances, the flashlight may be used as an impact device when the use of an officer's baton is not feasible.

4. USE OF CHEMICAL AGENTS. To minimize injury to suspects, officers, and others or to avoid property damage, the use of a chemical agent, such as tear gas, may be necessary in circumstances where a serious danger to life and property exists and other methods of control or apprehension would be ineffective or more dangerous.

The On-Duty Commander in a police situation has the responsibility for determining the need for the use of a chemical agent and the authority to direct its deployment. The use of a chemical agent for crowd or riot control must be authorized by an officer specifically trained to do so.

5. USE OF LESS-THAN-LETHAL CONTROL DEVICES. To reduce the number of altercation-related injuries to officers and suspects, the department authorizes the use of selected less-than-lethal control devices.

Approved less-than-lethal control devices may be used to control a violent or potentially violent suspect when lethal force does not appear to be justifiable and/or necessary; and attempts to subdue the suspect by other conventional tactics have been or will likely be ineffective in the situation at hand; or there is a reasonable expectation that it will be unsafe for officers to approach to within contact range of the suspect.

Officers who use non-lethal control devices shall ensure that medical treatment is obtained, if needed, for the person(s) upon whom the non-lethal control device is used. Taser cassette darts which penetrate the skin shall be removed once the suspect has been entirely subdued.

5.1 ARMED SUSPECTS. It is important to remember that, while less-than-lethal control devices are helpful, they should never be used on armed suspects. Suspects who are actively carrying firearms that are not holstered and/or concealed should never be tasered, as the voltage will cause muscle spasms that may trigger the gun to fire.

SECTION D – DEPLOYMENT AND SPECIAL OPERATIONS.

1. DEPLOYMENT IN ANTICIPATION OF THE COMMISSION OF A CRIME. The purpose of deploying officers at the scene of an anticipated crime is to arrest the perpetrator of the attempted or consummated crime; however, since that objective is subordinate to the protection of life, officers should not subject themselves or other innocent persons to unreasonable risks.

2. UNIFORMED PERSONNEL AT PLANNED ARREST AND SEARCH WARRANT SERVICE OPERATIONS. During the planning stage for the service of a search warrant or an arrest operation which primarily involves plainclothes personnel, consideration should be given to the deployment of at least one uniformed officer, whenever tactically feasible, in a highly visible position to reduce the possibility or claim of mistaken identity.

3. TRAFFIC ENFORCEMENT

3.1 TRAFFIC ENFORCEMENT OBJECTIVE. The traffic enforcement objective of the department is to reduce traffic collisions and injuries and to facilitate the safe and expeditious flow of vehicular and pedestrian traffic through the public's voluntary compliance with traffic regulations. The department seeks to achieve this objective through a combination of education and enforcement.

The department seeks to educate the public regarding traffic regulations through programs aimed at exposing specific problems, by publishing traffic collision and injury statistics, and by giving notice and warnings of changes in regulations prior to taking enforcement action.

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

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

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

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

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

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

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

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

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

6. FIREARM ENFORCEMENT. Currently, firearms are the most easily obtainable illegal item and the trade of illicit and illegal firearms flows freely throughout the city. It is imperative that suspects are always checked for firearms to ensure the safety of officers and citizens. Firearms should be confiscated if a law is violated regarding them and the guilty parties should be incarcerated. Major firearms trafficking operations should constantly be under surveillance, and the department should use techniques such as buy-bust, stakeout, sting, etc. in order to deter the flow of firearms.

SECTION E – SITUATIONAL PROCEDURES.

1. PURSUIT POLICY.

1.1 OFFICER DRIVER RESPONSIBILITY. In emergency situations, the driver of an authorized emergency vehicle is exempt from the “rules of the road” when the driver of the vehicle sounds a siren as may be reasonably necessary and the vehicle displays a lighted red lamp visible from the front. This, however, does not relieve the driver from the duty to drive with due regard for the safety of all persons using the highway, nor does it protect him from the consequences of an arbitrary exercise of the privileges.

1.2 INITIATION OF A VEHICLE PURSUIT. In order to diminish the likelihood of a pursuit, officers intending to stop a vehicle shall, when practicable, be within close proximity to the vehicle before attempting the stop. When circumstances indicate a high potential for a pursuit, e.g., high-profile want on vehicle, possible stolen vehicle, high-profile suspect, officers shall determine the availability and estimated time of arrival of an additional unit and, if tactically possible, wait for its arrival prior to initiating the vehicle stop. Additionally, officers should request an air unit if the situation permits.

1.21 FACTORS IN INITIATING A PURSUIT. Officers must also weigh the seriousness of the offense against the potential dangers to themselves or members of the community and should consider the following factors when assessing whether to initiate a pursuit:

- Whether there is an unreasonable risk to the public’s safety, to the pursuing officers’ safety or the safety of the occupant(s) in the fleeing vehicle;
- The speed of the fleeing vehicle, relative to other roadway conditions and factors;
- Whether vehicular and/or pedestrian traffic safety is unreasonably compromised;
- The traffic conditions: volume of vehicular traffic, volume of pedestrian traffic, and road conditions;
- Nature of the area of the pursuit: residential, commercial, or rural;
- Whether the suspect can be apprehended at a later time;
- If weather conditions such as rain, fog, snow, etc., create an unreasonable risk of injury to the public or the pursuing officers;
- The seriousness of the crime and its relationship to community safety;
- The familiarity of the primary pursuing unit with the area of the pursuit.

1.3 TRACKING A VEHICLE. The same liability and potential danger inherent in a vehicle pursuit is also present when following a vehicle. Officers shall not violate the rules of the road when following a vehicle. Exemption from provisions of the vehicle code is granted only when officers sound a siren as may be reasonably necessary and the officer's vehicle displays a lighted red lamp visible from the front. The decision whether or not to initiate a pursuit should be made as soon as it is clearly evident that the law violator is intending to flee. Officers shall not use "following" as a substitute for initiating a pursuit.

1.31 AIR SUPPORT UNIT DUTIES. Whenever possible, air units shall assume responsibility for tracking a suspect vehicle. During this tracking mode, authorized ground units shall continue their Code 3 response, but should reduce their speed and, if reasonable, maintain a position out of the line-of-sight of the suspect's vehicle to maximize public safety. The air unit shall make every effort to provide immediate supervisory oversight at the beginning of the pursuit and through its termination.

1.4 LOSS OF PURSUED VEHICLE. When a pursued vehicle is lost, officers in the primary unit shall immediately broadcast the necessary information via an All-Points Bulletin. The primary unit shall broadcast supplemental information on the appropriate tactical frequency and coordinate the search as needed. When an air unit is assisting, descriptive and directional information shall be specifically broadcast to the air unit. If it is determined that the location of the pursued vehicle is unknown or the vehicle has been lost, the pursuit shall be discontinued.

1.5 VEHICLE PURSUIT DRIVING TACTICS. During the course of the pursuit, officers shall continuously assess the road conditions and the actions of the suspect. Primary responsibility for pursuit activities shall be restricted to the primary unit, secondary unit, and assigned supervisor. All other units shall remain clear of the pursuit, but shall remain alert to the location and progress of the pursuit. Units remaining clear of the pursuit shall follow the rules of the road and shall not drive Code Three. Units other than the primary unit, secondary unit, or assigned supervisor shall not become involved in the pursuit unless requested by officers in the primary unit or directed by a supervisor.

Wrong-way Traffic. Generally, officers shall not pursue a vehicle the wrong way on a freeway, nor shall officers pursue the wrong way on a one-way street. In the event a pursued suspect enters the freeway the wrong way, the following options should be considered:

- Requesting an air unit to assist and coordinate field activities;
- The Estimated Time of Arrival (ETA) of the air unit;
- Maintaining visual contact with the suspect vehicle by driving on the correct side of the freeway; and,
- Requesting other units to observe the exits available to the suspect vehicle.

1.51 PASSING CARS. If the second unit has more speed than the lead unit, they are allowed to pass it. Inform the lead unit which unit you are and which side you are passing on. Pass the lead unit as quickly as possible and do not attempt to pass if there is oncoming traffic.

1.52 SPIN OUTS. If your cruiser is temporarily immobilized due to a collision or as the result of a Vehicle Intervention Technique (see below), do not rejoin the pursuit. Instead, remain stationary out of the way of passing cruisers and remain there until all cruisers have passed. Once there is no oncoming traffic, you are safe to rejoin the chase.

1.6 VEHICLE INTERVENTION TECHNIQUES In instances where exigent circumstances exist that require immediate action and allow for immediate action to successfully be used to stop a pursuit, a VIT may be employed. The decision to employ a VIT shall be based on careful consideration of the situation, while maintaining a significant regard for public and officer safety.

A VIT may be employed when the officer believes that the continued movement of the vehicle would place persons in imminent danger of great bodily harm or death and/or the risk of harm to persons outweighs any risks created by the application of a VIT.

Currently, the department has authorized the following Vehicle Intervention Techniques:

A. Pursuit Intervention Technique (PIT). The PIT is designed to be executed by a pursuing police vehicle. The PIT is a technique in which the officer's vehicle swerves in front of the suspect's vehicle, causing it to rotate and come to a stop. If the technique is properly executed, damage to the officer's vehicle should be minor or negligible.

The location chosen to implement a PIT is of paramount importance. The area should be clear of pedestrians and other occupied vehicles, and road conditions should be in good condition (e.g., free from loose gravel, significant road repair, etc.). Unless exigent circumstances exist, the PIT should not be attempted when the following exists:

- The size of the pursued vehicle is significantly heavier than the primary unit's police car (e.g., buses, motor homes, semi-trucks, dual-rear-wheel pickup trucks, etc.);
- The pursued vehicle is transporting hazardous material;
- Since employing the PIT will cause officers to be in close proximity to the suspect, a PIT should not be used on a suspect who is known to be armed; and,
- Any motorcycles, motor scooters or three-wheeled cycles.

B. Box. The box is designed to force fleeing suspects who have momentarily stopped unable to continue their flight. The technique depends on whether or not the suspect is against an immovable object (e.g. a wall) or not.

If the suspect has stopped away from a barrier, the lead unit comes to a stop in front of the suspect vehicle with the side perpendicular to the front of the suspect car. The next two units take up positions on the sides of the vehicle and the final unit positions itself perpendicular to the rear bumper. This effectively creates a "box" around the suspect vehicle, leaving it unable to move.

If a suspect is against a wall or barrier, the lead unit comes to a stop diagonally so that the right corner of the front bumper is against the wall and the right side of the cruiser is touching the corner of the suspect vehicle. The next unit takes up immediate position behind the lead unit on the side of the suspect vehicle opposite to the barrier. The final unit takes up a diagonal position in the rear.

C. Head-off. If a pursuing officer finds himself in a position in front of a suspect vehicle where the above tactics are unable or unavailable, they may use the "head-off" technique. The cruiser goes perpendicular to the front bumper of the suspect vehicle. If the suspect vehicle attempts to go left or right, the cruiser goes forward or back, depending on the direction the cruiser is facing. If the suspect attempts to turn around, the cruiser makes a semi-circle around the suspect vehicle, effectively making it impossible for the suspect to flee.

1.7 PURSUITS WITH HOSTAGES. It must be emphasized that the safety of the hostage must be the primary consideration in determining the tactics that will be employed to affect the release of the hostage and apprehend the suspect(s).

Initial Notification. When a member of the Department becomes aware that a hostage is, or may be, in a pursued vehicle, the On-Scene Commanding Officer shall be advised immediately. All available information shall be reported, including a physical description of the hostage, manner of dress, and the exact location of the hostage within the vehicle (when known).

On-Scene Commanding Officer's Responsibility. The CO shall ensure all hostage-related information is immediately broadcast. The fact that a hostage may be involved in a pursuit shall be periodically transmitted during the subsequent pursuit status broadcasts. In instances where the taking of a hostage has not been confirmed, the CO shall attempt to obtain additional information from the original reporting person via telephone. If a callback number is not available, or the reporting person cannot be contacted, the CO shall assign a specific unit to respond to the scene of the initial occurrence to verify the taking of a hostage.

Primary Unit's Responsibility. The primary unit shall broadcast any known information regarding the hostage's position within the vehicle, a description of the hostage, suspect information, and information regarding the suspect's weaponry. The presence of a hostage in the pursuit magnifies the importance of the primary unit maintaining maximum control and ensuring that nonessential units do not become involved in the pursuit.

1.8 PURSUITS EXITING DEPARTMENT JURISDICTION. When a pursuit leaves the primary unit's jurisdiction:

- Notify the appropriate agency that the pursuit is entering another geographic area; this assists the appropriate agency in broadcasting pursuit information on the appropriate radio frequencies; and,
- If required, switch pursuit frequencies to a combined pursuit channel to assist with communication between multiple law enforcement agencies.

1.81 VEHICLE PURSUITS BY OTHER LAW ENFORCEMENT AGENCIES. When a pursuit initiated by another law enforcement agency occurs in the city, the initiating unit and department shall be responsible for the progress of the pursuit. Department units shall not attempt to assist with the pursuit unless specifically requested to do so by the pursuing agency or unless it is clearly demonstrated that assistance from this department is required. Officers shall seek approval from the appropriate agency prior to becoming involved in another agency's pursuit. In the event a department unit becomes involved in another agency's pursuit, this department's vehicle pursuit policy shall apply.

1.9 POST PURSUIT DISCIPLINE. Safety is critical at the termination of a pursuit, therefore, the need for decisive action, self-control, and strict personal discipline is essential. The responsibility for maintaining control and directing activities at the termination point of a vehicle pursuit must remain with the senior officer in the primary unit unless relieved by a supervisor. The officers in the secondary unit shall be responsible for backing up the primary unit and

broadcasting pertinent information at the termination of the pursuit. Unless summoned to the scene, officers in all other units shall remain clear of the pursuit termination point.

Note: Responding plainclothes personnel shall ensure that they are readily identifiable as police officers by affixing proper identification on their outer garment.

When the pursuit is terminated and the suspect(s) flees on foot, the air unit, when involved, shall broadcast any information which may assist in the deployment of ground units.

2. HANDCUFFING SUSPECTS.

2.1 COMPLIANT SECURES. In a situation where the suspect has been entirely compliant and is not at risk of flight, the following procedure should occur:

- Ask the suspect to place their hands above their head.
- Remove your handcuffs once the suspect's hands are in the correct location.
- Attach the handcuffs to the suspect's left wrist.
- Pull the suspect's left arm behind their back.
- Pull the suspect's right arm behind their back.
- Attach the handcuffs to the suspect's right wrist.

2.2 CAUTIOUS SECURES. In a situation where the suspect has shown signs of non-compliance and is at risk of flight, the following procedure should occur:

- Standing about a foot back from the suspect, ask them to put their arms out to their sides like an airplane and spread their legs.
- Ensure their legs are spread wide enough so that in an attempt to flee, you can easily subdue them.
- Approach with your hands out and grab the suspect's right hand by the upper fingers.
- Twist and move the suspect's wrist to his upper back.
- Remove your handcuffs and attach them to the suspect's right wrist.
- Pull the suspect's left arm to his upper back.
- Attach the handcuffs to the suspect's left wrist.
- Lower the suspect's hands to the lower back.

2.3 RISK SECURES. In a situation where the suspect has already shown to be violent and is in the process of escaping/attempting to escape or is being non-compliant, the following procedure should occur:

- Grab the suspect's right wrist with your right hand and firmly push your palm against the suspect's upper spinal column while putting your right foot in front of the suspect's feet.
- Push downwards with your left palm to trip the suspect over your feet while bringing the suspect's right arm behind his back.
- Once the suspect is on the ground, knee on the suspect's legs and hold the suspect's right arm behind his back while keeping your hand on the suspect's head.

- Adjust yourself so that you keep one knee on the suspect's legs and your other on the suspect's right hand. Continue pressing firmly on the suspect's head with your left hand and use your right hand to bring the suspect's left arm around.
- Knee on both of the suspect's hands and remove your handcuffs.
- Attach the handcuffs to each of the suspect's wrists.

3. CHECKING SUSPECTS.

3.1 FRISKING. As a police officer, you are allowed to pat down any person who you suspect to be armed. Instruct the person to put their arms on a solid object and spread their legs. When patting down a person, ensure that you are covering all possible locations where a weapon can be hidden. If an item is detected, ask what the object is. Ensure the suspect does not reach for the object. If the person has a reasonable answer, ask, "Mind if I check?" If the suspect is hesitant or seems deceitful, handcuff the suspect before checking.

3.2 SEARCHING. You are allowed to search anybody who is being arrested or who has given prior consent to a search. Before beginning the search, ask, "Do you have anything illegal on you I need to know about?" Give examples of illegal items. After the question has been answered, ask, "Do you have anything on you that will poke or prod me?" Give examples of sharp implements that could cause danger to you during a search. If a suspect is not under arrest and you wish to search them, state, "I'm going to search you, okay?" If the person objects, you may not continue.

4. ARRESTING SUSPECTS. Once a suspect has been detained in a cruiser, speak to the suspect to ensure they understand what they are being arrested for. Whenever a suspect is arrested, it shall be the responsibility of the arresting officer, prior to booking, to verify whether the arrestee is the subject of an arrest warrant.

Arresting officers shall determine whether the information given to the detention officer by an arrestee is the same information used by the arresting officer who checked the arrestee for warrants. When any discrepancy is noted, the arresting officer shall use the new information to recheck the arrestee for warrants.

5. INVESTIGATION OF HAZARDOUS CONDITIONS.

5.1 ISOLATION OF SCENE OF HAZARD. If a hazardous condition is observed which endangers life or property, or which might create a civil liability to the city, the scene shall be isolated.

5.2 ABANDONED VEHICLES. Abandoned vehicles, whether left empty as a result of the termination of a pursuit or otherwise, should be immediately brought to the attention of traffic units. If a unit is unavailable, the vehicle should be brought to the side of the road and parked properly.

5.3 HAZARDOUS MATERIALS. The term "hazardous material" shall mean any chemical or mixture of chemicals which is toxic, corrosive, volatile, explosive, or flammable that has the

capacity of inducing great bodily injury or illness or which has been determined to be capable of posing an unreasonable risk to health, safety, or property. No attempt shall be made to neutralize, move, or transport any hazardous material except under the direction of a trained specialist.

5.4 EXPLOSIVES. The initial employee who encounters any explosive material or pyrotechnic device shall contact a trained specialist prior to handling the item(s).

Note: A pyrotechnic device is any combination of materials which is activated by fire to produce an audible, visual, mechanical or thermal effect. A pyrotechnic device contains explosive material and should be considered hazardous until a determination is made by a trained specialist.

The specialist will speak directly to the officer or supervisor who has physical custody of the explosive material or pyrotechnic device prior to providing direction on its handling and/or booking. Employees shall follow the specialist's direction on handling and booking the item(s).

5.5 RADIOACTIVE MATERIALS. Officers investigating an incident in which radioactive materials may be present shall:

- Keep all persons and conveyances at a safe distance from radioactive materials or liquid run-off; and,
- Immediately notify a specialist. The request shall include the name of the owner of the material (if known); location, type, and quantity of material involved; requests for barricades or other special traffic control devices; and the phone number where the requesting officer may be reached, if practicable.

Note: Radioactive materials in transit may be identified by its symbol. This symbol is a trifoliate design with a purplish red (magenta) center and yellow leaves.

6. ILL AND INJURED PERSONS.

6.1 PERSONS IN DEPARTMENT CUSTODY USING PERSONAL MEDICATION. When persons to be booked and detained in Department custody have prescription medication in their possession, officers shall transport them to the nearest hospital for medical evaluation prior to completing the booking process.

Exception: When persons in Department custody are to be booked and immediately released, a medical evaluation is not necessary.

At no time shall arrestees be allowed to administer the prescription medication to themselves. After receiving proper medical treatment, the arrestees shall be booked as advised by the evaluating physician.

6.2 MEDICAL TREATMENT BEFORE BOOKING. Officers having custody of an unbooked prisoner who is, or becomes, ill or injured, or complains of illness or injury, shall contact Emergency Medical Services at the first available opportunity.

6.3 REQUESTING AMBULANCE SERVICE. Ambulance service shall be requested by:

- Inter-departmental radio chat utilizing appropriate spoken word terminology as opposed to non-applicable radio codes.

6.4 HANDLING UNCONSCIOUS PERSONS. When an officer encounters an unconscious person who cannot be revived, the officer shall immediately request an ambulance. Unconscious includes a person who reacts only momentarily to a pain compliance stimulus or ammonia inhalant, or is unable to remain awake without repeated coaxing. If such a person is intoxicated, medical treatment shall be obtained prior to releasing the person to a detoxification facility for evaluation and treatment.

6.5 OFFICERS INJURED ON DUTY. An officer injured on duty and in need of emergency treatment shall be transported by an ambulance to the nearest qualified emergency facility. If an ambulance is unable to arrive at the scene and the officer's injuries require immediate assistance, the officer may be transported to a hospital by a first aid-trained officer.

6.6 INJURY OR DEATH DUE TO POLICE ACTION. When any person dies, is seriously injured, or receives a gunshot wound due to action by a member of this department, the officer involved, when practicable, shall:

- Request that a supervisor be dispatched to the scene; and,
- Notify, or cause to be notified, the Emergency Medical Services morgue unit.

6.7 DOCTORS ON SCENE. Doctors shall be permitted to approach dead or dying persons. They shall be cautioned to avoid destroying any evidence.

6.8 MEDICAL EXAMINATION FOR VICTIMS OF SEXUAL ASSAULT. Victims of sexual assault shall be transported to an appropriate contract hospital for medical care and the collection of related medical evidence as soon as possible after the crime. Officers conducting a preliminary investigation of rape cases should routinely transport the victim in a black and white police vehicle. However, if the victim shows any apprehension about riding in a black and white vehicle, or requests transportation in a plain vehicle, officers shall make a reasonable effort to transport the victim in a plain vehicle.

6.8 CANCELLATION OF AMBULANCE. When a unit answers a call in which an ambulance has been dispatched, and it is determined that no ambulance is needed, the Emergency Medical Services operator shall be informed immediately.

6.9 EMERGENCY MEDICAL TRANSPORTATION. Suspects, arrestees, or others requiring emergency medical attention shall only be transported via an ambulance. It shall be the responsibility of all department employees to request an ambulance for a suspect, arrestee, or any other person requesting emergency medical treatment or when it is apparent that they are in need of such assistance and are unable to request.

Note: Individuals requiring emergency medical attention shall only be transported in a police vehicle during an unusual occurrence or tactical situation when it is necessary to remove the individual from a position of immediate threat to their safety. In such situations, an ambulance shall be requested and the individual shall be moved only the distance required to reach a safe location.

7. REQUESTING AID IN THE FIELD.

7.1 ASSISTANCE BY DETECTIVES. When a radio patrol unit answers a call involving a major crime, and the circumstances indicate the need of immediate investigation by detectives the concerned detectives shall be notified without delay. When practical, requests for detectives shall be made by radio. If the request is made by radio, an officer shall, when practicable, remain by the radio until he/she is informed that the requested unit has been dispatched or is not available.

7.11 RESPONSIBILITY FOR PROTECTING EVIDENCE. Officers requesting the assistance of a detective shall be responsible for the protection of evidence until relieved by the specialist.

7.2 ASSISTANCE BY SWAT. When a high-priority situation merits the use of extreme tactical support, a radio request should be immediately made to SWAT units. These requests should be made in any situation where there is an armed suspect, a high-profile warrant, civilians or officers at risk of death or bodily harm, or any situation that warrants extreme backup. When contacting SWAT, officers should be prepared to give a detailed tactical briefing on the situation.

8. CODE 0 RESPONSES. The 0 response code is a formidable tool: the ability to summon all units and state that there is a serious ongoing situation in a matter of two words. Due to its overarching reach and its ability to effectively cease all other department operations for the length of the situation, it is something that must not be abused.

8.1 THE NECESSITY FOR CODE 0. There is an increasing tendency for officers to ask for code 0 response for scenarios that do not warrant that level. Many times a simple backup request will suffice. Call code 0 when:

- Officers are outnumbered in an armed conflict at a ratio of at least three to one.
- There is imminent danger to a large number of citizens.
- An officer has been kidnapped and/or is being held hostage.
- Credible threats have been made to cause mass public disorder.
- Acts or threats of terrorism.
- Officers are in desperate fear for their safety.
- A high risk subject is in flight and known to be armed.

A code 0 should not be called when:

- One or two people are engaged in a gun fight.
- One or two people are assaulting an officer.
- A minor public disorder.

- Any other incident that does not fall under the above list.

8.2 CALLING CODE 0. When code 0 is called, the reporting officer has the responsibility to provide specific incident details and locations. Responding units should be aware of precise locations, suspect descriptions, and the status of the situation. State whether or not the suspects are armed and, if they are, the caliber of weaponry being used. If a suspect has fled, give a vehicle description and the direction the suspect was going.

8.3 CODE 0 CANCELTATION. Due to the serious nature of code 0 responses, situations should only be considered concluded when the following criteria are met:

- All known threats have been neutralized.
- Medical care has been sought for injured persons.
- The area has been secured and cleared.
- There is no possibility of a “counter attack.”

9. TRAFFIC STOPS. A traffic stop is a temporary detention of a driver of a vehicle by police to investigate a possible crime or civil infraction. An officer involved in a traffic stop has several procedural processes to conduct.

9.1 ALERTING THE DRIVER. The first thing involved in a traffic stop is alerting the driver to the presence of yourself as an officer and the need for the citizen to pull over. Flash your lightbar at the car. If after several seconds, the car does not begin to slow, engage your sirens. If, even after this, he does not pull over, use your megaphone to alert the driver to your presence. If, after this point, he does not pull over, it is a pursuit. Remember, however, that if the driver is not alerted your presence and you lose him, it does not constitute an arrest for flight.

9.2 PULLING OVER. If the driver pulls over to the side of the road, position your cruiser behind and slightly closer to the road than the vehicle. There should be about two feet of distance between the vehicle’s rear bumper and the front bumper of your cruiser. If the driver does not turn the engine off, use your megaphone to inform the driver to do so. Once the driver is pulled over, use your mobile data computer to check the license plate. If the car is stolen, immediately radio for backup. Make sure the name registered to the vehicle matches the one on the driver’s license when you receive it.

9.3 ROUTINE TRAFFIC STOPS. If there is only one officer in the vehicle, he should step out and approach the car. If there are two officers, one may remain in the vehicle unless there are multiple subjects in the car. As long as there is a passenger, both officers must exit the cruiser.

If the driver or a passenger attempts to leave the vehicle, ensure they stay seated. It is important for everybody to remain in the car throughout the duration of the stop unless you specifically order them to exit.

While approaching the vehicle, remember to look for signs of possible illegal activity. If it is night, use your flashlight to view the interior of the car. Check for anything suspicious or illegal. When you approach the vehicle, say:

- “Good morning,” “Good afternoon” or “Good evening,” as applicable;
- Why you pulled the person over;
- “Do you have any legal justification for doing this?”

If you believe the driver may be under the influence, briefly shine the flashlight in their eyes to check for pupil dilation and signs of redness. Ask:

- “Have you had anything to drink tonight?”
- “Drugs, alcohol, anything like that?”

At this point, once the driver fully understands the reason for the traffic stop, you may ask him for his license, vehicle registration, and proof of insurance. Once the information is received, return to your cruiser and check the driver of the vehicle for any warrants or outstanding charges. Once completed, return to the vehicle. Explain what disciplinary action you are performing (ticket, fine, warning, etc.) and hand him his paperwork back. Issue a ticket and say:

- “Remember to drive safely.”
- “Have a nice night” or “Have a nice day,” as applicable.

9.4 DRIVER CALL UP. If you have reason to believe the driver may attempt to flee or acts aggressive, ask him to step out of the vehicle. Perform the traffic stop in front of your cruiser rather than at the driver side of his vehicle.

9.5 FIELD INTOXICATION TESTS. If you suspect the driver may be under the influence of drugs or alcohol, there are several tests you may perform based on what the situation warrants:

- **Pen test.** Remove a pen and hold it parallel to the driver’s face, about three inches away. Explain to the driver that you will move the pen around and you want the driver to track the movement of the pen with their eyes but not move their head. If they are unable to do this, they are probably intoxicated.
- **Walk test.** Have the driver walk along a straight line walking “heel to toe.” If they are unable to do this, they are probably intoxicated.
- **Nose test.** Have them stand straight with their arms out to their sides. Ask them to turn their head to the right and bend their arm at the elbow, touching their finger to their nose. Then repeat it with the other side. If they are unable to do this, they are probably intoxicated.

9.6 STATION INTOXICATION TESTS. If a person has failed any of the above tests and is being detained, it is important to prove they are intoxicated by one of the following methods:

- **Breathalyzer.** Ask the person to put their lips around a tube and, when you give instruction to, blow and continue to blow until you say “stop.” The test takes several seconds and, when completed, will print out a blood-alcohol content level.
- **Urine test.** Ask the person to urinate into a cup. Take a sample of the urine and analyze it. It will give a blood-alcohol content level.

Note: It is important to remember that both of the station intoxication tests are optional. It is illegal to force someone to take one of the tests. However, if they refuse to do so, you are allowed to remove their driver's license.

9.7 FELONY TRAFFIC STOPS. If a person you are conducting a traffic stop is wanted for a felony offense, you must immediately radio for backup. Do not attempt the stop until backup has arrived. In the meantime, order the person to remain seated in the vehicle. Once other cruisers arrive, follow the procedure to ensure no harm comes to you or your fellow officers:

- Exit the vehicle and use the open door for cover. Draw your sidearm and aim it at the car. If the window is closed, order the driver to exit the car with their hands visible. If the window is open, order the driver to put their hands out. Then tell the driver to open the door with their left hand and step out with their hands visible.
- Tell the driver to keep their right hand raised while pulling up their shirt with their left hand. Have them reveal their waistline and turn around completely to check for guns tucked into the pant line.
- Tell the driver to face away from your voice and to walk backwards until you say "stop."
- Once the suspect is several feet away from the vehicle, tell them to get down on their knees, put their hands behind their head, and interlock their fingers.
- At this point, one officer may move in to secure the suspect.
- If there is a passenger in the vehicle, repeat the same procedure.

SECTION F – INTERACTION WITH CITIZENS.

1. TELEPHONIC COMMUNICATION. An employee making use of a telephone to communicate with citizens shall state the following:

- "Good morning," "Good afternoon" or "Good evening," as applicable;
- His/her office, group, bureau, division, section, unit or, if the location is a police station, the name of the geographic command followed by the phrase "Precinct," i.e., "Central Precinct."
- His/her rank or title, and last name, and,
- "May I help you?"

1.1 IMMEDIATE ASSISTANCE REQUIRED. Employees who receive a telephonic report which demands immediate police action shall:

- Obtain the location of occurrence and other pertinent information; and,
- Relay the information to the concerned unit, if available; or,
- Relay the information globally.

Employees relaying the information globally shall:

- Give the appropriate callsign;
- Give the location where service is requested;
- State the nature of the complaint;

- Obtain the name and telephone number of the caller;
- Inform caller that his/her call will be returned, as soon as practicable;
- Obtain the information desired; and,
- Return the call.

If the persons are calling from a pay telephone, they shall be advised to remain at that station to await the return call.

2. INTERROGATIONS.

2.1 FIELD INTERVIEWS. When an officer questions a person in the field, he/she may record the details of that interview. Specific facts which tend to indicate criminal activity should be noted.

A field interview shall be conducted for all arrested persons.

Exception: When persons are arrested for plain drunk, begging, or a traffic violation, a field interview need not be conducted, unless there are indications of possible involvement in other criminal activities.

2.2 ADMONITION OF MIRANDA RIGHTS. When a person in custody is to be interrogated regarding his/her possible participation in the commission of a criminal offense, or in any other instance where a Miranda Admonition is required (e.g., employee administrative investigation), the Miranda Admonition shall be read verbatim to him/her. The arrestee's response to the Miranda Admonition shall be included in the appropriate reports.

Witnessed By A Peace Officer. If the crime perpetrated was witnessed by a peace officer and there was no doubt by all responding officers as to the guilt of the suspect, the following Miranda Admonition shall be read verbatim:

- You have the right to remain silent.
- Anything you say may be used against you.
- You do not have the right to an attorney as a peace officer witnessed your offense.
- Do you understand each of these rights I have explained to you?
- Having these rights in mind, do you wish to talk to us now?

Juveniles. All persons under 18 years of age shall be advised of their Miranda rights upon being taken into custody, regardless of whether they are to be interrogated. Responses as to whether the juvenile understands each of his/her Miranda rights shall be documented. However, a waiver shall *not* be sought unless the juvenile is to be interrogated.

2.3 SUSPECT INTERROGATIONS. The Reid Technique.

- **Direct confrontation.** Lead the suspect to understand that the evidence has led the police to the individual as a suspect. Offer the person an early opportunity to explain why the offense took place.

- **Develop themes.** Try to shift the blame away from the suspect to some other person or set of circumstances that prompted the suspect to commit the crime. That is, develop themes containing reasons that will justify or excuse the crime. Themes may be developed or changed to find one to which the accused is most responsive.
- **Discourage denial.** The more a suspect denies participation in a crime, the more confident he will become in his denials. Interrupt the suspect every time they try to deny their guilt.
- **Excuse turnaround.** At this point, the accused will often give a reason why he or she did not or could not commit the crime. Try to use this to move towards the confession.
- **Reinforce sincerity.** This ensures the suspect is receptive.
- **Offer alternatives.** The suspect will become quieter and listen. Move the theme discussion towards offering alternatives to the perpetration of a crime. If the suspect cries at this point, infer guilt.
- **Alternative question.** Pose the “alternative question”, giving two choices for what happened; one more socially acceptable than the other. The suspect is expected to choose the easier option but whichever alternative the suspect chooses, guilt is admitted.
- **Repetition of guilt.** Lead the suspect to repeat the admission of guilt in front of witnesses and develop corroborating information to establish the validity of the confession.
- **Documentation.** Document the suspect's admission and have him or her prepare a recorded statement (audio, video or written).

3. USE OF FORCE POLICY.

3.1 NON-LETHAL FORCE.

- **First contact.** Be polite. Use words such as “please,” “thank you,” and address citizens as “sir” or “ma’am” appropriately.
- **Verbal abuse.** Assert yourself. Raise your voice, speak loudly, and be confident in your speech.
- **Physical resistance.** Use arrest and control techniques to force the suspect into submission. This may require taking the suspect down and applying handcuffs.
- **Physical violence.** Use a less-than-lethal control device.
- **Flight.** Deploy your taser.

3.2 LETHAL FORCE.

- **Blunt weapons.** Draw your service weapon and order them to drop it.
- **Aiming a firearm.** Discharge your weapon.
- **Brandishing a firearm during a pursuit.** Discharge your weapon.
- **Motor vehicle assault.** Move out of the way and discharge your weapon.
- **Swimming away.** Discharge your weapon.
- **Aiming a firearm at a civilian.** Aim your service weapon and order them to drop it. If they refuse after several attempts, discharge your weapon.
- **Unauthorized prison entry.** Discharge your firearm.

4. SITUATIONAL AWARENESS.

4.1 THINGS TO LOOK FOR.

- **Constant hand motions.** If you observe somebody constantly fidgeting with their hands, order them to stop. If they put their hands in their pockets, order them to remove them. If they put them behind their back, order them to bring them into plain sight.
- **People in your bubble.** If a person is within arm's reach of your sidearm, they are too close. If somebody walks behind you, move. Order them to stand in one place. Blade your stance: position yourself diagonally so that your holster is pointed away from who you are speaking with.
- **Rooftops and alleyways.** Always be aware of your surroundings. Take note of any hiding spots and possible setups. If you ever have a doubt, call for backup.
- **Location.** Always remember where you are. If the need arises to call for backup, you must be immediately able to state your position.