

# **NEW ALBANY POLICE DEPARTMENT**

## **Directives & Procedures Table of Contents**

### **Chapter 1**

#### **Directive 1.1 - Use of Reasonable Force/Action Response Policy**

- 1.1.1 Use of Reasonable Force
- 1.1.2 Use of Deadly Force
- 1.1.3 Warning Shots/Restrictions on the Use of Firearms
- 1.1.4 Use of Authorized Less-Than-Lethal Weapons
- 1.1.5 Use of Knives
- 1.1.6 Rendering Aid After Use of Weapons
- 1.1.7 Reporting Uses of Force
- 1.1.8 Reviewing "Response to Resistance" Reports
- 1.1.9 Removal from Line of Duty, Use of Force
- 1.1.10 Authorization: Weapons and Ammunition
- 1.1.11 Demonstrating Proficiency with Weapons
- 1.1.12 Annual Proficiency Demonstration/Training
- 1.1.13 Issuing Writing Directives
- 1.1.14 Analyze Reports from Use of Force (see 1.1.7)

#### **Directive 1.2 - Training**

- 1.2.1 Training
- 1.2.2 Mandatory Training
- 1.2.3 Optional/Specialized Training
- 1.2.4 Training Records
- 1.2.5 Remedial Training
- 1.2.6 Attendance Requirements
- 1.2.7 Travel Arrangements

### **Chapter 2**

#### **Directive 2.1 - Traffic Enforcement**

- 2.1.1 Enforcement Procedures
- 2.1.2 Violator Procedures
- 2.1.3 Informing the Violator
- 2.1.4 Uniform Enforcement Policies
- 2.1.5 Enforcement Practices
- 2.1.6 Stopping/Approaching
- 2.1.7 Officer-Violator Relations
- 2.1.8 Speed-Measuring Devices
- 2.1.9 OVI Procedures
- 2.1.10 License Re-examination Referrals
- 2.1.11 Parking Enforcement

#### **Directive 2.2 - Traffic Crashes**

- 2.2.1 Policies and Procedures
- 2.2.2 Traffic Crash Scene Responses
- 2.2.3 Traffic Crash Scene Duties
- 2.2.4 Follow-Up Investigations
- 2.2.5 Victim Property Control
- 2.2.6 Traffic Crash Classification System

## **Directive 2.3 - Traffic Direction and Control**

- 2.3.1 Direction/Control Procedures
- 2.3.2 Escorts
- 2.3.3 Pursuit and Emergency Vehicle Operations and Procedures

## **Directive 2.4 - Ancillary Services**

- 2.4.1 Assistance, Highway Users
- 2.4.2 Hazardous Highway Conditions
- 2.4.3 Towing

## **Chapter 3**

### **Directive 3.1 - Criminal Process**

- 3.1.1 Criminal Process Procedures

### **Directive 3.2 - Restraining Devices**

- 3.2.1 Pre-Transport Prisoner Searches
- 3.2.2 Searching Transport Vehicles
- 3.2.3 Prisoner Restraining Requirement
- 3.2.4 Procedures, Transporting by Vehicle
- 3.2.5 Maintaining Visual Contact
- 3.2.6 Prisoner Communications
- 3.2.7 Procedure, Transport Destination
- 3.2.8 Procedures for Escape
- 3.2.9 Notifying Court of Security Hazard

### **Directive 3.3 - Special Transport Situations**

- 3.3.1 Opposite Sex
- 3.3.2 Sick, Injured, Disabled
- 3.3.3 Hospital Security and Control
- 3.3.4 Special Situations

### **Directive 3.4 - Transport Equipment**

- 3.4.1 Vehicle Safety Barriers
- 3.4.2 Rear Compartment Modification

### **Directive 3.5 – Prisoner ID and Documentation**

- 3.5.1 Prisoner ID and Documentation

## **Chapter 4**

### **Directive 4.1 - Juvenile Offenders**

- 4.1.1 Handling Offenders
- 4.1.2 Procedures for Juvenile Custody
- 4.1.3 Custodial Interrogation of Juveniles
- 4.1.4 Reporting Procedures for Cases of Child Abuse

## **Chapter 5**

### **Directive 5.1 - Disciplinary Actions**

- 5.1.1 Policy
- 5.1.2 Progressive Discipline
- 5.1.3 Appeals
- 5.1.4 Relief from Duty

### **Directive 5.2 - Complaints/Compliments**

- 5.2.1 Policy
- 5.2.2 Complaint Investigations
- 5.2.3 Crashes Involving Village Owned Vehicles
- 5.2.4 Receipt of Compliments

### **Directive 5.3 - Rules of Conduct**

- 5.3.1 Abuse of Position
- 5.3.2 Assistance to Fellow Officer
- 5.3.3 Associations/Organizational Memberships
- 5.3.4 Attendance at Trials/Hearings
- 5.3.5 Carrying Badge, Firearm, and Identification
- 5.3.6 Collection of Notary Fees
- 5.3.7 Confidentiality
- 5.3.8 Conflicting or Illegal Orders
- 5.3.9 Courtesy to Public
- 5.3.10 Display of Material in Police Facilities
- 5.3.11 Drugs/Alcohol
- 5.3.12 Endorsements and Referrals
- 5.3.13 Ethics
- 5.3.14 Expenditures of Department Funds
- 5.3.15 Gambling/Prohibited Establishments
- 5.3.16 Gratuities
- 5.3.17 Identifying Informants
- 5.3.18 Immoral Conduct
- 5.3.19 Insubordination
- 5.3.20 Interference in Private Business
- 5.3.21 Knowledge of and Obedience to Directives, Laws, and Ordinances
- 5.3.22 Lockers
- 5.3.23 Maintaining Department Property and Publications
- 5.3.24 Neglect or Inattention to Duty
- 5.3.25 Personal Correspondence
- 5.3.26 Public Statements and Appearances
- 5.3.27 Release of Police Information
- 5.3.28 Reporting Arrests or Court Actions
- 5.3.29 Reporting for Duty/Tardiness
- 5.3.30 Reporting Misconduct
- 5.3.31 Requirement to Submit to Medical Exams, Line-Ups, Photographs, and Polygraphs
- 5.3.32 Sick/Injury Reporting
- 5.3.33 Telephone/Address
- 5.3.34 Truthfulness
- 5.3.35 Unbecoming Conduct
- 5.3.36 Withholding Information

### **Directive 5.4 – Law Enforcement Automated Data System (LEADS) Rules**

- 5.4.1 LEADS Terminal Agency Coordinator (TAC)
- 5.4.2 Validations

- 5.4.3 Dissemination and Record Keeping
- 5.4.4 LEADS Audit
- 5.4.5 National Law Enforcement Telecommunications System (NLETS)
- 5.4.6 National Crime Information Center (NCIC)
- 5.4.7 LEADS Owned Equipment/Connected Agency Owned Equipment
- 5.4.8 Sanctions
- 5.4.9 Contingency Plan

## **Chapter 6**

### **Directive 6.1 - Organization**

- 6.1.1 Chain of Command
- 6.1.2 Acting Supervisors
- 6.1.3 Notification/Call Out Procedures
- 6.1.4 Reports

### **Directive 6.2 - Shift Selection and Leave Requests**

- 6.2.1 Shift Selection - Officers
- 6.2.2 Shift Selection - Supervisors and Dispatchers
- 6.2.3 Leave Requests

### **Directive 6.3 - Uniforms and Appearance**

- 6.3.1 Uniforms
- 6.3.2 Appearance
- 6.3.3 Uniform Inspections and Repair
- 6.3.4 Body Armor

### **Directive 6.4 - Community Relations**

- 6.4.1 Civilian Ride-A-Long Program

### **Directive 6.5 – Specialized Units**

- 6.5.1 Bicycle Patrol Unit Procedures
- 6.5.2 Canine Patrol Unit Procedures
- 6.5.3 Mounted Patrol Unit Procedures
- 6.5.4 Honor Guard Unit Procedures

## **Chapter 7**

### **Directive 7.1 - Special Duty Employment**

- 7.1.1 Defined
- 7.1.2 General Rules
- 7.1.3 Rates of Pay
- 7.1.4 Hours Worked
- 7.1.5 Procedures

### **Directive 7.2 - Off-duty Employment**

- 7.2.1 Definition
- 7.2.2 General Rules

## **Chapter 8**

### **Directive 8.1 - In-Car Video Cameras**

- 8.1.1 Purpose
- 8.1.2 Training
- 8.1.3 Procedures
- 8.1.4 Digital Video File Control and Management
- 8.1.5 Requests for In-Car Recordings
- 8.1.6 Supervisory Review and Responsibilities

### **Directive 8.2 - Video Surveillance Cameras**

- 8.2.1 Purpose
- 8.2.2 Training and Responsibilities
- 8.2.3 Audio/Video Taping Exceptions
- 8.2.4 Video Control and Management
- 8.2.5 Requests to Record Video
- 8.2.6 Supervisory Review and Responsibilities

### **Directive 8.3 - Digital Cameras**

- 8.3.1 Purpose
- 8.3.2 Training and Responsibilities
- 8.3.3 Procedures
- 8.3.4 Storage of Digital Images
- 8.3.5 Request for Copies of Digital Photographs

### **Directive 8.4 - Automated External Defibrillation (AED) Protocol**

- 8.4.1 Purpose
- 8.4.2 Training
- 8.4.3 Procedures
- 8.4.4 Medical Protocol
- 8.4.5 Approval by Medical Director

### **Directive 8.5 - Mobile Data Computers (MDC's)**

- 8.5.1 Purpose
- 8.5.2 Training
- 8.5.3 Procedures
- 8.5.4 Supervisory Review and Responsibility

### **Directive 8.6- Door Access Control System (DACs)**

- 8.6.1 Purpose
- 8.6.2 Training
- 8.6.3 Procedures

## **Chapter 9**

### **Directive 9.1 - Fingerprinting**

- 9.1.1 Importance of Good Fingerprinting
- 9.1.2 Fingerprints Required
- 9.1.3 BCI & I Final Disposition Report
- 9.1.4 Civilian Fingerprinting Services

## **Directive 9.2 – DNA Collection**

- 9.2.1 Purpose
- 9.2.2 Procedure

## **Chapter 10**

### **Directive 10.1 - Missing Persons**

- 10.1.1 Missing Person Definition
- 10.1.2 Missing Persons – Procedure
- 10.1.3 Missing Child – Procedure
- 10.1.4 Missing Adults over age 65 or Individuals with Mental Impairments – Procedure

### **Directive 10.2 - Handling of Mentally Ill Persons**

- 10.2.1 Policy
- 10.2.2 Mentally Ill Persons – Procedure
- 10.2.3 Elderly Persons – Procedure

## **Chapter 11**

### **Directive 11.1 - Death Notification**

- 11.1.1 Policy
- 11.1.2 Line-of-Duty Death/Injury
- 11.1.3 Next-of-Kin Notification (Non-Employees)
- 11.1.4 Chaplaincy Program

## **Chapter 12**

### **Directive 12.1 - Holding Facility**

- 12.1.1 Definition
- 12.1.2 THF Procedures
- 12.1.3 THF Emergency Responses
- 12.1.4 THF Juvenile Procedures
- 12.1.5 Staff Training

## **Chapter 13**

### **Directive 13.1 - Property Room**

- 13.1.1 Property Control System
- 13.1.2 Records & Inspections
- 13.1.3 Final Disposition

### **Directive 13.2- Forfeiture of Property**

- 13.2.1 Purpose
- 13.2.2 Custody of Property
- 13.2.3 Receipts of Proceeds-Law Enforcement Fund (Seizure Fund)
- 13.2.4 Expenditures of Proceeds

## **Chapter 14**

### **Directive 14.1 - Crime Scene/Investigative Procedures**

- 14.1.1 Guidelines and Procedures

- 14.1.2 Photography and Video Recording
- 14.1.3 Fingerprinting
- 14.1.4 Equipment and Supplies
- 14.1.5 Report Preparation

#### **Directive 14.2 - Domestic Violence Response**

- 14.2.1 Introduction
- 14.2.2 Definitions
- 14.2.3 Policy
- 14.2.4 Enforcement of the Domestic Violence Statute
- 14.2.5 Protection Orders
- 14.2.6 Domestic Violence/Dispute Statistics

#### **Directive 14.3 - Domestic Violence Involving Law Enforcement Personnel**

- 14.3.1 Policy
- 14.3.2 Procedure

#### **Directive 14.4 - Specific Crime Response / Procedures**

- 14.4.1 Purpose
- 14.4.2 Sexual Assault/Rape
- 14.4.3 Burglary/Breaking & Entering
- 14.4.4 Robbery
- 14.4.5 Homicide/Felonious Assault
- 14.4.6 Suicide
- 14.4.7 Arson
- 14.4.8 Kidnapping/Abduction
- 14.4.9 Hostage

### **Chapter 15**

#### **Directive 15.1 - 911 Protocol**

- 15.1.1 24 Hour Emergency Phone Service
- 15.1.2 Victim/Witness Assistance Information
- 15.1.3 Officer Response to 911 Hang-up Call
- 15.1.4 Recording Phone Conversations

#### **Directive 15.2 - Alarm Responses**

- 15.2.1 Private Security Alarms

### **Chapter 16**

#### **Directive 16.1 - Mutual Aid Agreements**

- 16.1.1 Geographical Boundaries
- 16.1.2 Concurrent Jurisdiction
- 16.1.3 Written Agreements for Mutual Aid
- 16.1.4 Requesting Federal Assistance
- 16.1.5 Private, Non-governmental Security Agencies - Cooperation/Assistance

### **Chapter 17**

#### **Directive 17.1 - Personnel Hiring Process - Police Officer**

- 17.1.1 Personnel Hiring Process
- 17.1.2 Recruitment

- 17.1.3 Application Process
- 17.1.4 Written Test
- 17.1.5 Physical Fitness Test
- 17.1.6 Background Investigation
- 17.1.7 Oral Review Board
- 17.1.8 Polygraph
- 17.1.9 Final Interview
- 17.1.10 Psychological Test
- 17.1.11 Physical Examination
- 17.1.12 Probationary Period
- 17.1.13 Lateral Transfer Applicants

#### **Directive 17.2 - Personnel Hiring Process - Dispatcher/Civilian Employee**

- 17.2.1 Dispatcher Recruitment and Hiring
- 17.2.2 Formal Application
- 17.2.3 Written Examination
- 17.2.4 Background Investigation
- 17.2.5 Oral Review Board
- 17.2.6 Final Interview
- 17.2.7 Psychological Test
- 17.2.8 Probationary Period
- 17.2.9 Civilian Employee

#### **Directive 17.3 - Selection Process - Special Assignments**

- 17.5.1 Selection Process
- 17.5.2 Special Assignments
- 17.5.3 Posting
- 17.5.4 Interview

#### **Directive 17.4 - Promotions**

- 17.6.1 Selection Process
- 17.6.2 Qualifications
- 17.6.3 Posting
- 17.6.4 Promotional Examination
- 17.6.5 Oral Review Board
- 17.6.6 Interview
- 17.6.7 Probationary Period

### **Chapter 18**

#### **Directive 18.1 - Unusual Occurrences**

- 18.1.1 Planning Responsibility
- 18.1.2 Natural/Man-made Disasters
- 18.1.3 VIP Security Plan
- 18.1.4 Special Events Plan
- 18.1.5 Mass Arrests
- 18.1.6 Hostage/Barricade Situations
- 18.1.7 Bomb Emergencies
- 18.1.8 Emergency Mobilization Plan
- 18.1.9 Hazardous/Infectious Materials Incidents
- 18.1.10 Tactical Team Procedures

### **Chapter 19**

#### **Directive 19.1 - Reserve Officer Program**

- 19.1.1 Reserve Officer Program

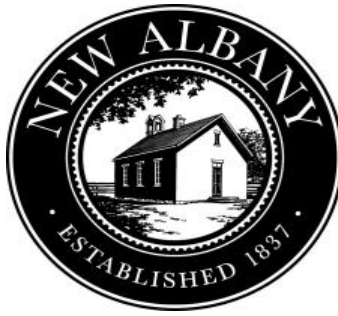


- 19.1.2 Reserve Officer Training
- 19.1.3 Reserve Officer Requirements
- 19.1.4 Special Duty
- 19.1.5 Performance Evaluation

## **Chapter 20**

### **Directive 20.1 - Financial Procedures**

- 20.1.1 Financial Authority
- 20.1.2 Financial Procedures
- 20.1.3 Cash Accounts/Maintenance
- 20.1.4 Requisition and Purchasing Procedures
- 20.1.5 Auditing
- 20.1.6 Seized and Forfeited Property
- 20.1.7 Agency Owned Property - Inventory/Control



<b>Chapter 1</b>	<b>Reviewed/Revised-June 2012</b>
<b>Directive 1.1 – Use of Reasonable Force/Action Response Policy</b>	
1.1.1	Use of Reasonable Force
1.1.2	Use of Deadly Response
1.1.3	Warning Shots/Restrictions on the Use of Firearms
1.1.4	Use of Authorized Less-Than-Lethal Weapons
1.1.5	Use of Knives
1.1.6	Rendering Aid After Use of Weapons
1.1.7	Reporting Uses of Force
1.1.8	Reviewing “Response to Resistance” Reports
1.1.9	Removal from Line of Duty, Use of Force
1.1.10	Authorization: Weapons and Ammunition
1.1.11	Demonstrating Proficiency With Weapons
1.1.12	Annual Proficiency Demonstration/Training
1.1.13	Issuing Written Directives
1.1.14	Analyze Reports From Response to Resistance (see Dir. 1.1.7)

<b>Directive 1.2 – Training</b>	
1.2.1	Training
1.2.2	Mandatory Training
1.2.3	Optional/Specialized Training
1.2.4	Training Records
1.2.5	Remedial Training
1.2.6	Attendance Requirements
1.2.7	Travel Arrangements

# NEW ALBANY POLICE DEPARTMENT

## Directive 1.1 – Use of Reasonable Force/Action Response Policy

### 1.1.1 Use of Reasonable Force

- A. Definitions
- Deadly Force - any force which carries a substantial risk that it will proximately result in the death of any person. (ORC §2901.01 A-2)
  - Force - actions taken by the employee designed and intended to control the behavior of a person or persons.
  - Physical Force - contact with a person intended to subdue that individual until resistance is overcome.
  - Progressive Force - The escalation of force used to control an individual's action.
- B. Police Department personnel will use the amount of force reasonable to control a situation or person, effect an arrest, overcome resistance to an arrest, and/or defend him/herself or others from harm.
- C. When force is required, the degree of force used should be reasonable to overcome the amount of resistance or threat employed by the subject and to regain control as outlined in the Action - Response Continuum (Addendum A).
- D. The use of force by personnel will, when practical, be progressive in nature. This force may be in the form of verbal commands, hands-on contact, use of less-than-lethal weapons, and the use of deadly force.
- E. Police Department personnel will not use unreasonable force toward any person.

### 1.1.2 Use of Deadly Response

- A. New Albany Police Department officers, acting within the scope of their employment, shall be justified in the use of a deadly response under the following circumstances:
- to defend him/herself from what is reasonably believed to be an imminent threat of serious physical harm or death;
  - to defend another person from what is reasonably believed to be an imminent threat of serious physical harm or death;
  - when the officer reasonably believes that there is substantial risk of death or serious physical harm to any person if the apprehension of the offender is delayed even if the risk is not immediate.
- B. A police officer shall not use deadly force on an unarmed, non-dangerous suspect (*Tennessee v. Garner, 1985*). (471 U.S.1 (1985)).
- An officer may employ a deadly response to stop a fleeing suspect if the officer has Probable Cause to believe **all** of the following apply:
- The suspect committed a Felony.
  - The response is necessary to prevent the escape of the suspect.

- The suspect poses a significant threat of death or serious physical harm to the officer or others should an arrest be delayed.
- A warning to stop is given, if feasible.

C. Definitions

*Reasonable Belief* is defined as the facts or circumstances within the knowledge of the individual officer and which would warrant a “reasonable officer” to exercise the same or similar action (*Graham v. Connor, 1989*).

*Serious Physical Harm* is defined (pursuant to Ohio Revised Code §2901.01 A5), as follows:

- Any mental illness requiring hospitalization or prolonged psychiatric treatment;
- Any physical harm carrying a substantial risk of death;
- Any physical harm which involves some permanent incapacity, whether partial or total, or which involves some temporary, substantial incapacity;
- Any physical harm which involves some permanent disfigurement, or which involves some temporary, serious disfigurement;
- Any physical harm involving permanent though partial disfigurement, or temporary though serious disfigurement repairable through plastic surgery;
- Any physical harm which involves acute pain of such duration as to result in substantial suffering, or which involves any degree of prolonged or intractable pain.

*Physical Harm* is defined as any injury, illness, or other psychological impairment, regardless of its gravity or duration. (ORC §2901.01 A3)

### 1.1.3 Warning Shots/Restrictions on the Use of Firearms

- A. New Albany Police Department officers will not discharge a firearm for the purpose of a warning shot.
- B. New Albany Police Department officers will not discharge a firearm at or from a moving vehicle unless it is reasonable for the defense of the officer’s life or the life of another person.
- C. New Albany Police Department officers may not use or carry any firearm while under the influence of alcohol or any other drug of abuse (prescription or otherwise).
- D. Destruction of an animal, domestic or wildlife, is justified under the following circumstances;
  - to prevent serious physical harm to an officer or others.
  - to relieve an injured or sick animal from further suffering.

Officers shall notify the on duty supervisor, if practical, before an animal is intentionally destroyed. If circumstances permit, officers shall avoid destroying an animal in front of the public, especially small children. A Humane Destruction of Animal report (PD-09-220) (see Addendum B) shall be completed in all cases where a Police Department employee uses a weapon to destroy an animal.

### **1.1.4 Use of Authorized Less-Than-Lethal Weapons**

A less-than-lethal weapon is any instrument that may be used to defend the officer from physical harm and to gain control when effecting a lawful arrest.

- A. New Albany Police Department officers shall be certified biennially in the use of the ASP Tactical Baton and chemical irritant. All Officers are required to carry their ASP Tactical Baton and chemical irritant while on duty in uniform. Officers also have access to and may use a flashlight as a baton. These weapons will be used in accordance with established training standards as outlined by the department's self defense instructors.
- B. Any object that an employee uses to assist in subduing an individual will, for the purpose of this policy, be considered a less-than-lethal weapon (i.e. portable radio, rock, stick, etc.).
- C. Officers shall carry only those less-than-lethal weapons approved by the Department.
- D. Like other incidents, use of less than lethal force will be judged by the reasonable officer doctrine (*Graham v Connor, 1989*).

### **1.1.5 Use of Knives**

Knives are primarily to be used as emergency cutting tools. Knives may be used as a defensive weapon in accordance with Directive 1.1.2 (Use of Deadly Response).

- A. General Use – the use and deployment of knives or tactical folding knives for routine uses by on- and off-duty officers shall be done as unobtrusive as possible so as not to alarm any bystanders. The officer should take care not to exhibit the knife in a careless manner. It is the individual officer's responsibility to use the knife or the tactical folding knife as a tool in a safe and responsible manner.
- B. Defensive Use – It is recognized that the officer, in the course of his or her duties, may require the use of his or her knife or tactical folding knife as a weapon of defense under extraordinary circumstances. The New Albany Police Department requires any use of force by its officers to be objectively reasonable and comply with the requirements of applicable sections of the Ohio Revised Code and previously mentioned Directives.

### **1.1.6 Rendering Aid After Use of Weapons**

When it is safe to do so, the New Albany Police Department will render immediate medical aid to any individual who sustains injury by a lethal or less-than-lethal weapon. Aid may include:

- first aid administered by sworn Departmental personnel;
- treatment on the scene by medics or squads;
- transportation to a medical facility by squad or medic; and/or
- decontamination of a subject that has been contaminated with chemical irritant.

### 1.1.7 Reporting Uses of Force

- A. New Albany Police Department Officers will complete a Response to Resistance Report (PD-99-209) (Addendum C) and a Discharge of Firearms Report (PD-99-210) (Addendum D) when he/she has deliberately or accidentally discharged a firearm on or off duty. Officers are not required to complete a Discharge of Firearms Report during supervised training, target practice, or sport/recreational shooting. Discharge of Firearms Report will not be required if a firearm is used in the destruction of an animal. (See Directive 1.1.3 (D)). Additional details of all incidents involving Response to Resistance and/or Discharge of Firearms reports shall be documented on an Ohio Uniform Incident Report (PD-03-100). This section is critical to the department's standing in the community and aids the dynamics of policy and training needs.
- B. New Albany Police Department Officers will complete a Response to Resistance Report (PD-99-209) when:
- Action is taken resulting in or allegedly resulting in injury or death of another individual.
  - Force is applied through the use of lethal or less-than-lethal weapons to include: kicking, knee strikes, punching, elbow strikes, wrestling with subject, joint manipulations, pressure points, balance displacement, chemical irritant, ASP Tactical Baton, or any weapon of opportunity.
  - Physical force, as defined in Directive 1.1.1(A), is applied and results in an injury or claimed injury.
- C. Officers are required to complete a Response to Resistance Report and/or a Discharge of a Firearm Report by the end of the shift, or as soon as practical, depending on the physical and mental condition of the officer(s) after the incident. If the officer(s) is injured or unable to make the report, the officer's supervisor will submit a written report within a reasonable length of time.
- D. The on-duty supervisor(s) shall be notified, as soon as practical, following the incident. In cases of serious injury or incidents involving the intentional discharge or use of a weapon, the on-duty supervisor will notify his/her immediate supervisor. The chain of command will be followed so that the Chief of Police and the City Manager are notified as soon as practical.
- E. A complete investigation will be conducted into any intentional or accidental discharge of a firearm or deadly response by an officer in the line of duty. This does not apply to supervised training, target practice, or sport/recreational shooting. Initial on-scene investigation by the on-duty supervisor will include (at a minimum) the following:
- The shift supervisor shall secure the scene and ascertain the facts and circumstances surrounding the incident.
  - The supervisor at the scene shall secure the weapon(s) used in the incident and all ammunition, as soon as practical. The items should be handled as evidence and marked accordingly. If appropriate, arrangements should be made to issue the officer(s) involved another weapon.

### **1.1.8 Reviewing “Response to Resistance” Reports**

- A. Upon completion, Response to Resistance Reports will be forwarded to the officer’s supervisor for review with the assistance of the appropriate instructor of the weapon used. The report(s) is then forwarded to the Chief of Police for final review and disposition.
- B. All Discharge of Firearms Reports involving both on duty and off duty unintentional discharge incidents will be forwarded to the officer’s supervisor for review with the assistance of a firearm’s instructor. The report(s) is then forwarded to the Chief of Police for final review and disposition.
- C. Discharge of Firearms Reports involving an intentional discharge of a weapon by an officer will be forwarded to the officer’s supervisor who will then review the report to conduct an administrative investigation.
- D. Upon completion of this investigation, the report will be forwarded to the Chief of Police who will review all the facts of the incident. The Chief of Police in consultation with the City Manager and/or City Attorney will determine if disciplinary action is required.
- E. Upon completion of the review by the Chief of Police, Response to Resistance and Discharge of Firearms Reports will be forwarded to the Administrative Assistant to be maintained.

### **1.1.9 Removal From Line of Duty, Use of Force**

- A. When a New Albany Police Department Officer has been involved in an incident where the response to resistance has resulted in the death or serious physical injury of another, the officer will be removed from the scene as soon as possible. The Department will immediately make available a Critical Incident Team, an F.O.P. representative and/or psychological assistance (as applicable). The officer will be released from duty with pay for the remainder of his/her shift. Pending an investigation of the incident, the officer shall remain in an off duty paid status for a period to be determined by the Chief of Police in consultation with the City Manager.

This release from duty will not be considered as disciplinary action taken against the officer. The purpose of this release from duty is to assist the officer in coping with the emotional consequences of the incident.

Before returning to active duty status, the officer shall be required to utilize the assistance offered by the Department or arrange an acceptable alternative with the Chief of Police. Such alternatives may include Critical Incident Teams, Clergy, or a counselor of his/her choosing.

- B. Critical incidents are those occurrences which bring an overwhelming emotional response from an employee which goes beyond the employee’s normal coping abilities. Examples of critical incidents include, but are not limited to, large scale disasters with multiple deaths, motor vehicle accidents involving serious trauma and incidents involving the death of children.

The on-duty shift supervisor shall have the authority to release an employee for the remainder of his/her workday/shift when he/she believes that the employee has been affected by a critical incident. An employee may also request relief from duty after being affected by a situation which he/she deems a critical incident. When such action is taken, the Chief of Police shall be notified immediately by the normal chain of command. Before returning to active duty status, the employee shall be offered services to assist the employee in dealing with the emotion resulting from the incident.

- C. Members of an employee's family will be offered assistance services after a use of force or other critical incident. The Chief of Police may authorize the use of this service.

### 1.1.10 Authorization: Weapons and Ammunition

A. Weapons

1. Handguns

- a. New Albany Police Department full-time sworn uniformed officers are issued a Smith & Wesson M&P 40 cal.
- b. With the permission of the Chief of Police, officers assigned as detectives or other specialized duty may be issued another more compact weapon or may carry a personally owned weapon that meets the criteria in Section C in lieu of his/her City issued M&P 40 cal. while on duty.
- c. With the permission of the Chief of Police, an officer may carry a personally owned weapon in lieu of his/her issued weapon while off duty and as a secondary weapon while on duty. This weapon must be registered with and inspected by one of the Firearms Instructors. The Firearm Instructor will make a written recommendation for approval or denial to the Chief of Police based on the following criteria:
  - capable of firing a minimum of five rounds of ammunition without needing to be reloaded;
  - revolver capable of firing .38 special ammunition;
  - semi-auto capable of firing either .380, 9MM, .40 or .45 ACP calibers;
  - weapon must be safe and in good working order

The weapon must be carried in a concealed manner when carried in a secondary or off-duty capacity.

When a weapon is carried off-duty, the officer must also carry his/her badge and official identification.

Reserve Officers must carry a weapon that has been inspected and registered with the Firearms Instructor and approved by the Chief of Police.

2. Shotguns

The New Albany Police Department utilizes Remington Model 870 and Remington Model 1187, 12 gauge shotguns which will be assigned as follows:

- a. The shotgun is secured in a locked gun rack in the front passenger compartment of each marked patrol cruiser assigned to the Patrol fleet with the chamber empty, six rounds in the magazine tube, uncocked, with the safety off. Each officer will inspect his/her shotgun at the beginning of the shift to ensure it is functioning properly and it is being carried as prescribed.
- b. Surplus shotguns are locked in the Police Department's gun lockers located in the departmental armory.



- c. When a vehicle with an assigned shotgun is taken outside of New Albany for training, maintenance or radio repair, the shotgun is to be removed from the vehicle, unloaded, and secured in the gun lockers in the station's armory.

### 3. Rifles

The New Albany Police Department utilizes semi-automatic rifles. An officer who obtains a qualifying score on a rifle course of fire approved by a Department Firearms Instructor, the Chief of Police, and OPOTA is permitted to place the rifle in-service while on duty. No other person(s) are authorized to do so.

An officer may carry a personally owned rifle in lieu of a Department owned rifle upon successful qualification of the above-mentioned course of fire. A Department Firearms Instructor and the Chief of Police must approve this weapon.

When qualified officers carry a rifle while on-duty, it shall be considered in service. They must also advise the on-duty dispatcher that they have a rifle when they mark in-service for their tour of duty.

When the rifle is in-service, the following guidelines shall apply:

- Department rifles are assigned to designated police cruisers and are secured in a locked gun rack in the front passenger compartment. Surplus rifles are placed in the departmental armory.
- An officer placing his/her personally owned rifle in-service shall be required to mark in-service with the dispatcher.
- The rifle shall be secured in a soft rifle case locked in the trunk of the cruiser or unmarked vehicle or locked in a gun rack in the front passenger compartment as follows: chamber empty; safety engaged; four loaded 20- or 30-round magazines in the rifle case magazine pouch or carrier. Only ammunition issued by the Department is authorized for use in either Department or personally owned rifle.
- The rifle is the primary weapon to be considered for use in most tactical situations, as well as those in which distances exceed the officer's effectiveness with the handgun or shotgun. The on-duty supervisor or senior officer controls on-scene deployment of the rifle.
- The rifle is not carried into a contained/controlled environment with a round in the chamber. If this is unpreventable, the weapon safety is engaged with the muzzle of the weapon pointed in a safe direction.
- It is the responsibility of the deploying officer to ensure that the rifle is returned to the cruiser/unmarked vehicle and secured in the approved manner as soon as practical.
- In all cases, the Department's Response to Resistance policies apply.
- When a department owned rifle is not secured in a locked gun rack in a marked patrol cruiser, it shall be secured in the departmental armory.

4. Specialized Weapons

Specialized weapons such as medium range rifles will only be used by officers who have received appropriate training and/or certification.

5. Less-than-Lethal Weapons

Officers with the New Albany Police Department are issued and certified in the use of the ASP Tactical Baton and chemical irritant. These less-than-lethal weapons shall be carried by officers and shall only be used in accordance with established Department standards as outlined by the Department's self-defense instructor(s).

B. Ammunition

The standard issued ammunition for the New Albany Police Department for all duty, secondary and off duty weapons will be designated by the Chief of Police upon recommendation of the Firearms Instructors. New ammunition will be issued annually for approved weapons.

C. Training

Prior to an officer being permitted to carry and/or use any Police Department approved firearm, he/she must receive training from and demonstrate proficiency to a Police Department certified Firearms Instructor (see Directive 1.1.12). Any firearm deemed unsafe shall be immediately removed from service by the Firearms Instructor for repair or disposal.

D. Inventory

Inventory and qualification records will be maintained on all approved firearms. Inventory records shall include manufacturer, model, caliber and serial number of all weapons. Qualification records shall include Firearms Instructor, officer's name, weapon identification, course fired and successful/unsuccessful qualification. All records will be kept in the sergeant's office and maintained by the Firearms Instructors.

- E. All Officers of the New Albany Police Department are responsible for routine cleaning and maintenance of all firearms carried on and off duty and for ensuring their weapons are clean, safe, and functional. All firearms carried on duty will be inspected for safety and maintenance needs by a certified armorer annually. Any firearm found to be unsafe or in poor working order will be removed from service until that firearm is repaired or replaced. All repairs made to firearms carried on duty must be made by a certified armorer or authorized gunsmith. A detailed record of inspection dates, maintenance, and repairs will be kept on the "On Duty Firearm Maintenance Log" (PD-11-265) (See Addendum E). These logs will be kept in the Sergeant's office and maintained by the Firearms Instructors.

### **1.1.11 Demonstrating Proficiency With Weapons**

All New Albany Police Department Officers are required to demonstrate their weapon proficiency with the weapon the officers are approved to carry/use both on duty and off duty. The proficiency test will be on a course approved by the Ohio Peace Officer Training Council (O.P.O.T.C.). The training session will also include updates on the safe handling and familiarization of authorized weapons. In addition to weapons training, each officer will receive updated instruction on the Department's Response to Resistance (1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.6 and 1.1.10). All training will be conducted by certified instructors and the instructors will maintain accurate records of this required instruction (1.1.12).

### **1.1.12 Annual Proficiency Demonstration/Training**

New Albany Police Department Police Officers will receive in-service training on the Department's Use of Force Policy and demonstrate proficiency with all approved weapons on an annual basis (see Directive 1.2.2). Proficiency will consist of an O.P.O.T.C. certified course in which the officer must meet or exceed State Approved standards. All training will be documented and administered by a New Albany Police Department certified Firearms Requalification Instructor. If an officer fails to qualify with a weapon, the following procedure will be followed:

1. The officer will be retested as soon as practical. If the officer fails to qualify, then;
2. The officer will be given remedial training in the specific problem area and retested as soon as practical. If the officer again fails to qualify, then;
3. The Firearms Requalification Supervisor will notify the Chief of Police in writing of the officer's failure to qualify after remedial training. The Chief of Police, in consultation with the Firearms Instructors, will determine the proper course of action.
4. If the proper course of action is additional training and the officer still fails to qualify, he/she will be removed from any duties requiring the use of a firearm. In consultation with the City Manager, the Chief of Police will take appropriate measures which could include disciplinary action up to and including dismissal per City C.O. 155.28(b)(4).

### **1.1.13 Issuing Written Directives**

Prior to being authorized to carry a firearm in any status, New Albany Police Department Officers will be issued copies of and receive instruction in Directives 1.1.1 through 1.1.6. This issuance and instruction shall be documented.

### **1.1.14 Analyze Reports From Response to Resistance (see Directive 1.1.7)**

The Supervisor of Firearms Instruction will, in consultation with the relevant Subject Control Instructor(s), analyze all Response to Resistance and Discharge of Firearms reports. Analysis of these reports will include recommended training needs and/or policy modifications.

# NEW ALBANY POLICE DEPARTMENT

## Directive 1.2 - Training

### 1.2.1 Training

The New Albany Police Department places a high value on employee training. This includes initial training, follow-up training, specialized training, and in-service training. For the purposes of this directive, training is considered to be either mandatory or optional/specialized.

### 1.2.2 Mandatory Training

The following training is mandatory for sworn police officers of the New Albany Police Department:

A. All officers will successfully complete the Basic Peace Officer Training course prior to being sworn in and accepting an appointment with the department or by completing the Basic Peace Officer Training course at the Ohio State Highway Patrol within 6 months of being sworn in and accepting an appointment with the department. Upon being appointed or completing the academy, a newly sworn officer will receive training on Departmental policies (including Response to Resistance training) and will qualify with his/her weapon on an Ohio Peace Officer Training Council (OPOTC) certified course by a Departmental Firearms Instructor.

B. Each newly appointed officer will be placed with a Field Training Officer (FTO) for close supervision for approximately 480 hours. Supervision of the FTO and newly appointed officer is the responsibility of the Sergeant to which he/she is assigned. Field training should be scheduled to allow the new officer to be exposed to a wide variety of situations and conditions, including an assignment to each shift normally worked by officers.

Any officer with more than three years of patrol experience may apply for assignment as FTO. The FTO is responsible for completing a Daily Observation Report which is signed by the new officer and forwarded to the FTO supervisor. The FTO supervisor is responsible for the completion of weekly and monthly training reports which are forwarded to the Chief of Police for final approval.

C. All sworn officers are required to complete an annual retraining program to include firearms qualification, a review of the Departmental Response to Resistance, and Vehicle Pursuit policies. Firearms training/qualifications will be scheduled a minimum of twice during each calendar year. Each officer must qualify with his/her duty weapon, Departmental shotgun, and back-up/off-duty weapon(s) during at least one of the yearly qualifications. Officers who carry a patrol rifle while on duty must also qualify in the use of this rifle at least once per calendar year.

D. All sworn officers are required to complete a biennial training program on the ASP Tactical Baton and chemical irritant. This training shall also include a review of the Departmental Response to Resistance policies.

E. All newly appointed supervisors will be required to attend training in the areas of supervision, management, disciplinary procedures, leadership, and administrative skills as soon as possible after appointment.

F. All employees are required to attend biennial First-Aid/CPR training. This training will also cover the proper use of the Automatic External Defibrillator (AED).

### 1.2.3 Optional/Specialized Training

All optional and specialized training requests will be made by an employee to his/her immediate supervisor. Requests for training will be forwarded to the Chief of Police for final approval. The decision to grant approval will be made based upon the needs of the Department, needs of the employee, cost/location of the training, and budgetary concerns.

- A. Many functions within the Police Department require specialized training, either prior to assignment or as part of continued training with the assignment. Specialized training is required for personnel assigned to the following areas:
  - B.A.C. Operators
  - Bicycle Patrol Officers
  - Canine Officer
  - Dispatchers
  - Detective
  - DARE Officer/School Resource Officer
  - Field Training Officer (FTO)
  - Firearms Instructor
  - Honor Guard
  - Mounted Patrol
  - Self Defense Instructor
  - Sergeant
- B. In addition to training mandated by OPOTC, newly appointed officers should receive training in speed measuring devices, Intoxilyzer operation, impaired driver detection (ADAP), crash investigation, and officer survival techniques as soon as practical after completion of the FTO program.
- C. Employees are encouraged to obtain training that will advance their knowledge, skills, and abilities for the benefit of both the individual and the department. Each employee has unique talents that can and should be developed through regular in-service and specialized training opportunities.
- D. Advanced leadership training is designed to improve the professional competencies of those employees who have demonstrated leadership abilities. Advanced leadership training may be provided by Police Executive Leadership College (PELC), Certified Law Enforcement Executive (CLEE) program, and the FBI National Academy (FBINA) program.
- E. Pursuant to C.O. 155.21(f), all full time employees are eligible to participate in a tuition reimbursement program. An eligible employee will provide a written request to the Chief of Police outlining the course of instruction that he/she wishes to pursue.

### 1.2.4 Training Records

- A. Each employee's training records will be kept in his/her personnel file. The Administrative Assistant will also maintain a list of training on each Departmental employee. It is the responsibility of each employee to forward a copy of the training certificate to his/her supervisor who will then forward it to the Administrative Assistant and Chief of Police for proper documentation and filing.

Training files shall document the date of the training, the type of training, certificates received, and test scores (where applicable). Employees who experience exceptionally good or exceptionally poor training from a particular training provider should forward this information to his/her immediate supervisor so that appropriate measures can be taken. For example, exceptionally good training may result in this training being required for all

employees within a particular job description, whereas particularly poor training may result in the termination of future training with that particular training company or service provider. Additionally, an employee will submit a Seminar Summary form to his/her immediate supervisor upon attendance and completion of City-sponsored seminars, conferences, classes and other training courses.

**B. In-Service Training**

In-service training that is conducted within the New Albany Police Department by Departmental personnel is intended to promote instruction and study in the motivation, understanding, enhancement of skills, directives, and procedures involved in carrying out the daily duties and responsibilities of each officer. Documentation of training will be retained in the Sergeant's office and certificates of completion will be forwarded to each officer's supervisor who will then forward it to the Administrative Assistant and Chief of Police for proper documentation and filing. In order to comply with the Ohio Peace Officer's Training Commission, all in-service training records (including firearms) will include the following content:

- Approved curriculum
- Class roster with the training location, dates, and time
- Sign-in sheet, including the training location, date, time, and signature of all attending officers
- Test, if applicable
- Certificates of completion
- The instructor's name(s) and credentials for the module instructed

All in-service training records (excluding the original certificate of completion) shall remain on file in the Sergeant's office for a minimum of five years after the completed training. After five years the documents may be destroyed but only after verification of no pending lawsuits pertaining to the training document to be destroyed. The original certificate of completion shall remain in the officer's personnel file for the duration of the files existence.

### **1.2.5 Remedial Training**

Remedial training is defined as individualized instruction used to address specific deficiencies. Remedial training is organized or conducted as the need arises and accomplished as soon as possible upon the identification of a deficiency. Any mandatory training that is initially failed will require remedial training. Remedial training shall be reported to the Chief of Police through an employee's supervisor. All remedial training will be documented and retained in the employee's personnel file.

### **1.2.6 Attendance Requirements**

- A. All full-time and reserve sworn officers are required to participate in a minimum of 16 hours of in-service training per year. All in-service training will be documented by the Departmental instructor and will include the name(s) of the employee, date and type of training, and score (as applicable). All training provided by outside services will require an officer to present a certificate of completion/attendance.
- B. In cases of mandatory training, exceptions may be made if the employee is on approved leave, if he/she is ill, if he/she has a court appearance, or if he/she has a personal emergency (as approved by the on-duty Sergeant). Employees who miss mandatory training due to any of the above-stated reasons are required to contact the instructor to make-up this training as soon as possible.

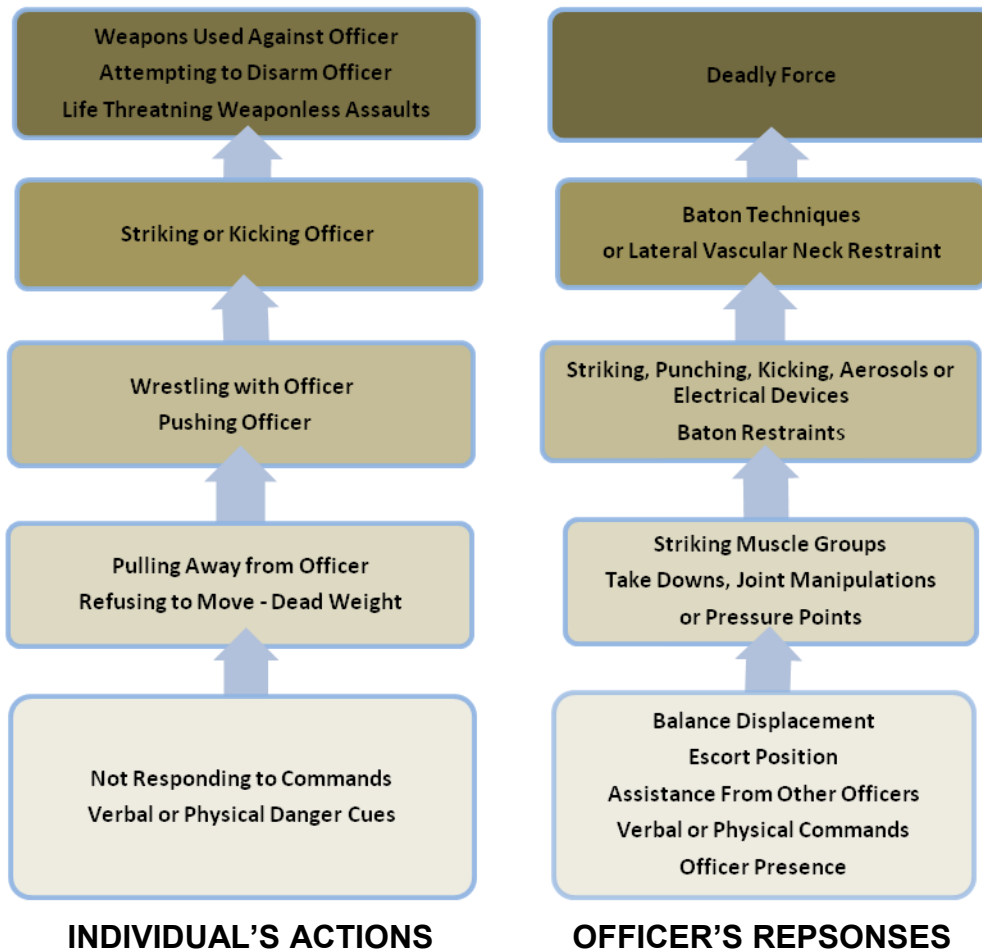
- C. When an employee is attending a seminar or conference, it is his/her responsibility to attend all classes from the beginning of the seminar/conference to its completion. It is not permissible to leave early or to "skip" the seminar or conference. Employees who do so may have their opportunities for attending future seminars/conferences severely restricted and may be required to reimburse the Police Department for the cost of the seminar.
- D. If a seminar or conference is scheduled for an entire day, an employee is considered to have worked his/her eight (8) hour workday by attending the course. Overtime will not be paid for travel time to/from a local seminar or conference and/or if a seminar or conference training day lasts in excess of eight hours. The rationale for this is that the employee is not considered to be on paid status during lunch, dinner, and/or scheduled breaks.
- E. Overtime may be approved for courses that involve mandatory day and night class work. Such overtime must be approved by the Chief of Police on a case-by-case basis prior to attending the course.
- F. When an employee attends a course during his/her regularly scheduled days off, the supervisor will make every effort to schedule the employee for days off on his/her regular work days. For example, an employee with Tuesday/Wednesday off attends a week long (Mon-Fri) seminar. The supervisor should attempt to schedule the employee off on the previous or subsequent Saturday/Sunday. This will minimize overtime pay and provide for appropriate day(s) off for the employee.

### **1.2.7 Travel Arrangements**

- A. Travel to and from training is the responsibility of the employee. Employees are encouraged to use a municipal vehicle whenever possible. Employees shall coordinate their travel to and from training sessions with their respective supervisor. Reimbursement for mileage will be paid to an employee who uses his/her personal vehicle when a municipal vehicle is unavailable for transportation in accordance with C.O. 155.21 (c).
- B. If an employee has out-of-town training where lodging is provided (either through the City or training provider), he/she will only be reimbursed for the actual one way mileage to and from the training. For example, a multiple day training class at the Ohio Peace Officer Training Academy in London, Ohio will result in reimbursement being paid for the trip to London, Ohio and one return trip when an employee chooses to use his/her personal vehicle. However, an employee electing to take a municipal vehicle may decide to commute to London, Ohio each day of the training.
- C. Employees who attend multiple-week, out-of-town training will be reimbursed for travel to/from the training location each week. This will allow employees to spend their weekends at home during long training courses.
- D. The general requirements and policies on travel and reimbursement are outlined in Section 208 of the New Albany Policy and Procedure Manual.

**USE OF FORCE CONTINUUM**

**IMPORTANT** – The list of officer responses is not intended to be in any specific order, but reflects on the amount of resistance encountered. The officer will choose the necessary response to gain control of the situation based on departmental policy, his physical capabilities, perception, training, and experience.



**OFFICER – SUBJECT FACTORS**

1. Age
2. Sex
3. Size
4. Skill Level
5. Multiple Subjects/Officer
6. Relative Strength

**SPECIAL CIRCUMSTANCES**

1. Closeness of a Weapon
2. Injury, or Exhaustion
3. Being on the Ground
4. Distance From the Subject
5. Special Knowledge
6. Availability of Other Options

**CONTINUUM OF ARREST:** Control – Handcuff – Search – Evaluate – Transport





Police Department

### Humane Destruction of Animal

<b>Report Number:</b>		<b>Date:</b>		<b>Time:</b>	
<b>Location:</b>					
<b>Complainant's Name:</b>		<b>Address:</b>			
<b>City, State, Zip:</b>		<b>Phone #:</b>			

**Kind of Animal:** \_\_\_\_\_

- Wildlife
  Domestic

**Reason:**

- Rabid/Distempered
  Injured from Traffic Crash  
 Attacking Officer/Others  
 Other: \_\_\_\_\_

**Weapon:**

- Departmental Shotgun
  Departmental Issued S&W M&P .40  
 Other \_\_\_\_\_

**Rounds:**

- One
  Two
  Three or more

**Narrative:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Officer's Signature and Badge #



Police Department

### Response to Resistance Report

<u>Report Number</u>	<u>Nature of Call/Stop</u>
<u>Incident Location</u>	<u>Date and Time</u>
<u>Light Conditions</u>	
<u>Suspect's Name: (Last, First, Middle)</u>	
<u>D.O.B.</u>	<u>SSN</u>

**Suspect's Actions Towards Officer** *(Check all that apply)*

- Not responding to commands
- Refusing to move/dead weight
- Wrestling with officer/pushing
- Weaponless assault; type: \_\_\_\_\_
- Other actions not listed: \_\_\_\_\_
- Striking officer
- Pulling away
- Use of weapon; type: \_\_\_\_\_
- Verbal/physical danger cues
- Attempt to disarm

**Officer's Response to Suspect's Actions** *(Check all that apply)*

- Officer presence - uniformed officer or plain clothed officer with ID at the scene.
- Verbal/physical commands - verbal commands or physical directions given to a suspect.
- Backup from other officers - backup officers on scene.
- Escort position - any type of holding technique of suspect's arm area.
- Balance displacement - physical manipulation or verbal direction to "Off Balance" a suspect.
- OC aerosol agents - Oleoresin Capsicum aerosol spray.
- Joint manipulation - pain compliance techniques utilizing the hyper-extension of joints.
- Take downs - officer assisted physical take downs.
- Striking motor muscle group - punching, kicking sticking to the suspect's muscle mass area.
- Baton/ASP Restraints - Blocking, Pushing, or Restraining with a Baton/ASP.
- Pressure Point Control - Touch Point Pressure Control techniques for pain compliance.
- Striking Structural Areas - Punching, Kicking, Striking to suspect's non-muscle mass area.
- Lateral Vascular Neck Restraint - Specific Defensive Tactics Techniques (to black out suspect).
- Deadly Force - Weapons or techniques which can likely result in death/serious injury.

**Officer - Subject Factors** *(Check all that apply)*

- Age    Sex    Size    Skill level    Multiple suspects/officers    Relative strengths

**Special Circumstances** *(Check all that apply)*

- Closeness of a weapon    Injury or exhaustion    Being on the ground  
 Distance from subject    Special knowledge/previous contact

**Reason Force had to be used**

- To effect arrest    To protect another    To prevent a violent forcible felony  
 To restrain suspect for his/her safety    To defend the reporting officer  
 Other: \_\_\_\_\_

**Witnesses** *(Including Backup Officers):*

Name: (Last, First, MI)	Address or Department Name:	Phone Number:

**Was Suspect Injured or Claims of Injury?**

- Yes    No

If injured or claims or injury, list nature of injuries or claims of injuries: \_\_\_\_\_

**Was Suspect treated for Injuries?**

- Yes    No

If no, list reasons why: \_\_\_\_\_

**Was Suspect Transported to Hospital?**

- Yes    No    Admitted

<b>Hospital:</b>	
<b>Transported by:</b>	
<b>Attending physician:</b>	

**Arrested For:** \_\_\_\_\_

Charge	Section Number

**At time of Arrest, was Suspect Under the Influence of:**

- Mental stress/mentally unstable     
  Influence of alcohol     
  Influence of drugs

**Was Officer Injured?**

- Yes       No

If yes, nature of injuries: \_\_\_\_\_

**Was Officer transported to Hospital?**

- Yes       No       Admitted

<b>Hospital:</b>	
<b>Transported by:</b>	
<b>Attending physician:</b>	

**Reporting Officer:**

<b>Name:</b>	
<b>Badge Number</b>	
<b>DOB</b>	
<b>Date of Hire</b>	
<b>Signature</b>	
<b>Date</b>	

**For Supervisor Use Only**

**Supervisor's Summary:**

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*Signature*

*Date*

- Under Investigation       Use of Force Justified       Use of Force Not Justified

<b>Reporting Supervisor:</b>		<b>Date:</b>	
<b>Defense Tactics Instructor:</b>		<b>Date:</b>	
<b>Chief of Police:</b>		<b>Date:</b>	



### Discharge of Firearm Report

<b>Report Number</b>	<b>Incident Location</b>
<b>Incident Date</b>	<b>Incident Time</b>

**Duty Status:**

- On Duty    Off Duty    With Backup    Alone    Special Duty    Uniform    Non-Uniform

**How did Officer Become Involved in Incident?**

- Dispatched Run    On View

**Type of Incident:**

- Domestic Dispute    Traffic Stop    Robbery    Burglary    Individual with weapon  
 Other: \_\_\_\_\_

**Why did Officer Use Weapon?**

- To Protect Citizen    To Protect Self    To Prevent Dangerous Felony  
 To Prevent Escape of a Dangerous Felon    Other: \_\_\_\_\_

**Was There any Physical Exertion or Other Use of Force Prior to Incident?**

- Physical Struggle    Running    OC Chemical Irritant    ASP Baton  
 Other: \_\_\_\_\_

**Type of Cover Used by Officer:**

**Officer's Weapon:**

Qualified with weapon used:    Yes    No

- Issued Handgun    Personal Weapon   Date of last qualification: \_\_\_\_\_

<b>Model:</b>	
<b>Barrel Length:</b>	
<b>Caliber:</b>	
<b>Ammunition:</b>	<input type="checkbox"/> Departmental Issued <input type="checkbox"/> Other:
<b>Number of Shots Fired by Officer:</b>	

**Officer's Weapon Con't**

- Single Action    Double Action    Two Handed    One Handed

Dominant Hand  Non-Dominant Hand

**Was Weapon Reloaded During Incident?**  Yes  No Number of Reloads \_\_\_\_\_

**Distance From Suspect When:**

1) First Shot Was Fired: \_\_\_\_\_ 2) Last Shot Was Fired: \_\_\_\_\_

**Estimated Elapsed Time Between First and Last Shot:** \_\_\_\_\_

**Immediately Before Shooting, Was Handgun:**  Holstered  Already Drawn

**Position of Officer:**

Standing  Sitting  Running  Kneeling  Prone  Seated in Vehicle

Other \_\_\_\_\_

**Injuries Sustained by Officer:**

Not Wounded  Superficial  Critical  Fatal

**Was Officer Hospitalized?**

Yes  No If yes, where: \_\_\_\_\_

**Type of Premises:**

Commercial Building  Open Area  Street  Apartment  Residence

Other: \_\_\_\_\_

**Lighting Conditions:**

Good  Poor  Natural Light  Flashlight  Day  Night  Indoors  Outdoors

Dusk  Dawn  Other: \_\_\_\_\_

**Weather Conditions:**

Clear  Cloudy  Rain  Snow  Fog

**Were Gloves Worn during Shooting?**

Yes  No

**Multiple Suspects:**  Yes  No Number of Males: \_\_\_\_\_ Number of Females \_\_\_\_\_

Suspect Number	Name	Sex	Age	Race
1				
2				
3				

4				
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**Arrested For:**

Suspect #	Charges	Section Number

**Suspects Weapon:**

Handgun    Shotgun    Rifle    Knife    Other: \_\_\_\_\_  
 Make: \_\_\_\_\_ Model: \_\_\_\_\_ Caliber: \_\_\_\_\_

**Type of Cover Used by Suspect:**

\_\_\_\_\_

**Number of Shots Fired by Suspect:**

\_\_\_\_\_

**Distance From Officer When:**

1. 1) First Shot Was Fired: \_\_\_\_\_ 2) Last Shot Was Fired: \_\_\_\_\_

**Position of Suspect:**

Standing    Sitting    Running    Kneeling    Prone    Seated in Vehicle  
 Other \_\_\_\_\_



**Injuries Sustained by Suspect:**

Not Wounded     Superficial     Critical     Fatal     Unknown

**Was Suspect Hospitalized?**

Yes                       No                      If yes, where: \_\_\_\_\_

**Location and Type of of Suspect's Injury:**

\_\_\_\_\_

**Officer Involved:**

<b>Name:</b>	
<b>Badge Number:</b>	
<b>Rank:</b>	
<b>Age:</b>	
<b>Signature:</b>	
<b>Date:</b>	

**Witnesses (Including Backup Officers):**

Name: (Last, First, MI)	Address or Department Name:	Phone Number:

**For Supervisor Use Only:**

**Supervisor's Summary:**

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\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**Notifications:**

Chief of Police:             Yes  No            Date and Time: \_\_\_\_\_

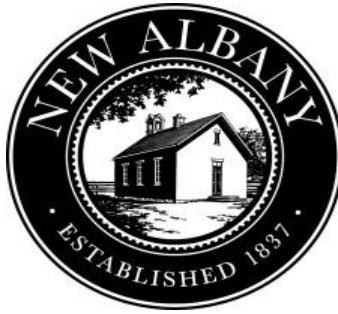
City Administrator:         Yes  No            Date and Time: \_\_\_\_\_

City Attorney:             Yes  No            Date and Time: \_\_\_\_\_



### On Duty Firearm Maintenance Log

Make		Model		Caliber	
Date Issued		Issued To			
Serial Number			<input type="checkbox"/> Department Owned <input type="checkbox"/> Personally Owned		
Date	Inspection/Maintenance Notes			Initials	



<b>Chapter 2</b>	<b>Reviewed/Revised-June 2012</b>
<b>Directive 2.1 – Traffic Enforcement</b>	
2.1.1	Enforcement Procedures
2.1.2	Violator Procedures
2.1.3	Informing the Violator
2.1.4	Uniform Enforcement Policies
2.1.5	Enforcement Practices
2.1.6	Stopping/Approaching
2.1.7	Officer-Violator Relations
2.1.8	Speed-Measuring Devices
2.1.9	OVI Procedures
2.1.10	License Re-examination Referrals
2.1.11	Parking Enforcement
<b>Directive 2.2 – Traffic Crashes</b>	
2.2.1	Policies and Procedures
2.2.2	Traffic Crash Scene Responses
2.2.3	Traffic Crash Scene Duties
2.2.4	Follow-Up Investigations
2.2.5	Victim Property Control
2.2.6	Traffic Crash Classification System
<b>Directive 2.3 – Traffic Direction and Control</b>	
2.3.1	Direction/Control Procedures
2.3.2	Escorts
2.3.3	Pursuits and Emergency Vehicle Operations and Procedures
<b>Directive 2.4 – Ancillary Services</b>	
2.4.1	Assistance to Highway Users
2.4.2	Hazardous Highway Conditions
2.4.3	Towing

# NEW ALBANY POLICE DEPARTMENT

## Directive 2.1 – Traffic Enforcement

### 2.1.1 Enforcement Procedures

The New Albany Police Department does not recognize official citation quotas. In order to ensure that enforcement actions are consistent with applicable laws and take into account the degree and severity of the violation committed, the Police Department has established uniform procedures for taking enforcement action incidental to traffic violations, which include the following:

#### A. Physical Arrest

Officers should arrest any person found to be in violation of traffic laws pertaining to driving while intoxicated, driving under a court or state ordered suspensions of his/her operator's license (one of the below listed), or specific situations outlined in Ohio Revised Code §2935.26.

##### Physical Arrest

- All Out of State DUS
- ALS Suspension
- OVI Suspension
- Wrongful Entrustment

##### Summons in lieu of Physical Arrest

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>• 12 Point Suspension</li><li>• Child Support</li><li>• Court Suspension</li><li>• Drug Suspension</li><li>• DUS Restriction – Privileges</li><li>• Failure to File Traffic Crash</li></ul> | <ul style="list-style-type: none"><li>• Judgment Suspension</li><li>• License Forfeiture</li><li>• License Reinstatement Fee</li><li>• Non-Compliance (Non FRA)</li><li>• School Dropout Suspension</li><li>• Security Suspension</li></ul> |
|---|---|

#### B. Uniform Traffic Citation

The issuance of a Uniform Traffic Citation is applicable in cases of misdemeanor traffic offense violations which jeopardize the safe and efficient flow of vehicular and pedestrian traffic. Violators may be issued a Uniform Traffic Citation for moving or safety and equipment violations pursuant to Ohio Revised Code §2935.26. Once a violator has been issued his/her copy of the Uniform Traffic Citation, the front of the citation shall not be altered.

#### C. Parking Citations

"Notice of Parking Violation" citations are issued for parking violations within the City. Parking violations include Fire Lane violations, Handicap violations, Fire Hydrant violations, etc. The parking citation shall be left on the violator's vehicle or may be given directly to the operator of the vehicle (as applicable).

#### D. Warnings

A warning is a verbal or written warning which may be used in lieu of a Uniform Traffic Citation for vehicle equipment violations, minor parking infractions and minor moving violations. Warnings allow the motorist an opportunity to correct minor moving violations and/or vehicle defects or violation without the use of official legal action.

## 2.1.2 Violator Procedures

The following procedures should be adhered to in handling situations which, by legislative mandate, require a law enforcement response of a different nature than would normally be required:

### A. Non-resident Traffic Violators

Violators who reside outside Franklin County (but within the State of Ohio) are not required to post bond on minor traffic offenses but will be advised that failure to appear or failure to pay the ticket could result in a license suspension.

Bond will be required for traffic offenses when the violator resides in a State not participating in the Non-Resident Violator Compact Agreement (see Addendum A). In such cases, the violator will be transported (or may drive him/herself) to the Police Department (or Clerk of Court, if open) to post the required bond. If a violator is unable to post bond, he/she shall be detained until the Clerk of Courts is contacted to make alternate arrangements. In determining bond, the bond schedule established by the New Albany Mayor's Court should be followed.

As specified in the Non-Resident Violator Compact Agreement, any traffic offense requiring a personal appearance and/or offenses that are specified in the Compact requires bond to be taken for out of state offenders.

Violators (both residents and non-residents) found to have outstanding warrants from any jurisdiction will be required to post bond on all New Albany charges.

### B. Juveniles

Generally, a juvenile who commits a traffic violation will not be taken into custody (see also Directive 4.1.1). An officer issuing a citation to a juvenile shall use the Uniform Traffic Citation. Juveniles will be assigned a 9:00 AM court date on a weekday that is nearest to two weeks from the citation date.

If a juvenile traffic violator does not reside in Franklin County, the Uniform Traffic Citation will be completed and forwarded to the Franklin County Juvenile Court, who will then forward the case to the juvenile's resident county. The officer should advise the juvenile of this procedure and that further correspondence, to include the date and time of a court appearance, will be with his/her county of residence.

A juvenile will be taken into custody if he/she is arrested for any of the following violations:

- Operating a motor vehicle while under the influence of alcohol and/or drugs
- Operating a motor vehicle while under a license suspension or revocation as outlined in Directive 2.1.1 (A).

### C. Legislators

Members of the United States Congress are immune from arrest during their attendance at the session of their respective house and while traveling to and from such sessions.

While Federal and State Legislators are immune from arrest or detention, this does not preclude the issuance of a citation.

Legislators are immune from arrest during the session of the General Assembly, and in going to, and returning from the same except for specific non-traffic violations (treason, felony, and breach of the peace).

Members of the Ohio General Assembly, the Executive Secretary of the House, the Legislative Clerk of the House, Clerks, Sergeants at Arms, Doorkeepers, and Messengers of the Senate and House of Representatives of the State of Ohio are immune from arrest during sessions of the General Assembly and while traveling to and from such sessions.

D. Foreign Diplomats/Consular Officials

Diplomatic immunity, a principle of international law, is broadly defined as the freedom from local jurisdictional laws/ordinances accorded to duly accredited foreign diplomats. A foreign diplomat includes diplomatic officers, their families, official staff, and servants who are not nationals of, nor permanently residing in, the receiving state. Ambassadors and Ministers are the highest ranking diplomatic representatives of a foreign government.

Foreign diplomats are immune from arrest. However, foreign diplomats may be issued traffic citations for minor violations because these do not constitute a detention. Additionally, a foreign diplomat's operator's license may be revoked by the United States Department of State for continuous/multiple traffic violations. A foreign diplomat may be temporarily detained in situations endangering the public health and safety. For example, a foreign diplomat observed driving under the influence of alcohol may be stopped. The officer may find an alternate means of transportation but may not arrest this individual.

Foreign nationals are unnaturalized citizens currently residing in the United States on a long term basis. Foreign nationals have no diplomatic immunity and may be cited, detained or arrested by officers of the Police Department. However, if a foreign national is taken into custody and requests that his/her government be notified, the on duty supervisor shall make arrangements to notify the respective Consulate or Embassy.

Consular officials are foreign nationals sent by a government to perform consular functions. The notification procedures/rules that apply to a foreign national also apply to any consular official.

E. Military Personnel

Military personnel include members of the Army, Navy, Air Force, Marine Corp., Coast Guard, National Guard, and Reservists who are on active duty.

Military personnel may be subject to the issuance of a citation for traffic law violations. These situations do not constitute an arrest or detention.

When a civilian or active duty member of the armed forces is involved in a traffic crash which results in hospitalization or death of the member, the on duty shift supervisor or his/her designee will notify the appropriate military service branch or the American Red Cross.

When a physical arrest of an active duty member of the armed forces is made, the on duty shift supervisor or his/her designee will notify the liaison officer of the nearest military service branch.

In any situation where United States Government property is seized, towed, impounded, or confiscated, the appropriate branch of government will be notified by the on duty shift supervisor or his/her designee.

### 2.1.3 Informing the Violator

- A. When a motorist is charged with a traffic violation, the officer issuing the citation shall provide the violator with a copy of the Uniform Traffic Citation. The citation shall indicate the date, time, and location for the scheduled court appearance. In addition, each violator shall be given a fine schedule/court information envelope from the New Albany Mayor's Court (as applicable).

- B. If the officer knows that a mandatory court appearance is required, the officer will mark the appropriate box on the citation and advise the violator. In those situations where the driving record is unavailable, a mandatory court appearance is required. The Clerk of Court's office may waive the appearance once the driving record is available. A mandatory court appearance is required for a juvenile traffic offender (see Directive 2.1.2 (B)).
- C. The reverse side of the violator's copy of the citation contains the address for paying fines through the mail, entering guilty pleas, or contesting the citation. The Clerk of Court's telephone number is provided on the citation and the fine schedule/court information envelope allowing the motorist to call for additional information.
- D. If the violator needs any other information or has questions, the officer will attempt to supply the necessary information or refer the violator to the proper source, but shall not discuss possible court outcomes and/or the amount of court imposed monetary fines.

#### **2.1.4 Uniform Enforcement Policies**

The aim of traffic law enforcement is to achieve voluntary compliance with traffic laws and regulations. To achieve this goal, the following policies and procedures will be followed:

- A. It is the policy of the Police Department to actively enforce the laws pertaining to driving under the influence of alcohol and/or drugs of abuse. Officers will arrest any driver found to be in violation of these laws.
- B. When an officer encounters a driver who is unable to produce a valid operator's license, the officer will make an inquiry as to the status of the license through LEADS. If a driver is found to be driving under a suspension or revocation that requires a physical arrest (as outlined in Directive 2.1.1 (A), it is the policy of the Police Department to take enforcement action. In these cases, a transport to police headquarters is required and the necessary paperwork will be completed and bond posted, as applicable. All other DUS offenders (as outlined in Directive 2.1.1 (A) under "Summons in lieu of Physical Arrest") may be released on a summons. An arrest report (U-10-100) will be completed on all DUS offenders placed under physical arrest.

A DUS offender's vehicle will be towed from the stop location unless a licensed driver is available or a supervisor approves not impounding the vehicle. The vehicle shall be impounded if owned by the offender and the vehicle is subject to forfeiture.

- C. The decision to warn or cite a violator will ultimately rely on an officer's judgment based upon the conditions and circumstances at the time of the violation. However, officers should strictly enforce violations occurring in school zones and other areas of high pedestrian traffic.
- D. Hazardous violations are any violations of regulations affecting the use or protection of streets or highways enacted primarily to regulate safe movement of vehicles and pedestrians. It is the policy of the Police Department to aggressively enforce violations that affect the safety of the motoring public.
- E. Officers will take appropriate action for observed violations related to illegal on-road use, registration violations, equipment violations, and licensing violations committed by operators of off-road vehicles.

If the Police Department receives a complaint concerning off-road recreational use of a vehicle on private property, the property owner shall be contacted to determine if permission has been granted to the operator of such vehicle. If the owner cannot be contacted or permission has not been granted, charges may be filed. Additionally, officers may take enforcement action in cases of reckless operation, OVI, leaving the scene of an accident, or other criminal conduct.



- F. The operator of a vehicle found to be in violation of equipment requirements may be issued a Uniform Traffic Citation or a warning at the discretion of the officer. Officer should take into account the severity of the equipment violation including whether the vehicle can continue to be operated in a safe manner.
- G. While subject to additional traffic requirements, it is the policy of the Police Department to maintain uniform enforcement procedures of commercial carriers who travel upon New Albany streets or highways.
- H. The Police Department shall allow officers to use discretion whether to cite or use verbal warnings on non-hazardous violations. Non-hazardous violations are defined as violations of laws or ordinances not enacted primarily to regulate safe movement of vehicles and pedestrians such as registration violations or use of occupant safety devices.
- I. The decision to warn or cite a violator concerning multiple moving traffic violations relies on the officer's judgment based on the conditions or circumstances at the time of the violation. It is the exception, rather than the rule, for an officer to refrain from issuing a citation for a second violation when it is of a serious nature.
- J. Officers will issue warnings when appropriate for a period of thirty days after a new traffic law becomes effective in lieu of any special orders to the contrary.
- K. Officers will take enforcement action when a traffic crash investigation reveals probable cause to believe that a traffic law or ordinance has been violated. When multiple parties contribute to a traffic collision, more than one driver may be cited or arrested as a result of the traffic crash investigation.
- L. Officers will take appropriate enforcement actions when and where pedestrian and bicycle violations are observed. Pedestrian and/or bicycle law enforcement shall generally reflect the spirit of the law rather than the letter of the law. This does not preclude officers from taking selective enforcement action upon citizen complaints or identified problem areas.

### **2.1.5 Enforcement Practices**

- A. Because one of the most effective deterrents to traffic law violations is visible patrol in a marked police vehicle, the Police Department conducts strict traffic enforcement countermeasures. Officers will operate police vehicles in accordance with existing laws and in a manner as to demonstrate proper, courteous driving behavior.
- B. Officers conducting stationary traffic enforcement countermeasures shall park in a location so as to observe but not impede the flow of traffic. When conducting such counter measures at night, officers shall turn on the vehicle headlights and/or parking lights.
- C. When stopping a traffic violator, an officer shall be in a marked police vehicle and in uniform. This section does not prevent a uniformed officer from initiating a traffic stop of a violator while outside of his/her marked police cruiser or a plain-clothes officer from using unmarked vehicles to stop criminal suspects in an emergency.

### **2.1.6 Stopping/Approaching**

- A. When an officer initiates a traffic stop, he/she should utilize the following guidelines:
  - Carefully select the stop location so as to avoid curves, crests of hills, and intersections

- Notify the Dispatch Center of the anticipated stop location, license number, vehicle description, and number of occupants, if known.
  - Signal the driver to stop by activating the emergency lights
  - Utilize the siren or horn to gain the violator's attention, if necessary
  - Properly position the police vehicle so as to provide safety and cover for the officer, protection for the violator's vehicle, and to avoid impeding other vehicular traffic
  - The spotlight, takedown lights, and high beam headlights may be used to illuminate the violator's vehicle in order to provide a safe environment for the officer
  - While approaching the vehicle, check for altered license plates, a secured trunk, and conduct observations of the vehicle's interior
  - Approach the violator in a manner that allows the observation of any contraband or activity within the vehicle
  - Violators who exit their vehicle should be ordered back into the driver's seat and advised to remain there for the duration of the traffic stop unless directed to do otherwise by the officer
  - At all times officers should be prepared to take proper evasive/defensive action should a violator fail to comply or the situation escalates
- B. In addition to the above guidelines, the following procedures should be utilized when stopping and approaching suspected or confirmed high risk vehicles:
- The officer shall immediately call for back-up and/or the Dispatch Center shall dispatch a second officer
  - If practical, the officer initiating the stop shall wait for the back-up officer(s) before stopping/approaching the suspect vehicle
  - If possible, high risk vehicle stops shall be planned at a location which permits maximum safety to the officers and the public
  - The initiating officer should utilize the public address system to relay commands and instructions to the occupant(s)
  - Occupants should be individually ordered out of the vehicle, searched, and secured

### **2.1.7 Officer-Violator Relations**

When the officer makes contact with a violator, he/she should strive to make the contact educational so as to alter the violator's future driving behavior and leave him/her with a favorable impression of the Police Department and the officer. The following procedures should be used to minimize potential conflicts between the officer and violator and to facilitate a professional encounter:

- Greet the violator in a courteous manner by using the individual's proper title and last name
- Be certain that the observation of the violation was accurate and without reservation
- Have the necessary forms and equipment available to expedite the traffic stop
- Inform the violator of the nature of the violation and intended enforcement action

- Allow the violator to reasonably discuss the situation
- Explain the procedures for contacting the appropriate authority for disposition of citation(s)
- Assist the violator to reenter the traffic flow

### **2.1.8 Speed-Measuring Devices**

- A. Equipment specifications for speed measuring devices shall meet or exceed National Highway Traffic Safety Administration standards.
- B. An officer may use a radar unit, laser unit, or the vehicle speedometer to measure the speed of a vehicle.
  1. When using a cruiser mounted radar unit, an officer will use the following procedures:
    - The radar unit will be properly installed and connected to the appropriate power supply.
    - The radar counting unit will be placed on the dash of the police cruiser.
    - The antenna will usually be placed in the supplied bracket and may be placed on the dash, rear deck, or vehicle windshield. The antenna may also be hand held when conducting stationary speed enforcement. At no time shall the antenna be placed in front of or on top of the counting unit or any other place where it interferes with the counting unit.
    - Tuning forks will be stored in the appropriate pouch, if available, and secured in an accessible location.
    - All manufacturers' recommended practices to include light and calibration checks will be followed. These checks should be performed at the beginning and end of the operator's tour of duty.
    - The operator shall ensure that the vehicle speedometer is within recommended tolerances for accuracy so that comparisons may be made with the displays on the counting unit.
  2. When using a handheld laser unit, an officer will use the following procedures:
    - The manufacturer's recommended calibration checks should be performed at the beginning and end of the officer's tour of duty, or the checks may be done prior to use and at the end of the use of the unit.
    - The laser unit will be connected to the appropriate power supply or auxiliary battery unit.
    - The laser unit may be used while sitting inside or standing outside the cruiser. If standing outside of the cruiser, the officer will park in a safe manner.
    - The laser unit may also be used to measure distances during a vehicle crash and for any other circumstances the officer may find the laser useful.

3. An officer may use the vehicle speedometer for measuring speed and shall adhere to the following guidelines:
  - Officers shall be familiar with the accuracy of the vehicle's speedometer to ensure it is within recommended tolerances for accuracy.
  - Officers may use the vehicle's radar unit to measure the accuracy of the speedometer.
  - An officer will not use a vehicle's speedometer for speed enforcement if the disparity between the radar unit and speedometer is greater than two miles per hour (+/- 2 MPH).
- C. The operator of the radar or laser unit shall be responsible for the care and upkeep of the speed measuring device. This includes taking the unit or patrol vehicle out of service for any problems encountered.
- D. Maintenance and calibration records will be kept on file.
- E. Only after receiving the proper certification will an officer be permitted to operate the radar or laser units for traffic enforcement purposes.

### **2.1.9 OVI Procedures**

#### **A. Adult Offenders**

When an officer stops a motorist suspected of operating a vehicle while under the influence of alcohol and/or drugs of abuse, the officer will request the driver to submit to a standardized field sobriety test. The standardized field sobriety test shall be administered per the current National Highway Traffic Safety Administration (NHTSA) Standardized Field Sobriety Testing manual. Currently, the tests are as follows:

1. Horizontal Gaze Nystagmus
2. Walk and Turn
3. One Leg Stand

Officers may use additional divided attention tests such as:

1. Finger to Nose
2. Recitation of the Alphabet
3. Counting Backward

If, after completion of the standardized field sobriety tests the officer determines that the driver is impaired, an arrest will be made and the defendant will be transported to the Police Department for a chemical test or tests.

If an officer believes the defendant is impaired by a drug of abuse or alcohol and a drug of abuse, the officer may request the defendant to submit a urine sample for analysis (see Directive 2.1.9 (D)).

Before administering a chemical test, the defendant will be provided a copy of BMV Form 2255. BMV Form 2255 will be read and shown to the defendant while in the presence of a witness. The officer will then explain the consequences of taking or refusing the requested test.

If the defendant agrees to a breath test, a certified operator will administer the test. The operator will have observed the defendant for 20 minutes before the test begins to ensure the defendant did not consume or place any object in his/her mouth.

If the defendant is wearing dentures, they must be removed, as well as the adhesive, before the breath test is administered.

After the breath test is completed, the defendant may be provided with the results. If the result of the test is .08% BAC or higher the officer will seize the defendant's operator's license and charge him/her with the appropriate section of C.O. 333.01(A1) and ALS will apply. If the result of the test is .17% BAC or higher, the officer will seize the defendant's operator's license and charge him/her with the appropriate section of C.O. 333.01 (A1) and ALS will apply.

If the defendant has been found guilty of a previous OVI or reckless operation within six years of his/her arrest, the arresting officer will file the OVI related charges under state code. The court date given will be within five days of the arrest (see Ohio Department of Public Safety Technical Handbook on Ohio's DUI Laws).

If the defendant refuses the test, the officer will mark the appropriate space provided on BMV Form 2255, seize the defendant's operator's license, and place the individual under an ALS.

B. Under Age Offenders

If an offender is over eighteen years of age but under twenty one years of age, has been arrested for OVI, and submitted to a breath test and the results of the breath test are at or above .02% BAC but less than .08% BAC, the officer will charge the defendant with the appropriate section of C.O. 333.01(A1) OMVUAC. In the event the defendant tests .08% BAC or higher, the officer will charge the defendant with the appropriate section of C.O. 333.01(A1) and ALS will apply. If an under age offender's BAC level is less than .02%, the officer will not charge the defendant with OMVUAC. The officer may issue a citation or file criminal charges as a result of the traffic stop and subsequent detention.

C. Juvenile Offenders

If an offender who is seventeen years of age or under is arrested for OVI and submits to a breath test and the results are at or above .02% BAC but less than .08% BAC, the officer will file the appropriate section of State OVI charges §4511.19(B) (OMVUAC). In the event the defendant tests below .08% BAC, ALS will not apply. If the defendant tests .08% BAC or higher, the officer will file the appropriate section of State OVI charges 4511.19(A) and ALS will apply. If a juvenile offender's BAC level is less than .02%, the officer will not charge the defendant with OMVUAC. The officer may issue a citation or file criminal charges as a result of the traffic stop and subsequent detention.

D. Traffic Crashes Involving Impaired Drivers

The investigating officer shall obtain all facts from the scene and interview witnesses to determine if there are reasonable grounds to believe the driver was impaired at the time of the crash. If it is determined the driver was impaired at the time of the crash, an officer will instruct the driver to perform a field sobriety test (see Directive 2.1.9 A). If the officer determines that the driver is impaired, an arrest will be made and the officer will follow the procedures as outlined in this chapter.

If a driver who was involved in a traffic crash is injured and/or incapable of performing a field sobriety test, the investigating officer will request EMS to respond in order to transport the driver to a medical facility as soon as practical. The investigating officer will then follow the transporting medic to the medical facility as soon as practical. At the medical facility, the investigating officer will provide the driver with a copy of BMV Form 2255. The form will be read and shown to the driver while in the presence of a witness.

The officer will then explain the consequences of taking and refusing the requested blood test.

If the driver refuses the requested blood test, the officer will charge the driver with the appropriate section of C.O. 333.01(A) or equivalent state charges and any other charges relating to the case, place the driver under an ALS, and summon the driver into court within five days.

If the driver agrees to submit to a blood test, the investigating officer will request the treating medical personnel to draw blood serum or plasma for analysis, ensuring that alcohol swabs are not used prior to the withdrawal of blood. The investigating officer will indicate on the arrest report the name of the nurse or doctor who draws the blood. The investigating officer may withhold filing charges until the results of the blood serum or plasma test(s) are known. If the defendant has been found guilty of a previous OVI or reckless operation within six years of his/her arrest, the arresting officer will file the OVI related charges under state code. The court date given will be within five days of the arrest (see Ohio Department of Public Safety Technical Handbook on Ohio's DUI Laws).

If blood is collected at a medical facility, the officer responsible for collecting the evidence will follow the proper chain of custody procedures. The officer will secure the evidence in a container and indicate on the back of the hard copy on the property receipt form the nurse's or doctor's name that drew the blood serum or plasma and the date it was collected.

If the defendant has three previous convictions for OVI within the last six years of his/her arrest, the arresting officer will file a Felony OVI charge. In making the determination of how many convictions the defendant has in the last six years, the officer shall use the past conviction dates and not the offense dates. The arresting officer should reference the Ohio Department of Public Safety Technical Handbook on Ohio's DUI Law and shall follow the additional steps list below:

1. The F-5 OVI charge is to be on a Municipal Criminal Complaint form.
2. As with all felonies, the defendant must be fingerprinted. The ITN number from the print card must be indicated on the U-10-100.
3. The arresting officer must complete a Grand Jury Packet. Typically, the packets are requested by the Grand Jury within days of the arrest. Therefore, they should be completed as soon as possible.
4. The Grand Jury Packet must include proof of the prior convictions. LEADS printouts are **not** sufficient. The requirement of proof can be satisfied by having the court that heard the prior cases fax the arresting officer a copy of the case dispositions.
5. If a vehicle is being seized, the defendant is to be provided a copy of the seizure notification (forfeiture notification) at the time of arrest. The defendant must be the registered owner for a seizure, forfeiture, or immobilization of the vehicle to apply.
6. Vehicles seized/forfeited as a result of an OVI arrest are criminally forfeited by the State rather than seized by the County Seizure Unit. Accordingly, the appropriate boxes shall be marked on the BMV Form 2255.

If an officer collects urine from a defendant, he/she will use the Safetex containers which are stored in the slating area. Officers collecting urine from a defendant of the opposite sex will request a same sex officer or civilian police employee to collect the urine sample. The officer will instruct the defendant to place the container in a location as specified by the officer after at least 30 ml of urine has been collected. Once the defendant places the container at the location requested, (with protective gloves on), the officer will retrieve the container, securing it with the lid provided. The officer will fill out the information on the security seal. The officer will then place the seal over top of the container and place the

container in the plastic bag provided. The plastic bag will be sealed with the blue self adhesive strip and placed in the Safetex box. The officer will close the box, initial the yellow box seal, and place it in the area that reads Place Security Seal Here. Blood serum, plasma, and urine samples collected will be transported to:

The Ohio State University Reference Laboratories  
680 Ackerman Road, Bldg. 4 (Suite D405)  
Columbus, OH 43202

If the investigating officer has reasonable grounds to believe that an operator of a motor vehicle was impaired by alcohol and/or drugs at the time a crash occurred where there was a fatality or is likely to be a fatality or the operator is unconscious or otherwise in a condition rendering him/her incapable of determining whether or not to submit to a blood alcohol test, the investigating officer will request the treating medical personnel to draw blood from the operator for analysis. The investigating officer will complete the OVI/Accident Medical Condition Form (PD-99-126) (Addendum B).

An officer investigating a fatal traffic crash or a traffic crash that may result in a fatality will not file OVI charges. Charging a defendant with both OVI and vehicular homicide constitutes double jeopardy. Upon consultation with a prosecuting attorney, an operator who is found to have been impaired at the time he/she was involved in a fatal traffic crash will be charged with vehicular homicide.

E. Offenders Driving Commercial Vehicles

If a driver of a commercial motor vehicle has a measurable or detectable amount of alcohol about his/her person or the driver is believed to be under the influence of a controlled substance, an officer will request the driver to submit to a standardized field sobriety test as described in Directive 2.1.9 (A).

If, after completion of the field sobriety tests, the officer has probable cause to believe the driver is under the influence of alcohol and or a controlled substance, the driver will be informed that his/her commercial vehicle will be placed out of service for twenty four hours and he/she will be detained for further investigation. If the driver tests .01 to .039 BAC, he/she will receive a 24-hour out-of-service order entered into LEADS (per LEADS 6.2.3).

Before administering a chemical test, the defendant will be provided a copy of BMV Form 2255. BMV Form 2255 section §4511.19 and §4506.17 will be read and shown to the defendant while in the presence of a witness. The officer will then explain section A and section B that applies to operating a commercial vehicle. The officer will then request the defendant to submit to a breath test. If the result of the breath test indicates a .04% BAC or higher but less than .08% BAC, the officer will seize the defendant's driver's license and charge the defendant with the appropriate section of C.O. 341.05 (A). In the event the defendant tests .08% BAC or higher, the officer will charge the defendant with the appropriate section of C.O. 341.05 (A), C.O. 333.01 (A), and ALS will apply. If the defendant had a measurable amount of alcohol by breath and the result of the test was less than .04% BAC, the officer will charge the defendant with the appropriate section of C.O. 341.05 (A).

If the driver of a commercial vehicle refuses a requested test, the officer will seize the commercial driver's license and charge the defendant with the appropriate section of C.O. 341.05 (A). The defendant will be advised that the commercial vehicle will be out of service for twenty- four hours and ALS will apply. The court date given will be within five days of the arrest.

F. An officer is required to complete BMV Form 2255 for all persons arrested for OVI. If a juvenile (seventeen years of age or younger) has a test of .019% BAC or lower, the BMV Form 2255 does not need to be completed.

### **2.1.10 License Re-examination Referrals**

Officers occasionally discover, through traffic enforcement, traffic crash investigations, and referrals from concerned relatives or citizens, drivers who should be re-examined to determine their abilities to safely operate motor vehicles on public streets and highways. An officer who detects a person who is incompetent, physically or mentally challenged, or who suffers from disease or other conditions that prevent him/her from exercising reasonable or ordinary control of a motor vehicle will complete the appropriate Ohio Bureau of Motor Vehicle Request for Driver License Examination or Recertification form (BMV 2308). An officer will summarize the reason(s) for the requested re-examination of the driver on this prescribed form. This form will then be forwarded to the Chief of Police for final approval and signature.

### **2.1.11 Parking Enforcement**

Officers are afforded discretion in issuing "Notice of Parking Violation" citations to illegally parked motor vehicles within New Albany. Consideration should be given to the Department's overall objective of educating the public and the achievement of voluntary compliance of parking regulations. When enforcing parking violations, officers should concentrate their efforts on those violations which present a clear and immediate danger to pedestrians, motorists, or emergency services. For these instances, the recommended course of action should be to contact the vehicle owner and/or issue a citation for the violation (see Directive 2.1.1 (C)).



# NEW ALBANY POLICE DEPARTMENT

## Directive 2.2 - Traffic Crashes

### 2.2.1 Policies and Procedures

An officer dispatched to a traffic crash will investigate the crash in a thorough and professional manner and will report the findings of the crash on the prescribed State of Ohio Accident Report (OH-1) and/or its supplements. Minor, non-injury crashes occurring on private or public property generally require the reporting of basic information. Officers should consult the Ohio Traffic Crash Procedure Manual to determine what criteria determines a traffic crash requiring the use of the OH-1. Officers are required to submit a detailed report/investigation for the following types of crashes:

- Fatality
- Serious injury
- Serious property damage
- Hit and run
- Impairment due to alcohol or drugs
- Hazardous materials
- Damage to City vehicles and/or City property

### 2.2.2 Traffic Crash Scene Responses

It is the policy of the Police Department to respond to all reports of serious traffic crashes. Officers will provide emergency services while investigating the accident, recording any evidence, and restoring the normal flow of traffic as soon as possible. In cases of less serious crashes, it is the policy of the Police Department to place significant priority on the crash investigation.

The responding officer(s) and/or closest cruiser (whichever is dispatched) will respond on an emergency basis to traffic crashes involving known injury(ies) or fatality(ies). The on duty supervisor will respond to all serious injury and/or fatal traffic crashes and may respond, as needed, to minor injury traffic crashes.

An officer will respond as quickly as possible to crashes that involve: impairment due to alcohol or drugs, disturbances between motorists, hit and run (having just occurred) and major traffic congestion as a result of a crash. Officers will usually not utilize lights and sirens but may do so with supervisory approval. The above listed crashes will usually call for a two officer response.

All other types of traffic crashes will require that one officer respond, normally proceeding to the scene with no lights and siren. The officer may conduct other police business of a higher priority while enroute to the crash.

- A. In cases of death or serious injury at least two police units and a supervisor will respond. Once the responding police units are safely positioned, officers should provide emergency first aid until paramedics arrive. Once the paramedics have taken charge of the victims, officers should survey the scene, recording and collecting any evidence, before summoning towing authorities. Final priority should be given to restoring the normal flow of traffic. In most instances the vehicles involved will be impounded and may be stored for safekeeping.

The supervisor will designate one officer in charge and may request off duty personnel or resources from other law enforcement agencies. The supervisor will ensure that photographs are taken and may utilize a video camera. In a crash(es) that result in a fatality(ies), the supervisor will notify the Chief of Police as soon as possible.

- B. In cases of hit and run traffic crashes on either public or private property, the reporting officer will conduct a follow-up investigation. He/she may utilize officers from another shift, as needed. The investigating officer shall collect and preserve any physical evidence from the scene and any involved vehicle(s) for possible comparison with any located suspect vehicle.
- C. If a person involved in a traffic crash is found to be impaired due to alcohol or drugs, he/she will be asked to submit to a standard field sobriety test. This includes the collection of blood evidence in the case of a person who is transported to a medical facility for treatment (see Directive 2.1.9).
- D. If a Police Department employee is involved in a traffic crash while on duty, he/she will immediately notify the on duty shift supervisor and, if necessary, medical personnel. This includes Police Department employees operating City owned vehicles on City streets, private property, or other jurisdictions. The on duty shift supervisor will respond to the scene of the crash to assess the damage and take photographs.

In the event that an on duty employee of the City is involved in a traffic crash while operating a City owned vehicle and serious injury or death has occurred or may occur, the on duty shift supervisor will contact the Ohio State Highway Patrol or the Franklin County Sheriff's Office to complete the traffic crash investigation. As defined in Directive 6.1.3, the on duty shift supervisor will contact the Chief of Police when an employee is involved in a serious injury or fatal traffic crash.

If an employee, while operating a City vehicle, is involved in a traffic crash with another vehicle resulting in damage, however slight, an OH-1 and New Albany Incident Report will be completed. The OH-1 will be completed by an officer designated by the on duty supervisor and the New Albany Incident Report will be completed by the employee involved in the crash.

A traffic crash report (OH-1) may be taken in crashes involving City owned vehicles that result in minor property damage (under \$500.00 combined) to public or private property (excluding other vehicles). An OH-1 will be taken when a City vehicle is involved in a traffic crash and there is an injury or a request is made by an involved party.

If an employee is involved in a single vehicle crash with a City vehicle and the combined damage is less than \$500.00, the on duty supervisor may refer to the Ohio Traffic Crash Procedure Manual to determine whether the crash meets the definition of a traffic crash requiring the use of an OH-1.

If the employee involved is an on duty police officer, a Letter of Official Duties Certification will be prepared by the Police Clerk indicating that the officer was on duty and acting in his/her official capacity (see O.R.C. §3937.41 (D)). The letter should include reference to O.R.C. §3937.41 (D), the officer's name, operator's license number, Social Security number, date of birth, accident date, report number, vehicle information, and the duties the officer was performing. The letter will be on official letterhead, signed by the Chief of Police, and attached to the OH-1 before it is sent to:

Ohio Department of Public Safety  
Traffic Crash Records Section  
P.O. Box 182081  
Columbus, OH 43218-2081

All other damage to Police Department vehicles will be documented to the on duty supervisor. This includes property damage, scrapes caused by branches, poles, or

other fixed objects, damaged rims and tires caused by striking curbs or other fixed objects, and minor contact with other City owned vehicles. All damage to Police Department vehicles will be investigated pursuant to Directive 5.2.3 for possible disciplinary action.

- E. When a vehicle is leaking or carrying hazardous materials and is involved in a traffic crash, an officer should take extra precautions to prevent himself/herself and/or others from exposure. The appropriate Fire Department shall be contacted immediately for assistance. (see also Directive 2.2.3(c) and 18.1.9).
- F. Two officers will be dispatched to the scene of a traffic crash when information is received that a disturbance exists between parties.
- G. When roadways are congested due to a traffic crash, the supervisor in charge, or his/her designee, should contact the news media if a extended delay is expected to occur so that motorists may be advised and take alternate routes.
- H. When a vehicle is damaged to the extent towing is required, an officer will contact the Dispatch Center who will notify the respective tow company using the established callout procedures.
- I. The shift supervisor may suspend the taking of officer-generated traffic crash reports involving property damage when road conditions become poor, during snow/weather emergencies, or other emergencies as declared by the Chief of Police. However, reports will still be taken involving crashes resulting in death, injury, impaired drivers, hit and run, or when City property/vehicles are involved. If practical, the on duty supervisor should notify the local media to inform them that the Police Department has suspended property damage traffic crash reporting during these periods.
- J. Occasionally, a citizen will come to the Police Department to file a traffic crash report (OH-1) after the vehicle(s) have been moved and information has been exchanged. It is the policy of the New Albany Police Department not to take a traffic crash report (OH-1) in such cases. Exceptions will be made for the following circumstances:
  - Single vehicle traffic crashes where property damage has occurred and the operator of the vehicle drives directly to the Police Department to document the traffic crash. For example, a motorist strikes a deer and instead of remaining at the scene, he/she drives to the Police Department to report the traffic crash.
  - Hit skip accidents (on public or private property) where the other party has left the scene, has not exchanged the required information, or has given false information before leaving the scene. In such cases, an officer shall take a traffic crash report (OH-1) and will begin an investigation.
  - Property damage traffic crashes wherein both parties arrive at the Police Department together and request a report be taken. This situation will result in an officer being assigned to take a traffic crash report (OH-1). However, if only one of the two parties involved in the property damage traffic crash arrives at the Police Department after the vehicles have been moved and information exchanged, he/she will be advised that a report will not be taken and that he/she should turn over the information to his/her insurance company.
  - Traffic crashes involving injury (ies), in which case a traffic crash report (OH-1) is required.

### **2.2.3 Traffic Crash Scene Duties**

- A. Unless otherwise directed, the officer dispatched to the scene of a crash will be in charge of and responsible for the crash investigation. The supervisor may reassign the investigation to another officer for training purposes, due to the technical nature of the

crash, when there is a high potential for liability to the City, or for any other reason he/she deems appropriate.

- B. The first officer on the scene should check for hazardous situations and then identify injured persons and provide emergency first aid. He/she will summon additional medic/fire equipment if it is needed, but will not provide emergency transportation to any person unless authorized by a supervisor.
- C. When the officer identifies a hazardous situation such as downed wires, chemical spills, or fire, the officer should isolate the area and assist in the evacuation of any victims. Hazardous containers may be identified using the Emergency Response Guidebook. Once identified, the officer will relay the information to the Dispatch Center for a HAZMAT response. An officer should not enter the area until he/she has assessed the danger and should consider allowing only properly trained and equipped personnel to enter the area. (see also Directive 18.1.9)
- D. When investigating traffic crashes, officers will ensure that the OH-1 is completed accurately and thoroughly. This may include the following:
  - Interviewing parties involved and any witness(es)
  - Examining and recording damage
  - Examining, recording, and collecting evidence or debris
  - Taking measurements
  - Photographing the scene
  - Providing exchange of information between parties
  - Videotaping the scene
- E. Upon arrival at the scene of a traffic crash, an officer should first position his/her cruiser in a place that provides maximum protection of the scene, vehicle occupants, and any hazards. The cruiser should not be parked in a place where it would create an additional hazard. The emergency lights will be activated when the cruiser is on the roadway. The following available equipment may also be utilized at the scene of a traffic crash:
  - Traffic cones may be utilized to divert drivers around the scene and to protect small items of evidence.
  - Crime scene tape may be utilized to protect and keep the public away from the scene.
  - Road flares may be illuminated to assist motorists around the scene. Road flares should not be used when hazardous chemicals or spills are present.
  - Traffic safety vests will be worn by officers engaged in traffic direction during hours of darkness and/or inclement weather.

## **2.2.4 Follow-up Investigations**

- A. Traffic crash investigation follow up is the responsibility of the investigating officer. If further investigation is required, the officer may request assistance. This assistance may include:
  - Collection of off-scene data

- Vehicle safety inspections
  - Traffic crash reconstruction
  - Preparation of formal reports to support criminal charges
  - Technical assistance provided by physicians, surveyors, engineers, mechanics, or other specialists
- B. When investigating a serious injury crash where a question arises about brake failure, the officer may order the vehicle impounded for a brake inspection. When this vehicle is impounded, it should be towed directly to a facility where it can be stored inside a secured environment until an authorized mechanic can check and certify proper functioning of the brakes. The investigating officer is responsible for coordinating the inspection and ensuring that the mechanic prepares a written document detailing the results.

### **2.2.5 Victim Property Control**

The officer in charge at the scene of a traffic crash will ensure that valuable personal property belonging to a crash victim is properly cared for to prevent theft. He/she is also responsible for checking a vehicle for valuables before it is towed from the scene of a traffic crash by a private tow company. If a vehicle is impounded out of a traffic crash due to the arrest of the owner/operator (see Directive 2.4.3 (B)), it is the responsibility of the officer completing the vehicle impound form to collect items of value from within the impounded vehicle and properly place them in an area of safekeeping. The officer in charge is responsible for the retrieval of items of value that are outside the vehicle or with an injured victim. All items of value will be recorded on the property impound form and placed in the property room to be claimed by the owner or immediate family member. Items of no value (such as an operator's license) may be held by the investigating officer who shall ensure its return to the owner. If an item is not returned by the end of the officer's shift, the item will be impounded and placed in a property locker.

### **2.2.6 Traffic Crash Classification System**

As outlined in the Ohio Traffic Crash Procedure Manual, officers will complete the appropriate form(s) when investigating traffic crashes.

- Normally, an OH-1 will be completed on all traffic crashes investigated by an officer.
- Officers may utilize the OH-2 for drawing diagrams or recording notes.
- Witness statements are to be placed on an OH-3.
- The release of Crash Reports and records shall be subject to Ohio's Public Record Act (O.R.C. §149.43).

# NEW ALBANY POLICE DEPARTMENT

## Directive 2.3 - Traffic Direction and Control

### 2.3.1 Direction/Control Procedures

On occasion, police officers are assigned to carry out specific traffic direction and control functions where law enforcement and human intervention is required. These occurrences include crash scenes, fire scenes, non-functioning traffic signals, hazardous weather conditions, or special events.

- A. Upon arriving at a traffic crash scene, the officer will position his/her cruiser in such a manner as to protect the scene. Officers may utilize traffic cones, flares, flashlights/traffic wands, and barricades to direct traffic around crash scenes. In the event of serious traffic crashes, the on duty shift supervisor may authorize the temporary closure of a roadway to conduct a thorough investigation and to ensure the safety of emergency personnel and victims.
- B. When an officer is engaged in manual traffic direction, he/she will utilize the following standard signals/gestures:
- To stop traffic, an officer extends his/her arm outward with the palm of the hand towards the car to be stopped
  - To start the traffic flow, an officer will move his/her arm in a swinging motion, at the elbow in a manner to indicate that traffic may proceed
  - To indicate a turn, an officer will extend his/her arm towards the direction in which the turn is to be made

These signals/gestures should be made by the officer in conjunction with verbal commands or a whistle.

- C. When an officer has been requested or dispatched to the scene of a fire, he/she will provide perimeter services to allow unrestricted access to the scene by fire emergency vehicles/personnel. The officer(s) should coordinate with fire personnel to restrict entry by unauthorized vehicles or pedestrians. An officer may be called upon to close the roadway, direct traffic, provide crowd control, or assist in the evacuation of person(s) in the immediate area. The on duty shift supervisor shall respond to the fire scene to ensure proper deployment of police personnel.
- D. During periods of adverse road and weather conditions, an officer should be attentive to the possible need of calling out salt crews or snow plows. Upon being notified, the on duty shift supervisor or acting supervisor may authorize the call out of emergency road crews from the Service Department.
- E. Temporary traffic control devices may be used to control traffic during special events or when the need arises due to an unexpected emergency. Temporary traffic control devices include temporary road closed signs and barricades. These devices will usually be installed/removed by the Service Department.
- F. Officers are required to wear reflective traffic vests during inclement weather and/or at night when directing traffic.

### 2.3.2 Escorts

The Police Department does not provide law enforcement escort services on a routine basis. However, requests for both emergency and routine escorts may be approved by the on duty shift supervisor on an individual case-by-case basis.

- A. Legitimate requests for routine law enforcement escort services include, but are not limited to, funeral motorcades, oversized vehicles, roadway construction/maintenance vehicles, and vehicles transporting unusual or hazardous cargo.

If a request for an escort is made and time permits, the Chief of Police will review the request and determine if the Police Department will be able to accommodate it. Planning and consideration should be given to the proposed route, the time of day, manpower needs, and the need of assistance from other City departments. If time does not permit, then the on duty shift supervisor will review the request and make the decision as to whether or not it should be approved.

If the Police Department is advised that a private escort service will be providing escort services within the City for a company or organization, the Chief of Police, or his/her designee, will contact the private escort service (time permitting) to check that the service has a State of Ohio permit (for overweight/oversize, as applicable), will abide by all applicable laws, and has planned an acceptable strategy for the escort.

- B. It is the policy of the Police Department that escort services will not be provided to the motoring public seeking medical attention at local emergency facilities/hospitals. Should an officer come into contact with such an emergency, he/she should immediately notify the Dispatch Center who will notify the appropriate Fire Medic. The officer should provide first aid until emergency medical assistance arrives at his/her location.

### 2.3.3 Pursuits and Emergency Vehicle Operations and Procedures

- A. Introduction

The purpose of this policy is to establish guidelines for use by all police officers of the New Albany Police Department in the pursuit and apprehension of fleeing violators. While the goal of the Police Department is to protect life and property, it is often times necessary for police officers to respond to a situation that may appear to conflict with this goal. That conflict never seems more apparent than when the police officer engages in a vehicle pursuit where the violator refuses to voluntarily stop his/her vehicle after receiving an order by an officer in a marked cruiser.

Knowing the importance of training and liability that is held for failure to train, the New Albany Police Department will not allow any of the below referenced techniques to be performed by any officers who have not been formally trained or certified (i.e.: OPOTA) in the technique deployed. New Albany Police officers that have received formal training are expected to make educated decision in the use of these techniques.

- B. Pursuit

A pursuit is an event resulting in actions by one or more police officers in attempts to apprehend the driver and/or other occupants of a motor vehicle who are willfully attempting to flee or elude a law enforcement officer by using high speed driving and other evasive tactics such as making sudden or unexpected turns, driving off the highway, or maintaining a legal speed but willfully failing to yield to an officer's signal to stop. An incident will be classified, defined, and reported as a pursuit if sufficient elements are present to support a charge of fleeing and eluding a law enforcement officer, whether or not an apprehension is made (e.g. the pursuit is ordered or voluntarily terminated by the officer or the suspect successfully eludes the pursuing officers).

C. Emergency Vehicle Operations

When operating under emergency conditions, the operator of a public safety vehicle must comply with provisions of the following sections of the O.R.C.:

§4511.03	Public safety vehicles to proceed cautiously past red or stop signals
§4511.041	Exemption for public safety and emergency vehicles
§4511.24	Public safety vehicle excepted from speed limits
§4511.45	Right-of-way of public safety vehicles
§4511.452	Pedestrians yield right of way to public safety vehicle
§4513.21	Horns, sirens, and warning devices

Under these sections, the O.R.C. places two requirements on the operator of a public safety vehicle:

1. The operator must drive with due regard for the safety of all persons using the streets or highways.
2. A public safety vehicle only gains the right-of-way when using both an emergency light and siren.

D. Three Primary Considerations

1. A primary goal of the Police Department is the protection of life and property while enforcing the traffic and criminal laws of the state.
2. Officers will pursue violators within the limits of safety as prescribed in the O.R.C. §4511 while attempting to use other methods to identify or arrest the individuals.
3. Officers will take into consideration the following factors in initiating and/or in continuing a vehicle pursuit:
  - Nature of the violation and the risk to the public if the suspect is not immediately apprehended.
  - Road and weather conditions
  - Area where the pursuit is taking place (e.g. schools, business, residential)
  - What, if any, assistance is available
  - Volume of traffic and time of day
  - The likelihood of apprehension
  - The possibility of apprehension at a later time

E. Methods for Stopping the Violator

Pursuit at high speeds is extremely dangerous. Any tactic contemplated at high speed must take into consideration all of the factors surrounding the incident. Safety is always the foremost factor to be considered.

Methods for stopping a fleeing violator should always be progressively employed from the least dangerous to the most dangerous.



## 1. Use and Types of Roadblocks

- A roadblock is a deliberate obstruction of traffic on a road at one or more selected points installed for a specific purpose. It does not necessarily mean a complete stoppage of traffic or a complete blockage of the roadway.
- There are several types of roadblocks that may be used. Since each situation is different, there is no step-by-step procedure to dictate when or what type of roadblock is to be used. The primary factor to be considered is safety.
- Safety to the public must be the determining factor. The risk of continuing a pursuit must be greater than the risks encountered when using the roadblock. This is a decision that the on duty supervisor must make depending on the facts of each pursuit.
- When a fleeing vehicle is other than a standard passenger vehicle or commercial vehicle (i.e. motorcycle, moped, snowmobile, etc.), no type of roadblock should be considered unless the violator is wanted for a chargeable, life threatening felony.
- Flares or traffic cones can be placed across the roadway in an effort to stop or funnel the fleeing vehicle onto the berm to stop or to a desired stop location.
- The officer setting up the roadblock must assume that the suspect will not stop and must place him/herself and the cruiser in a safe location. The cruiser must have its emergency lights activated during the roadblock.

### a. Moving Roadblocks

This type of roadblock is a partial blockage of the roadway by a moving patrol car(s) for the purpose of slowing or stopping a fleeing suspect. Two police vehicles must be used when deploying this type of roadblock. The decision to use this type of roadblock will only be made by the on duty supervisor. The officer creating the blockage must be trained for this maneuver. Radio communication with the other officers is crucial for this technique to be effective.

### b. Stationary Roadblocks

This is a partial blockage of the roadway using suitable material such as construction barricades; however, if nothing else suitable is available, an unoccupied cruiser, with emergency lights on, can be used. This type of roadblock is extremely dangerous to the violator and the officer. The decision to use this type of roadblock will be made by the on duty supervisor.

- Occupied or privately-owned vehicles will not barricade the roadway.
- Under no circumstances will a road be completely barricaded by unoccupied vehicles or objects. The roadblock will be constructed in such a manner as to leave an exit, and the design should be such that it would be necessary to proceed slowly through the roadblock. The only type of stationary roadblocks that should be used are the "cone and/or staggered". It is

recommended that roadway spikes be placed in the “exit” area to aid in ending the pursuit. Furthermore, the officer setting up the roadblock must be trained and certified in the use of this technique.

- Stationary roadblocks will be located in an area which provides a safe stopping distance for traffic to avoid unnecessary hazards to officers and innocent persons.
- Officers shall place themselves in a position of safety. They shall never expose themselves to a risk for the sake of stopping the suspect.
- If the patrol car is not being used in the roadblock, it shall be placed off the roadway in a safe position to resume the pursuit if the violator chooses not to stop.

c. Vehicle Intercept

A vehicle intercept involves the blocking-in of a suspect vehicle with law enforcement vehicles. The vehicle intercept takes place at an intersection, parking lot, driveway or any other location where the suspect vehicle is traveling at a slow speed (generally 10 miles per hour or less). Only those officers that have successfully completed a Precision Immobilization Technique (PIT) training course and have been certified may use this technique. The considerations used in determining if the Vehicle Intercept technique shall be used are as follows:

- Vehicle Intercepts are intended to be used on vehicles that contain felony suspects, fleeing suspect vehicles, impaired drivers who pose a threat to public safety, and suspects wanted for crimes of violence.
- A minimum of two (2) and a maximum of four (4) law enforcement vehicles are used to conduct the Vehicle Intercept. Unmarked police vehicles may be used with supervisory approval.
- The officers involved will communicate with each other to determine which position they will take prior to the Vehicle Intercept.
- Officers shall refrain from activating any emergency equipment until all law enforcement vehicles are in position and have come to a stop.
- Positions will be assigned as follows: **Position 1** Primary blocking vehicle in front of target vehicle. **Position 2** Secondary blocking vehicle in the rear of the target vehicle. **Position 3 and 4** are alongside the target vehicle with the front of the cruiser positioned approximately 10-20 feet away from the target vehicle and behind the driver’s door of the target vehicle.
- The primary blocking vehicle will pull in front of the target vehicle as it slows, stops, or begins to pull away. The second vehicle will simultaneously block the rear of the vehicle, placing the front of

the cruiser as close as possible to the rear bumper of the target vehicle to prevent escape. A third vehicle can be used to pull alongside the target vehicle near the driver's door. A fourth vehicle can pull alongside the passenger side (if permissible) or assist in blocking from the front or rear of the target vehicle.

- The officer in the primary vehicle should remain in the cruiser until the driver is secured. This is to prevent potential injury to the officer should the target vehicle attempt to break the intercept, and to limit the possibility of a crossfire situation.
- The suspect should be removed from the target vehicle using the high-risk stop method or whatever is practical for the situation.

## 2. Use of Tire Deflation Devices

When time permits, tire deflation devices (i.e. - *Stinger Spikes or Stop Sticks*) may be utilized when a pursuit is approaching or is currently in New Albany.

An officer deploying tire deflation devices will be trained in their use and adhere to the following guidelines:

- Deployment will be made after receiving supervisory approval and will be made on smooth asphalt or concrete surfaces in areas free of road construction.
- Radio communication will be made and/or maintained with all police vehicles around the deployment area. The deploying officer shall notify pursuing officers of the exact location of tire deflation device deployment.
- Before deploying tire deflation devices into position, an officer must ensure there are no other vehicles (non-involved or police) between the target vehicle and the point of deployment.
- The deploying officer shall remain in the area of the deployment zone and collect the tire deflation devices and any remaining remnants.
- Tire deflation devices shall be used in adherence with the manufacturer's recommendations and will only be deployed on vehicles with four or more tires.
- Tire deflation devices may be used to prevent a vehicle from being moved by a suspect at a crime scene or to prevent a suspect's escape from the area.
- Any incident involving the deployment of tire deflation devices will result in the on duty supervisor preparing a written report. This report shall include the effectiveness of this tool, the final outcome of the pursuit, and any injuries which were sustained as a result of the use of tire deflation devices. This written report will be forwarded to the Chief of Police.

For the purpose of this directive, deployment of tire deflation devices is not considered to be a use of deadly force nor is it considered a roadblock measure.

## 3. Precision Immobilization Technique

Precision Immobilization Technique (PIT) is a method used to reduce risks in bringing pursuits to a conclusion. It is a controlled and trained technique. It can

be defined as a forced rotational vehicle stop of a non-compliant suspect vehicle. Only those officers that have successfully completed a PIT training course at OPOTA and are certified may use the technique. The considerations used in determining if PIT shall be used are as follows:

- The fleeing vehicle must be stopped to preserve life or for the safety of the public.
- The need to apprehend the suspect outweighs the specific risks involved. Consider the risk to everyone involved. Officers need to understand that a deliberate contact to another vehicle **does** constitute a Fourth Amendment seizure.
- The officer(s) involved need to constantly evaluate the existing circumstances to determine if the use of PIT or any other technique is reasonable.

The New Albany Police Department considers the use of PIT to be a less than lethal maneuver, equal to that of the use of a baton. Therefore, the Police Department will allow certified officers to make individual decisions on its use given the circumstances at the time and approval from the on duty supervisor. The PIT should not be performed at speeds above 45 mph. Factors to consider should always include:

- Trajectory of violator vehicle
- Location
- Time of day
- Traffic
- Environment
- Innocent occupants
- Roadway contour
- Terrain
- Speed
- Type of violator vehicle
- Need for immediate apprehension
- Officer's training and skill level.

After the PIT has been deployed and the pursuit has ended, the scene shall be secured. All the events of the pursuit shall be documented on the appropriate pursuit report (PD-99-109) (Addendum C).

The PIT maneuver shall not be used on the following vehicles unless deadly force is justified:

- Hi-ride pick-up trucks
- Full size vans
- Busses
- Motorcycles
- Vehicles with a high center of gravity
- Vehicles significantly out-sizing or out-weighting the cruiser used

#### 4. Use of Deadly Force/Firearms

- a. Police officers will only use deadly force in the following circumstances (see Directives 1.1.2 and 1.1.3):

- To defend himself/herself from serious injury or death
  - To defend another person from serious injury or death
- b. Under no circumstances will warning shots be fired.
- c. Officers shall not fire upon a vehicle with the intent of hitting any occupant unless the following circumstances are present:
- Any occupant of a vehicle is firing upon an officer with the purpose of inflicting serious injury or death
  - The vehicle is being driven at an officer or another person with the intent of inflicting serious injury or death
- d. Officers are only justified in using deadly force upon a vehicle during the period of time in which the threat of serious injury or death exists.

#### F. Primary Pursuing Officer Responsibilities

The primary pursuing officer is defined as the officer in closest proximity to the fleeing vehicle with primary responsibility for conducting the pursuit. The primary pursuing officer may or may not be the initiating officer. When the primary pursuing officer determines that a suspect is fleeing and decides to pursue, the officer will immediately notify the dispatcher that a pursuit has been initiated and relay the following information:

- Location of pursuit
- Direction of travel
- Estimated speed of the violator
- Description of pursued vehicle and its license plate (if known)
- Reason for the pursuit

The pursuing officer has an obligation to ensure that complete and accurate information is transmitted to the dispatcher at regular intervals during the pursuit.

#### G. Back-up Officer Responsibilities

1. The back-up unit, upon joining the pursuit, will notify dispatch that he/she is now the back-up unit. The back-up unit should immediately assume radio communications allowing the primary pursuing officer to devote full attention to pursuit driving. The number of suspects or nature of the crime will dictate the number of cruisers necessary to safely pursue and apprehend the suspect(s).
2. The back-up unit will maintain a safe distance behind the primary unit but close enough to render assistance if and when needed.
3. If the primary unit becomes disabled, one of the back-up units will become the primary pursuing officer. A supervisor will make the decision if additional units will respond with the primary pursuit vehicle(s).

#### H. Supervisor Responsibilities

For the purpose of this pursuit directive, supervisor is defined as the highest ranking officer on duty or his/her designee.

1. It is the primary responsibility of the supervisor to direct and control the pursuit through effective radio communication until the pursuit has ended. It is not necessary that the supervisor be physically present or directly involved in the pursuit. All officers involved shall provide the supervisor with the appropriate information for investigation, including a pursuit report. The supervisor, if not directly involved in the pursuit, shall investigate the pursuit.
2. The supervisor, upon being notified of a pursuit, will ensure that the policies and procedures are adhered to during the pursuit.
3. The supervisor shall coordinate all officers involved.
4. The supervisor shall continually evaluate the pursuit in relation to the traffic area, driving actions, identity of violator, and the dangers involved.
5. If a motor vehicle pursuit exposes any officer or member of the public to unnecessary risk of serious physical harm, the supervisor shall terminate the pursuit and employ other techniques to identify and apprehend the violator.
6. If a supervisor initiates a pursuit, he/she should relinquish the pursuit to another officer as soon as practical and assume a supervisory role.
7. In order to investigate the pursuit, the on duty supervisor will proceed to the termination point of the pursuit in a safe and expedient manner.

I. Dispatcher Responsibilities

1. The dispatcher shall coordinate all communication activities while maintaining radio discipline. The dispatcher has a great responsibility to keep all radio traffic clear and accurate during the pursuit.
2. The dispatcher will be responsible for receiving and recording all information on the pursuit.
3. The dispatcher will notify the supervisor(s) of a pursuit. As soon as practical, the dispatcher will notify nearby agencies of the pursuit.
4. The dispatcher will also keep officers informed of the status of the pursuit.

J. Pursuit Termination

A high speed pursuit shall be terminated under any of the following conditions:

- The suspect's identity has been established to the point that a later apprehension can be accomplished, and there is no longer any need for immediate apprehension.
- The prevailing traffic, roadway, and/or environmental conditions indicate the futility of continued pursuit.
- If, in the opinion of the primary pursuing officer or supervisor, a clear and unreasonable danger is presented, and the danger being created by the pursuit outweighs the necessity of apprehension.
- The location of the vehicle being pursued is no longer known.

Upon termination of a pursuit, all units involved in the pursuit shall:

- Reduce cruiser speed to the legal limit.
- Turn off emergency lights and sirens.
- Acknowledge termination of the pursuit to the dispatcher and give the reason for the termination and the last known direction of travel of the fleeing vehicle (if known).

K. Multiple Departments

1. If another police department is involved in a pursuit that enters the jurisdiction of New Albany and a request is made for assistance by the pursuing agency's dispatcher or primary pursuing officer, the New Albany Police Department can be utilized as a back-up unit in the pursuit, utilize tire deflation devices, or be used to direct traffic away from the pursuit itself, by permission of the on duty supervisor. If the police agency that enters the jurisdiction of New Albany has sufficient back-up for the pursuit, no New Albany Police vehicles will be permitted to join the pursuit.
2. The officer initiating the pursuit will remain in control of the pursuit until he/she relinquishes control to another agency.
3. If the pursuit enters a substantially different area, (rural to urban), control may be turned over to the department having jurisdiction and the primary pursuing officer will take a back-up position.
4. When possible, assistance from the Columbus Police Department (CPD) helicopter shall be requested by the primary pursuing officer, the backup officer, or on duty supervisor. The CPD helicopter will assist in the pursuit as a backup unit. This assistance will be primarily to provide directional assistance to ground units, to provide warning of potential hazards ahead of the pursuit, and to provide pursuing officers with an opportunity to slow down or back away from the pursued vehicle and, as a result, allow the pursued vehicle to abandon or terminate its willful flight.

# NEW ALBANY POLICE DEPARTMENT

## Directive 2.4 - Ancillary Services

### 2.4.1 Assistance to Highway Users

- A. Officers will provide general assistance to the motoring public at all hours of the day. Reasonable assistance may be provided such as giving directions and information, summoning towing authorities, and offering appropriate aid. However, the use of a cruiser to jump-start another vehicle is prohibited due to the possible damaging effects on the radio system. Officers may utilize the Police Department's portable battery jump start system to provide assistance.
- B. New Albany has entered into contract with private tow companies for the towing of vehicles upon request of the Police Department. Should an officer encounter a motorist in need of mechanical assistance, the officer may offer reasonable assistance or provide transportation to a phone, garage, or other reasonable destination, as calls for service allow. If an officer provides transportation, he/she will provide the Dispatch Center with passenger information, start and ending mileage (for the transportation of members of the opposite sex and juveniles), and destination. Should a tow be necessary, officers shall inform the motorist of the cost of the tow. However, should a motorist need a tow and the vehicle poses no danger to the motoring public and/or the stranded motorist, the officer may summon a private towing company as requested by the stranded motorist.
- C. When an officer encounters a stranded motorist, he/she shall provide reasonable assistance to the motorist. If the stranded vehicle creates a hazardous situation, the officer will summon a tow truck for the vehicle's removal. If the vehicle can be safely pushed, the officer may have the vehicle owner sign a release form (PD-04-101) (Addendum D) to push the vehicle from the roadway. The officer may also make reasonable efforts to assist the stranded motorist by providing or arranging transportation. An officer should not abandon a stranded motorist where the motorist is exposed to a dangerous or hazardous situation. Officers should utilize flares, traffic cones, or their cruiser's emergency lights to warn other motorists and minimize potential hazards.

When an officer utilizes a cruiser fitted with a push bumper, he/she must adhere to the following procedures:

- Inspect the vehicle to be pushed for damage with focus upon the type of bumper it has, what force it may withstand during a pushing maneuver, and indications of current damage
- Before pushing a vehicle, an officer must evaluate the bumper of the car being pushed in comparison to the height and spacing of the push bumper to ensure the push can be done without damage to either vehicle
- Point out existing damage to the owner/driver and make note of the damage
- When possible, a spotter should be used to ensure vehicle position is in alignment
- The disabled vehicle will not be pushed farther than necessary to clear the roadway for traffic
- Pushing up or down significant grades is prohibited
- Vehicles in excess of two tons will not be pushed



- Once the disabled vehicle is in a safe area, the officer should summon the appropriate towing authorities
  - If leaving the stranded vehicle/motorist, the officer should re-check the situation as time permits
  - Push bumpers shall not be used as a ramming device in pursuit situations
- D. When an officer encounters a vehicle fire, the officer will immediately notify the Dispatch Center and provide the location, type of vehicle, location of the fire in the vehicle, and any hazardous cargo. The Dispatch Center will initiate the appropriate fire department response. An officer may utilize the cruiser's fire extinguisher in an attempt to control small vehicle fires while awaiting the fire department.

When an officer encounters a medical emergency, he/she will notify the Dispatch Center and provide the location, apparent nature of the emergency, and condition of the patient. The Dispatch Center will initiate the appropriate fire department response. After notifying the Dispatch Center and protecting the scene, an officer will render first aid.

## 2.4.2 Hazardous Highway Conditions

Roadway and roadside hazards are those conditions which have the potential of causing damage or injury to vehicles, property, or pedestrians using the roadway. Such hazards may include, but are not limited to, debris in the roadway, defects in the roadway itself, lack of traffic control devices or informational signs, roadway obstructions, inclement weather conditions, abandoned/illegally parked vehicles on or near the roadway, and fixed objects located too near the roadway.

When, in an officer's opinion, a hazard requires immediate correction, the Dispatch Center will immediately be contacted and provided with the necessary information about the hazard so that the appropriate response may be initiated (such as calling the Service Department). While waiting the response of the appropriate assistance, the officer will protect the public from the hazard. This may include directing traffic, closing the hazardous section of the roadway to all vehicular travel, and/or positioning his/her cruiser so as to keep the motoring public away from the hazardous situation.

When a hazard has been detected that does not necessitate an emergency response, the officer will provide the Dispatch Center with the necessary information about the hazard. The Dispatch Center will contact the Service Department and advise them of the hazard.

Officers who are able to correct a hazard without assistance are permitted to do so (such as removing a roadway obstruction) but should take precautions so as not to endanger their safety. Officers should notify the Dispatch Center in such cases and request additional assistance from other officers, if necessary.

## 2.4.3 Towing

The New Albany Police Department utilizes a list of approved towing companies for towing, storage, and impoundment of motor vehicles. The towing companies shall be used on a rotating basis so that each company will equally provide services during a calendar year.

When an officer orders a vehicle towed, he/she will complete a Vehicle Impound Form (PD-08-179)(Addendum E). Officers do not need to complete a Vehicle Impound Form for disabled vehicles out of traffic crashes when the owner/operator is available at the crash scene. If the owner/operator is incapacitated (i.e. - squad transport), a Vehicle Impound Form will be completed.

A. Vehicles Obstructing

When an officer finds a vehicle that is left unattended upon the roadway in violation of a traffic provision regarding stopping, standing, or parking and the vehicle is causing a hazard/obstruction to the normal flow of traffic, he/she is authorized to impound the vehicle. Officer should provide a reasonable amount of time for the owner/operator of an unattended vehicle to arrive and move the vehicle before causing it to be towed.

B. Junk Motor Vehicles

A Junk Motor Vehicle is defined by New Albany Codified Ordinance 303.09 (a) as any motor vehicle meeting all of the following requirements:

- Left on private property for 48 hours or more without the permission of the property owner
- Left on a public street or other property open to the public for purposes of vehicular travel or parking
- Left upon or within the right-of-way of any road or highway, for 48 hours or longer
- Three years old, or older
- Extensive damage (i.e. missing wheels, tires, motor, transmission)
- A fair market value of \$200.00 or less

If an officer receives a complaint of an abandoned Junk Motor Vehicle, as defined above, and it has been left on private property without the permission of the person having the right to the possession of the property or on a public street or other property open to the public for vehicular travel or parking, the officer should complete an Abandoned Vehicle Warning (PD-09-174)(see Addendum G) notice and place it in a conspicuous location on the vehicle. Officers should attempt to contact the registered owner to have the vehicle removed as soon as possible. If the abandoned Junk Motor Vehicle has not been removed after 48 consecutive hours, the officer shall:

- Complete an incident report
- Complete a Vehicle Impound Form
- Photograph the vehicle
- Request a tow truck for removal

C. Abandoned Vehicles

An Abandoned Motor Vehicle is defined by New Albany Codified Ordinance 303.09 (b) as a vehicle that has been left on private property for 72 hours or longer or a public street or other property open to vehicular travel and parking for more than 48 consecutive hours without the permission of the property owner. If an officer receives a complaint of an abandoned motor vehicle, an Abandoned Vehicle Warning (PD-09-174) notice will be placed in a conspicuous location on the vehicle and an attempt to contact the registered owner will be made to have the vehicle removed as soon as possible. If the vehicle is on private property and has not been removed after 72 hours or is on a public street or other property open to vehicular travel for 48 consecutive hours, the officer shall follow the above procedures (see Section B, above) and ticket the registered owner under New Albany Codified Ordinance 303.08 (d)(a minor misdemeanor). The parking tickets shall be attached to the Vehicle Impound Form and served on the owner when he/she is given his/her copy of the vehicle's release form.

D. Unclaimed Vehicles

Any vehicle that remains unclaimed at an approved towing company's impound lot will result in the filing of an Unclaimed Motor Vehicle Affidavit by the towing company. The towing company that is permitted to file on behalf of the Police Department will conduct a search of the Ohio Bureau of Motor Vehicles to ascertain the owner or any lien holder of the vehicle in storage and send a certified letter notifying the owner or lien holder the vehicle will be declared a nuisance and disposed of if not claimed within ten days of the date of the mailing.

If the vehicle is not claimed, the towing company will file for the title by completing the Unclaimed Motor Vehicle Affidavit. The Police Department supervisor who oversees the Towing Contracts will be responsible for approving and signing each affidavit. The supervisor shall also conduct onsite inspections of the vehicles processed and audit the towing company's procedures each quarter to ensure compliance with state law. The towing company permitted to file Unclaimed Motor Vehicle Affidavits may charge an administrative fee (not to exceed \$25.00) when filing an Unclaimed Motor Vehicle Affidavit for other towing companies that are in contract with the New Albany Police Department.

E. Recovered Stolen Vehicles

If a stolen vehicle is recovered, the reporting agency shall be contacted to determine whether the vehicle should be held for evidentiary purposes. If the vehicle is to be processed by a law enforcement agency, arrangements will be made to have the vehicle impounded by the reporting agency. If the stolen vehicle is not being held for evidentiary purposes, the owner shall be contacted by the Dispatch Center. The owner will be instructed to come to the scene to claim the vehicle. If the owner of the vehicle is unknown or cannot be contacted/located, the vehicle will be impounded with all associated costs being the responsibility of the owner. If practical, the vehicle may be processed for evidentiary purposes at the scene where it was recovered.

If a vehicle has evidentiary value or if there are extenuating circumstances, a supervisor may authorize the towing of a vehicle to Police Headquarters or to the Service Department for the purpose of completing evidence processing or an inventory. Upon completion of this processing, the original towing company will be contacted by the Dispatch Center to arrange for the vehicle to be transported to the tow company's facility. If a vehicle is found to be of evidentiary value, an officer will remain with/follow the vehicle while it is being towed to a new location for processing.

F. Disabled Vehicles

If the vehicle is disabled due to a traffic crash, the Dispatch Center will contact the next available towing company from the towing list to remove the vehicle from the roadway. If the owner/operator requests a specific towing company, the Dispatch Center will attempt to honor this request. However, if the owner/operator's requested towing company cannot respond within 30 minutes, the Dispatch Center will contact a contracted towing company for the tow. An officer or supervisor may deny an owner's/operator's request for a private tow company if the disabled vehicle is creating a traffic hazard and an immediate response is needed. A Vehicle Impound Form (PD-08-179) need not be completed on a vehicle towed out of a traffic crash unless the owner/operator is not present due to his/her incapacitation (i.e. - squad transport) or having been arrested. All costs incurred for towing vehicles from traffic crashes are the responsibility of the owner.

G. Impound Procedures

When a vehicle is impounded at the direction of an officer, he/she will notify the Dispatch Center. The dispatcher will utilize the tow log and call the next available towing company. The officer will complete a Vehicle Impound Form (PD-08-179)

which will include: information on the owner/operator of the vehicle, vehicle description (including VIN number), date, time, and location, reason for impound, towing company used, disposition of the vehicle (Release to Owner or Hold for Court), name(s) of the arresting/impounding officer(s), incident number, and a detailed inventory of all items.

During an inventory of a vehicle that is being impounded, officers will inventory the entire vehicle, including all closed containers within the vehicle, and also a complete inventory of the contents in the trunk of the vehicle. Valuable items, contraband, or evidence found during an inventory will be transported to Police Headquarters where the item(s) will be impounded and a Property Receipt (PD-00-163) (Addendum F) completed.

The Vehicle Impound Form will be signed by the tow operator and he/she will be given the pink copy for the tow company's records. The vehicle key(s), if available, should be given to the tow operator to assist with the towing of the vehicle.

Upon turning in the completed Vehicle Impound Form, it will be placed in the Vehicle Impound file maintained by the Dispatch Center. The impounded vehicle may be released to the registered vehicle owner upon proof of ownership provided that the arresting/impounding officer has not marked "Hold for Court" on the Vehicle Impound Form. Impounded vehicles may also be released to immediate family members with supervisory approval. If the vehicle has been held, then the arresting/impounding officer or supervisor must authorize the release of the vehicle. The arresting/impounding officer shall periodically follow-up the case to determine whether the "Hold" status of the vehicle can be removed.

#### H. Forfeited or Seized Vehicles

When a motor vehicle meets the criteria for criminal forfeiture and/or seizure, the arresting officer shall notify his/her shift supervisor or Detective of the circumstances surrounding the reason for the forfeiture/seizure. If the supervisor or Detective determines sufficient cause exists to seize the vehicle, the arresting officer shall order the vehicle towed to the Service Facility or other designated place of storage. The towing company shall be notified by the dispatcher that the vehicle will be seized and towed to the designated storage location.

The arresting or impounding officer will escort the responding towing company to the impound location. There, the officer shall open the gate and pick a suitable location for the vehicle to be stored. The officer shall also ensure that the vehicle's doors are locked, windows are closed and the gate secured before leaving the storage location.

If a seized vehicle has been ordered to be released by a court, the City Attorney, County Prosecutor, the Chief of Police, or his/her designee, the arresting officer or Detective shall notify the vehicle owner or lien holder of such order as soon as practical.

When notification is given, the officer or Detective shall notify the vehicle owner or lien holder of the cost for reimbursement of impoundment and storage. The cost of impoundment and storage will be calculated at one half the rate for storage and the full rate for towed seized / forfeited vehicles, as prescribed by the New Albany Towing Contract.

A vehicle owner or lien holder will be required to reimburse the City the full amount of the cost of the vehicle's impoundment and half the cost for its storage prior to its release. The amount must be paid in full at the Police Department prior to the vehicle's release.

**DLC/NRVC MEMBER STATUS**

**NRVC**

Georgia  
Massachusetts  
Tennessee

**DLC**

Alaska  
California  
Montana  
Oregon

**BOTH**

Alabama  
Arizona  
Arkansas  
Colorado  
Connecticut  
Delaware  
D. C.  
Florida  
Hawaii \*  
Idaho  
Illinois  
Indiana  
Iowa  
Kansas  
Kentucky \*  
Louisiana  
Maine  
Maryland  
Minnesota  
Mississippi  
Missouri  
Nebraska  
Nevada  
New Hampshire  
New Jersey  
New Mexico  
New York  
North Carolina  
North Dakota  
Ohio  
Oklahoma  
Pennsylvania  
Rhode Island  
S. Carolina  
S. Dakota  
Texas  
Utah  
Vermont  
Virginia  
Washington  
West Virginia  
Wyoming

**NEITHER**

Michigan  
Wisconsin

**STATES NOT YET MEMBERS OF THE DLC COMPACT**

Georgia	Tennessee**
Massachusetts	Wisconsin
Michigan	

**STATES NOT YET MEMBERS OF THE NRVC COMPACT**

Alaska	Montana
California	Oregon
Michigan	Wisconsin

**TOTALS**

<b>3</b>	<b>4</b>	<b>42</b>	<b>2</b>
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\* **Newest Member** -- Hawaii (NRVC) -- Effective Date: January 1, 1996  
 Kentucky (DLC) -- Effective Date: August, 1996  
 \*\* **Inactive** -- Dropped out in 1997



Police Department

**OVI / Accident  
Medical Condition Form**

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Pursuant to Section 4511.191 of the Ohio Revised Code, a person who operates a vehicle, upon the highway or property used for public vehicular travel or parking is deemed to have consented to a chemical test of his blood, breath, or urine for purposes of determining its alcohol or drug content. A person is deemed not to have withdrawn his consent if “*unconscious or otherwise in a condition rendering him or her incapable of refusing such a test.*”

\_\_\_\_\_ is currently being treated  
*(Suspect)*

by \_\_\_\_\_  
*(Medical Facility)*

and has been determined by \_\_\_\_\_  
*(Treating Medical Personnel)*

to be unconscious or otherwise in a condition rendering him or her incapable of determining whether or not to submit to a chemical test of his or her blood, breath, or urine.

I have requested \_\_\_\_\_  
*(Treating Medical Personnel)*

to obtain a blood specimen to determine the individual’s blood alcohol/ drug content.

\_\_\_\_\_  
Officer

\_\_\_\_\_  
Date

If applicable, attach to informational statement (U-10.100)



Police Department

VEHICULAR PURSUIT REPORT

<b>Report Number:</b> _____					<b>Date:</b> _____ <b>Time:</b> _____						
<b>Primary Cruiser and Officer(s):</b>	<i>Last</i>	<i>First</i>	<i>MI</i>	<i>Rank</i>	<i>Sex</i>	<i>Age</i>	<i>Assignment</i>	<i>Years of Service</i>			
	<b>Cruiser No.</b> _____	<i>Last</i>	<i>First</i>	<i>MI</i>	<i>Rank</i>	<i>Sex</i>	<i>Age</i>	<i>Assignment</i>	<i>Years of Service</i>		
<b>Secondary Cruiser and Officer(s):</b>	<i>Last</i>	<i>First</i>	<i>MI</i>	<i>Rank</i>	<i>Sex</i>	<i>Age</i>	<i>Assignment</i>	<i>Years of Service</i>			
	<b>Cruiser No.</b> _____	<i>Last</i>	<i>First</i>	<i>MI</i>	<i>Rank</i>	<i>Sex</i>	<i>Age</i>	<i>Assignment</i>	<i>Years of Service</i>		
<b>Other Cruiser(s) Numbers:</b> _____											
<b>Initial Incident:</b>			<b>Pursuit Area:</b>			<b>Weather Conditions:</b>			<b>Light Conditions:</b>		
<input type="checkbox"/> Traffic Violator <input type="checkbox"/> DWI <input type="checkbox"/> Criminal/Felony <input type="checkbox"/> Outside Agency <input type="checkbox"/> Other (specify) _____ _____ _____			<input type="checkbox"/> Freeway <input type="checkbox"/> Business District <input type="checkbox"/> Main Thoroughfare <input type="checkbox"/> Residential <input type="checkbox"/> School Zone <input type="checkbox"/> Alley <input type="checkbox"/> Rural <input type="checkbox"/> Side Street <input type="checkbox"/> Other (specify) _____ _____			<input type="checkbox"/> Clear <input type="checkbox"/> Rain <input type="checkbox"/> Snow <input type="checkbox"/> Fog <input type="checkbox"/> Ice <input type="checkbox"/> High Wind <input type="checkbox"/> Other (specify) _____ _____			<input type="checkbox"/> Daylight/Sunny <input type="checkbox"/> Daylight/Overcast <input type="checkbox"/> Dawn/Dusk <input type="checkbox"/> Dark/Lighted <input type="checkbox"/> Dark/No Lights  <b>Traffic Conditions:</b> <input type="checkbox"/> Light <input type="checkbox"/> Moderate <input type="checkbox"/> Heavy <input type="checkbox"/> Pedestrians		
Helicopter Involved: <input type="checkbox"/> Yes <input type="checkbox"/> No		Maximum Speed Attained Est. MPH: _____		Pursuing Officer Familiar with area: <input type="checkbox"/> Yes <input type="checkbox"/> No		Pursuit Terminated: <input type="checkbox"/> Yes* <input type="checkbox"/> No					
Total Time of Pursuit: _____ Minutes		Distance Traveled: _____ Miles		Number of Police Vehicles Involved: _____		*By Whom: _____					
<b>Pursuing Officers:</b>	Defensive Action: _____										
	Offensive Action: _____ <i>(road block, ramming, etc.)</i>										
<b>Fleeing Driver:</b>	_____ <i>Name</i>		_____ <i>Address</i>			_____ <i>Sex</i>	_____ <i>Age</i>	_____ <i>Race</i>			
Offensive Action: <i>(Ramming, etc.)</i>			Driver apprehended: <input type="checkbox"/> Yes <input type="checkbox"/> No		Valid License: <input type="checkbox"/> Yes <input type="checkbox"/> No		Alcohol/Drugs Suspected: <input type="checkbox"/> Yes <input type="checkbox"/> No		# of Passengers:		
<b>Fleeing Vehicle Information:</b>	Year:	Make:	Model:		Color:		License Plate #:		State:		
<b>Accident:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Accident Type: <input type="checkbox"/> Property Damage <input type="checkbox"/> Injury <input type="checkbox"/> Fatal		Vehicles Involved: <input type="checkbox"/> Police <input type="checkbox"/> Suspect <input type="checkbox"/> Other _____			Total Number of Vehicles Involved: _____					

VEHICULAR PURSUIT REPORT SUPPLEMENTAL			
<b>Officer:</b>	<b>Report Number:</b>		
<b>Description of Incident:</b>			
<b>Details of Accident:</b>			
<b>Additional Comments:</b>			
<b>Reviewed by:</b>		<b>Date:</b>	





Police Department

## LOCKOUT/PUSH BUMPER RELEASE FORM

<input type="checkbox"/> Lockout Release <input type="checkbox"/> Push Bumper Release		<b>Report Number:</b>			
<b>Officer:</b>			<b>Date:</b>		
<b>Location:</b>					
<b>Requestor's Information:</b>			<b>Vehicle Information:</b>		
<b>Name:</b>			<b>Year:</b>		
<input type="checkbox"/> OLN or <input type="checkbox"/> SSN			<b>Make:</b>		
<b>Address:</b>			<b>Model:</b>		
<b>City:</b>			<b>Color:</b>		
<b>State:</b>		<b>Zip:</b>		<b>License Plate Number:</b>	
<b>Phone #:</b>				<b>State:</b>	
<p>Release:</p> <p>I do hereby release and forever discharge, and agree to hold harmless, the New Albany Police Department, the Mayor, the Chief of Police, City Council, and all officers, agents, and employees from all liability, claims, demands, damages, and causes of action whatsoever.</p> <p>This especially pertains to Officers of the New Albany Police Department using lockout tools and/or push bumpers on my motor vehicle, described above, to gain entry into and/or move said vehicle.</p>					
<b>Requestor's Signature:</b>					
<b>Witness's Signature:</b>					
<b>Witness's Name (Printed):</b>					
<b>Disposition:</b> <input type="checkbox"/> Entry Gained  <input type="checkbox"/> Entry Not Gained			<input type="checkbox"/> Vehicle pushed off roadway <input type="checkbox"/> Vehicle not pushed off roadway <input type="checkbox"/> Other/Additional Information: _____ _____		

**New Albany Police Department**

50 Village Hall Road ~ New Albany, OH 43054

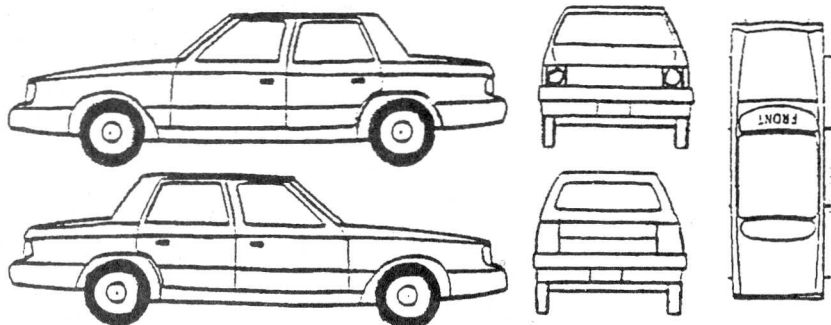
(614) 855-1234

**V E H I C L E I M P O U N D F O R M**

INCIDENT #		DATE	TIME	REASON IMPOUNDED			NCIC CHECK <input type="checkbox"/> YES <input type="checkbox"/> NO		ENTERED NCIC #
YEAR	MAKE OF VEHICLE		TYPE	MODEL	COLOR	LICENSE #	STATE	MILEAGE	
VIN			ACCIDENT <input type="checkbox"/> YES <input type="checkbox"/> NO	CONDITION OF BODY	TIRES	WINDOWS		OPERABLE	
OWNER'S NAME				ADDRESS		CITY	STATE	PHONE#	
OPERATORS NAME (IF APPLICABLE)				ADDRESS		CITY	STATE	PHONE#	
IMPOUNDED FROM				OWNER NOTIFIED	<input type="checkbox"/> YES <input type="checkbox"/> NO	NOTIFIED BY			

**INVENTORY OF ITEMS LEFT IN VEHICLE (LIST)**

**VEHICLE DAMAGE**



**ADDITIONAL DAMAGE, PARTS MISSING, ETC...**

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**DISPOSITION**

RELEASE TO OWNER  DO NOT RELEASE

OVI SEIZURE

DUS SEIZURE

FURTHER INVESTIGATION (Specify) \_\_\_\_\_

OTHER (Specify) \_\_\_\_\_

PLATES SEIZED PC# \_\_\_\_\_

**WRECKER SERVICE (Address & Phone Number)**

<input type="checkbox"/> <b>BROAD &amp; JAMES</b> 3288 E. Broad Street Columbus, OH 43213 231-8697	<input type="checkbox"/> <b>EASTLAND TOWING</b> 2190 S. Hamilton Road Columbus, OH 43232 868-9750	<input type="checkbox"/> <b>PEEK TOWING</b> 2934 Johnstown Road Columbus, OH 43219 268-4338	<input type="checkbox"/> <b>SHAMROCK TOWING</b> 6333 Frost Road Westerville, OH 43082 882-3555	<input type="checkbox"/> <b>RELIABLE TOWING</b> 7707 Green Mill Road Johnstown, OH 43031 740-967-8698	<input type="checkbox"/> <b>OTHER</b> _____
---	--	--	---	--	---

IMPOUNDED OFFICER & BADGE #		ARRESTING OFFICER & BADGE #			
SIGNATURE OF WRECKER DRIVER		WRECKER SERVICE			
RELEASED BY:		AUTHORITY OF		DATE	TIME
RELEASED TO:	ADDRESS	CITY	STATE	<input type="checkbox"/> OWNER <input type="checkbox"/> OTHER	PHONE #

Page # \_\_\_\_\_ of \_\_\_\_\_

**Property Record  
New Albany Police Department**

Property # \_\_\_\_\_ / \_\_\_\_\_  
Report # / Arrest # \_\_\_\_\_ / \_\_\_\_\_

- Found Property       Evidence  
 Safe Keeping         To Be Destroyed

Charge: \_\_\_\_\_ ORC# \_\_\_\_\_

Incident Address: \_\_\_\_\_

- Felony       Misd.       M.M.  
Arrest:       Adult       Juvenile

OC		DOB _____	Address _____	Tel. _____
		DOB _____	Address _____	Tel. _____
		DOB _____	Address _____	Tel. _____
		DOB _____	Address _____	Tel. _____

**Owner Codes = OC**      S = Suspect      V = Victim      O = Owner      F = Finder      If more than one, specify (S1, S2, S3, F1, F2, F3, etc.)

#	Item #	OC	QTY	Description of Property	Lab	Serial #	Locker

Submitting Officer: (print name) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Item / Name	From: (locker #)	Date:	Time:	To: (location)
All Items Above				

**FOR PROPERTY / ID USE ONLY**

Arrest Number \_\_\_\_\_

ITEM	RELEASED BY	DATE	TIME	REASON FOR RELEASE	RELEASED TO
	print _____ signature _____				print _____ signature _____
	print _____ signature _____				print _____ signature _____
	print _____ signature _____				print _____ signature _____
	print _____ signature _____				print _____ signature _____
	print _____ signature _____				print _____ signature _____
	print _____ signature _____				print _____ signature _____
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	print _____ signature _____				print _____ signature _____
	print _____ signature _____				print _____ signature _____
	print _____ signature _____				print _____ signature _____
	print _____ signature _____				print _____ signature _____

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**New Albany Police Department**

**(614) 855-1234**

**Addendum G**

*Professionalism Integrity Respect Compassion*



**Warning**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**LIC:** \_\_\_\_\_ **State:** \_\_\_\_\_

**VIN:** \_\_\_\_\_

**Year:** \_\_\_\_\_ **Make:** \_\_\_\_\_

**Model:** \_\_\_\_\_ **Body Style:** \_\_\_\_\_ **Color:** \_\_\_\_\_

**This vehicle is considered abandoned and may be impounded if it is not removed within:**

- 48 Hours - Parked on public street or rightaway/highway**
- 72 Hours - Parked on Private Property**

**Officer:** \_\_\_\_\_ **Badge:** \_\_\_\_\_

PD-08-174

*Revised February 25, 2011*



## **Chapter 3**

**Reviewed/Revised-June 2012**

### **Directive 3.1 – Criminal Process**

3.1.1 Criminal Process Procedures

### **Directive 3.2 – Restraining Devices**

3.2.1 Pre-Transport Prisoner Searches

3.2.2 Searching Transport Vehicles

3.2.3 Prisoner Restraining Requirement

3.2.4 Procedures for Transporting by Vehicle

3.2.5 Maintaining Visual Contact

3.2.6 Prisoner Communications

3.2.7 Procedures at Transport Destination

3.2.8 Procedures for Escapes

3.2.9 Notifying Court of Security Hazard

### **Directive 3.3 – Special Transport Situations**

3.3.1 Opposite Sex

3.3.2 Sick, Injured, Disabled

3.3.3 Hospital Security and Control

3.3.4 Special Situations

### **Directive 3.4 – Transport Equipment**

3.4.1 Vehicle Safety Barriers

3.4.2 Rear Compartment Modification

### **Directive 3.5 – Prisoner ID and Documentation**

3.5.1 Prisoner ID and Documentation

# NEW ALBANY POLICE DEPARTMENT

## Directive 3.1 – Criminal Process

### 3.1.1 Criminal Process Procedures

#### A. Execution

All warrants under control of the New Albany Police Department are retained in the Dispatch Center.

Sworn members of the New Albany Police Department will execute any criminal or traffic warrant which is presented to them or which comes to their knowledge while they are performing their duties within the jurisdiction of New Albany, as governed by Ohio Revised Code §2935 and Ohio Rules of Criminal Procedure Rule 4.

Prior to arresting any subject on a criminal warrant, the serving officer shall request the Dispatch Center to verify the warrant with the appropriate issuing agency.

When the warrant is verified, the serving officer may execute the warrant.

If the warrant is not verified or is unable to be verified, the serving officer will not execute the warrant.

In situations where an active and verified criminal warrant exists but the originating agency refuses to serve the subject, a New Albany officer is not mandated to execute the warrant.

#### B. Territorial Limits

Sworn officers of the New Albany Police Department may execute criminal warrants outside of the jurisdiction of New Albany when such execution is allowed and as governed by Ohio Revised Code Chapter §2935 and Ohio Rules of Criminal Procedure Rule 4. In instances where officers are attempting to serve a non-violent misdemeanor outside of New Albany, notification shall be made to the governing jurisdiction and its assistance may be requested. If the warrant is for a violent misdemeanor or any felony offense, the governing agency will be requested and New Albany officers will wait for their arrival before attempting service.

Persons who are served criminal process in counties other than adjacent from which the process was issued (Franklin or Licking County) will not be picked up by this agency unless the subject has received a Criminal Rule 4 hearing or has waived his/her rights to said hearing.

When an officer of the New Albany Police Department arrests any person based upon a warrant from a non-adjacent county, the following procedures will be followed (see Criminal Rule 4(E)(1)):

If the arrest is for a felony offense:

- If extradition is desired, a U-10-100 will be prepared and a LEADS teletype will be sent to the appropriate jail/holding facility.
- A copy of the LEADS teletype (or a direct teletype from the appropriate agency to the jail may be required), the U-10-100, and the prisoner will then be transported to the appropriate (Franklin or Licking) County Jail pending an extradition hearing.

If the arrest is for a misdemeanor offense:

- The arrestee will be transported to the Police Department where an inquiry will be made as to whether bond can be taken on behalf of the issuing agency.
- If bond can be taken, a U-10-100 will still be completed. The arrestee will then be taken to the New Albany Clerk of Court's Office for payment of the other agency bond. If the Clerk of Court's Office is closed, a Dispatcher will take the bond and provide the arrestee with a receipt and appearance information on the prescribed bond form utilizing the address for the court with jurisdiction over the charge.
- If bond cannot be taken for the offense and the agency wishes to extradite the arrestee to their jurisdiction, a supervisor or his/her designee will read the prescribed Waiver of Extradition Form (PD-00-218) (see Addendum A) and explain the options of waiving extradition or exercising the right to a local hearing.
- If the arrestee waives his/her right to a hearing in Franklin or Licking County (as appropriate), the arrestee must sign the waiver of extradition. The appropriate jurisdiction will be notified by the on duty supervisor (or his/her designee). A LEADS teletype will also be sent by the Dispatcher. The responding agency will be given six hours to arrive to take possession of the prisoner. If the agency cannot arrive within six hours, the prisoner will be transported to the appropriate (Franklin or Licking) County Jail to await the arrival of the responding agency. The Waiver of Extradition will be forwarded with the prisoner and a copy retained for the Police Department files.
- If the arrestee does not waive extradition, a U-10-100 is prepared and the prisoner transported to the appropriate (Franklin or Licking) County Jail for a pending extradition hearing before the appropriate (Franklin or Licking) County Municipal Court. A Dispatcher will send a LEADS teletype notifying the originating agency of the prisoner's disposition.
- If the arrest is a result of an out of state warrant, the prisoner will be brought to the Police Department after the warrant has been verified and a LEADS teletype sent to the originating agency. If the requesting State desires extradition proceedings, the prisoner will be transported to the appropriate (Franklin or Licking) County Jail with a completed U-10-100 pending the approval of a Governor's Warrant.

C. Time Requirements

Except as provided in Ohio Revised Code §2935 (which allows the court to withdraw a misdemeanor charge not served within two (2) years of the date of issue) warrants have no expiration date and, provided legal process was begun in a timely fashion as provided by Ohio Revised Code §2901 or provided process has been served, warrants may be served at any time or place as outlined in Ohio Revised Code and Ohio Criminal Rules of Procedure.

D. Pick-up Radius

Dispatchers will enter all Mayor's Court and Municipal Court (Franklin and Licking counties) Warrants into the LEADS computer. All warrants will be assigned a pick-up radius as mandated by LEADS. The pick-up radius is to be assigned in the following manner:

- All traffic and bench warrants will have a pick-up radius of Franklin/Licking County and adjacent (4).
- Non-violent criminal misdemeanor warrants will have a pick-up radius of Franklin/Licking County and adjacent (4).



- Violent criminal misdemeanor warrants will have a pick-up radius of anywhere in the State of Ohio (2). Violent misdemeanors are offenses such as assault and domestic violence. They are not offenses in which violence is threatened.
- Felony 5 and Felony 4 warrants will have a pick-up radius of anywhere in the State of Ohio (2).
- Felony 3, 2, 1 warrants will have a nationwide pick-up radius (1).

E. Forcible Entries

An officer shall not forcibly enter a residence to serve a summons or subpoena.

An officer is permitted to use force to enter a residence to execute an arrest warrant if all of the following apply (see O.R.C. §2935.12):

- The person named in the arrest warrant is physically in his/her residence.
- The residence is the same as that listed on the warrant.
- Notice of arrest is given and admittance is denied.
- Other reasonable alternatives have been exhausted.
- The on duty supervisor has been notified.
- Whenever possible, the police agency having jurisdiction will be notified and will be on scene before entry is made.

Forcible entry is not permitted if the person named in the warrant is in another person's home. Consent from the owner or person authorized to give consent will be obtained prior to entry unless an officer has obtained a search warrant to search the prescribed residence.

F. Summons in Lieu of Arrest

Pursuant to the Ohio Rules of Criminal Procedure Rule 4 (A)(2), a summons may be issued in lieu of executing a misdemeanor arrest warrant if it appears reasonably certain that the defendant will appear in court. A supervisor shall approve the issuance of a summons in lieu of executing an arrest warrant by noting on the warrant and return that the warrant was executed by issuing a summons.

G. Bond

All Misdemeanor New Albany Mayor's Court Warrants will have either a payout amount or bond amount indicated in the warrant jacket. If the subject is arrested based on New Albany Mayor's Court warrant, they are to be taken to the New Albany Mayor's Court Clerk of Courts office to post bond or to post the payout amount. If the New Albany Mayor's Court Clerk of Courts is closed, then the bond or payout amount shall be posted with the Dispatcher.

No partial payments of bonds or payouts will be accepted without the prior authorization of the Clerk of Courts. Visa, Master Card, or cash are acceptable forms of payment for bonds and payouts. Receipts are to be completed when bonds and payouts are accepted. Personal checks may only be accepted for citation payments/fines.

Bail Bondsmen can post bonds for individuals in our custody. They cannot post payouts. Bail Bondsmen will post an individual's bond with promissory notes. Since they are less common than other forms of bond received, the paperwork is to be checked carefully.

If the subject is posting a bond, they are to be given a summons (PD-01-235) (Addendum B) to appear at the next court date. The subject is to sign the summons acknowledging that they received a copy. A copy of the summons is to be placed in the warrant jacket by the person receiving the bond. A Mayor's Court Bond Information Sheet (see Addendum C) is also to be completed by the dispatcher and signed by the payee. A copy of this form shall be given to the payee and another copy placed in the warrant folder. The original form is then forwarded to the Clerk of Courts.

The New Albany Mayor's Court Clerk of Court (or his/her designees) shall not accept bonds or payouts for Franklin or Licking County Municipal Court Warrants, even when the New Albany Police Department is the originating police agency. Those individuals with Municipal Court Warrants are to be transported to the Franklin or Licking County Clerk of Courts by an authorized law enforcement officer.

#### H. Prioritizing Warrant Service

It is the policy of the Police Department to serve outstanding warrants in a timely manner. Priority of warrant service shall be in the following descending order:

- Felony warrants shall be served as expeditiously as possible due to their serious nature.
- Misdemeanor warrants shall be served beginning with the most serious misdemeanor offenses, with priority given to misdemeanor offenses of violence.
- Failure to Appear and/or Failure to Comply warrants.
- Traffic warrants.

#### I. Arrest Warrants Require Sworn Service

Pursuant to Ohio Rules of Criminal Procedure Rule 4(D)(1), warrants shall be executed by a sworn officer authorized by law.

# NEW ALBANY POLICE DEPARTMENT

## Directive 3.2 – Restraining Devices

### 3.2.1 Pre-Transport Prisoner Searches

When transporting a prisoner in a patrol vehicle, the transporting officer will search the prisoner prior to placing the individual in the vehicle. All weapons, evidence, and/or contraband found will be removed and recorded on a Property Receipt (PD-99-163) (see Addendum D). When the prisoner is being relayed from one vehicle to another, the receiving officer will search the prisoner, even though the prisoner has already been searched.

If the officer is transporting a prisoner to another jurisdiction's holding/detention facility, all jewelry and items within the prisoner's pockets will be removed.

Should the prisoner be a member of the opposite sex, the officer will attempt to locate an employee of the same sex to perform the search. Exceptions to this rule may be made when it can be articulated that the prisoner of the opposite sex poses an immediate danger to the officer. The following order will be used to locate a member of the opposite sex to conduct a search of a prisoner:

1. Police officer, on duty
2. Dispatcher, on duty
3. Clerical staff, on duty
4. Sworn personnel from a another law enforcement agency

The officer conducting the search shall thoroughly inspect the person and garments of the prisoner but shall not conduct a body cavity search or strip search. A body cavity search is permitted only when an officer has obtained a search warrant.

### 3.2.2 Searching Transport Vehicles

An officer will inspect and search his/her patrol vehicle prior to initiating patrol duties at the beginning of his/her respective shift and submit a cruiser inspection form to the on duty supervisor. The purpose of the search and inspection is to check the overall condition of the vehicle and recover any items of evidence/contraband inside the vehicle. If, during an officer's shift, he/she allows any individual in the cruiser, the officer will search the cruiser for any items that may have been unintentionally or deliberately left inside, prior to resuming patrol duties.

The officer may attempt to find the owner and return the property; however, all evidence/contraband and any unreturned property will be recorded on a Property Receipt (PD-99-163) before being secured in a property locker. The officer will then complete the appropriate Incident Report.

### 3.2.3 Prisoner Restraining Requirement

Individuals (including juveniles) who have been placed under arrest shall be handcuffed with their hands behind their back during transport. Exceptions may be made at the discretion of the transporting officer in special circumstances such as the transportation of individuals who are ill, elderly, young, or disabled (see Sections A, B, and C, below). Whenever possible, all arrested individuals should be properly secured with a seatbelt.

The use of leg restraints/shackles is permissible when transporting an individual when any of the following apply:

- The prisoner presents an escape risk.
- The potential exists for aggressive behavior and/or a risk of assault by a prisoner.
- The charges against a prisoner are of a serious nature.
- The prisoner is being transported to or from Mayor's Court.

No person shall be handcuffed to any part of a motor vehicle during transport.

When transporting more than one individual, each prisoner shall be restrained with handcuffs behind his/her own back. A prisoner should not be handcuffed with his/her arms intertwined with another individual except under certain high-risk circumstances and with supervisory approval.

It is permissible for an officer to transport prisoners of the opposite sex within the same police vehicle. When doing so, the procedures outlined in this section will be followed.

During a long/extended transportation of a prisoner, the officer(s) may handcuff the individual with his/her hands in front. In such cases, the handcuffs should be passed through the prisoner's belt, if possible, to limit his/her movement.

The use of restraint devices in the below-listed special circumstances shall be as follows:

- A. Injured or ill prisoners will be handcuffed when being transported. Exceptions can be made when the use of handcuffs would compound the illness/injury. In such cases, an officer will notify his/her on duty supervisor who may assign a second officer to assist with the transportation of the individual.
- B. When transporting disabled prisoners, the degree of physical restraint will be applied within reason at the discretion of the transporting officer. It should not be assumed that restraining devices are not required for disabled individuals. Two officers should be assigned when transporting a disabled prisoner who requires additional assistance. Consideration should be given to having another jurisdiction's transport van assist in these situations.
- C. Two officers shall be assigned when transporting a mentally disturbed prisoner who has exhibited a potential for erratic, violent, or unpredictable behavior. The officers should also highly consider the use of leg shackles.

### **3.2.4 Procedures for Transporting by Vehicle**

A transporting officer shall place the handcuffed prisoner in the back seat of the passenger side of the police vehicle and should securely fasten the individual with a seatbelt.

Unmarked vehicles will not be used to transport prisoners unless approved by a supervisor. Special circumstances may dictate times that unmarked vehicles are used. In situations where unmarked vehicles are used, two officers will be present during the transport. Temporary restraining devices (handcuffs, flexcuffs, etc.) and seat belts will be used to secure the prisoner in the right rear passenger seat. The second officer should ride in the rear passenger compartment with the secured prisoner.

### **3.2.5 Maintaining Visual Contact**

- A. Once an individual has been arrested, he/she should be transported immediately to the Police Department for slating. The transporting officers shall not lose sight of his/her prisoner(s) except:
- When the prisoner is being treated at a medical facility and the attending physician prohibits the officer from being present.
  - When a prisoner of the opposite sex is enclosed in a toilet facility.
  - When circumstances outside the officer's control prohibit the officer from maintaining visual contact.

As soon as the officer regains contact with the prisoner, the officer will conduct a search of the person. At all other times, the prisoner should be restrained by handcuffs or appropriate temporary restraining devices. During the slating process, restraining devices may be removed.

- B. Two officers will transport a prisoner(s) on trips of extended length. Should the officers need to stop for fuel, food, or toilet facilities, the location will be selected randomly by the officers. Use of drive-through facilities should be utilized when transporting a prisoner(s). Under no circumstances will the prisoner(s) select the location of the stop. Should a prisoner(s) need to use the toilet facilities, a physical search will be conducted if the prisoner is out of view of the officers.
- C. One officer may transport two prisoners. In those instances it is recommended that the officer secure the prisoners with leg shackles, especially when the transport is more than ten miles or when the officer believes the prisoners are high risk.
- Transports of three prisoners must be done by at least two officers. Again, the use of leg shackles is recommended. When possible, officers should divide three prisoners into separate cruisers for transportation. Prisoner transports of more than three in one cruiser are not permitted.
- D. A transporting officer should not stop to render law enforcement assistance to third parties along the transport route except under extreme emergency conditions where the risk to the third party is clear and the risk to the prisoner is minimal. Transporting officers will not become involved in pursuits, roadblocks, or situations that might endanger the prisoner. The transporting officer should utilize his/her radio to advise the appropriate law enforcement agency of the need for assistance/services to third parties encountered along the route.

### **3.2.6 Prisoner Communications**

Safety aspects of the transportation function require that the prisoner's right to communicate with attorneys, clergy, family, and/or others normally will not be permitted when the prisoner is being transported. A prisoner will not be permitted to make any phone calls or communicate with the public while being prepared for transport, during transport, or at any stopping location along the route. Should special circumstances arise and an exception be necessitated, the transporting officers shall monitor the conversation.

### **3.2.7 Procedures at Transport Destination**

Upon arrival, the transporting officer will follow the procedures of the receiving facility. An officer will secure his/her weapon(s) prior to entering the facility and will remove restraining devices at the request of the receiving officer. All necessary paperwork will be exchanged with the receiving authorities.

### **3.2.8 Procedures for Escapes**

If a prisoner escapes while being transported (not from a Holding Facility), an officer will notify the appropriate personnel and complete the necessary reports as indicated below.

- A. During and after an escape, the officer who was last in control of the prisoner shall notify, or cause to be notified, the following personnel and/or agencies immediately:
  - The Dispatcher (via radio) unless outside the immediate area where a telephone must be used.
  - The on duty supervisor.
  - The jurisdiction where the escape occurred.
  - Surrounding law enforcement jurisdictions.
  - The victim, if the offense was a crime of violence.
- B. The officer who last had control of the prisoner will prepare the following reports detailing the circumstances of the escape.
  - Offense Report.
  - Any other necessary reports.
- C. In addition to the above, the on duty shift supervisor will ensure that the following steps are taken in the event of an escape:
  - The law enforcement agency in the jurisdiction where the escapee resides is notified.
  - LEADS Teletype messages to surrounding law enforcement agencies are sent.
  - The appropriate entry is made in LEADS by the dispatcher for state-wide dissemination.

### **3.2.9 Notifying Court of Security Hazard**

When a prisoner who poses a security risk is transported to any court, the transporting officer shall notify the presiding judge of his/her concerns. In such cases, the judge/magistrate/mayor may allow or direct the use of restraining devices in court and/or may request an assignment of additional officers for court security.

# NEW ALBANY POLICE DEPARTMENT

## Directive 3.3 – Special Transport Situations

### 3.3.1 Opposite Sex

If practical, a prisoner will be transported by an officer of the same sex. For example, if a male New Albany Police Officer arrests a female, he may request an on duty, female New Albany Police Officer to transport the prisoner. When beginning a transport of an individual of the opposite sex, the officer will advise the dispatcher of his/her location, final destination, and starting mileage. Upon arrival at the destination, the officer will advise the dispatcher of his/her arrival and the ending mileage. This information will be documented by the dispatcher in the CAD (Computer-Aided Dispatch) system.

### 3.3.2 Sick, Injured, Disabled

The transportation of sick, injured, and disabled individuals may require special arrangements. Necessary precautions shall be taken to ensure the safety of both the officer(s) and the prisoner(s). In those special circumstances when an individual can not be transported by normal means, the following procedures shall apply:

- A. The dispatcher shall be contacted and will dispatch the appropriate emergency medical services (EMS) anytime that a prisoner is, or claims to be, sick or injured. If a prisoner is to be transported to a medical facility by a medic, an officer will either accompany the prisoner in the back of the vehicle or follow directly behind the medic to the medical facility.

If a prisoner is treated at the scene or refuses medical assistance and will not be transported by a medic, he/she will be transported in the normal manner. In such cases, a copy of the EMS report will be obtained by the transporting officer and included in the officer's arrest report.

The on duty supervisor shall be notified immediately by the arresting/transporting officer in any of the above-listed situations and is responsible for photographing the alleged-injury (ies), if applicable.

- B. In cases of non-ambulatory prisoners (those requiring wheelchairs, crutches, or prosthetic appliances), a transport van should be utilized. The transport van will need to be requested from another jurisdiction such as Columbus Police Department or the Franklin County Sheriff's Office. Those individuals who are disabled but are ambulatory will be transported in the normal manner.

### 3.3.3 Hospital Security and Control

When a prisoner is transported to a local medical facility/hospital, the following procedures shall apply:

- A. Prisoners who are misdemeanor or traffic offenders shall be issued a summons/citation(s) and ordered into court at a later date. If the prisoner is in custody on a warrant for a misdemeanor offense (other than one of violence), a summons may be issued in lieu of the warrant. If the prisoner is in custody on a non-violent felony charge(s), he/she may be released on a summons only upon the approval of the Prosecutor's office. After issuing the summons/citation(s), the officer shall notify the medical facility's security department, if applicable, and advise them of the circumstances before departing.

- B. Hospital personnel shall be advised immediately upon arrival so that arrangements may be made to isolate the prisoner from other patients. The transporting officer shall not leave the prisoner unattended at any time unless the attending physician assumes responsibility for the patient. The transporting officer shall remove the prisoner's restraints only when necessary or requested to do so by the medical facility's staff. The transporting officer shall not leave the medical facility until he/she is relieved by another officer.
- C. If the transporting officer finds that the prisoner will be admitted to the hospital, he/she will immediately contact the on duty shift supervisor. If the prisoner cannot be released on a summons/citation(s) due to the seriousness of the charge(s) and his/her potential for fleeing or failing to appear for court, the supervisor will make arrangements for guarding the individual. The supervisor is responsible for assigning officers on a rotating schedule to allow officers to be periodically relieved. This rotation is meant to minimize the potential for complacency, carelessness, or fraternization with the prisoner and/or medical personnel.

Officers shall monitor all personal contacts with the prisoner and shall prohibit the prisoner from making telephone calls or receiving visitors. A prisoner shall be closely monitored during meals and any other times that he/she is not restrained.
- D. Upon release/discharge from the medical facility, the officer will obtain a copy of all medical records/instructions before transporting the prisoner to the appropriate holding facility. The original medical papers will be placed with the prisoner's property while copies will be retained by the department for documentation/billing purposes.

### **3.3.4 Special Situations**

Because the New Albany Police Department is classified as a temporary holding facility, the department will not provide transportation or make arrangements for special situations for a prisoner, such as his/her attendance at funerals, his/her visitation of hospitalized critically-ill persons, or his/her attendance at will readings. The department is responsible for prisoner transportation to holding facilities from processing or point of arrest and from holding facilities to court (and return) for purposes of judicial hearings.



# **NEW ALBANY POLICE DEPARTMENT**

## **Directive 3.4 - Transport Equipment**

### **3.4.1 Vehicle Safety Barriers**

The Police Department has equipped most marked patrol vehicles for prisoner transportation. The exceptions to this policy are marked patrol vehicles used for specialized purposes (i.e. – canine patrol vehicle). Each vehicle used for prisoner transportation has a safety barrier constructed of clear plastic and steel that separates the driver's compartment from the rear seating area where prisoners are placed during transportation.

### **3.4.2 Rear Compartment Modification**

To minimize opportunities for escape and/or unauthorized exit, all marked police vehicles used for prisoner transportation have either the capability to disengage the inside door and window controls for the rear compartment or have special panels with no door handles or window controls.

# NEW ALBANY POLICE DEPARTMENT

## Directive 3.5 – Prisoner ID and Documentation

### 3.5.1 Prisoner ID and Documentation

- A. Officers accepting prisoners from another agency shall ensure that warrant and/or booking records/numbers and other descriptors assigned to the individual are confirmed before transport.
- B. Proper documentation must accompany a prisoner being transported between facilities and agencies.

Prisoners transported to jail must be accompanied by the U-10-100 (original copy) and the appropriate commitment paper(s), as applicable. These forms usually consist of the "Commitment Before/After Conviction and Sentence". Commitments are not needed when the prisoner is being slated on State charges.

Personal property removed from a prisoner will be transferred with him/her to the receiving detention/holding facility. If the receiving detention/holding facility refuses the prisoner's property it will be receipted onto a Property Receipt (PD-99-163) and secured in a property locker.

If the prisoner has been treated for an illness or injury prior to his/her transportation, the documented medical treatment record(s) will be forwarded with him/her to the receiving facility.

- C. Officers who transport a prisoner from a non-adjacent county in the State of Ohio or from another state will ensure that the proper extradition papers have been filed. The extradition paper(s) will be transported with the prisoner and a copy of the paper(s) will be included in the arrest file.
- D. Information regarding potential security risks presented by a prisoner will be documented and sent to the receiving detention/holding facility with the transporting officer. This information may include, but not limited to, escape risks, suicidal tendencies, or unusual illness (es) of a prisoner. The arresting officer is responsible for advising the transporting officer(s) of any specific risks presented by a prisoner and for ensuring that the proper documentation will be forwarded to the receiving facility.



Police Department

### Rule 4 Waiver of Extradition

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I, \_\_\_\_\_, being \_\_\_\_\_ years of age, residing at \_\_\_\_\_  
\_\_\_\_\_, understand that I am being detained in Franklin  
County, Ohio, because of a warrant issued for my arrest by the \_\_\_\_\_ Court  
of \_\_\_\_\_ County, Ohio. I further understand that I have the right to remain in custody in  
Franklin County, Ohio until I have been taken before a court of record having jurisdiction of the offense  
charged against me so bail for my release can be determined. I also understand that before leaving Franklin  
County I have the right to consult with an attorney or other person of my choice. Having read this waiver and  
understanding its contents, I waive only the above listed rights so that I may be transported to \_\_\_\_\_  
\_\_\_\_\_ County, Ohio where I will be taken, without unnecessary delay, before the court having issued  
the warrant for my arrest, where bail can be determined and I will be given the right to consult with an attorney  
or other person of my choice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Witnessed by:

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

**Release of Defendant  
Upon Waiver of Ohio Criminal Rule 4 Hearing  
Transfer of Custody to Issuing Agency**

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I certify that I have been presented with a Waiver of Ohio Criminal Rule 4 signed by said \_\_\_\_\_  
\_\_\_\_\_, and pursuant to this waiver, have released said Defendant to the custody of \_\_\_\_\_  
\_\_\_\_\_ Department to be transported to \_\_\_\_\_ County, Ohio  
where said Defendant will be presented to the Court issuing the warrant to arrest.

---

**Certification of Transporting Law Enforcement Officer**

Upon receipt of an Inter-County Transportation Waiver signed by  
\_\_\_\_\_, I \_\_\_\_\_ a sworn law enforcement  
officer of the State of Ohio, certify that I will, without unnecessary delay, transport said Defendant to \_\_\_\_\_  
\_\_\_\_\_ County, Ohio and present said Defendant to the \_\_\_\_\_ Court  
\_\_\_\_\_ County, Ohio, this Court having issued a warrant for the arrest of  
\_\_\_\_\_, DOB: \_\_\_\_\_  
SSN: \_\_\_\_\_

Transporting Officer: \_\_\_\_\_



Police Department

**SUMMONS**

State of Ohio  
Franklin County  
New Albany, Ohio

vs.

\_\_\_\_\_ Case Number \_\_\_\_\_

Ordinance	Violation Description

You are hereby ordered to appear without fail at 2:30 pm on \_\_\_\_\_ to answer to the above charge(s).

**FAILURE TO APPEAR CAN RESULT IN A WARRANT FOR YOUR ARREST, CANCELLATION OF YOUR DRIVER'S LICENSE(S) AND YOU WILL BE CHARGED WITH CONTEMPT OF COURT. ANY BOND YOU MAY HAVE POSTED WILL BE FORFEITED.**

\_\_\_\_\_  
Defendant Signature

\_\_\_\_\_  
Officer/Dispatcher/Clerk of Court Signature

\_\_\_\_\_  
Date

New Albany Mayor's Court  
99 West Main Street  
PO Box 188  
New Albany, OH 43054



Penny Winters  
Clerk of Court  
614.855.8577  
Fax: 614.855.0082

State of Ohio  
Village of New Albany, Ohio

Charge(s): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vs.

\_\_\_\_\_  
Defendant

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### BOND & BAIL INFORMATION

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Be it remembered that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ the above defendant and the surety listed below agree to abide by the following release agreement pursuant to Criminal Rule 46. The defendant is to be released on the matter of bail described below. The defendant's release is conditioned on:

- 1) The defendant personally appearing before the court at all times requested, and
- 2) The defendant answering all charges pending until the case is finally disposed of or terminated.

Bond will not be returned until the above conditions have been met, and one of the following occurs:

- 1) The charges are dismissed.
- 2) The defendant is found not guilty.
- 3) The defendant is found guilty and completes his/her sentence. (Serves all days in jail, **pays all fines and costs and complies with any other requirement imposed by the Mayor or magistrate**). **Bond cannot be returned until fines and costs are paid. Village of New Albany courts will retain 10% of all bond money applied.**

**A surcharge of \$25.00 is paid when a person posts bail, refundable to defendant if they are found not guilty or case dismissed. Per ORC 2937.22(22)**

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### Form & Amount of Bond

Cash Bond: Amount of bond \$ \_\_\_\_\_; Receipt # \_\_\_\_\_

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### Notice of Court Date

\_\_\_\_\_ is hereby summoned to appear at the New Albany Mayor's Court, 99 West Main Street, New Albany, OH on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at 2:30pm. The defendant is obligated to keep the court apprised of his/her current address, to know the date of all scheduled appearances and to appear in this court on those days.

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### Depositor Information

Is the Depositor the Defendant? [ ] Yes [ ] No Depositor's current address & current phone number

\_\_\_\_\_  
Depositor Signature

\_\_\_\_\_  
Address

\_\_\_\_\_  
Depositor Name (Printed)

\_\_\_\_\_  
City, State, and Zip Code

Phone Number (\_\_\_\_\_) \_\_\_\_\_

Page # \_\_\_\_\_ of \_\_\_\_\_

**Property Record  
New Albany Police Department**

Property # \_\_\_\_\_ / \_\_\_\_\_  
Report # / Arrest # \_\_\_\_\_ / \_\_\_\_\_

- Found Property       Evidence  
 Safe Keeping         To Be Destroyed

Charge: \_\_\_\_\_ ORC# \_\_\_\_\_

Incident Address: \_\_\_\_\_

- Felony       Misd.       M.M.  
Arrest:       Adult       Juvenile

OC	DOB _____	Address _____	Tel. _____

**Owner Codes = OC**      S = Suspect      V = Victim      O = Owner      F = Finder      If more than one, specify (S1, S2, S3, F1, F2, F3, etc.)

#	Item #	OC	QTY	Description of Property	Lab	Serial #	Locker

Submitting Officer: (print name) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Item / Name	From: (locker #)	Date:	Time:	To: (location)
All Items Above				

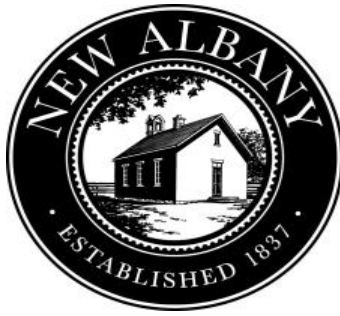
FOR PROPERTY / ID USE ONLY

Arrest Number \_\_\_\_\_

ITEM	RELEASED BY	DATE	TIME	REASON FOR RELEASE	RELEASED TO
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Comments \_\_\_\_\_  
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<b>Chapter 4</b>	<b>Reviewed/Revised-June 2012</b>
<b>Directive 4.1 – Juvenile Offenders</b>	
4.1.1	Handling Juvenile Offenders
4.1.2	Procedures for Juvenile Custody
4.1.3	Custodial Interrogation of Juveniles
4.1.4	Reporting Procedures for Cases of Child Abuse

# NEW ALBANY POLICE DEPARTMENT

## Directive 4.1 – Juvenile Offenders

### 4.1.1 Handling Juvenile Offenders

Officers dealing with juvenile offenders shall use the least coercive option among reasonable alternatives that is consistent with preserving public safety, order, and individual liberty. Pursuant to Rule 9 of the Ohio Rules of Criminal Procedure, formal court action should be avoided and community resources should be utilized to improve the situation before it is brought to the attention of the court. In keeping with this philosophy, officers may use the following alternatives when dealing with juvenile offenders:

- A. Officers may warn (verbal or written) the juvenile and then release him/her with no further action taken.
- B. Officers may issue a summons or citation to appear in lieu of taking a juvenile into custody for minor violations.
- C. Officers may refer the charges to the New Albany Juvenile Diversion Program.
- D. Officers may refer the juvenile to the formal juvenile process in the Franklin or Licking County Court of Domestic Relations and Juvenile Branch. Such referrals should be restricted to those cases involving serious criminal conduct and/or repeated criminal violations. Such cases include, but are not limited to, the following:
  - Delinquent acts which, if committed by an adult, would constitute a felony (see O.R.C. §2151.25).
  - Weapons-related offenses and/or offenses involving an aggravated assault.
  - Any serious, gang-related delinquent act.
  - Any delinquent act committed by a juvenile currently on probation or who has a pending juvenile case.
  - Any repeated juvenile acts.
  - Cases where parental supervision is not adequate or ineffective to produce the desired result.
  - Cases originally set for the diversion program where the juvenile refuses to participate.

In addition to the above-listed serious offenses, an officer may refer the parent(s) or legal guardian(s) of a juvenile to the Franklin or Licking County Court of Domestic Relations and Juvenile Branch for the filing of status offense violations, including unruly child offenses.

- E. Officers may recommend a voluntary treatment program utilizing one or more social service agencies and/or the New Albany Juvenile Diversion Program. The Diversion Program does not handle felony cases or serious crimes of violence. Only first-time misdemeanor and/or status offenders are offered diversion.

The officer's decision to place a juvenile offender into the Diversion Program should take into consideration the nature of the offense, age and background of the juvenile offender, the juvenile's record, and the availability of other social service programs. Consideration may also be given to the recommendation of the victim/complainant. The referral to the Diversion Program is made by forwarding the charges and the Diversion Request Form (PD-99-132) (see Addendum A) to the Probation Officer.

#### **4.1.2 Procedures for Juvenile Custody**

The following definitions are used to determine juvenile custody:

**Secure:** The juvenile is physically detained in a locked room, cell, or is handcuffed and is not free to leave the building.

**Non-secure:** The juvenile may be in custody but is not in a secure area and can "technically" leave the building. The juvenile may be handcuffed and placed in an unlocked room.

**Delinquent:** A juvenile who violates any law that would be an offense if committed by an adult.

**Status offender:** A juvenile who has committed or is charged with an offense that would not be a crime if committed by an adult (i.e. - curfew).

**Non-offender:** A juvenile who is neglected, abused, dependant, or has mental health needs.

**Adjudicated:** A juvenile that has been found guilty of a crime by a juvenile court.

Rule 6 of the Ohio Rules of Juvenile Procedures and O.R.C. §2151.31 outline the procedures and circumstances for taking a juvenile into custody. Pursuant to these guidelines, juveniles may be taken into custody by a law enforcement officer:

- Pursuant to an order of the court.
- Pursuant to the laws of arrest.
- When there are reasonable grounds to believe:
  1. The child is suffering from illness or injury and is not receiving proper care.
  2. The child is in immediate danger from his/her surroundings and removal is necessary to prevent immediate or threatened physical or emotional harm.
  3. A parent, guardian, custodian, or other household member has abused or neglected another child in the household and that the child is in danger of immediate or threatened physical or emotional harm.
- When there are reasonable grounds to believe that the child has run away from his/her parent(s), guardian(s), or other custodian.
- When there are reasonable grounds to believe that the conduct, conditions, or surroundings of the child are endangering his/her health, welfare, or safety.
- When there are reasonable grounds to believe that the child may abscond or be removed from the jurisdiction of the court.
- When there are reasonable grounds to believe that the child will not be brought before the court when required.
- A. Juveniles who have engaged in non-criminal misbehavior (status offenses) shall be

released to a parent, legal guardian, or other responsible adult. If a parent, guardian, or other responsible adult cannot be located after reasonable efforts have been made to do so, the on duty supervisor may have the juvenile transported to Franklin County/Licking County Children's Services or turned over to the Franklin County/Licking County Court of Domestic Relations, Juvenile Court. The on duty supervisor may authorize the release of the juvenile(s) to his/her parent(s) from the scene of the detention/incident or from the Police Department.

- B. As outlined above (in the introduction), juveniles who have been harmed or are in danger of being harmed shall be taken into custody. In such cases, a New Albany Police Department Detective shall be contacted so that an investigation may begin.
- C. The constitutional rights of juveniles shall be protected. If a juvenile is to be interviewed/interrogated concerning the offense(s) for which he/she may be charged, the juvenile will be advised of his/her constitutional rights. The procedures that may be used for custodial interrogations of juveniles are outlined in Directive 4.1.3.
- D. Unless a juvenile is in need of medical treatment, he/she will be processed and released to the parents(s) or legal guardian(s) without unnecessary delay or transferred to the Franklin County/Licking County Juvenile Detention Center within the time period as specified in section F, below.
- E. The parent(s) or legal guardian(s) of a juvenile who has been taken into custody shall be so notified. The parent(s) or legal guardian(s) of a juvenile who has been detained for the purpose of issuing a traffic citation (for a minor violation) is not required to be notified (also see Directive 2.1.2).
- F. Pursuant to O.R.C. §2151.311, if a juvenile is taken into custody for an act that would be considered a felony if committed by an adult, he/she may be detained at the Police Department for a period not to exceed six hours. During this detention, the juvenile must be separated (by both sight and sound) from adult detainees and must be under direct supervision at all times. Juveniles who have committed alleged delinquent felony acts will be transported from the Police Department to the Franklin County/Licking County Juvenile Detention Center within this six-hour time limit.

Juveniles who have committed a delinquent act that would be considered a misdemeanor if committed by an adult may be detained for a time period not to exceed three hours. Juveniles that have been detained for misdemeanor offenses such as OVI/OVUAC may be brought into the holding facility and held for the amount of time it would take to collect a breath and/or urine sample. After collecting the breath and/or urine sample, the juvenile must be placed in a non-secure location within the Police Department. Non-secure locations include the lobby interview room, Detective's Office interview rooms, Roll Call room, Community Policing Office, or conference room. Male adult detainees that are in the holding facility must be secured in holding cell #1 or #2 and female detainees in holding cell #6 (sight and sound separated) prior to the juvenile entering the holding facility.

All juveniles that are detained and held in a secure or non-secure location in the Police Department will be logged by the on-duty dispatcher. Officers shall provide the dispatcher with the following information when a juvenile is held in a secure or non-secure location of the Police Department:

- Name
- Age
- Sex
- Race
- Most serious charge/offense
- Location of detention

Dispatchers will be responsible for logging the above information on the Prisoner/Juvenile Intake Log (PD-07-259)(see Addendum C). In addition to the information provided by the officer, dispatchers will include the following information on the Prisoner/Juvenile Intake Log:

- Date
- Time in/Time out
- Cell number (if applicable)
- Secure or Non-secure Hold

### **4.1.3 Custodial Interrogation of Juveniles**

- A. An officer questioning any juvenile offender taken into custody will advise the juvenile and his/her parent(s) or legal guardian(s) of the juvenile's constitutional rights. This will usually be accomplished at the Police Department by having the juvenile and his/her parents(s) or legal guardian(s) read and sign a Constitutional Rights Form (PD-99-171) (see Addendum B). Before questioning, officers should ensure that the juvenile and his/her parents(s) or legal guardian(s) understand the procedures used for dealing with juvenile offenders and implications that may be forthcoming in the juvenile justice system.
- B. Officers shall abide by the following guidelines when conducting juvenile custodial interrogations:
1. Custodial interrogations of juveniles shall normally be conducted at the Police Department at reasonable hours;
  2. Duration of a custodial interrogation of juveniles shall be limited to a reasonable amount of time.
  3. Custodial interrogations of juveniles shall be conducted by no more than two officers.
  4. Custodial interrogation of a juvenile will usually be conducted outside the presence of his/her parent(s) or legal guardian(s). Consideration may be given as to the age of the juvenile being questioned, his/her past juvenile record, and the severity of the alleged delinquent act.
- C. The interviewing/interrogation of juveniles in school buildings during school hours is highly discouraged. However, if exigent circumstances exist, a supervisor may authorize such interviews/interrogations. Interviews/interrogations in school buildings during school hours will be conducted in accordance with school policy. This policy includes the requirement that the Principal, or his/her designee, be present during questioning.

#### 4.1.4 Reporting Procedures for Cases of Child Abuse

Upon becoming aware of a known or suspected case of neglect, psychological abuse, physical abuse, sexual abuse or abandonment, an officer shall complete an Offense Report and immediately notify the Franklin County/Licking County Children's Services.

Incidents which would commonly be reported by the officer and a referral to Franklin County/Licking County Children's Services are cases such as, but not limited to, the following:

- Domestic violence in which an adult is the suspect and a juvenile is the victim (both arrest and non-arrest situations).
  - Excessive discipline.
  - Abandonment which would include temporary abandonment and/or child endangering.
  - Incidents related to sexual offenses involving a juvenile victim and an adult suspect and/or a young child victim and a teen or pre-teen suspect.
- A. Offense Reports should contain the following information:
- Information describing the abuse to include elements of a crime or reason for suspicion of abuse.
  - Child victim's name, address, phone number, date of birth, school attending and grade enrolled.
  - Mother's name and mother's maiden name, address, phone number(s) (both home and work), date of birth and social security number.
  - Father's name, address, phone number(s), (both home and work), date of birth and social security number.
  - Suspect's name, address, phone number(s) (both home and work), date of birth and social security number.
  - Name of Franklin County/Licking County Children's Services worker taking or declining referral.
- B. Referrals to Franklin County Children's Services should be made by phoning (614) 229-7000 and can be made 24-hours a day, seven days a week. Referrals to Licking County Children's Services should be made by phoning (740) 670-8888 between the hours of 8am to 5pm Monday through Friday. After hours, weekends and holidays, contact the Licking County Sheriff's Office at (740) 670-5500. Information needed for referrals is listed in the preceding Section A (above).
- C. In a case which requires the Detective to be called, the referral to Children's Services should be made by the Detective.



Police Department

**Diversion Request Form**

<b>Arresting Officer:</b>		<b>Badge Number:</b>	
<b>Defendant:</b>		<b>Incident Date:</b>	
<b>Incident Location:</b>			
<b>Reason(s):</b>			

It is the opinion of the arresting officer that the above-mentioned defendant:

**Should**       **Should not**

be permitted to participate in a Diversion Program. The arresting officer has made this decision as a result of the following circumstances;

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It is the arresting officer's recommendation that the following conditions be agreed upon for admission into the Diversion Program.

- |  |  |
|--|--|
| <input type="checkbox"/> Restitution to victim                   | <input type="checkbox"/> Completion of an alcohol/drug program |
| <input type="checkbox"/> Completion of education                 | <input type="checkbox"/> Cooperation with local police agency  |
| <input type="checkbox"/> No use of checks or credit cards        | <input type="checkbox"/> Family counseling                     |
| <input type="checkbox"/> No offense of drug use or possession    | <input type="checkbox"/> Steady employment                     |
| <input type="checkbox"/> No offense of alcohol use or possession | <input type="checkbox"/> Other: (Please specify)               |

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\_\_\_\_\_  
Signature of Arresting Officer

\_\_\_\_\_  
Date



New Albany Police Department  
 Chief of Police  
 Mark A. Chaney

**CONSTITUTIONAL RIGHTS FORM – JUVENILE**

<b>Name:</b>				<b>Date of Birth:</b>	
<b>Date:</b>		<b>Place:</b>		<b>Time:</b>	

Before we ask you any questions, you must understand your rights. You have the right to remain silent. Anything you say can and will be used against you in court. You have the right to talk to a lawyer for advice before we ask you any questions, and to have him/her present with you during questioning. If you or your parents or guardian are unable to pay a lawyer, a public defender will be appointed for you prior to any questioning, if you desire. If you wish to answer questions now without a lawyer present, you have the right to stop answering questions at any time. You also have the right to stop answering at any time until you talk to a lawyer. Do you understand your rights?

\_\_\_\_\_  
 Officer (Signature) X \_\_\_\_\_  
Juvenile (Signature)

**WAIVER OF RIGHTS**

I have read the statement of my rights shown above. I understand what my rights are. I am willing to answer questions and make a statement. I do not want a lawyer. I understand and know what I am doing. No promise or threats have been made to me and no pressure of any kind has been used against me.

Can you read and write?     Yes     No    Years of education? \_\_\_\_\_

\_\_\_\_\_  
 Officer (Signature) X \_\_\_\_\_  
Juvenile (Signature)

**PARENT / GUARDIAN**

I have read the statement of the rights shown above. I understand what my rights are. I am willing to have my child answer questions and make a statement. I do not want a lawyer for either my child or myself. I understand and know what I am doing. No promises or threats have been made to me and no pressure or coercion of any kind has been used against me.

\_\_\_\_\_  
 Parent / Guardian (Print) X \_\_\_\_\_  
Parent / Guardian (Signature)

\_\_\_\_\_  
 Witness (Printed) X \_\_\_\_\_  
Witness (Signature)





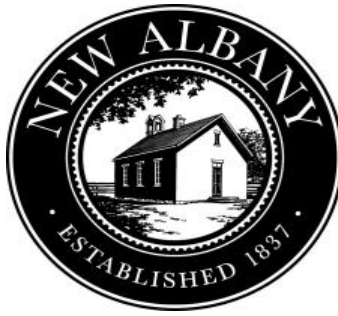
Police Department

### Prisoner/Juvenile Intake Log

Year

Name	Adult or Juv	Age (if Juv)	Sex	Race	Charges	Date	Time In	Time Out	Cell Used	*S/NS	Mandatory Field	
											Jail Area	Interview Room

\*S = Juvenile held Securely while at the facility (i.e. in the jail area or in a cell)  
 \*NS = Juvenile held Non-Securely while at the facility (i.e. Interview Room, Roll Call, Lobby, etc.)



<b>Chapter 5</b>	<b>Reviewed/Revised- June 2012</b>
<b>Directive 5.1 – Disciplinary Actions</b>	
5.1.1	Policy
5.1.2	Progressive Discipline
5.1.3	Appeals
5.1.4	Relief from Duty
<b>Directive 5.2 – Complaints/Compliments</b>	
5.2.1	Policy
5.2.2	Complaint Investigations
5.2.3	Crashes Involving City Owned Vehicles
5.2.4	Receipt of Compliments
<b>Directive 5.3 – Rules of Conduct</b>	
5.3.1	Abuse of Position
5.3.2	Assistance to Fellow Officer
5.3.3	Associations/Organizational Memberships
5.3.4	Attendance at Trials/Hearings
5.3.5	Carrying Badge, Firearm, and Identification
5.3.6	Collection of Notary Fees
5.3.7	Confidentiality
5.3.8	Conflicting or Illegal Orders
5.3.9	Courtesy to Public
5.3.10	Display of Material in Police Facilities
5.3.11	Drugs/Alcohol
5.3.12	Endorsements and Referrals
5.3.13	Ethics
5.3.14	Expenditures of Department Funds
5.3.15	Gambling/Prohibited Establishments
5.3.16	Gratuities
5.3.17	Identifying Informants
5.3.18	Immoral Conduct

5.3.19	Insubordination
5.3.20	Interference in Private Business
5.3.21	Knowledge of and Obedience to Directives, Laws, and Ordinances
5.3.22	Lockers
5.3.23	Maintaining Department Property and Publications
5.3.24	Neglect or Inattention to Duty
5.3.25	Personal Correspondence
5.3.26	Public Statements and Appearances
5.3.27	Release of Police Information
5.3.28	Reporting Arrests or Court Actions
5.3.29	Reporting for Duty/Tardiness
5.3.30	Reporting Misconduct
5.3.31	Requirement to Submit to Medical Exams, Line-Ups, Photographs, and Polygraphs
5.3.32	Sick/Injury Reporting
5.3.33	Telephone/Address
5.3.34	Truthfulness
5.3.35	Unbecoming Conduct
5.3.36	Withholding Information

<b>Directive 5.4 – Law Enforcement Automated Data System (LEADS) Rules</b>	
5.4.1	LEADS Terminal Agency Coordinator (TAC)
5.4.2	Validations
5.4.3	Dissemination and Record Keeping
5.4.4	LEADS Audit
5.4.5	National Law Enforcement Telecommunications System (NLETS)
5.4.6	National Crime Information Center (NCIC)
5.4.7	LEADS Owned Equipment/Connected Agency Owned Equipment
5.4.8	Sanctions
5.4.9	Contingency Plan

# NEW ALBANY POLICE DEPARTMENT

## Directive 5.1 - Disciplinary Actions

### 5.1.1 Policy

The New Albany Police Department strives to ensure the prompt and courteous investigation of any violation of established Rules of Conduct and/or complaint(s) against an employee. Minor violations will normally be subject to progressive discipline, pursuant to Codified Ordinance 155.26 (for non-union employees) and Collective Bargaining Agreement (CBA) Article 10 (Section 10.2)(for sworn members of the union). Serious violations may result in more serious forms of discipline.

Upon completion, all non-criminal investigations shall be designated as one of the following:

- Exonerated - the alleged act(s) occurred but was justified, legal, and proper. The action(s) was consistent with agency policy
- Sustained - the accused employee committed all or part of the alleged act(s) of misconduct
- Misconduct Not Based on Complaint - the discovery of an act(s) of misconduct that was not specified or alleged in the original complaint
- Policy Failure - although the action(s) of the employee was consistent with agency policy (exoneration), a review of the complaint/allegation indicates that the policy should be changed
- Not Sustained - the investigation did not produce sufficient information to clearly prove or disprove the allegation
- Unfounded - the alleged act of misconduct did not occur
- Withdrawn - the complainant formally withdrew his/her complaint prior to completion of the investigation

On-going internal affairs investigative files shall be considered confidential and will be kept secure at all times. The investigating supervisor will maintain these files in a secure location during an investigation. The Chief of Police is responsible for the maintenance of completed internal investigation files.

### 5.1.2 Progressive Discipline

Pursuant to Codified Ordinance 155.26(d)(for non-union employees) and CBA Article 10 (Section 10.3)(for sworn members of the union), when disciplinary action is taken which results in a disciplinary action of record, the employee shall be given a written copy of such record.

#### A. Incident Interview (see Addendum A)

This is a form used to record counseling, training, or discussions involving minor incidents of improper conduct by non-union employees. These records will be retained by the issuing supervisor until the next regularly scheduled annual performance evaluation. A copy of an Incident Interview shall also be forwarded to the Chief of Police. Incident Interviews will not be used for sworn members of the union. Disciplinary action(s) for sworn union members begins at the next step (Oral Reprimand).

B. Oral Reprimand (see Addendum B)

Oral reprimands shall be used by supervisors when a subordinate requires disciplinary action more severe than an Incident Interview (for non-union employees) but less severe than a written reprimand. For non-union employees, an oral reprimand will also be used to correct a situation that a previous Incident Interview failed to correct. Oral reprimands shall remain in the supervisor's file until the next regularly scheduled annual performance evaluation. Should an additional discipline for the same or similar offense occur within a year, the original discipline shall not be removed until the period of retention of the additional discipline(s) has elapsed. Pursuant to Article 11 of the CBA (Section 11.2), records of oral reprimands will be removed from the file upon the written request of the (union) member one year after the date such reprimand was issued, provided no further repeated or related disciplinary action has occurred within that period of time.

C. Written Reprimand (see Addendum B)

Written reprimands shall be used when an employee (either non-union or union) requires disciplinary action more severe than an oral reprimand but less severe than a suspension. A written reprimand will also be used to correct a situation that a previous oral reprimand failed to correct. Pursuant to Codified Ordinance 155.24(b)(for non-union employees) and CBA Article 11 (Section 11.2)(for sworn members of the union), written reprimands shall remain in the disciplined employee's file for 24 months and shall be removed only upon written request from the employee, provided that no additional discipline(s) for the same or similar offense has occurred within the same 24 month period. Should additional discipline(s) for the same offense occur within the 24 month period, the original discipline shall not be removed until the period of retention of the additional discipline(s) has elapsed. The written reprimand shall be copied in triplicate; the original shall go to the employee, one copy shall be sent to the City Manager for review and placement in the employee's file, and one kept by the Chief of Police.

D. Suspension

Pursuant to C.O. 155.26(b), a suspension is a form of discipline administered by the Chief of Police and/or City Manager who may suspend the employee without pay for a specific period of time. A suspension is a result of an act requiring disciplinary action more severe than a written reprimand but less severe than dismissal. A suspension will also be used to correct a situation that a previous written reprimand failed to correct. Pursuant to C.O. 155.24(b)(for non-union employees) and CBA Article 11 (Section 11.2) (for sworn members of the union), written documentation of a suspension of three days or less shall remain in the disciplined employee's file for five years and shall be removed only upon written request of the employee provided that no further disciplinary action has occurred. Suspensions of more than three days shall remain in the disciplined employee's file throughout his/her period of employment with New Albany.

E. Demotion in Rank or Reduction in Salary

In cases involving serious misconduct by a supervisor, the Chief of Police may recommend to the City Manager a reduction in rank. Pursuant to C.O. 155.24(b) (for non-union employees), the record of such disciplinary action shall remain in the employee's file throughout his/her period of employment with New Albany. Pursuant to CBA Article 11 (Section 11.2), demotions as a result of disciplinary action will be removed from the file upon the written request of the (union) member five years after the date such discipline was given.

F. Dismissal

In serious cases where the municipality feels that there is just cause for dismissal, the City Manager may order the employee dismissed. The employee shall be given notice in writing of the dismissal and the grounds for same. This notice shall be signed by the Chief of Police and the City Manager and a copy shall be placed in the employee's personnel file.

### **5.1.3 Appeals**

Non-union employees may appeal disciplinary action pursuant to Codified Ordinance 155.27. Specifically, employees may not appeal incident interviews, counseling, or remedial training actions. Oral reprimands are appealable to the Chief of Police (unless the oral reprimand was issued by the Chief of Police in which case it is appealable directly to the Personnel Officer). Written reprimands issued by the Chief of Police are appealable to the Personnel Officer. Suspensions of five or less working days are appealable to the Personnel Officer and, then, the City Manager. Suspensions of more than five days, demotions, and terminations are appealable (in order) to the Personnel Officer, City Manager, and Personnel Appeals Board.

Sworn members of the union may appeal disciplinary action pursuant to CBA Article 10 (Section 10.5).

### **5.1.4 Relief from Duty**

A supervisor may issue temporary administrative leave with pay to an employee under the following circumstance if one of the conditions apply:

- the supervisor is made aware of conduct by the employee which is extremely serious in nature and/or creates actual or potential harm to the employee or others
- the employee is unfit for duty due to physical or psychological reasons

The Chief of Police will be notified as soon as practical when such action has been taken. The employee will be ordered by the Chief of Police to return to his/her shift assignment at a specific time as arranged by the Chief pending the completion of an internal affairs investigation.

# NEW ALBANY POLICE DEPARTMENT

## Directive 5.2 - Complaints/Compliments

### 5.2.1 Policy

The Police Department provides a Complaint/Compliment form (PD-99-121) (Addendum C) that will be utilized to record the specifics of complaints or compliments. The procedures for registering complaints are outlined in the "Registering a Compliment or Complaint" pamphlet (Addendum D). Generally, the following procedures are used for all Police Department employees:

- Non-criminal complaints from a citizen must be filed in writing (on the prescribed form) within sixty days after the alleged event occurred to be investigated. The form must be signed by the complainant and returned by mail or in person.
- Alleged criminal complaints and/or complaints of serious misconduct, including those from anonymous sources, will be investigated at all times.
- A juvenile must be accompanied by his/her parent or legal guardian to file a complaint and the parent's/guardian's signature is required on the complaint form.
- Third party complaints that do not allege criminal misconduct will not be accepted by the Police Department.

The Chief of Police will maintain a file of all formal complaints and compliments.

### 5.2.2 Complaint Investigations

Any Police Department employee who receives a complaint from a citizen will contact the on-duty supervisor. If the supervisor is unable to resolve a minor complaint or if the complaint is serious in nature, the complainant will be advised of the proper procedures in filing a formal complaint. This may include providing the complainant a pamphlet and/or Complaint/Compliment form on which to formally record the information. If a supervisor or Chief of Police is not on-duty, the complainant's information will be taken by a Departmental employee so that he/she may be contacted by the next on-duty supervisor.

Once a formal written complaint has been made, the supervisor having administrative authority over the employee will be responsible for the investigation. If the complaint is directed against a supervisor, the complaint will be assigned to the Chief of Police. If the complaint is directed against the Chief of Police, the City Manager is responsible for the investigation.

Upon receipt of a written complaint, the investigating supervisor shall interview the complainant(s), involved employee(s), and witness(es), as soon as possible. Complaint investigative procedures for sworn union personnel are outlined in CBA Article 9 (Section 9.1). Complaints of a minor nature shall be brought to the attention of the Chief as soon as possible. Complaints of a serious nature and/or those alleging criminal conduct will require that the Chief be contacted immediately. The Chief of Police is then responsible for contacting the City Manager and City Attorney as appropriate and as soon as possible.

Complaint investigations should be completed within thirty days upon receipt of the written complaint. This time limit may be extended by the Chief of Police in serious cases. Completed investigations will be forwarded to the Chief of Police and will include a recommendation of appropriate disciplinary measures to be taken, if any. Pursuant to CBA Article 10 (Section 10.4), all sworn union personnel shall be afforded a pre-disciplinary conference with the Chief of Police wherein the employee will be given an opportunity to respond to the charges.

Supervisors are responsible for the issuance of incident reviews (non-union personnel, only), counseling, remedial training and oral and written reprimand recommendations. The Chief of

Police is responsible for the approval of all oral and written reprimands and suspensions of five days or less. The Chief of Police will forward his/her recommendations of suspension(s) of six days or greater, demotion(s), or termination(s) to the City Manager for final consideration.

Upon completion of an investigation, the complainant shall be contacted by the investigating supervisor and informed of the results of the investigation. The Chief of Police will ensure that a follow-up letter is sent to the complainant. A copy of this letter shall also be given to the involved employee(s). Any complainant who wishes to appeal the disposition of the complaint shall be referred to the Chief of Police. If the complainant is still unsatisfied, he/she will be referred by the Chief of Police to the City Manager.

### **5.2.3 Crashes Involving City Owned Vehicles**

- A. If a Police Department employee is involved in a traffic crash while on duty, he/she will immediately notify the on duty shift supervisor and, if necessary, medical personnel. This includes Police Department employees operating City owned vehicles on City streets, private property, or foreign jurisdictions. The on duty shift supervisor will respond to the scene of the crash to assess the damage and take photographs.

In the event that an on duty employee of the City is involved in a traffic crash while operating a City owned vehicle and serious injury or death has occurred or may occur, the on duty shift supervisor will contact the Ohio State Highway Patrol or the Franklin County Sheriff's Office to complete the traffic crash investigation. As defined in Directive 6.1.3, the on duty shift supervisor will contact the Chief of Police when a City employee is involved in a serious injury or fatal traffic crash.

If an employee, while operating a City owned vehicle, is involved in a traffic crash with another vehicle resulting in damage, however slight, a traffic crash report (OH-1) and City Incident Report will be completed. The OH-1 will be completed by an officer designated by the on duty supervisor and the City Incident Report will be completed by the employee involved in the crash.

A traffic crash report (OH-1) may be taken in crashes involving City owned vehicles that result in minor property damage (under \$500.00 combined) to public or private property (excluding other vehicles). An OH-1 will be taken when a City vehicle is involved in a traffic crash and there is an injury or a request is made by an involved party.

All damage to Police Department vehicles will be reported and documented to the on duty supervisor. This includes property damage, scrapes caused by branches, poles, or other fixed objects, damaged rims and tires caused by striking curbs or other fixed objects, and minor contact with other City owned vehicles.

- B. An investigation will be conducted by the involved employee's supervisor for any crash when an employee is at fault and/or negligent that results in damage of \$500.00 or more. For crashes resulting in less than \$500.00 damage, the involved employee's supervisor will use his/her discretion when deciding to pursue an investigation that may result in disciplinary action. The Chief of Police may order a disciplinary investigation for any crash involving a City owned vehicle.
- C. Pursuant to CBA Article 18 (Section 18.4), sworn union employees may be tested following a traffic crash in which the member is at fault and that results in injury to persons or when in the opinion of the Chief of Police (or his/her designee), substantial damage to property occurs. In such circumstances, the on duty supervisor shall obtain a urine or breath sample from the sworn union employee for testing/analysis. A positive test result will result in disciplinary action (as outlined in CBA Section 18.6). The process and rights of sworn union employees to be tested under this directive are outlined in CBA Section 18.5.



## **5.2.4 Receipt of Compliments**

Police Department employees who receive compliments from citizens about other Departmental employees are encouraged to have the individual fill out a compliment form. This may also be accomplished by the receipt of a letter of compliment from an individual or organization. A compliment form shall be assigned to the supervisor having administrative authority over the complimented employee. If a compliment is for a supervisor, the form is assigned to the Chief. If a compliment is for the Chief of Police, the City Manager will be forwarded the compliment.

Upon follow-up/investigation of the compliment, the employee's supervisor may write a letter of commendation outlining the compliment. Pursuant to Codified Ordinance 155.24(b), copies of these commendations shall be placed in the employee's personnel file with a copy forwarded to the Chief of Police.

# NEW ALBANY POLICE DEPARTMENT

## Directive 5.3 - Rules of Conduct

In addition to those acts, behaviors, and/or conduct specifically listed in Codified Ordinance 155.26(a) and in the City's Policy and Procedure Manual, the following Rules of Conduct have been developed for New Albany Police Department personnel:

### 5.3.1 Abuse of Position

An employee shall not use his/her official position, identification card and/or badge for special privileges, personal benefit, or financial gain.

### 5.3.2 Assistance to Fellow Officer

Officers shall aid, assist and protect their fellow officers in times of danger, impending danger, or perceived danger.

### 5.3.3 Associations/Organizational Memberships

Employees of the Police Department shall not associate with any person(s) or organization(s) who is/are under felony criminal investigation or indictment. This includes association with persons/organizations who have reputations for ongoing involvement in a criminal enterprise. This does not apply to employees who are engaged in the performance of official duties or where this association is based upon familial relationships. No employee shall join or affiliate with any organization or society whose constitution, by-laws, beliefs, or organizational structure interfere with the employee's conduct which could result in improper or inefficient service. No employee shall knowingly become a member or affiliate with any subversive organization, except when necessary in the performance of a police duty and then only under the direction of the Chief of Police.

### 5.3.4 Attendance at Trials/Hearings

Departmental personnel who have been subpoenaed, or have been otherwise notified by competent authority that their attendance is necessary at a trial or hearing, are to attend the trial or hearing except for good cause. Officers are encouraged to contact the prosecutor to be placed on "stand-by" or "on-call." In those cases where absence is necessary, notification to the court will be made prior to the scheduled trial or hearing. Failure to honor a subpoena and/or failure to attend a required trial or hearing may result in disciplinary action.

### 5.3.5 Carrying Badge, Firearm, and Identification

- A. Officers shall wear or carry their badge, identification card, and authorized firearm at all times while in an on-duty capacity, except when impractical or dangerous to their safety or to an investigation. Any officer, while acting in an official capacity, shall furnish his/her name and badge number to any person requesting it, unless withholding such information is necessary for the performance of his/her police duties.
- B. Civilian employees, while acting in an official capacity, shall furnish their name to any person requesting it, unless withholding such information is necessary for the performance of his/her duties.
- C. No employee shall lend their identification card or badge to another. Identification cards or badges shall not be reproduced without the approval of the Chief of Police. Officers and civilian employees may only use those business cards approved by the Chief of Police.

- D. It is not mandatory for an officer to carry a firearm off-duty. If an officer decides to carry a firearm off-duty, then he/she must also carry his/her badge and identification card.

### **5.3.6 Collection of Notary Fees**

While on duty, Departmental employees are prohibited from collecting any fees for service as a notary public.

### **5.3.7 Confidentiality**

Departmental personnel are prohibited from opening any desk, file cabinet, or locker assigned to another for the purpose of reading, taking and/or disseminating any material not intended for their viewing. Personnel are prohibited from opening any mail or other closed envelope without permission from the addressee. Entry into the unoccupied office of the Chief of Police without permission is prohibited.

### **5.3.8 Conflicting or Illegal Orders**

Employees of the Police Department who are given an order which is in conflict with a previous order, rule, regulation, or directive shall respectfully inform the supervisor issuing the order of the conflict. If the supervisor issuing the order does not alter or retract the conflicting order, the last given order shall stand. Under these circumstances, the responsibility for the conflicting order shall be upon the highest ranking and/or senior supervisor. Personnel are not to obey any order which they know or should know would require them to commit any illegal act. If in doubt as to the legality of an order, request the issuing party to clarify the order or confer with a higher authority, when possible.

### **5.3.9 Courtesy to Public**

Employees shall initiate all contact with the public in a courteous and tactful manner remembering our Departmental core values of professionalism, integrity, respect and compassion. Employees should refrain from coarse, violent or profane language, and exercise patience and discretion. Officers shall maintain control of their temper at all times. Officer initiated contact with the public (i.e.; traffic stops, interviews, etc.) shall be recorded whenever possible (in-car video camera, interview room, etc.).

### **5.3.10 Display of Material in Police Facilities**

As a general rule, only authorized material is to be posted within or upon Police Department property. Departmental personnel are prohibited from posting cartoons, drawings, or other material that may be offensive or contain derogatory language. This includes any material that contains sexual, ethnic, or racial slurs, or is demeaning to other protected class members (i.e.- age, religion, handicap, or sexual preference). Departmental personnel are not to deface, damage, destroy, or tamper with authorized posted material.

### **5.3.11 Drugs/Alcohol**

Departmental personnel are not to be under the influence of intoxicants while on duty or in any part of their uniform. Personnel are not to purchase, possess, or consume alcoholic beverages or illegal drugs while on duty or in any part of their uniform except as required in the line of duty and with prior approval of the Chief of Police. An employee, while off duty, shall refrain from consuming intoxicating beverages to the extent that it results in impairment, intoxication, or obnoxious or offensive behavior which discredits him/her or the Police Department or renders the employee unfit to report for his/her next regular tour of duty. It is the responsibility of the employee to notify his/her immediate supervisor if his/her ability to perform work duties has been

impaired by prescribed or over-the-counter drugs. Departmental personnel are not to bring intoxicants or illegal drugs into police buildings, vehicles, or onto any City property except as required in the line of duty.

Pursuant to CBA Article 18, sworn members of the union shall be tested for alcohol or illegal drug usage when there is reasonable belief that his/her work performance is adversely affected. Sworn members of the union may also be tested for alcohol or illegal drugs on a random basis or after an at fault traffic crash (see Directive 5.2.3).

### **5.3.12 Endorsements and Referrals**

Departmental personnel are not to permit their photographs or names to be used to endorse products or services if their endorsement refers to their employment with the Police Department without the prior written permission from the Chief of Police. While on duty, employees shall not recommend or suggest the employment or procurement of a particular product, professional or commercial service.

### **5.3.13 Ethics**

No employee shall conspire or knowingly engage in any activity which deprives any person of his/her civil rights, due process, equal opportunity for employment, advancement, job opportunities, or any constitutional or statutory right.

### **5.3.14 Expenditures of Department Funds**

No expenditures of money or financial obligations are to be incurred in the name of the Department by Departmental personnel without prior authorization from the Chief of Police. All requests to expend money shall be made on a New Albany Requisition Form and approved by the Finance Director prior to the expenditure of funds.

### **5.3.15 Gambling/Prohibited Establishments**

Employees of the Police Department shall not engage or participate in any form of illegal gambling as set forth in Chapter §2915 of the Ohio Revised Code, except in official departmental investigations. Department personnel are not to knowingly visit or enter a house of prostitution, gambling house, or establishment wherein the laws of the United States, the State, or local jurisdiction are regularly violated, except in official Departmental investigations.

### **5.3.16 Gratuities**

Departmental personnel are prohibited from soliciting or accepting from any person, business, or organization, any tangible or intangible property, promise, or service, or in any way use their official position, if it may be reasonably inferred that such action benefits their private interests in conflict with their police duties and responsibilities. All unauthorized gifts, gratuities, loans, fees, or rewards coming into the possession of Departmental personnel will be placed in the property room. A letter of explanation will be forwarded to the Chief of Police who will determine the item's appropriate disposition.

### **5.3.17 Identifying Informants**

Departmental personnel are not to divulge the identity of persons giving confidential information to the Department except as directed by the Chief of Police.

### **5.3.18 Immoral Conduct**

In keeping with the core values of the New Albany Police Department, personnel shall exhibit the highest standards of moral conduct in their personal and business affairs.

### **5.3.19 Insubordination**

Departmental personnel are to obey any lawful order of a superior officer or any order relayed from a superior officer to another by an officer of the same or lesser rank. Insubordination includes, but is not limited to, any language or action directed toward a superior which is disrespectful, mutinous, insolent, or abusive.

### **5.3.20 Interference in Private Business**

Departmental personnel are not to interfere in the private business or affairs of another, other than in the course of official police business.

### **5.3.21 Knowledge of and Obedience to Directives, Laws, and Ordinances**

Departmental personnel are to be thoroughly familiar with and obey department rules, policies, directives, orders, all City policies and procedures, and City, state, and federal laws that pertain to their employment both on and off-duty.

### **5.3.22 Lockers**

Each full-time police officer will be given the opportunity to choose a full-size locker. Lockers are chosen based upon seniority. If an officer elects to use a locker, the following rules shall apply:

- Officers shall place a lock (combination or key) on their respective lockers.
- Each officer shall have his/her name clearly labeled on the exterior of his/her locker (at the top). Name labels shall be consistent between lockers.
- Officers are not permitted to place any other names, labels, photographs, etc. on the exterior doors of their respective lockers. Employees may not make any permanent alterations to a locker.
- Officers are not permitted to post or place any photographs, pictures, cartoons or other material inside of his/her locker that is offensive in nature or in violation of the City's harassment policy.
- An employee may occupy only one locker unless authorized by the Chief of Police.
- Employees are not permitted to tamper, deface, or damage a locker of another employee. Employees are prohibited from removing items from another employee's locker without his/her permission.
- Officers shall not leave any clothing or objects in their lockers that create an offensive smell.
- Reserve officers, non-sworn Police Department employees, and City employees may request a full-size locker on a space available and as-needed basis. These personnel must receive written permission from the Chief of Police before putting items into a locker or putting a lock on the exterior.
- Violation of any of the above rules may result in an employee's loss of his/her locker privileges.
- Lockers are the property of the City of New Albany and can be searched as part of an internal investigation or termination process; based upon probable cause; or by the Chief of Police or his/her designee on an as-needed basis.

### **5.3.23 Maintaining Department Property and Publications**

Departmental personnel are responsible for the proper care and use of Department property and equipment assigned to or used by them. Departmental personnel are prohibited from taking home or using Departmental property not assigned to them or using Departmental property outside of its intended use, unless a request to use such property has been approved by a supervisor or the Chief of Police. Departmental personnel must also maintain and keep current all issued manuals, references, and texts.

### **5.3.24 Neglect or Inattention to Duty**

Employees shall not commit an act expressly forbidden or omit an act specifically required by the laws of the State of Ohio, the ordinances of the City of New Albany, these Rules of Conduct, or any other order, policy, procedure, or directive of the City of New Albany or the New Albany Police Department. Employees shall not engage in activity or personal business which may result in neglect or inattention to duty.

Employees shall remain awake while on duty. If the employee feels that he/she is unable to do so, a supervisor should be notified to determine the proper course of action. Police employees shall remain at their duty location except when carrying out other official details or when authorized to leave by a supervisor.

### **5.3.25 Personal Correspondence**

Departmental personnel are not to use the Police Department as their mailing address for personal correspondence or to use the official letterhead for private correspondence.

### **5.3.26 Public Statements and Appearances**

Departmental personnel are not to publicly criticize or ridicule the department, its policies, or other personnel by speech, writing, or other expressions. Department personnel are not to address public gatherings, appear on radio or television, prepare any articles for publication, act as correspondents to a newspaper or a periodical, or release or divulge investigative information or any other matters of the department in violation of Departmental directives and/or without the approval of a supervisor or the Chief of Police.

### **5.3.27 Release of Police Information**

Departmental supervisory personnel may release information to news media representatives only on an impartial basis. All supervisory personnel initiating contact with the media will, without delay, provide equal access of information to all members of the media. Supervisory personnel will insure the accuracy of all information released. Information regarding ongoing investigations will not be released except by the officer in charge of the investigation. All inquiries concerning ongoing investigations will be directed to the officer in charge of the investigation. When in doubt whether information may be released, refrain from releasing the information and refer inquiries to a supervisor or the Chief of Police.

### **5.3.28 Reporting Arrests or Court Actions**

Employees shall immediately report in writing to the Chief of Police any arrests or court action where the employee is a defendant or plaintiff. This includes a personal civil proceeding that may impair the employee's ability to perform his/her assigned duties or brings disrespect to the Police Department. An exception is when an employee is involved in a divorce and/or child support proceeding, unless the proceeding has attached a criminal action (such as domestic violence and/or Temporary Protection Order). Departmental personnel are to notify the Chief of Police in writing when they initiate a lawsuit relating to their employment with the Police Department.

### **5.3.29 Reporting for Duty/Tardiness**

An employee shall report for duty on time, properly prepared and equipped for his/her assignment so that he/she may immediately assume duties. Judicial subpoenas and special duty assignments shall constitute an order to report for duty under this section. It is the employee's responsibility to report any anticipated tardiness to his/her immediate supervisor and/or the on duty supervisor prior to his/her reporting time, along with an estimated time of arrival. If a supervisor cannot be reached, a message may be left with department personnel who will forward the information to the appropriate supervisor as soon as possible. If circumstances prevent the employee from reporting his/her tardiness before the scheduled shift, it is the responsibility of the employee to make contact with the Department as soon as possible. If an employee has not reported for scheduled duty or has not reported that he/she will be tardy, the on duty supervisor will attempt to contact the employee as soon as practical and ascertain the reason for his/her failure to report for duty. Repeated acts of tardiness will be grounds for progressive disciplinary action(s).

### **5.3.30 Reporting Misconduct**

Departmental personnel having knowledge of another employee's misconduct shall report it to the Chief of Police through the chain of command. Misconduct includes any violation(s) of law, ordinance, directive, personnel rule, or the disobedience of orders.

### **5.3.31 Requirement to Submit to Medical Exams, Line-Ups, Photographs, and Polygraphs**

Upon the order of the Chief of Police or his/her designee, employees of the Police Department shall submit to any medical, ballistic, chemical or other test(s), photographs, or line-ups. Pursuant to Codified Ordinance 155.28(h)(non-union employees) and CBA Article 9 (sworn members of the union), an employee may be required to submit to a polygraph examination or similar testing procedure. All procedures carried out under this section shall be directly related to an Internal Affairs investigation and shall conform to all federal and/or state laws.

### **5.3.32 Sick/Injury Reporting**

Employees shall not feign illness or injury, falsely report or have themselves falsely reported ill or injured, or otherwise deceive or attempt to deceive any other employee regarding their health.

### **5.3.33 Telephone/Address**

An employee shall maintain a telephone (residential and/or cellular) in his/her residence and shall report any change in telephone number(s) or address in writing to his/her supervisor within 48 hours. Residential telephone numbers, cellular telephone numbers, and/or residential addresses of Departmental personnel are required to be on file with the Department and shall not be released to anyone outside the Department without the employee's consent.

### **5.3.34 Truthfulness**

Employees shall speak the truth at all times whether under oath or not. An exception would be if deception is necessitated as a result of an employee's participation in an authorized undercover investigation or interview of a criminal suspect.

### **5.3.35 Unbecoming Conduct**

Departmental personnel, both on and off duty, shall conduct themselves in such a manner as to reflect favorably on the Police Department. Unbecoming conduct includes behavior that brings the Police Department or City of New Albany into disrepute or reflects discredit upon the individual as a member of the New Albany Police Department or which impairs the operation or efficiency of the Police Department or the individual. This includes, but is not limited to,

derogatory comments or conduct concerning sex, race, personal or religious beliefs, name calling, gestures or insinuations.

### **5.3.36 Withholding Information**

Departmental personnel are to communicate to their immediate supervisor, and/or other appropriate units within the department, information or tips on crimes or criminal activity or other important police matters of which they may be aware.



# NEW ALBANY POLICE DEPARTMENT

## Directive 5.4 – Law Enforcement Agency Data System

### 5.4.1 Law Enforcement Agency Data System (LEADS) Terminal Agency Coordinator (TAC)

According to Rule 4501:2-10-04 of the LEADS Administrative Rules:

A LEADS Terminal Agency Coordinator, hereafter referred to as TAC, shall be appointed by each terminal agency Manager. The TAC must be fully certified as a LEADS operator and have supervisory authority over the operation of LEADS approved equipment. The TAC is directly responsible to the agency Manager for the operation of LEADS. An Assistant TAC Officer shall also be appointed.

#### A. TAC Duties:

- Responsible for the training of LEADS terminal operators in all facets of terminal operation. Train other affected personnel as to the operational capabilities of the LEADS, Administrative Rules, and authorized use/dissemination. Ensure each operator reviews training materials and is recertified every two years. Additionally, the TAC:
  - Shall attend the new TAC indoctrination training;
  - Shall attend in service training sessions as scheduled;
  - Shall initially (within six months), train and affirm the proficiency of terminal equipment operators; and
  - Shall participate/attend any audit of the employing agency.
  - Responsible for the proper completion of the monthly records validations.
  - Maintain all documentation from LEADS, including but not limited to:
    - Newsletters;
    - LEADS computer messages;
    - Manuals; and
    - Lesson plans.
  - Maintain agency level records of LEADS certified operators and notify LEADS of any changes on the prescribed form provided by LEADS.
  - Cause a review of all entries within a reasonable time frame for accuracy; modify/cancel entries as needed.
  - Know the location and uses of all LEADS and agency owned equipment accessing LEADS within the agency.

#### B. TAC Requirements:

- Knowledge of the responsibilities, functions, organization structure, purpose, goals and objectives of the agency.
- Knowledge of criminal justice methods, procedures and programs.

- Knowledge of security and computer personnel working directly or indirectly with the computer system.
- Knowledge of the National Crime Information Center (NCIC), National Law Enforcement Telecommunications Center (NLETS), and LEADS rules, regulations, and guidelines. This knowledge includes, but is not limited to, being familiar with what services are available, use agreements, and non-terminal agency agreements.
- Knowledge of all procedures concerning broadcast messages and their proper use.
- Knowledge and administration of the general maintenance of the equipment.

## 5.4.2 Validations

According to Rule 4501:2-10-05 of the LEADS Administrative Rules:

All entries into the LEADS and NCIC files shall be reviewed and documented by a second person within the agency to verify that data entered matches the source document(s).

All terminal agencies shall validate entries into the LEADS and NCIC files according to the schedule established by LEADS. Validations of entries shall ensure accuracy and completeness of each entry by means which include, but are not limited to: contacting the complainant, victim, prosecutor, court, motor vehicle registry, and review of the original source document. Invalid records or data must be removed from the files immediately and may not be re-entered unless and until a complete validation of the data contained therein is completed.

Random or special validations may be required to maintain the accuracy and integrity of the LEADS and NCIC files.

- A. LEADS validation schedule - Terminal agencies permitted full access may enter records into the LEADS wanted persons and warrants, missing persons, and auto alert (stolen and wanted vehicles or registration) files. Records in these files must be validated sixty to ninety days after entry and then once each year. The validation procedure outlined in the LEADS Operating Manual must be followed. An exception to the standard validation schedule is that all entered missing juveniles are validated initially at 30 days and annually thereafter.
- B. NCIC validation schedule - Terminal agencies permitted full access may enter records into the NCIC Protection Order, wanted persons, missing persons, unidentified persons, vehicle and license plate, securities, articles, boat and gun files. The validation procedure outlined in the NCIC and LEADS Operating Manuals must be followed.
- C. All validation records disposition - Upon completion of the validation procedures in paragraph (A) and/or (B) of this rule, the validation documents must be completed by the agency Administrator (TAC or Assistant TAC) and be returned to LEADS by the return date indicated on the form. Records not validated in accordance with Rule 4501:2-10 of the Administrative Rules are subject to removal by LEADS.

Documents associated with the validation process are to be retained by the validating agency for one year and may then be destroyed.

## 5.4.3 Dissemination and Record Keeping

According to Rule 4501:2-10-06 of the LEADS Administrative Rules:

Access to the LEADS shall be limited to operators with assigned passwords. Each operator is accountable for all transactions occurring while his/her assigned password is logged on to a

workstation accessing LEADS. An audit trail shall be maintained by participating LEADS agencies for each dissemination, or receipt, of any printout of information from the LEADS. Each CCH inquiry shall contain the applicable purpose code per the BCI&I Training Manual. The NCIC Interstate Identification Index (III) mandates that all agencies maintain a written or computerized criminal history inquiries and retrievals. LEADS logs all information electronically. Therefore, it is only necessary to manually log any CCH information disseminated to a third party.

Messages and/or throughput of any kind accessed through LEADS shall be restricted to the use of duly authorized law enforcement and/or criminal justice agencies for the administration of criminal justice. The data shall not be sold, transmitted, or disseminated to any non-law enforcement agency, non-criminal justice agency or unauthorized person; except as provided in paragraph (A)(9) of Rule 4501:2-10-03 of the Administrative Rule; road and weather information may be made available to the general public; fatal crash data, when properly designated, is available to the news media; and hazardous material files and data is to be available to fire department and emergency management personnel. All participating agencies will assume responsibility for, and enforce, system security and integrity.

All terminal, quadrant and out of state messages shall be limited to those relating to formal criminal justice duties. Messages prohibited on the NLETS pursuant to paragraph (B)(3) of Rule 4501:2-10-08 of the Administrative Rule is also prohibited on LEADS.

BMV records and wants and warrants records may be accessed by criminal justice agencies for the purpose of providing governmental, non-criminal justice agencies limited criminal background investigation for administrative purposes. A LEADS Terminal Agency Manager wishing to access data through LEADS for this purpose must petition the Superintendent of the Ohio State Highway Patrol, in writing, for such access. The petition must include, but is not limited to:

- Detailed position (job) description the prospective employee will perform.
- Written occurrence of the prospective employee's agency Manager.
- Written occurrence of the LEADS terminal agency chief executive.
- Written occurrence of the LEADS terminal agency chief Manager.

This rule does not supersede any existing laws or rules as to access to NCIC, NLETS, III or CCH.

Administrative messages may be directed to specific criminal justice agencies for the purpose of local criminal record checks to complete criminal background investigations for governmental, non-criminal justice agencies, following the same application and approval outlined in paragraph (E) of Rule 4501:2-10-06 of the Administrative Rule. This rule does not supercede any existing laws or rules as to access to NCIC, NLETS, III or CCH.

Each terminal user shall make every reasonable effort to assure the accuracy, completeness, conciseness, and timeliness of all data transmitted.

Each terminal user shall respond as promptly as possible to all incoming messages that require a reply. Priority "U" (urgent) hit confirmations must be answered within ten minutes and priority "R" (routine) hit confirmation requests must be answered within one hour both, with an indication of the current status of any wants. If the current status cannot be verified within the time limit, a message shall be sent within the time limit advising when the record will be verified.

The standards, procedures, formats and criteria contained in the LEADS Operating Manual must be strictly adhered to.

Per Administrative Rule 4501:2-10-08 (B)(3b), notice of criminal justice training offered by the Ohio Peace Officer's Training Council approved academies and training offered by a criminal justice agency may be transmitted over LEADS. Notices of criminal justice training offered by private concerns are permitted over LEADS providing the name of the private entity is not used in the transmission.

The LEADS Operating Manual, NCIC manuals, LEADS newsletters, BCI&I & CCH Training Manual, LEADS Lesson Plans, LEADS hardware/software, or other materials necessary to the proper functioning of a terminal shall be maintained in an up to date condition readily accessible to those persons charged with terminal operation or control. All hardware and software, BCI&I CCH Training Manuals are not for use, or for possession, or release outside the terminal agency except as otherwise provided in these rules, or as specifically authorized by the Superintendent.

Hard copy printouts of information obtained through LEADS must be rendered unreadable when no longer needed.

#### **5.4.4 LEADS Audit**

According to Rule 4501:2-10-07 of the LEADS Administrative Rules:

Each agency shall, upon notice, submit to a periodic and at least triennial audit conducted by members of the LEADS staff. The audit shall include the elements of compliance, economy and efficiency and effectiveness. The audit will have two basic objectives:

- To provide reasonable assurance appropriate control systems have been established by the agency Manager to ensure compliance with law and rules; and
- To provide reasonable assurance the terminal agency has instituted sufficient controls to guarantee their entries provide reliable and accurate information.

To ensure these two objectives are being met, the audit will examine five basic areas:

- Type of, and reasons for, access to both the "hot" files and III by users;
- Disposition of information provided by the LEADS;
- An examination of the quality assurance measures in effect;
- Security; and
- Training

Prior to the triennial on-site audit, the agency will be contacted by LEADS staff to schedule a mutually agreed upon audit date. The agency must complete and retain pre-audit questionnaire, terminal operator's list, and agency self evaluation for review at the time of the audit.

The agency Manager must make every effort to be available to the auditor for an exit interview.

Agencies requested to modify operations in order to be in compliance will receive correspondence detailing deficiencies. The agency must respond in writing to certify that any deviation from acceptable standards noted within the audit report will be corrected within forty five (45) days.

Intrastate regional systems are responsible for auditing agencies participating in their intrastate regional system. The audit plan must be approved by the LEADS staff. The intrastate regional Manager will be responsible for the certification of audits within the regional system. LEADS will audit the regional agency and a sample representation of their agencies on a triennial basis in the same manner as is done for full access LEADS agencies.

Each non-terminal agency shall, upon notice, submit to a periodic audit conducted by member of LEADS staff. The objective of this audit is to provide reasonable assurance that appropriate control systems have been established by the agency Manager to ensure compliance with law and rules. The audit will examine three basic areas:

- Disposition of LEADS information
- Training issues
- Validation procedures

## 5.4.5 National Law Enforcement Telecommunications System (NLETS)

There are two basic types of National Law Enforcement Telecommunications System (NLETS) messages: administrative and inquiry. The formats for NLETS messages as outlined in the LEADS Operations Manual will be followed at all times.

### A. Administrative Messages

NLETS has established the following restrictions to control the sending of all points (AP) messages. These types of messages should be used only when the information is relevant nationwide. If the message pertains to a geographical area of the United States, (i.e., East Coast, Sunbelt, etc.) it should be sent using a regional broadcast code which more narrowly focuses on the states that need or can supply the information.

Recognizing there are circumstances where the seriousness of the situation necessitates national broadcast, the all points message may be sent under the following conditions:

- a) A user has information that is pertinent to a criminal investigation that is of interest to all states and cannot be entered into NCIC.
- b) A user has information regarding kidnapping, skyjacking or other serious criminal acts. These messages need to be brief as possible.
- c) A user has information on a wanted person that cannot be entered into NCIC, but is of interest to all states.

NLETS may not be used in the following types of messages:

- a) No social announcements (i.e. holiday messages or retirements, etc.)
- b) No solicitations of funds, seminars, conventions or training class announcements; training and seminar announcements may be sent via regional broadcast codes to states in geographic proximity of the center. The course must provide a direct service to law enforcement and may not include a name of a private company, except nonprofit companies.
- c) No recruitment of personnel.
- d) No messages in which the complainant is interested only in recovery of property.
- e) No attempt to locate vehicle (breach of trust) without a warrant.
- f) No excessively long messages.
- g) No messages supportive of, or in opposition to, political issues or announcements relative to such issues.
- h) No messages supportive of, or in opposition to, labor management issues or announcements relative to such issues.
- i) No messages supportive of, or in opposition to, proposed legislation.
- j) No messages relating to requests for information concerning salary, uniforms, personnel or related items which can be routinely obtained by correspondence or means other than NLETS.
- k) No messages relating to the advertisement or sale of equipment.
- l) No messages regarding wanted subjects or vehicles if they can be entered into NCIC.
- m) No missing persons or runaways if they are entered into NCIC.

## B. Inquiries

Inquiry into the vehicle registration, driver's license information, or other data obtained via NLETS is limited to law enforcement, criminal justice, Department of Motor Vehicles purposes or other legitimate governmental non-criminal justice purposes approved by the Superintendent of the Ohio State Highway Patrol and NLETS.

Hazardous material information obtained through NLETS may be released to emergency services personnel outside the criminal justice community (i.e. fire departments and emergency management agencies).

### 5.4.6 National Crime Information Center (NCIC)

It is incumbent upon any agency operating a terminal accessing NCIC to implement the necessary procedures to make that terminal secure from any unauthorized use. Departure from this responsibility may result in the removal of the offending terminal(s) from further NCIC participation.

The NCIC uses hardware and software controls to help ensure system security. However, final responsibility for the maintenance of the security and confidentiality of criminal justice information rests with the individual agencies participating in the NCIC system.

The standards, procedures, formats and criteria contained in the NCIC Operating Manual must be strictly adhered to. In this respect, the NCIC control terminal agency must not only follow the rules set forth, but must also ensure agencies they are servicing do the same.

Use of NCIC services by any user agency shall be in accordance with the instructions and procedures contained in the NCIC Operating Manual, the codes contained in the NCIC Code Manual, and new enhancements contained in the NCIC newsletter or any other official notification from FBI/NCIC.

The Interstate Identification Index (III) may only be used for the administration of criminal justice and the hiring of civilian or sworn officers to this department.

### 5.4.7 LEADS Connected to Agency Owned Equipment

The New Albany Police Department shall provide the CPU, monitor(s), and printer(s) for the LEADS terminal. The router and switch is owned by LEADS. The LEADS owned devices should not be removed from the network for any reason, as they are covered under a contract maintained by LEADS. LEADS Control shall be contacted immediately if an issue occurs with the LEADS owned network devices.

Terminal equipment shall not be turned off, unplugged or rendered inoperative in any manner except in the case of equipment malfunction preventing operation or if directed by LEADS personnel.

LEADS terminals shall not be changed in any manner or moved from the installed position without permission of the LEADS Steering Committee Chairperson or persons authorized by the Chairperson to approve such matters.

Modification to, or additions of, any agency owned equipment installations to the LEADS must be approved in writing by the Superintendent of the Ohio State Highway Patrol or persons designated by the Superintendent to authorize these changes. Any local area network terminals accessing LEADS must have the intelligent device (i.e. file server) and its Manager under the management control of a criminal justice agency. The proper agreements (Rule 4501:2-10-13 of the Administrative Rule) must be instituted prior to being permitted access to LEADS.

The terminal agency shall notify the LEADS Steering Committee Chairperson in writing at least thirty days in advance of their intention to cancel LEADS service.

Agency equipment and/or software believed to be degrading LEADS service must be disconnected until the problem is resolved.

Hardware and software connected to the LEADS is not to be interconnected to outside systems without written authorization from the control terminal officer (CTO).

All equipment/software use will be monitored continually by LEADS control and randomly by LEADS staff or their representative. Any misuse will be cause for administrative sanction and/or criminal prosecution.

All equipment connected to LEADS must be connected through surge protector(s).

Due to the sensitivity of the information maintained on the LEADS/NCIC/NLETS systems and to comply with NCIC policy, it is important steps are taken to safeguard these networks from improper access. LEADS access is not permitted on any system or device which can also access the Internet without proper notification to, and approval of, the CTO. Prior to any terminal or device which accesses LEADS being capable of Internet access, the agency must provide to the CTO documentation of the agency's method of providing for the security of the LEADS. This documentation will be reviewed and written approval issued prior to any device at the agency being capable of accessing both LEADS and the Internet. This restriction also applies to networks which have terminals accessing LEADS and others accessing the Internet.

If at any time an incident occurs that may impact the criminal justice agency systems or have the potential to impact LEADS data or the LEADS network, such as denial of service attacks, network intrusion, session hijacking, theft of mobile data terminal, etc. it shall be reported immediately to LEADS Control Center at 614-466-3055 or 1-800-589-2077. The agency personnel that reported the incident must then complete a Computer Incident Report (located in the CJIS Security Policy Attachment B) and fax it to LEADS at 614-644-2459 as soon as possible, but no more than 3 days after the incident.

## **5.4.8 Sanctions**

### **A. LEADS Sanctions**

Any violation by a terminal user of any of these rules could result in denial of access to LEADS. LEADS has established the following progressive sanction process to enforce these rules while cooperating with agencies to continue to protect the officer in the field.

Step 1: Notice of the violation. If the situation is not corrected with documentation to LEADS within six weeks from the date notice is sent, step 2 will be initiated.

Step 2: Notice is sent to the agency Manager with a copy also forwarded to the local chief executive or designee. Notice shall include the progressive sanction steps and may include restrictions for specific operators. If the situation continues or the correction is not documented to LEADS within thirty (30) days, step 3 will be initiated.

Step 3: The agency participation in LEADS will be reduced to limited access (i.e. inquiry only). Entry of new records into the system will be denied until those already entered are corrected. If corrective action is not taken, including written documentation to LEADS within thirty (30) days, step 4 will be initiated.

Step 4: The agency's access to the Ohio computerized criminal history (CCH) files and the NCIC interstate identification index (III) will be terminated. If corrective action is not completed, including documentation to LEADS within thirty (30) days, step 5 will be initiated.

Step 5: All records entered by the agency into the LEADS and NCIC files shall be cancelled and the agency will not be permitted entry capabilities. This shall remain in effect until recommendation by the LEADS steering committee and authorization of the CTO is obtained to reinstate access for the agency. If the situation is not corrected, including documentation to LEADS within thirty (30) days, step 6 will be initiated.

Step 6: The agency's access to the Ohio Bureau of Motor Vehicles files shall be terminated. If the agency continues to fail to correct and document their actions with the LEADS within thirty days (30), step 7 will be initiated.

Step 7: The agency shall no longer be permitted to participate in the LEADS. All terminal equipment will be removed. The agency shall remain responsible for any unpaid fees due LEADS to this date. The agency shall not be approved terminal access until reviewed by the LEADS steering committee and approval of the CTO. The agency may institute a non-terminal user agreement with LEADS, but this shall be limited to inquiry capabilities only and excludes access to the criminal history and NCIC III files.

Exceptions to the progressive sanction process may be authorized by the LEADS steering committee chairperson if in his/her opinion, circumstances warrant such action. As with any sanction, there is a right of appeal to be heard by the LEADS steering committee. This process is not under adjudication procedures (Chapter 119 of the Ohio Revised Code).

#### B. Employee Sanctions

The New Albany Police Department has established the following progressive discipline process to enforce rules that comply with the LEADS.

If an employee of the New Albany Police Department inadvertently runs incorrect information via the LEADS/NCIC computer (i.e.- accidentally ran wrong license plate or driver information, ran valid information for training, or inadvertently sent a TT to an unauthorized or wrong agency,) the ISO (Information Security Officer - TAC) will counsel the employee to correct the LEADS violation. If the employee continues these violations after being counseled, he/she will once again be counseled and shall receive progressive discipline (see Directive 5.1.2).

If an employee of the New Albany Police Department intentionally runs information via the LEADS/NCIC computer for personal use (i.e.- driver's license information, license plate information, warrant information, CCH, etc.,) it shall be recommended to the Chief of Police to place this employee under suspension (see Directive 5.1.2). The severity of the LEADS violation will determine the time length of the suggested suspension. The ISO will prepare an incident report on the event and forward to LEADS Security. LEADS Security will determine whether or not criminal charges will be filed against the employee. If an employee runs this illegal information for an officer (or other employee) and that employee is unaware the officer's (or other employee's) purpose, the employee will be counseled but will not be held fully accountable.

If an employee of the New Albany Police Department intentionally runs information via the LEADS computer and sells or gives this information to non-police personnel for personal or business use, it will be the recommendation to the Chief of Police and City Manager for this employee to be terminated from his/her position. The ISO will prepare an incident report on the event and forward to LEADS Security. LEADS Security will determine whether or not criminal charges will be filed against the employee.

If an employee of the New Albany Police Department intentionally modifies or destroys system data, causes loss of computer system processing capability, or causes loss of any computer system media including: chip ROM memory, optical or magnetic storage medium, hardcopy printout, etc., it will be recommended to the Chief of Police and City Manager to have the employee terminated from the department. The ISO will prepare an



incident report on the event and forward to LEADS Security. LEADS Security will determine whether or not criminal charges will be filed against the employee.

#### **5.4.9 Contingency Plan**

A Contingency Plan shall be in place to secure that all New Albany Police Department LEADS workstations are intact and free of viruses. This procedure shall entail detection of tampering with equipment and detection of virus infections to the system. This section shall also serve as a reference of procedures to follow if such a fault has occurred. The TAC shall:

- Perform daily visual security inspections of each LEADS workstation to confirm that these stations have not been tampered with.
- Perform weekly checks of upgrades to the antivirus software. This shall entail visually checking what the last version of antivirus software was loaded and when it was upgraded. A log shall be kept on file for 1 year of all software updates.

If at any time an incident occurs that may impact the criminal justice agency systems or have the potential to impact LEADS data or the LEADS network, (such as denial of service attacks, network intrusion, session hijacking, theft of mobile data terminal, etc.), it shall be reported immediately to LEADS Control Center at 614-466-3055 or 1-800-589-2077. The agency personnel who reported the incident must then complete a Computer Incident Report (located in the CJIS Security Policy Attachment B) and fax it to LEADS at 614-644-2459 as soon as possible, but no more than 3 days after the incident.

After contacting LEADS Control, the reporting employee shall immediately contact the on duty Sergeant. The Sergeant shall contact the Chief of Police and the IT Personnel at their next scheduled work day.



Police Department

### Incident Interview

<b>Name:</b>			<b>Badge:</b>	
<b>Assignment:</b>				
<b>Days Off:</b>				
<b>Incident Date:</b>		<b>Describe Incident:</b>		
<b>Reason for Interview:</b>				
<b>Interviewee's Summary:</b>				
<b>Supervisor's Summary:</b>				
<b>Action Taken:</b>				
<b>Decision:</b>				

I have read and understand the contents of this incident interview.

\_\_\_\_\_  
Signature of Interviewee

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



Police Department

### Official Reprimand

Oral

Written

Suspension

<b>Issued to:</b>		<b>Date:</b>	
<b>Prepared by:</b>		<b>Title:</b>	

You are hereby officially reprimanded for conduct that violates the accepted standards for an employee of the police department. This reprimand is occasioned by the following conduct on your part, to wit:

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It has been determined that the above facts are substantially true. This  oral  written  suspension reprimand is adjudged to be fair penalty for such conduct. Notice is hereby given that a recurrence of such conduct may result in a more severe penalty.

\_\_\_\_\_  
Issuing Supervisor

For: Mark A. Chaney  
Chief of Police

On this date, \_\_\_\_\_ reviewed this reprimand with the named employee.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Employee Signature



### Citizen Compliment/Complaint Form

Personnel Involved					
Name:		Unit#:		Assignment:	
Name:		Unit#:		Assignment:	
Location					
Place of Occurrence:				Date:	
Type of Premises:				Time:	
Person Making Compliment/Complaint					
Name:				Phone#:	
Address:				Sex:	Age: <input type="text"/>
Description of Incident (provide specific details/allegations)					

Knowingly filing a complaint against a Police Officer that falsely alleges that the Officer engaged in misconduct in the performance of the Officer's duties is illegal and is punishable by a maximum of 6 months in jail and a \$1000.00 fine. Ohio Revised Code §2921.15.

By signing below, I certify that the above report is true and correct to the best of my knowledge:

\_\_\_\_\_  
Signature (required)

\_\_\_\_\_  
Date

**DO NOT WRITE BELOW THIS LINE - OFFICE USE ONLY**

Received by:				Internal Control Number:	
Date:		Time:		Referred to:	
<input type="checkbox"/> Complaint Withdrawn <input type="checkbox"/> Complaint Sustained <input type="checkbox"/> Complaint Resolved at Initial Contact <input type="checkbox"/> Complaint Unfounded					
Supervisor's Signature:				Date:	



This pamphlet was developed in order to answer your questions on how to convey a compliment or file a formal complaint against a City of New Albany Police Department employee. The New Albany Police Department strives to ensure the prompt and courteous investigation of established Rules of Conduct and/or complaints against an employee. It is important to us to know how our employees are treating you, our customers. If you have any questions or would like further explanation of this process, please contact the Chief of Police, Mark A. Chaney, or in his absence, the on-duty shift supervisor at (614) 855-1234.



**New Albany Police Department**  
50 Village Hall Road  
New Albany, Ohio 43054  
Phone: (614) 855-1234  
Fax: (614) 855-2885  
Crime Tips Line: (614) 855-8584



**How to register a  
Compliment  
or  
Complaint**

**New Albany Police Department**

*Professionalism, Integrity, Respect, Compassion*

Complaints

The City of New Albany and New Albany Police Department provide a Complaint/Compliment form (PD-99-121) to record the specifics of a complaint or a compliment. The following steps/procedures are used for receiving a complaint:

- **In Writing** - a complaint against a police employee(s) must be filed in writing and signed by the complainant to be investigated.
- **Time Limits** - written complaints must be filed within sixty (60) days after the alleged event occurred to be investigated.
- **Anonymous Complaints** - unless criminal or serious misconduct is alleged, anonymous complaints are **not** investigated by the Police Department.
- **Third Party Complaints** - third party complaints are not accepted by the Police Department.
- **Juvenile Complaints** - a juvenile must be accompanied by his/her parent or legal guardian to file a complaint. The parent and/or legal guardian's signature is required on the complaint form.

Complaints (continued)

- **Phoned-In Complaints** - In the event of a complaint that is phoned in, the complainant will be directed to the on-duty supervisor. The supervisor will explain the complaint procedure and may send the complainant the appropriate form/pamphlet in the mail on which to formally record the specifics of the complaint.
- **Complaint Investigation** - only supervisory personnel of the Police Department are authorized to investigate complaints. Noncriminal complaint investigations will be completed within thirty (30) days of their receipt by the Police Department.
- **Notification** - complainants are notified in writing by the Chief of Police as to the outcome of a complaint against a Police Department employee.
- **Appeals** - a complainant who wishes to appeal the outcome of a complaint on a Police Department employee will be referred to the City Administrator (614-855-3913).

Compliments

Citizens are encouraged to compliment Police Department employees who are deserving of recognition for providing superior service. The following steps/procedures are utilized when receiving compliments from citizens:

- **Telephone** - when a compliment is received from a citizen by telephone, the City or Police Department employee receiving the call will record the specifics of the compliment on a Complaint/Compliment form (PD-99-121). This information is forwarded to the employee's supervisor to be placed in his/her personnel file.
- **In Person** - when a compliment is received from a citizen in person, the same procedure as outlined above is followed.
- **Letters** - when the Police Department receives a letter of compliment from a citizen, it will be forwarded to the employee's immediate supervisor to be placed in his/her personnel file.



<b>Chapter 6</b>	<b>Reviewed/Revised- June 2012</b>
<b>Directive 6.1 – Organization</b>	
6.1.1	Chain of Command
6.1.2	Acting Supervisors/Officer in Charge (OIC)
6.1.3	Notification/Call Out Procedures
6.1.4	Reports
<b>Directive 6.2 – Shift Selection and Leave Requests</b>	
6.2.1	Shift Selection – Officers
6.2.2	Shift Selection – Supervisors and Dispatchers
6.2.3	Leave Requests
<b>Directive 6.3 – Uniforms and Appearance</b>	
6.3.1	Uniforms
6.3.2	Appearance
6.3.3	Uniform Inspections and Repair
6.3.4	Body Armor
<b>Directive 6.4 – Community Relations</b>	
6.4.1	Civilian Ride-A-Long Program
<b>Directive 6.5 – Specialized Units</b>	
6.5.1	Bicycle Patrol Unit Procedures
6.5.2	Canine Patrol Unit Procedures
6.5.3	Mounted Patrol Unit Procedures
6.5.4	Honor Guard Unit Procedures



# NEW ALBANY POLICE DEPARTMENT

## Directive 6.1 - Organization

### 6.1.1 Chain of Command

The New Albany Police Department is organized in a para-military structure. An Organizational Chart (see Addendum A) has been created to reflect the formal lines of authority and communication within the Department.

The Department head of the New Albany Police Department is the Chief of Police. The Chief of Police reports directly to the City Manager. Reporting directly to the Chief of Police are three (3) Patrol Sergeants and the Administrative Assistant.

The three Patrol Sergeants are responsible for the day-to-day operations of their respectively assigned personnel. Reporting directly to the three Patrol Sergeants are their assigned shift's full-time sworn officers, their assigned reserve officer(s), and their assigned civilian personnel. Each Sergeant is responsible for performing annual evaluations on their respective subordinates as assigned. Additionally, the School Resource Officer (SRO) and DARE Officer positions report directly to the assigned first shift Sergeant while the Detective and Canine Officer positions report directly to the assigned second shift Sergeant. Mid-watch positions are assigned to a supervisor by the Chief of Police.

Each position within the Police Department has a Job Description that outlines the various requirements and responsibilities for the position. These Job Descriptions are updated as needed and are kept on file in the offices of the Chief of Police and City Personnel Officer.

Each employee of the New Albany Police Department is assigned a radio call number. The Chief of Police is assigned C-1, the three Sergeants are assigned Supervisor numbers based on seniority (S-1, S-2, etc.), the Police Clerk is assigned PC-1, full-time sworn officers are assigned Unit numbers based on seniority (U-1, U-2, etc). Reserve officers are assigned numbers based on seniority (R-1, R-2, etc.), and full-time and part-time dispatchers are assigned Dispatch numbers based on seniority (D-1, D-2, etc.).

The Organizational Chart of the New Albany Police Department is updated annually and included in the Annual Report. The above-listed radio call numbers may be changed in January of each year based upon the needs of the Department and the changing seniority status during the preceding year.

Each employee is under the direct command of only one supervisor at any given time. Members of the Police Department shall not bypass their immediate chain of command unless urgent or immediate circumstances dictate a departure from this policy. Supervisors shall have a reasonable number of employees under their immediate command and control. Except under unusual circumstances, this number shall not exceed eight employees.

The Chief of Police is ultimately responsible for the performance of the New Albany Police Department. Employees are delegated the authority to perform the duties of his/her job assignment to assist the Chief in the accomplishment of organizational goals and objectives.

An employee is responsible for his/her performance and is responsible for the use or misuse of his/her delegated authority. This performance is measured through the annual performance evaluation process. A supervisor will be held accountable for the performance of the employees under his/her assigned immediate supervision.

## 6.1.2 Acting Supervisor/Officer in Charge (OIC)

- A. Per Codified Ordinance 155.03(g), an acting supervisor may be appointed when the regular supervisor will be absent from his/her shift for an extended period of time, usually three (3) days or more.

The Chief of Police shall designate a Sergeant that will assume the duties of Acting Chief when the Chief is unavailable due to vacation, while attending an out-of-town conference, or during lengthy periods of sick leave.

An Acting Chief will be responsible for the day-to-day operations of the Police Department, including the approval of requisitions, leave slips, and communication with the public and other City department heads or City Manager.

When an individual is appointed as an "Acting Chief", he/she will maintain a complete written log of all activities and decisions that he/she made during the Chief of Police's absence. This information will be relayed to the Chief of Police in a timely manner upon his/her return to work.

- B. Per Article 20 (Section 20.1) of the Collective Bargaining Agreement (CBA), sworn members of the union who have been designated by the Chief of Police (or his/her designee) as "officer-in-charge" (OIC) shall be compensated at a rate of 5% above the individual's base rate of pay. Per the CBA, the OIC designation shall be made when there is no supervisor scheduled for an entire 8 hour shift or when a supervisor calls off for an entire shift and no other supervisor is working during that shift. OIC's must work a minimum of eight consecutive hours as OIC to be entitled to the 5% additional compensation.

When appointed as an OIC, the designated officer will be responsible for the day-to-day operations of his/her assigned shift. These responsibilities will include, but are not limited to, the following:

- Approving scheduling changes
- Conducting roll call
- Checking and handling daily paperwork
- Handling citizen inquiries/complaints

When an officer is appointed as OIC for a period of less than three consecutive days, he/she will not be required to submit a written log of all activities and decisions that he/she made during the regular supervisor's absence. He/she is required to verbally relay any important information in a timely manner to his/her supervisor upon the supervisor's return to work.

When an officer is appointed as OIC for a period of four consecutive days or more, he/she will be required to submit a written log of all activities and decisions made during the regular supervisor's absence. This written log is due within two days of the supervisor's return to work.

## 6.1.3 Notification/Call-Out Procedures

During the course of day-to-day events, the New Albany Police Department may find it necessary to call out personnel from home. In the event of serious incidents or emergencies, it may be necessary to contact additional police personnel including Patrol Officers, Detective(s), Sergeants, or the Chief of Police. It may also be necessary to contact non-sworn personnel for assistance, including dispatchers, Administrative Assistant, Probation Officer, or Police Clerk.

- A. Serious Incidents and Emergencies

The following events are defined as serious incidents or emergencies:

- Homicide

- Suicide (including attempts with injuries)
- Aggravated robbery
- Rape
- Kidnapping or abduction
- Arson (involving injury, death, or serious property damage)
- Extortion
- Felonious or aggravated assault
- Fatal traffic accidents or serious accidents involving multiple victims
- Hostage incidents
- Discharge of a weapon, either by the police or public
- Serious incidents at any school within New Albany
- Serious weather emergencies (tornado, flood, etc.)
- Missing juvenile under the age of thirteen
- Any unusual incident or accident which could or has resulted in death

In the event that a Sergeant is not on-duty when one of the above-listed situations occurs, the next regularly scheduled Sergeant will be contacted by the OIC and advised of the circumstances surrounding the serious incident and/or emergency. He/she will decide if additional personnel should be called in and/or who should be contacted. This may include calling out police officers or dispatchers for additional manpower and/or a detective who can assist with a criminal investigation.

When any of the above-listed situations occur, the Chief of Police will be contacted as soon as possible by the Sergeant or officer-in-charge and advised of the circumstances surrounding the serious incident and/or emergency. In addition, the Chief of Police will be contacted as soon as practical when any newsworthy incident occurs wherein the news media may broadcast or publish information about an event or arrest in the very near future.

It is the responsibility of the Chief of Police to notify the City Manager during any serious incident or emergency.

**B. Minor Incidents and Emergencies**

In the event of minor incidents, such as domestic disputes/domestic violence, mental health calls, and incidents involving juveniles (including runaways), the on-duty Sergeant or OIC may decide that additional personnel are needed and/or the Chief of Police should be contacted. This decision should be made at the Sergeant's or OIC's discretion.

**C. The above-listed type of incidents (both serious or minor) may necessitate contacting the Probation Officer who may assist in counseling or in another as-needed capacity. The decision to contact the Probation Officer is at the Sergeant's or OIC's discretion.**

## **6.1.4 Reports**

**A. Monthly Reports**

Supervisors and designated personnel (i.e. – Detective, SRO, etc.) are responsible for submitting a Monthly Report to the Chief of Police. This report shall contain an update on projects/programs, anticipated problems or developments, items of special interest, employee concerns, and community policing/community relations programming.

The Administrative Assistant is responsible for submitting a Monthly Report to the Chief of Police. This report shall contain Departmental statistics including offense reports, incident reports, traffic crash reports, total number of citations, total number of arrests, and all other information as directed by the Chief of Police.

The Chief of Police will forward the completed Departmental Monthly Report to the City Manager for his/her review. The Monthly Report will also be disseminated to department heads and placed on the City's web site.

B. Annual Report

The Chief of Police is responsible for submitting an Annual Report for the New Albany Police Department. This report shall include a Departmental summary of the past year's events, including crime statistics, personnel changes, and significant progress made within the Department.

A copy of the Annual Report will be forwarded to the City Manager. Copies of the Annual Report will also be made available for the public's review via the City's web site and upon request.

# NEW ALBANY POLICE DEPARTMENT

## Directive 6.2 - Shift Selection and Leave Requests

### 6.2.1 Shift Selection - Officers

Pursuant to Collective Bargaining Agreement (CBA) Article 15 (Section 15.3), a blank shift schedule will be posted and sent out via email to all full-time New Albany Police Officers by October 31<sup>st</sup> of each year. The form will indicate the days off and shift schedule for each regular patrol assignment and the days off and shift schedule for other than regular patrol assignments (i.e. – DARE, SRO, K9). The blank shift schedule will already have the sergeants' assignments and work schedules before being posted.

The most senior patrol officer will begin the process by writing his/her name on the schedule within two working days. This process will continue for no more than 30 days until the last position is filled. The final schedule for the proceeding year will be posted within 10 days of the final shift selections. On the Monday of the beginning of the first pay period in January, officers will begin their new assignment/shift, as applicable. Shift assignments will last one year, generally January through December.

During the calendar year or prior to the shift selection process, the Chief of Police reserves the right to assign officers to a shift that best suits the needs of the Department in cases of both voluntary and involuntary transfers. These assignments/transfers may occur for several reasons, including moving an officer off of a particular shift due to extended time on the shift or moving an officer to a particular shift for reasons of expertise or gaining additional experience. Temporary transfers may last up to 120 days (see CBA Section 15.3).

Supervisors and the Chief of Police reserve the right to adjust days off to fill manpower needs.

The above-outlined procedure does not preclude the Chief of Police from temporarily reassigning officers for the purposes of responding to special or emergency situations, meeting minimum manpower requirements, or balancing the shifts based upon levels of experience.

### 6.2.2 Shift Selection - Supervisors and Dispatchers

The general above-outlined shift selection procedures will also be utilized by full-time Dispatchers and Sergeants for their annual shift assignments.

### 6.2.3 Leave Requests

Employees are encouraged to plan for their vacation and compensatory time leaves as far as possible in advance. Compensatory leave time is governed by C.O 155.06 (e) for non-union employees and CBA Section 15.5 for sworn officers in the union. Vacation leave time is governed by C.O. 155.09 for non-union employees and CBA Section 16.2 for sworn officers in the union. To encourage advance planning, the following policy will be used within the Police Department in respect to scheduling leave time.

Beginning on December 1<sup>st</sup> of each year, the shift supervisor will advise his/her shift that each employee may put in a request(s) to take off specific days/weeks of leave time for his/her earned vacation time. Pursuant to CBA Section 16.2 (for sworn officers in the union), vacation selection will be based on seniority with the most senior officer selecting up to 120 hours (in 40-hour blocks) for the upcoming year.

Within each job classification and/or shift, seniority will be used for determining leave time until December 24<sup>th</sup>. After this date, leave requests will be granted on a first-come, first-served basis. The final vacation bid selections will be posted by December 31<sup>st</sup> for the following calendar year.

The Supervisors on each shift are responsible for tracking requests for days/weeks off by their respective employees. Each Supervisor will keep track of this time utilizing the designated computer-generated schedule.

Due to minimum coverage requirements, no more than one officer per shift may be away on vacation leave at the same time. This will ensure the Police Department has enough on-duty personnel to provide for the safety of employees and citizens who rely on police services.

All leave requests must be submitted in writing on the prescribed Leave/Overtime form (PD-07-257) or electronically through ADP. To ensure adequate notice is given, all leave requests must be submitted 72 hours prior to the time requested. If adequate notice is not given for a vacation leave request and/or based upon operational needs at the time, the shift supervisor may deny the request.

Supervisors shall respond to an employee's leave request as soon as possible and the approval or denial of the request shall be consistent with operational necessity. If an employee's request for leave cannot be approved, the supervisor will work with the employee in an attempt to approve vacation leave at the earliest date convenient to the employee and consistent with operational needs of the Police Department.

Pursuant to CBA Section 15.7 and upon approval of the shift supervisor, sworn officers of the union have the option to trade shifts. The request to trade shifts must be in writing (Leave/Overtime form) and approved by the affected shift supervisors.

Compensatory leave requests will be treated similarly to vacation leave requests and no reasonable request for compensatory leave shall be denied. When practicable and as long as the Police Department's operations are not adversely affected, an employee's request for compensatory leave shall be approved.

Under the Fair Labor Standards Act (FLSA), the employer reserves the right to adjust schedules to avoid overtime, so long as the adjustments occur within a work period. Therefore, a shift supervisor may, consistent with FLSA, schedule an employee off within a work week, for the purpose of avoiding the employee reaching the FLSA overtime threshold.

# NEW ALBANY POLICE DEPARTMENT

## Directive 6.3 - Uniforms and Appearance

### 6.3.1 Uniforms

Per C.O. 155.21 (e) (for non-union personnel) and CBA Article 21 (Section 21.3)(for sworn union personnel), New Albany shall provide uniforms and/or a uniform stipend for Police Officers and civilian personnel. Approved uniform parts and equipment are listed in Addendum B.

Specifications for all uniforms and equipment worn and used by employees of the New Albany Police Department will be approved by the Chief of Police. This policy sets forth acceptable standards for uniform officer assignments.

Accountability for compliance with this directive will be the responsibility of the on-duty supervisor. The supervisor may approve additional items of clothing during special circumstances such as inclement weather. Officers assigned to specialized uniform details (i.e. - Bike Patrol, Canine Unit, Mounted Unit, Honor Guard) will be held to those uniform standards set by the assignment (see 6.3.1(c) (d), (e), and (f)).

- A. All uniforms will be worn as prescribed for the season and may not be worn with any civilian, non-uniform, or unauthorized items of clothing while in an on-duty status.
- Uniform shirts and trousers will be kept neat, clean, pressed, and in good repair.
  - Summer uniform shirts will be worn (beginning first shift) from May 1 through October 31. Winter uniform shirts and approved turtleneck/dickie or tie will be worn (beginning first shift) from November 1 through April 30. During the months of April and October, an officer may wear either the summer or winter uniform shirt at his/her discretion. Due to unseasonable weather, the Chief of Police may grant exceptions to this policy on a short term basis.
  - Ties (clip-on or velcro) will be worn with winter uniform shirts during court appearances, official proceedings, or when so ordered by a supervisor or Chief of Police.
  - Summer uniform shirts will be worn with a plain, white, crew neck shirt.
  - Approved uniform shoes will be black leather or clarino and will be worn with navy blue or black socks. Approved uniform boots will be black leather or clarino and will be worn with navy blue, black, or white socks (provided the white socks are not visible). Leather shoes and boots will be kept clean and polished by the officer.
  - Officers will wear the approved uniform hat (navy blue round style) for formal occasions and as directed. A trooper style navy blue winter hat or toboggan style black hat may be worn in lieu of the uniform hat in severe weather conditions. Ear muffs are not permitted unless approved by the on-duty supervisor due to severe weather conditions.
  - Officers are issued two breast badges upon appointment. A breast badge and name bar shall be displayed on an officer's outermost garment at all times while on-duty.
  - All officers shall carry a whistle with them at all times. The whistle may be kept in a uniform pocket or on a whistle chain.
  - All leather gear shall be black basket weave leather (or similar approved material). An officer must carry the following items on his/her duty belt:

A service weapon in an approved holster with issued ammunition.

A magazine pouch with two magazines loaded with issued ammunition.  
Handcuff case and 1 or 2 pair of handcuffs  
Portable radio and holder  
ASP and holder  
Chemical Irritant (OC-10) and holder

An officer may carry the following items on his/her duty belt:

Surgical gloves and holder  
Flashlight and holder  
Folding knife and holder  
Additional items as approved by the Chief of Police

- Reflective vests will be worn during hours of darkness and/or inclement weather while engaged in a traffic control function (both in an on-duty and special duty status) unless use of the vest would cause a tactical safety disadvantage for the officer.
- All police employees are issued a key fob for access controlled doors and key(s) for specific interior doors. All employees are issued an identification card upon employment. Both the ID card, key fob and issued key(s) must be returned to the Chief of Police upon termination of employment.
- Gloves will be navy or black leather and will not interfere with the operation of the duty weapon and shall not be weighted.
- Scarves will be plain and navy blue or black and worn inside the jacket.
- Inappropriate tie clasps or tie bars will not be permitted. (Appropriateness will be determined by the on-duty supervisor).
- Rainwear will consist of a reversible raincoat and a rain cover for the uniform hat. Umbrellas will not be carried.
- Officers will wear an approved all-weather jacket (with removable liner) during months of cold or inclement weather.
- A navy blue military v-neck sweater with badge tab may be worn over the top of the winter uniform. A long sleeved uniform shirt shall be worn underneath the sweater.
- No ornaments, pins, or buttons are to be worn on the uniform or jacket without the approval of the on-duty supervisor or Chief of Police.

#### B. Formal Uniform

All uniformed officers attending formal functions will wear either the long sleeve shirt and tie or an authorized dress uniform. Uniformed officers taking part in ceremonies may also be required to wear white gloves. A dress blouse (navy blue blazer and matching trousers) may be worn by supervisors at all formal functions.

#### C. Bicycle Patrol Uniform

All bicycle patrol uniforms will be approved by the Chief of Police. Bike patrol officers shall wear a black nylon equipment belt and accessories (holster, portable radio carrier, hand cuff case, ASP holder, Chemical Irritant holder, magazine pouch, etc.) Officers are required to wear an approved bicycle helmet when working a bike patrol assignment. When not operating the bicycle, officers may wear an approved navy ball cap. Bike patrol officers may also use an external ballistic vest carrier marked with "Police" in white lettering.

The following bike patrol uniform shall be worn during warmer weather:



- Black “BDU” style shorts
- Polo Shirt with approved Police markings
- White or gray ankle length crew socks
- Black, low cut leather shoes

The following bike patrol uniform shall be worn during colder weather:

- Full length “BDU” style pants (in lieu of BDU shorts)
- Approved Olympic style jacket with Police markings
- Black, leather uniform boots (w/navy blue or black socks)
- Gold and black bicycle helmet cover (Optional)

#### D. Canine Unit Uniform

The nature of work performed by a canine handler and the constant contact with the K9 makes it reasonable to modify the uniform of the day to a more utility type of uniform. The following are uniform variances from uniformed patrol officers (refer to Directive 6.3.1 (A) for uniform items and directives not addressed below).

- The K9 handler’s uniform shirts and trousers will be kept neat, clean, pressed, and in good repair.
- Approved uniform boots will be black leather or clarino and will be worn with navy blue, black, or white socks (provided the white socks are not visible). Leather shoes and boots will be kept clean and polished by the officer.
- Approved K9 handler’s uniform pants will be black. They will be a high quality BDU style of pants. The ends of the legs are not to be tied or tucked into the boot.
- All duty gear shall be black nylon (or similar approved material). The K9 officer must carry the same items on his/her duty belt as patrol officers (as detailed in Directive 6.3.1(A)). The K9 handler’s holster may be a drop thigh holster. The drop holster is intended to reduce the chance of entanglement with the K9’s lead.
- Approved K9 handler’s uniform shirts will be black with subdued New Albany Police shoulder patches. They will be a high quality polo style shirt. The badge will be a sewn on subdued New Albany Police badge. “Police K9” will be on the back of the shirt in silver letters, consistent with the colors in the patches and badge. The summer shirt will be short sleeve and the winter shirt will be long sleeve.
- Approved K9 handler’s hats will be black. The primary hat is a high quality baseball cap with “New Albany Police” embroidered on the front in white or silver. “K9” will be embroidered in white or silver on the sides or back. During inclement weather a stocking hat can be worn. “Police” may be embroidered on the hat in white or silver.
- Approved K9 handler’s coat and/or jacket will be black. The Department patches and badge will be the same as the K9 handler’s uniform shirt (as described above).

#### E. Mounted Unit Patrol Uniform

The Mounted Unit officer, depending on the event, shall wear either the formal or informal Mounted Unit uniform. Formal events shall include, but are not limited to, parades, large public or private events, funerals, and ceremonies. The Mounted Unit’s informal uniform shall be worn during residential patrols, Block Watch events, private functions, and any other public or private event approved by the Chief of Police.

##### 1. Formal Uniform

- Navy blue Breeches (pants)
- Black English style riding boots

- White long sleeve shirt with a navy blue tie
- Navy blue campaign hat as worn by the New Albany Police Honor Guard
- High Gloss duty belt and gear as worn by the New Albany Police Honor Guard
- Navy blue dress blouse with the mounted patrol brass located above the right top pocket

## 2. Informal Uniform

- Black BDU style pants, pressed with a military crease
- Black polished (Justin) low heel riding boots
- Silver spurs
- Riding gloves (optional)
- Black t-shirt with approved Police markings
- Black BDU style shirt with approved Police insignia
- A black helmet with approved police markings
- Black jacket with approved police markings during the fall
- Black basket weave or nylon equipment belt that contains a holster, magazine pouch, radio carrier, handcuff case, ASP holder, OC holder, flashlight holder, lead line for the mounted horse, or any other items approved by the Chief of Police.

All formal and informal shirts and slacks shall be pressed with a military crease. The sleeves shall be either long or short depending upon the season and riding conditions. Under normal conditions the Mounted Unit shall wear short sleeves from May 1<sup>st</sup> to October 31<sup>st</sup> and long sleeves from November 1<sup>st</sup> to April 30<sup>th</sup>.

## F. Honor Guard Uniform

All Honor Guard uniforms will be approved by the Chief of Police. Honor Guard uniforms consist of the following:

- Navy blue single breasted dress coat
- White button up dress shirt
- Navy blue tie
- White gloves
- Black patent leather Sam Browne belt with suicide strap
- Black patent leather holster
- Black patent leather handcuff case
- Black patent leather radio holder
- Black patent leather magazine pouch
- Black braided should strap
- Silver Air Force style name plate
- Department issued badge
- Silver Honor Guard pin
- Navy blue trousers with a black braid on each pant leg
- Black patent leather shoes
- Black socks
- Navy blue campaign hat with silver hat badge, silver acorn braid, and black leather hat strap

During cold weather Honor Guard Officers will wear the felt campaign hat and during hot weather, Honor Guard Officers will wear the straw campaign hat. White gloves shall be worn by Honor Guard Officers during appropriate ceremonies. No other pins or jewelry shall be worn upon the uniform or visible while wearing the uniform except for a wedding band or medical identification jewelry.

G. Rank Insignia

Police supervisors shall wear the following rank insignia:

Chief of Police - one gold eagle on each shoulder of his/her coat or dress blouse facing outward. A dress blouse shall display three gold braids on each sleeve. Eagles shall be displayed on each shoulder on the uniform shirt epaulets.

Sergeants - gold chevrons on each shoulder of his/her coat. A dress blouse shall display one gold cloth sergeant's chevron on each sleeve six inches below the shoulder seam. One gold sergeant's chevron shall be displayed on each side of the shirt collar.

### 6.3.2 Appearance

Officers shall maintain a professional appearance while on-duty.

Male officers, while in uniform, will keep their hair neat, clean, and in a conservative business-like style. Hair will not cover the outside portion of the ear or uniform collar nor hang below the eyebrows. Hair coloring or style of a faddish or unnatural appearance is not permitted. Sideburns will be one inch or less and a short, neatly trimmed moustache is permissible. Moustaches will not extend outward from or below the corner of the mouth. Beards and goatees are not permitted (unless approved by the Chief of Police based upon a certified medical need).

Female officers, while in uniform, will keep their hair neat, clean, and in a conservative business-like style. Hair will be kept off the eyebrows and will not hang below the shoulders at any time. Female officers with long hair will keep it up in a style so as not to touch the collar. Ponytails, pigtaileds, and braids are not permitted. Hair coloring or style of a faddish or unnatural appearance is not permitted. Heavy use of make-up is unacceptable. Fingernail length shall not exceed one-quarter inch past the tip of the finger or thumb. Neutral fingernail polish is permitted.

Officers, while in uniform and on-duty, may wear the following jewelry:

- One ring on each hand.
- One wristwatch.
- Necklaces may be worn but will be concealed under the uniform shirt.
- Bracelets are not permitted (except for medical alert bracelets).
- Female officers may wear one pair of small, post-style earrings.
- Male officers are not permitted to wear earrings while on-duty.
- Eyeglasses and sunglasses will be conservative in style. Mirrored sunglasses are not permitted.

A. Plain Clothes Assignments

Pursuant to CBA Article 21 (Section 21.4), officers who are assigned to "plain clothes" duty shall use their stipend to purchase and maintain both plain clothes attire and uniform parts and equipment. The dress code for officers assigned to plain clothes duty shall be business attire (i.e. – suit or dress pants and jacket and dress shirt and tie). Variation from this business dress code can only be approved by the Chief of Police (or his/her designee) for specific tasks or assignments that require something other than business attire.

B. Non-sworn personnel

Non-sworn employees shall maintain a neat and clean appearance. The designated uniform as determined by the position shall be worn at all times while on-duty.

### **6.3.3 Uniform Inspections and Repair**

Sworn officers shall be inspected at least once per year (during an annual performance evaluation) and at such other times as determined by the shift supervisor. Uniformed civilian personnel will also be inspected annually by their supervisor.

Pursuant to Article 21 (Section 21.6)(for sworn union personnel), uniform and equipment that is damaged in the line of duty shall be reported to the on-duty supervisor and recorded on an incident report. Restitution for replacement of damaged uniforms and/or equipment will be made on a case-by-case basis and approved by the Chief of Police.

### **6.3.4 Body Armor**

Pursuant to Article 21 (Section 21.2), each full-time sworn officer shall be supplied with body armor. Ballistic vests issued to the officers shall be replaced at City cost during the year the manufacturer sets as the expiration date (usually within 5 years). Reserve officers may also be issued ballistic vests upon written request.

Due to the enhanced safety and protection afforded by a ballistic vest (and since this equipment is provided to each officer at no charge), all officers assigned to patrol duty will wear their ballistic vests while on patrol. Officers are highly encouraged to wear their vests at all other times (i.e. – special duty, warrant service, etc.).

# NEW ALBANY POLICE DEPARTMENT

## Directive 6.4 – Community Relations

### 6.4.1 Civilian Ride-Along Program

A. Purpose

It is the purpose of the Ride-Along Program to provide interested resident and/or citizens an opportunity to observe daily operations of the Department.

B. Qualifications

All citizens who agree to sign a liability release and are approved by a Department supervisor are permitted to participate. Any individual who is under the age of eighteen must have his/her parent or guardian appear at the Police Department to sign the Liability Release form (PD-03-115) (Addendum C). It is highly discouraged that anyone under the age of 16 be permitted to participate in the Ride-Along Program.

As a rule, citizens are not permitted to participate in the Ride-Along Program more than twice in a calendar year. Exceptions can be made for citizens who are participating in the Ride-Along Program as part of a school project or Citizen Police Academy, members of the media, and government officials. Exceptions must be approved prior to the actual ride-along by a Department supervisor.

C. Supervisor Approval

A supervisor must approve all citizen requests to participate in the Ride-Along Program. Approval may be denied based upon the citizen's prior criminal record, prior problems the department may have had with the citizen, inappropriate dress, or other just cause as determined by the supervisor.

Citizens participating in the Ride-Along Program must dress appropriately. A citizen is not permitted to wear clothing or head wear that may falsely lead others to believe that he/she is a law enforcement officer.

D. Officer's Responsibilities

As outlined in the Liability Release Form, citizens choosing to participate in the Ride-Along Program accept the inherent danger in riding along with a Police Officer. Officers who have a citizen riding with them should consider the citizen's safety in the performance of their duties. For example, officers should avoid being involved in high-speed pursuits and should not permit citizens to exit the cruiser in situations that could threaten the officer's or citizen's safety.

E. The New Albany Police Department recognizes the importance of a cooperative relationship with the media and permits media representative to participate in its Ride-Along Program. However, both officers and media representatives should be aware that pursuant to a Supreme Court decision, media representatives are not permitted onto private property while participating in the Ride-Along Program without first obtaining the expressed consent of the private property owner. Officers shall ensure that media representatives do not violate this directive.

# NEW ALBANY POLICE DEPARTMENT

## Directive 6.5 – Specialized Units

### 6.5.1 Bicycle Patrol Unit Procedures

A. The New Albany Police Department maintains an active bicycle patrol unit in operation during the months of April through September. This does not exclude bicycle patrol during others months of the year as weather, special events, and department needs dictate. The purpose of the bicycle patrol unit is to provide a service to the Police Department and the public wherein the patrol officer has better access to persons and places that are limited by routine cruiser patrol. The New Albany Police Department Bicycle Patrol Unit is used for, but not limited to, the following functions:

- Crowd Control
- Special Event Patrol
- Traffic Control
- First Responder in Crowded Areas
- Residential Patrol and Traffic Enforcement
- Business Checks
- Community Relations

B. Participation in the New Albany Police Department Bicycle Patrol Unit is on a voluntary basis. Bicycle Patrol Uniform Regulations is governed by Directive 6.3.1.

An officer wishing to participate in the program must meet the following basic qualifications:

- The officer must have at least one year of full- time experience with the New Albany Police Department and be out of his/her probationary period.
- The officer must have successfully completed 40 hours of formal mountain bike patrol training in accordance with International Police Mountain Bike Association (I.P.M.B.A.) standards or any other equivalent course as determined by the Chief of Police.

Any officer wishing to participate in the Bicycle Patrol Unit will forward an email or a memorandum to the Chief of Police through the chain of command.

C. The Bicycle Patrol Unit will maintain a fleet of operational patrol bikes which will remain outfitted with the following departmental equipment:

- Battery operated dual headlight with flash function and emergency red and blue lights
- Audible siren
- Electronic odometer
- One rear mounted nylon bag for equipment

Patrol bicycles will be assigned to individual officers on an annual basis. An officer assigned to the bike patrol unit will be responsible for his/her assigned bike's cleaning and basic maintenance. Any major repairs needed should be forwarded to the officer's shift supervisor.

D. While on routine bike patrol, officers will concentrate mainly on highly populated areas, businesses, school zones, and residential areas. Bicycle Patrol Units will coordinate a bike patrol schedule with their respective shift supervisors. An officer will mark the dispatch center prior to beginning bike patrol and he/she will inform dispatch of what area he/she will be patrolling. If an officer changes patrol zones during his/her shift, he/she will notify the dispatch center via radio. An officer may initiate a traffic stop with a motor

vehicle while on routine bike patrol providing he/she maintains the following safety precautions for initiating a traffic stop:

- An officer can initiate a traffic stop by motioning to a violator to pull over to the side of the road or by approaching a violator who has come to a stop at a traffic control device such as a stop sign or red light.
- Once the violator vehicle is stopped, the officer will pull his/her bicycle in behind the violator vehicle to a safe location, unstrap his/her bike helmet, and continue with the traffic stop as normal.
- Under NO circumstances is an officer to step out or ride his/her bike in front of moving traffic in order to stop a violator.

## **6.5.2 Canine Patrol Unit Procedures**

It is the policy of the New Albany Police Department to utilize only highly trained canine team(s) to assist in the daily operations and functions of the department. The procedures described herein will establish guidelines for the operation, supervision, training, maintenance and care of the Department's canine team.

The canine team is a valuable law enforcement tool for use in criminal apprehension, evidence location, narcotics detection, tracking, and promoting favorable public relations. The procedures that follow apply to all sworn and civilian personnel and are intended to ensure the effective use of the canine team.

### **A. Definitions**

- **Police Canine:** A working class dog which has been procured and specially trained to execute a number of specific tasks which make use of the canine's speed, agility and sense of smell.
- **Canine Officer:** A police officer who has been specially trained in the care, handling and training of the dog for law enforcement.
- **Canine Team:** A police officer and his/her assigned canine.

### **B. General and Staff Provisions**

- The canine is owned by the City of New Albany and will be licensed in accordance with all State and local regulations.
- Structurally, the canine team will be part of the Department's patrol operations. The canine officer, unless ranked already, will be supervised by the on duty sergeant.

### **C. Canine Uses**

- **Building Searches:** The canine team will be trained to search buildings for possible suspects or persons hiding inside them. In order to be effective, patrol officers should maintain an outside perimeter of the building and not enter the building before the canine team.
- **Area Searches:** Searching within a specific outside area can be useful in the apprehension of a suspect(s) or location of a victim(s) when physical presence has been recent. During suspect tracking, a perimeter should be set up when possible and a back up officer will accompany the canine team as cover. The canine team will keep the perimeter units updated on location and direction; this will allow those units to move accordingly.
- **Evidence Searches:** Searching a specific area for evidence or property can be an effective application of the canine team. The canine team may be able to find evidence left or dropped from a crime scene as well as locate personal items lost by

the suspect(s). It is extremely important that the area to be searched is kept as least disturbed as possible.

- Narcotics Detection: The use of the canine team in this type of detection can be an extremely beneficial tool in drug enforcement. The canine's ability to alert on scent produced by illegal narcotics is related to the availability of the scent and the proficiency of the canine.

When searching a vehicle for illegal narcotics, the area of the vehicle's location must be safe for the canine (i.e. - traffic flow). If the area is not safe, the vehicle should be relocated, if possible. If the interior of the vehicle is to be searched, all narcotics and paraphernalia in plain view should be removed. All food and occupants shall also be removed prior to an interior search. The canine officer has the final say and responsibility on whether or not the application of the canine can be done in a safe manner.

#### D. Request for Off Duty Canine Team

Requests for canine assistance for New Albany Police Department related incidents during the hours when the canine team is off duty will be approved by the on-duty Sergeant. If no Sergeant is on duty, then an off duty Sergeant or the Chief of Police shall be contacted to approve any request for canine assistance.

Requests for canine assistance from outside agencies or jurisdictions during hours when there is no canine on duty will only be authorized by the on-duty Sergeant. Such assistance should take into consideration whether an emergency exists and whether the canine team could directly assist with the incident (i.e. - lost child, felony suspect tracking, etc.). If no Sergeant is on duty, an off-duty Sergeant must be contacted for authorization before the canine responds.

#### E. Criminal Apprehension

Use of a canine during an apprehension will be classified as an application of force. The canine officer shall allow the canine to use only the force reasonable to affect an arrest. The canine officer shall function within the guidelines of the Police Department's Use of Reasonable Force policy (see Directive 1.1.1). The following procedures will be followed for maximum effectiveness and safety during all canine apprehensions.

- The canine officer shall verbally warn the suspect, if possible, that if the suspect does not stop fleeing, the canine will be released.
- Once the canine is released, all officers will be notified that the canine has been deployed by advising radio of such action. All officers involved in the attempted apprehension, except the canine officer, will remain still upon deployment of the canine.
- The canine will not be released if police officers are in direct foot pursuit of the suspect.

#### F. Tracking

Ground disturbance tracking can be useful for locating a lost person(s) when it is believed the person left a known area on foot. The canine officer will utilize the canine unless it is determined an excessive amount of time has passed or there are other reasons not to make an attempt. It is important that officers on the scene understand that tracking is very difficult if the area in question is contaminated.

#### G. Public Relations

Positive public relations are an important part of the canine team. The community may request demonstrations. The following guidelines are formatted to help structure the content of the demonstrations:

- No canine aggression will be shown unless authorized by the Chief of Police



- Total control and obedience will be stressed in all demonstrations. Agility, narcotics detection and social interaction will also be stressed.
- All demonstrations will be approved by the Chief of Police and the canine officer will accommodate schedule changes for such appearances.

#### H. Foot Patrol

- While on foot patrol, the canine will be leashed at all times
- The canine will not be left unattended while on foot patrol
- The decision as to whether or not a canine may be touched or petted will rest with handler. If the handler decides that his dog cannot be petted, he will take time to explain why.

#### I. Canine Use of Force Reporting

A canine use report form (PD-10-113)(see Addendum D) will be completed whenever the department canine grabs, bites or in any way comes into physical contact with a suspect. The form and the following procedures shall also apply in a case of accidental bite situations.

- The canine officer will notify the on duty supervisor immediately of any use of force or accidental bite situations.
- The person bit will be provided with immediate and necessary first aid or medical treatment.
- The supervisor will notify the Chief of Police, as soon as practical, of the use of force or any accidental situations.
- The canine officer will file a canine use of force report as soon as practical. If the canine officer is unable to do this, the on duty supervisor will initiate such measures.
- The on duty supervisor will request to take pictures of the suspect's affected area. Photos will be taken after cleaning of the affected area by medical personnel. The photos should include three different angles. A full body photo should be taken depicting no further injury. In cases where a canine bite is alleged, photos should be taken whether or not there are visible signs of injury.
- The supervisor will initiate an investigation.
- The Chief of Police will be responsible for gathering and reviewing all information relating to the incident relating to the use of force by the Department canine resulting in injury or death and will forward information to the prosecutor's office.

#### J. Injury to Canine Officer

A situation may develop in which the canine officer becomes injured in the line of duty. If the canine officer is injured and unable to control his/her canine, the following steps should be taken:

- If the canine is not acting aggressively, officers on the scene will make every effort necessary to control the canine by using common sense and attempting to secure the canine in the rear of a vehicle or in the canine cruiser.
- If the canine is being aggressive, which will be instinctual for protection of the handler, and efforts to confine the canine are not successful, officer should contact another canine officer. These officers are trained in exercising control over another handler's

dog. If another canine officer cannot be reached, contact the canine officer's spouse or immediate family member for assistance.

- Do not attempt to give first aid without securing the canine first unless it appears the canine officer's life is in danger. If first aid appears to be necessary and the canine is being aggressive, it will be secured by any means possible.

#### Rules for Department Employees

No officer or civilian will strike a canine officer or engage in any horseplay. You must remember that the canine has been trained to protect the officer with its life. No officer or civilian employee will do any of the following:

- Strike or attempt to discipline the canine
- Tease or agitate the canine in any way
- Give the canine any type of command
- Feed the canine without permission
- Enter the canine vehicle while the canine is inside the vehicle
- Attempt to remove the canine from the canine vehicle or area of confinement without the knowledge and permission of the canine officer

#### K. Canine Care

The canine officer is responsible for keeping the canine in such physical condition that the canine is able to perform the duties expected. The canine officer will be allowed the necessary time to do the following canine care and maintenance:

- The canine will be groomed as needed
- Daily examination of the canine will include eyes, ears, mouth, nostrils, feet and general body condition
- Nails will be clipped as needed
- The canine officer will clean his/her yard of waste no less than weekly
- The canine will be kept on a routine daily feeding schedule. The canine will be provided fresh water at all times. Water and food bowls will be cleaned daily.
- The canine will be bathed as needed
- The canine will be treated for parasites as needed
- All medications will be dispensed as directed by an approved veterinarian

While off duty and at the canine officer's residence, the canine will be kept secure at all times. The City will provide an outdoor kennel as well as an indoor air crate for the canine to be used at the residence.

Veterinarian care will be handled on an as needed basis. The canine officer will have a complete physical of the canine completed annually. The immediate supervisor on duty will be notified if the canine is too ill/injured to work. If emergency veterinary care is needed, the canine officer will take the canine to the proper veterinary facilities. Any expense for such emergency veterinary care shall be documented and forwarded to the Finance Department.

#### L. Canine Cruiser

A specially equipped patrol vehicle will be provided to the canine team. The following modifications will be made:

- The vehicle will be equipped with front and rear license plates with the printing "K9"

- “Caution” will be displayed on the top of the rear door
- A metal transport container will be installed in the rear of the cruiser
- A temperature monitor will be installed

The canine officer will be assigned a canine cruiser and will be responsible for maintaining it in a clean and disinfected condition. The following restrictions apply to its use:

- No prisoners are to be transported in the canine cruiser
- One occupant may be transported in the canine cruiser. If the occupant is a citizen, the door will be shut and latched between the front and the canine compartment.
- When the canine officer leaves the cruiser without the canine, the cruiser will be secured so that the canine cannot exit and so that no one can enter.
- The canine cruiser will be stored at the residence of the canine officer when not in use. A locked garage is the preferred location. However, a driveway may be utilized.
- The canine cruiser will not be stored on the street for any extended period of time.
- The canine vehicle will only be used for official police business or approved special duty assignments
- All other department regulations pertaining to department cruisers/vehicles shall apply to the canine cruiser.

#### M. Certification of the Canine Team

The canine team is certified by the State of Ohio as a police service canine on an annual basis. Biweekly evaluations of the canine team will be performed. These evaluations will be conducted during in-service training. The areas of evaluation will include:

- Tracking
- Area Search
- Building Search
- Criminal Apprehension
- Obedience
- Narcotics Detection
- Evidence Location
- Socialization

#### N. In-Service Training

- The canine officer will be responsible for finding and participating in at least bi-weekly department approved training sessions.
- The canine officer is responsible for the maintenance and custody of the canine’s written training log. Training logs will be made available for periodic review by the handler’s immediate supervisor and/or the Chief of Police.
- It is essential that the canine officer be committed to all areas of training including specialized schools.

- If a problem should develop with the canine in the area of training, the Chief of Police should be notified as soon as possible. The Chief of Police may allow and authorize additional training time to rectify the problem(s).

### 6.5.3 Mounted Patrol Unit Procedures

- A. The New Albany Police Department Mounted Horse Unit is made up of a professionally certified horse and rider. The New Albany Police Department's Mounted Horse and officer have been trained in directed patrol, criminal apprehension, crowd control, community policing, search and rescue, and drill and ceremony. The primary duty of the New Albany Police Department's Mounted Unit is community relations, however, because of the specialized training, the Mounted Unit can be a support unit for patrol and community policing events.

Mounted Police Horses are trained to disregard normal noises, activities, and contact. The Mounted Unit is generally gentle and free from bad habits such as biting or kicking. The Mounted Unit however, cannot always distinguish between a real or perceived threat. If a threat is perceived by a Mounted Unit, it may instinctively strike or kick out but will generally engage its "flight" response. Mounted Unit officers must instruct other law enforcement officers and citizens to refrain from making any aggressive or predatory type movements around the Mounted Unit.

- B. Special Details/Events

It is common for the Mounted Unit to be assigned to special details, presentations and public or private events. In order to maintain coordination and scheduling integrity, all requests for the Mounted Unit will be forwarded to the Mounted Unit officer's shift sergeant and Chief of Police for approval. With approval, the Mounted Unit may be utilized for any of the following reasons:

- Public and Private Events
- Crowd Control
- Searches
- Parades
- Neighborhood Patrol
- Mutual Aid
- Honor Guard Ceremonies

Prior to any special detail, presentation or public/private event, the Mounted Unit shall be brushed, groomed and presentable to the public. The Mounted Unit and equipment will be maintained in a condition as to be a credit to the officer and the New Albany Police Department.

- C. Care and Maintenance

The daily care of the Mounted Unit is the responsibility of the officer who owns the horse. The officer shall ensure that the horse is groomed and checked for injuries or illness on a regular basis. The officer is also responsible for the cleaning, care, and maintenance of the saddle and tack and that the equipment is in good working condition for duty.

The Mounted Unit officer will ensure Police Department personnel or the public do not:

- Discipline the horse
- Agitate or disturb the horse
- Give the horse any command (unless the rider is incapacitated)
- Feed the horse without the rider's consent

D. Training

It is the responsibility of the Mounted Unit officer to ensure the Mounted Unit continuously meets the standards of training established by a certified trainer. Training exercises, whether conducted in a sterile environment or in the field, shall be documented in a log or memorandum and submitted to his/her immediate supervisor. Each deployment of the Mounted Unit shall also be documented and submitted in the same manner. The New Albany Police Department will ensure all costs associated with training, including overtime, will be paid by the City of New Albany.

E. Uniforms and Equipment

The New Albany Police Department's Mounted Unit uniforms shall comply with those approved by the Chief of Police. The Mounted Unit shall wear the Formal Dress Uniform, identical to that worn by the Police Department Honor Guard, during special events and ceremonies. The standard Mounted Unit uniform, similar to that worn by the K9 Unit, may be worn at informal public events or during regular patrol (see Directive 6.3.1).

The New Albany Police Department will supply the mounted unit with the required riding tack and any other needed equipment approved by the Chief of Police. All other costs and expenses associated with equipping and maintaining the horse, such as feed, veterinary visits, farrier, and truck/trailer costs, shall be at the expense of the officer owning the horse.

F. Officer/Citizen Safety

New Albany Police Department Officers shall render aid if a rider becomes injured and/or his/her horse becomes loose. In the event a horse becomes loose, officers shall:

- Speak softly to the horse
- Entice the horse to move to an area where there are no moving vehicles
- If an officer is able to catch the horse, he/she shall attach the lead line to the bottom of the halter (located beneath the horse's mouth)
- Officers shall not wrap the lead around their arms or legs
- Officers shall attempt to tie the lead line to a fixed object until trained personnel can safely secure the horse

G. Mounted Unit - Use of Reasonable Force

The use of a Mounted Unit as a use of force option may range from officer presence to temporary incapacitation. A Mounted Unit officer shall not deploy their Mounted Unit merely because it is an available option. When a Mounted Unit is utilized as a use of force option, the Mounted Unit deployment shall be objectively reasonable under the facts and circumstances at the time. The Mounted Unit officer must evaluate the following factors, taking into consideration the safety of officers, citizens, and the suspect/individual, prior to deployment of the Mounted Unit and have reasonably exhausted all other avenues of de-escalation:

- Severity of the crime
- 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 by flight

The Mounted Unit officer should consider the reasonableness of other use of force options prior to the deployment of the Mounted Unit. Based upon the totality of the circumstances, the Mounted Unit officer will have the discretion of deploying the Mounted Unit.

#### H. Call out Procedures

The Mounted Unit may be requested to attend a variety of public and private events, as well as riding in pre-scheduled community events. Prior to all deployments, and with the approval of the Chief of Police, the Mounted Unit shall schedule and plan in advance with his/her immediate supervisor to ensure patrol shifts are covered and the appropriate uniform is worn during the event. All requests made for the Mounted Unit to appear in any public or private event shall be forwarded to the rider's immediate supervisor and the Chief of Police for approval.

### 6.5.4 Honor Guard Unit Procedures

The Chief of Police has established and appointed a ceremonial Honor Guard within the New Albany Police Department to enhance the professional image of the agency and to perform functions established by the following directive.

#### A. Definitions

- Honor Guard Supervisor

A New Albany Police Department Sergeant is appointed by the Chief to act as the supervisor of the Honor Guard and to oversee Honor Guard activities. The Honor Guard Supervisor shall appoint an Honor Guard Coordinator.

- Honor Guard Coordinator

A member of the Honor Guard will be appointed by the Honor Guard Supervisor and will act as the contact person for the Honor Guard, and will be responsible to mobilize sufficient members to staff a specific detail and assign the Team Leader. He/she will also organize training and maintain equipment for the Honor Guard.

- Team Leader

A member of the Honor Guard will be appointed by the Honor Guard Coordinator and will act as the leader of the Honor Guard detail during all ceremonies. The Team Leader will be responsible for all directions and commands given during the ceremony/event.

#### B. Selection Process

Any sworn officer of this agency who has successfully completed his/her FTO period is eligible to be a member of the Honor Guard. When vacancies permit, eligible officers desiring membership in the Honor Guard may apply via memorandum through their chain of command to the Honor Guard Supervisor. A list of Honor Guard members will be maintained by the Honor Guard Supervisor.

#### C. Deployment of Use

The Honor Guard is used for law enforcement memorial services and funerals, presenting colors, parades, and other ceremonies/events as directed by the Chief of Police.

Any New Albany Police Department sworn personnel killed in the line of duty shall be afforded the honor of a law enforcement funeral with full complement of the Honor Guard to include casket guard, Flag folding detail, firing squad, taps, bag pipes, final call ceremony, rider-less horse, helicopter flyover, and motorcade procession. Partial honors as determined by the Chief of Police will be accorded to other specific types of death.

Requests for the display of ceremonies or attendance of the Honor Guard at events will be forwarded to the Honor Guard Supervisor who will decide if the use of the Honor Guard is appropriate and practical.

Upon approval of the Honor Guard's participation, the Honor Guard supervisor will contact the Honor Guard Coordinator and brief him/her regarding the event. The Honor Guard

Coordinator will identify personnel and resources needed for the detail and present it to the Honor Guard Supervisor for approval. Upon approval, the Honor Guard Coordinator will notify those members assigned to the event. If sufficient personnel are not available for the event, the Honor Guard Coordinator will notify the Honor Guard Supervisor immediately.

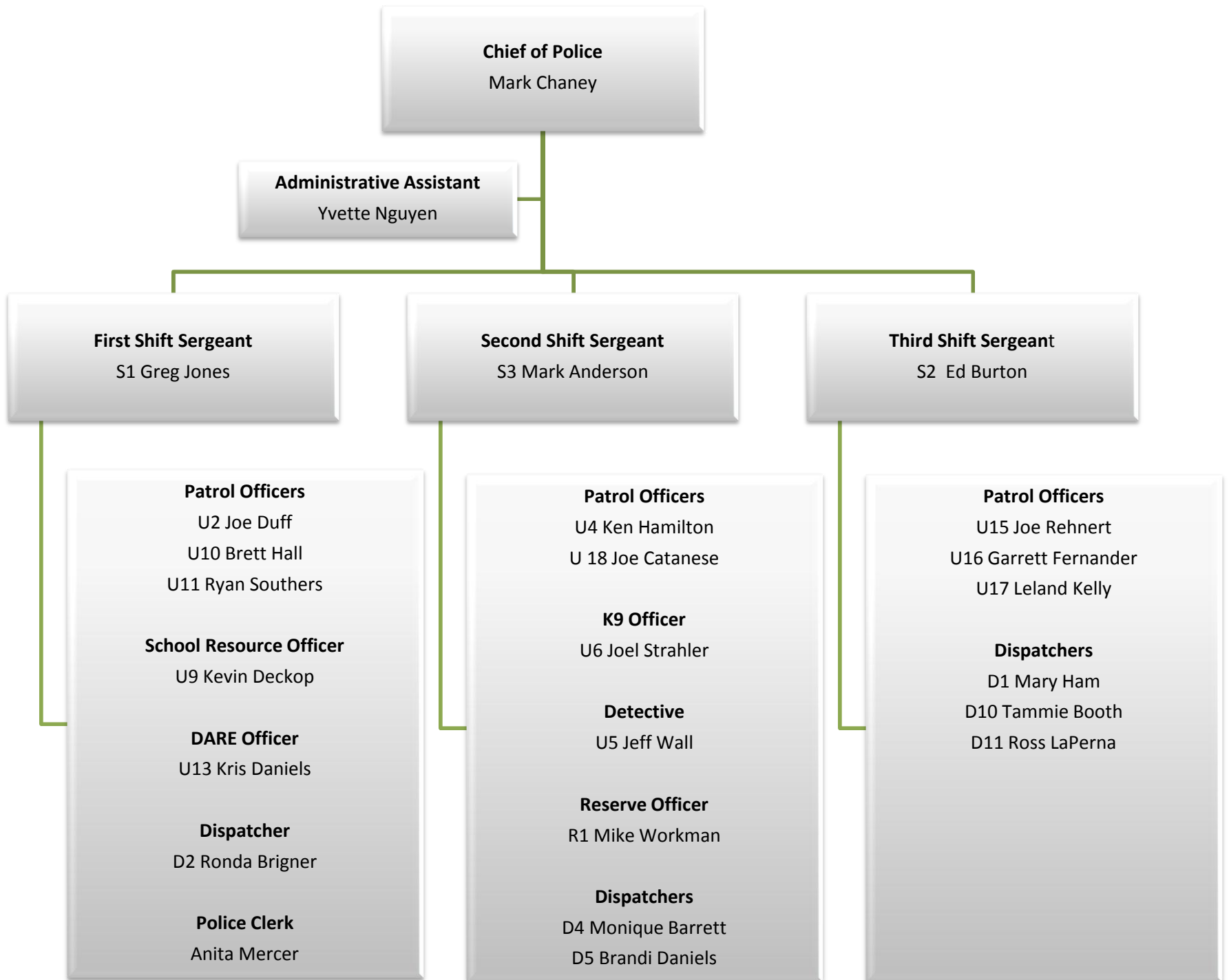
Two Honor Guard Officers will attend the funeral services in full dress uniform and participate in the funeral procession with a marked police vehicle for all Law Enforcement Officers killed in the line of duty in the state of Ohio. Approval of additional Honor Guard members to attend in state services and participation of the Honor Guard for funeral services outside the state of Ohio will be at the discretion of the Chief of Police.

D. Training

Members of the Honor Guard will receive two hours of compensable training each month. It will be the responsibility of the Honor Guard Coordinator to plan and set up all training activities for the Honor Guard and have them approved by the Honor Guard Supervisor. Any necessary training beyond the normal two hours per month must be approved by the Honor Guard Supervisor or Chief of Police.

E. Equipment

Equipment used by the Honor Guard will consist of flags, flag poles, black patent leather flag pole holders, and rifles with black leather slings. The use of the equipment shall be in accordance with the Honor Guard Manual guidelines. Equipment shall be stored in a secured locker in the Police Department and will be maintained by the Honor Guard Coordinator.







## Police Department

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**Approved Uniform Allowance Purchases**


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**Police Officers**

Short-sleeve uniform shirts with shoulder patches	Brief Case/Duty Bag
Long-sleeve uniform shirts with shoulder patches	Ticket Holder
Mock turtleneck shirts and/or dickies with "NAPD" on the collar	Clipboard
Ties (Velcro or Clip-On) and Tie Clasps/Bars	ID/Wallet/Badge Holders
Uniform Trousers	Flashlights and Accessories/Carriers
Trouser Belt	Pocket knives/Rescue tools and Carriers
Duty Gun Belt	Shoelaces
Weapon Holsters (as approved by the Chief of Police)	Black uniform socks
Black Leather Shoes	Grips for approved weapons
Black Leather Boots	Traffic templates
All-Season Jacket with Liner and shoulder patches	Cool shirts
Reversible Raincoat and hat cover	Ballistic Vest Covers
Uniform sweater with badge tab	Traffic Vests
Black Leather gloves	Rubber/Protective Gloves and Carrier
Uniform Hat	Cell Phone Carrier/Clip
Winter Trooper Hat	Pens
Hat Badge	Collar Insignia (supervisors)
Additional Breast Badges	Any items approved per IRS Code Title 26, Subtitle A, Chapter 1, Subchapter B, Part VII, Section 211
Name Plates	Any other specific items (as approved by the Chief of Police)
Ammunition Clip Carrier	As approved:
Handcuffs	Bicycle Unit Patrol Uniforms
Handcuff case	Mounted Unit Patrol Uniforms
Chemical Irritant Carrier	Canine Unit Patrol Uniforms
ASP Expandable Baton Carrier	Honor Guard Uniforms
Whistle/Whistle Chain	
Belt Keepers	

The following items belong to the New Albany Police Department and will be supplied at no cost to the officer. These items must be returned to the City by the officer upon termination, resignation, or retirement:

NAPD Breast Badges (2)	Clips
Ballistic Vest (and cover)	Semi-Automatic Ammunition
Semi-Automatic Service Weapon	Chemical Irritant
Semi-Automatic Service Weapon Holster	ASP Baton
Semi-Automatic Service Weapon Ammunition	Gas Mask

## **Addendum B**

Full-time officers that are assigned to positions where plain-clothes are worn on a regular or semi-regular basis (i.e. - Chief of Police, Detective, School Resource Officer, etc.) are permitted to purchase civilian clothes with their annual uniform allowances. These items must be submitted to and approved by the Chief of Police before they are purchased.

When an officer is in need of patches for uniforms, he/she must obtain the patches from the Police Clerk. The Police Clerk shall maintain an inventory of said patches and shall document the total number of patches, badge number, and date of assignment.

Upon purchasing new uniform items, officers shall remove patches from retired uniforms and return them to the Police Clerk. The Police Clerk shall document the number of patches received, badge number, and date received. The patches shall be re-used if in good condition or destroyed.

### **Civilian Employees**

Black uniform/dress pants	Oxford shirt
Black skirt	Pull-over sweater
Black boots or shoes (closed toe)	Cardigan sweater
Black leather belt	Fleece jacket
Polo shirt	

The Administrative Assistant, Police Clerk, full-time dispatchers, and part-time dispatchers will be provided, on an annual basis, a combination of a cash allowance to purchase pants, shoes, boots, and belts and an allowance of shirts, jackets, and/or sweaters that are purchased directly by the City. The Administrative Assistant shall be responsible for the process of purchasing said items. All attire is subject to City branding and will be purchased by a City authorized vendor. The City logo will be embroidered on the left chest and the word "Communications" will be embroidered under the City logo and "911" will be embroidered on the cuff of the left sleeve unless otherwise approved by the Chief of Police.

After employment with the Police Department and successfully completing the any required training program, a jacket, shirts, and a cardigan sweater will be purchased for a civilian employee.

Employees may choose the style(s) of shirts as follows: oxford or polo style, long or short sleeved, in the colors of either pantone green, pantone bronze, or black. Also available is a black v-neck pullover sweater. For allowance purposes, the v-neck sweater is considered as a shirt purchase.

Jackets will be of fleece style and cardigan sweaters may be of a zip or button up style. Jackets and cardigan sweaters both will be black in color.

Full-time personnel will be provided five (5) shirts and part-time personnel will be provided three (3) shirts in addition to the jacket and cardigan sweater. Shirts will be replaced on an annual basis and jackets and cardigan sweaters will be replaced as needed.



Police Department

**Request of Civilian Observer in Cruiser**

<b>Requestor's Name:</b>			
<b>Reason for request:</b>			
<b>Phone Number:</b>		<b>OLN or SSN:</b>	
<b>Parent or Legal Guardian (if under 18 Y.O.A.):</b>			

Being of legal age (18), if not, with the written consent of my parent(s) or legal guardian(s), do hereby make a written request of permission to the New Albany Police Department and the City of New Albany, Ohio, to ride as a civilian on the above requested date and time.

**During this ride-a-long, I will not attempt to view any on screen contents of the police laptop in the cruiser. The information contained on this computer is very confidential. If this rule is broken, I realize that I can be banned from the cruiser at that time and may never be permitted to ride-a-long again.**

**Release:**

Known to all men by these presence, that I \_\_\_\_\_ being of legal age  
(Requestor – Print Name)

(18), if not, with the written consent of my parent(s) or legal guardian(s), myself, my heirs, assigns, executors and administrators, forever discharge the New Albany Police Department, Chief of Police, the officers and the City of New Albany, the mayor, the prosecutor, and any and all officials of the City of New Albany, Ohio and the State of Ohio, which may be affected from any and all action, causes of actions, claims, demands, cost, loss of service, expenses and compensation, on account of or growing out of riding or being with any officer as a civilian observer, on the date of request, and do hereby covenant with said police department, chief of police, officer, mayor, prosecutor, and the City of New Albany, Ohio, and the State of Ohio, which may be affected, to indemnify and save them harmless from all actions, causes of actions, claims, demands, cost, loss of service, expenses and compensations on account of, or in any way growing out of said incident, from the date of these presence.

\_\_\_\_\_  
 Signature - Requestor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature – Parent or Guardian (if required)

\_\_\_\_\_  
 Date

<b><i>FOR POLICE USE ONLY</i></b>			
<b>DATE:</b>		<b>REQUEST TAKEN BY:</b>	
<b>SUPERVISOR:</b>		<input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED	<b>DATE:</b>
<b>ASSIGNED TO:</b>			



New Albany Police Department  
Canine Use Report

Addendum D

<b>Primary Use:</b> <input type="checkbox"/> Tracking <input type="checkbox"/> Apprehension <input type="checkbox"/> Narcotics - Indication: O Yes O No		<b>Incident Location:</b> _____		<b>CAD Call Number (if needed):</b> _____	
<input type="checkbox"/> Building Search <input type="checkbox"/> Article Search		<b>Date and Time Occurred:</b> _____		<b>Report/Arrest Number:</b> _____	
<input type="checkbox"/> Found: _____		<b>Dispatch and Arrival Times:</b> _____ _____			
<b>Vehicle Description(s):</b> Year: _____ Make: _____ Model: _____ Year: _____ Make: _____ Model: _____					
<b>Canine:</b> Bungee		<b>Canine Officer:</b> Joel Strahler, U6		<b>Canine on Duty?</b> Yes No	
<b>Arrest Made?</b> Yes No	<b>Arrested by: (Name, Badge #, Department)</b> _____			<b>Other Agency's Report #:</b> _____	
<b>Suspect/Witness #1:</b> (Name) _____ Last First Middle			<b>Address:</b> _____ _____ _____		
<b>DOB:</b> (Month/Date/Year)	<b>SSN #:</b>		<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Charge(s) &amp; ORC:</b> _____ _____ _____			<b>Charge(s) &amp; ORC:</b> _____ _____ _____		
<b>Suspect/Witness #1:</b> (Name) _____ Last First Middle			<b>Address:</b> _____ _____ _____		
<b>DOB:</b> (Month/Date/Year)	<b>SSN #:</b>		<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Charge(s) &amp; ORC:</b> _____ _____ _____			<b>Charge(s) &amp; ORC:</b> _____ _____ _____		
<b>Describe Incident and Deployment of Canine in Detail (Use Reverse if Necessary)</b> _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____ _____					
<b>Reporting Officer:</b>				<b>Badge #:</b>	
<b>Additional Officer(s):</b>				<b>Badge #(s):</b>	
<b>Sergeant:</b>				<b>Badge #:</b>	





<b>Chapter 7</b>	<b>Reviewed/Revised- June 2012</b>
<b>Directive 7.1 - Special Duty Employment</b>	
7.1.1	Defined
7.1.2	General Rules
7.1.3	Rates of Pay
7.1.4	Hours Worked
7.1.5	Procedures
<b>Directive 7.2 - Off-duty Employment</b>	
7.2.1	Defined
7.2.2	General Rules

# NEW ALBANY POLICE DEPARTMENT

## 7.1 - Special Duty Employment

### 7.1.1 Defined

Special duty employment is defined as secondary employment performed in return for wages wherein the employment is directly related to the authority granted to the individual as a result of his/her sworn law enforcement status as a New Albany Police Department officer. Examples of common special duty employment assignments are directing traffic at road construction, providing security at public gatherings, and providing security to private property located within New Albany.

Sworn police officers are permitted to engage in special duty employment upon written authorization (PD-00-221)(see Addendum A) of the Chief of Police. Each year in January, an employee is required to update his/her special duty employment authorization/information. Authorization will usually not be granted until an officer has completed his/her FTO training period. This authorization may be withdrawn by the Chief of Police for cause. If a request to work special duty employment is denied or withdrawn, the Chief of Police will provide the reason(s) to the affected officer(s) in writing.

Special duty employment that interferes or conflicts with an officer's employment by the City will not be permitted. When ordered to report for duty, an officer will do so without regard to special duty employment. For the purposes of this directive, a written or verbal order from a supervisor or a court subpoena is considered an order to report for duty.

### 7.1.2 General Rules

Officers engaged in special duty employment are subject to all New Albany Police Department and City of New Albany rules, policies, directives, and orders. Special duty employment must be within New Albany's corporation limits unless prior written permission is obtained from the Chief of Police. The below listed rules apply to officers working special duty employment:

- Officers are not permitted to solicit special duty employment for the New Albany Police Department. Employees may suggest this option to citizens or organizations who inquire about hiring off-duty officers to work specific events within New Albany.
- Police employees are prohibited from receiving compensation, fees, commissions, kickbacks, or other monetary consideration for providing, coordinating, locating, or procuring special duty work for the Police Department or other personnel.
- Police officers will not conduct stake-outs while working special duty without prior approval from the Chief of Police. Officers are not to perform special duty employment for any organization currently involved in a labor dispute or strike situation.
- An officer will not provide any information obtained from the Law Enforcement Automated Data System (LEADS) to a special duty employer. Further, officers will not share confidential information from Departmental case files, records, or reports with a special duty employer.
- While an officer may work a special duty job at a liquor establishment or where liquor is being legally sold, officers should limit their detail primarily to parking lots and outside areas. Officers are not permitted to perform the duties of "bouncers" or ID checkers.
- If two or more officers are working a special duty assignment, the senior officer will assume a "supervisory" role unless a supervisor is working the job. In such cases, rank shall determine supervisory status. Full-time officers shall have supervisory status over reserve officers, no matter the seniority.

- When working a special duty assignment that requires a permit from New Albany, officers shall ensure that the proper permits have been obtained prior to commencing work. Exceptions can be made for emergency repairs by authorized contractors.
- Officers will not receive overtime for attending court proceedings or other hearings as a result of special duty employment unless the hearing/court proceeding is a direct result of a criminal arrest that was made in the normal course of the officer's official police duties/powers.
- Officers are not permitted to purchase, consume, ingest, or use alcohol products while in the performance of special duty employment. Use of tobacco products is also prohibited by all City employees during work hours which includes special duty employment.

### **7.1.3 Rates of Pay**

The rate of pay for special duty employment is set by the City Manager. This rate of pay includes both the hourly rate of pay for an officer and the hourly charge to use a New Albany Police Department cruiser.

The rate of pay will be reviewed annually by the Chief of Police. The rate of pay will be adjusted as needed. The special duty rate of pay at other local law enforcement agencies, including the Franklin County Sheriff's Office, will be used to assist the City in setting this rate of pay.

Officers are not permitted to work for less than the designated rate of pay. However, officers may volunteer their police services for charitable causes during off-duty hours with prior approval from the Chief of Police.

Officers who receive more than the established rate of pay for a special duty job shall report this information to the Chief of Police through the chain-of-command.

### **7.1.4 Hours Worked**

Special duty employment shall not, by its nature, render the officer unavailable during an emergency or render him/her physically or mentally impaired to the point that his/her on-duty performance will be affected. Therefore, officers are limited in the total number of hours that they are permitted to work special duty assignments. Officers are limited to a total of 24 hours of special duty per work week. Exceptions may be made if an officer is on approved leave (vacation, compensatory time, etc.) and elects to work more than the normal limit.

Officers who are on sick or injury leave from their regular employment are not permitted to work special duty. In addition, officers who are under any type of administrative suspension are not permitted to work special duty during the period of suspension.

Officers are entitled to receive a minimum of three hours "show-up" pay from a special duty employer who does not cancel a job until after an officer has arrived either at the job location or the police station.

The minimum number of hours for a special duty job is set at three hours. Special duty job requests for fewer than three hours will generally not be accepted by the Police Department. However, officers can accept special duty jobs of less than three hours duration for a minimum of three hours of special duty "show up" pay.

### **7.1.5 Procedures**

Interested employers, organizations, or individuals who wish to contract for a special duty officer(s) shall be referred to the Police Clerk. The Police Clerk is responsible for tracking special duty job requests. When an employer, organization, or individual contacts the Police Clerk in reference to special duty employment, he/she will advise the prospective party of the rate of pay and ascertain the number of officers required to perform the special duty assignment. The Police Clerk will complete the required information on the Special Duty Coverage form (PD-07-103)(see



Addendum B) and will post the special duty request on the officer bulletin board and send an email to all officers notifying them of the details of the special duty job. Exceptions to this posting process may be made when the request for an officer(s) to work the special duty assignment is made with less than 48 hours notice.

Special duty jobs are filled on a rank (first) and seniority (second) basis. For example, the Chief of Police can accept or "bump" any other officer from a special duty assignment. Sergeants are next in line for special duty assignments. The most senior sergeant has preference over less senior sergeants for special duty assignments.

Full-time police officers are next in line (after supervisors) for special duty assignments. More senior officers can "bump" less senior officers for special duty assignments. Reserve officers (by seniority) are last in line for special duty assignments.

If a special duty assignment cannot be filled by New Albany Police Department police officers, the assignment will be forwarded to the Franklin County Sheriff's Office, Licking County Sheriff's Office, and/or Ohio State Highway Patrol (as appropriate) to be filled.

A special duty employer may request specific officer(s) for a special duty assignment. A special request for specific officer(s) to work a special duty assignment will be honored whenever possible.

If the special duty employer requires an invoice/time sheet for billing purposes, the Police Clerk shall provide one (PD-07-116)(see Addendum C). Special duty employers shall be advised of their requirement to have Worker's Compensation coverage for officer(s) working a special duty assignment.

An officer who accepts a special duty job assignment is responsible for reporting to the job and performing the required duties. An officer who accepts a special duty job and cannot work the assignment is solely responsible for providing a replacement. This includes personally contacting other officers to find a replacement. Officers who continually accept special duty job assignments and then, later, find replacements may have their special duty privileges revoked by the Chief of Police. These circumstances will be reviewed on a case-by-case basis.

# NEW ALBANY POLICE DEPARTMENT

## 7.2 - Off-duty Employment

### 7.2.1 Defined

For the purposes of this directive, off-duty employment is defined as a business interest or secondary employment for material value, including self-employment, that is not dependent on police authority and does not require police training or police powers to perform. Off-duty employment is not work performed as a volunteer for a service club, school, or similar organization. In general, it is employment for compensation that is outside the realm of law enforcement.

Sworn police officers and civilian personnel are permitted to engage in off-duty employment upon written authorization (PD-00-221)(see Addendum A) by the Chief of Police. Each year in January, an employee is required to update his/her off-duty employment authorization/information. Authorization will usually not be granted until an employee has completed his/her training period. This authorization may be withdrawn by the Chief of Police for cause. If a request to work off-duty employment is denied or withdrawn, the Chief of Police will provide the reason(s) to the affected employee in writing.

Off-duty employment that interferes or conflicts with an individual's employment by the City will not be permitted. When ordered to report for duty, an employee will do so without regard to his/her off-duty employment. For the purposes of this directive, a written or verbal order from a supervisor or a court subpoena is considered an order to report for duty.

### 7.2.2 General Rules

Police Department personnel engaged in off-duty employment are subject to all New Albany Police Department rules, policies, directives, and orders. The following rules will govern off-duty employment:

- An employee will not provide or utilize any information obtained from the Law Enforcement Automated Data System (LEADS) for off-duty employment.
- An employee may not testify in a criminal trial as an expert witness or testify as a witness that is adverse to another law enforcement agency as part of his/her off-duty employment.
- Employees are not permitted to use City time or equipment (copier, fax, etc.) for off-duty employment purposes.
- Employees are not permitted to own or work at a business establishment whose primary business is the sale of alcoholic beverages (i.e. - bar).
- In general, off-duty employment shall not exceed 30 hours per work week.
- Personnel are not permitted to claim overtime for attending court proceedings or other hearings as a result of off-duty employment.
- Generally, personnel who are on sick or injury leave from their regular employment are not permitted to work an off-duty job. Exceptions may be made by the Chief of Police on a case-by-case basis.



Police Department

**Request for Special Duty/Off-duty Employment**

In compliance with Directive 7.1.1 (Special Duty employment) and 7.2.1 (Off-duty employment) each officer/employee who wishes to work special duty or off-duty employment will submit a written request to the Chief of Police for approval in January of each year. This form will be utilized by all officers/employees who wish to work special duty or off-duty employment during the calendar year. Completed forms will be forwarded through the regular chain-of-command for approval and will remain on file throughout the calendar year. If additional off-duty employment occurs, an additional form is required to be completed before working the new off-duty job.

Instructions: Complete Section 1 for and/or Section 2 for off-duty employment.

<b>Name:</b>		<b>Unit Number:</b>	
<b>Shift Schedule:</b>			
<b>Section 1: Special Duty Employment</b>			
I am applying to work special duty within the City of New Albany. I plan to work:			
<input type="checkbox"/> White Barn <input type="checkbox"/> Other Special Duty Assignments <input type="checkbox"/> Both White Barn and other Special Duty Assignments			
<b>Section 2: Off - Duty Employment</b>			
<b>Name of off-duty Employer:</b>			
<b>Address/Location:</b>			
<b>Nature of Employment:</b>			
<b>Work Schedule:</b>			
<b>Duration:</b>		<b>Uniformed?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No

<b>Request Reviewed by:</b>			
<b>Supervisor:</b>		<b>Date:</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied			
<b>Chief of Police:</b>		<b>Date:</b>	
<input type="checkbox"/> Approved <input type="checkbox"/> Denied			



### Special Duty Coverage Sign-up

<b>Today's Date:</b>		<b>Caller's Name:</b>	
<b>Company Name:</b>		<b>Phone Number:</b>	
<b>Event:</b>			
<b>Location:</b>			
<b>Contact Person:</b>			
<b>Date(s) of Service:</b>			
<b>Time(s):</b>			
<b>Cruiser(s) Requested:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>If yes, how many?</b> _____			
<b>Number of Officers Requested:</b> _____ <b>Uniformed?:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			
<b>Comments:</b>			

<b>Officer Name:</b>	<b>Date(s):</b>	<b>Time:</b>

<b>Posting Expiration Date:</b>	
---------------------------------	--



Police Department

**Invoice for Special Duty Service**

<b>Company Name:</b>		<b>Supervisor/Contact:</b>	
<b>Phone Number:</b>		<b>Fax Number:</b>	
<b>Service Location:</b>			

***Please make special duty checks payable to the officer:***

<b>Officer:</b>		<b>SSN:</b>	
<b>Mailing Address:</b>	<b>50 Village Hall Road                  PO Box 271                  New Albany OH 43054</b>		
<b>Date of Service:</b>			
<b>Rate (per hour):</b>		<b>Total Hours Worked:</b>	<b>Total Due to Officer:</b>
Was a cruiser used during special duty hours?: <input type="checkbox"/> Yes* <input type="checkbox"/> No If yes, how many hours: _____			
<b><i>*Please note - a separate invoice will be mailed by the City if a cruiser was used during special duty</i></b>			

\_\_\_\_\_  
Officer's Signature

\_\_\_\_\_  
Date



<b>Chapter 8</b>	<b>Reviewed/Revised- June 2012</b>
<b>Directive 8.1 - In-Car Mobile Video/Audio Recording Equipment</b>	
8.1.1	Purpose
8.1.2	Training
8.1.3	Procedures
8.1.4	Digital Video File Control and Management
8.1.5	Requests for In-Car Recordings
8.1.6	Supervisory Review and Responsibilities

<b>Directive 8.2 – Facility Video Surveillance Cameras</b>	
8.2.1	Purpose
8.2.2	Training and Responsibilities
8.2.3	Audio/Video Recording Exceptions
8.2.4	Video Control and Management
8.2.5	Requests to Record Video
8.2.6	Supervisory Review and Responsibilities

<b>Directive 8.3 - Digital Cameras</b>	
8.3.1	Purpose
8.3.2	Training and Responsibilities
8.3.3	Procedures
8.3.4	Storage of Digital Images
8.3.5	Request for Copies of Digital Photographs

<b>Directive 8.4 – Automated External Defibrillation (AED) Protocol</b>	
8.4.1	Purpose
8.4.2	Training
8.4.3	Procedures
8.4.4	Medical Protocol
8.4.5	Approval by Medical Director

<b>Directive 8.5 – Mobile Data Computers (MDC's)</b>	
8.5.1	Purpose
8.5.2	Training
8.5.3	Procedures
8.5.4	Supervisory Review and Responsibility

<b>Directive 8.6 – Door Access Control Systems (DACS)</b>	
8.6.1	Purpose
8.6.2	Training
8.6.3	Procedures

# NEW ALBANY POLICE DEPARTMENT

## Directive 8.1 – In-Car Mobile Video/Audio Recording Equipment

### 8.1.1 Purpose

The New Albany Police Department has adopted the use of in-car mobile digital video/audio recording equipment to accomplish the following objectives:

- The accurate documentation of events, actions, conditions, and statements made during arrests and critical incidents;
- The enhancement of officers' reports, collection of evidence, and testimony in court; and
- The enhancement of the New Albany Police Department's ability to review probable cause for arrest, reasonable suspicion to stop, arrest procedures, officer/suspect interactions, evidence for investigative purposes, and officer evaluation and training, including officer safety issues.

### 8.1.2 Training

All officers will be trained on the operation of the in-car digital mobile video/audio recording equipment before engaging in the use of the system. This training shall include an overview of the proper operation of the equipment, a review of this directive on proper procedural use of the equipment, and training on the proper storage, retrieval, and management of digital video files.

### 8.1.3 Procedures

Officers shall adhere to the following procedures when utilizing the in-car digital mobile video/audio recording equipment:

- A. Equipment installed in marked cruisers is the responsibility of the officer assigned to the vehicle and will be maintained according to the manufacturer's recommendations.
- B. At the beginning of each shift, the officer shall check the overall operation of the digital mobile equipment. If the equipment is not working properly, the officer shall note any problems/deficiencies and bring them to the immediate attention of the on-duty supervisor. If the problem/deficiency can not be resolved by the supervisor, the officer will write up the problem/deficiency and forward this information to his/her supervisor so that repairs can be made. A cruiser will not be written up as out-of-service for the sole reason of inoperative in-car digital recording equipment.
- C. Digital mobile equipment will automatically activate when the cruiser's emergency lights are activated. At no time will an officer deactivate the system during a traffic stop and/or arrest situation. The equipment may be manually deactivated during non-law enforcement activities, such as protecting accident scenes from other vehicular traffic. When possible, manual activation of the digital mobile equipment will occur prior to a traffic stop or other law enforcement activity to assist in establishing the probable cause for the stop, such as tracking history of an impaired driver.
- D. When the digital mobile equipment is recording, an officer shall ensure that the audio portion is activated and is being properly recorded. To assist in audio recordings, officers should turn off the AM/FM radio in the cruiser.



- E. When recording, officers should ensure that:
- The digital video recorder is positioned and adjusted to record events properly;
  - The digital video recorder is not deactivated until the enforcement action is complete; and
  - The wireless microphone is activated in order to provide narration with the digital video recording to explain the reason for current or planned enforcement action(s).
- F. Officers shall not erase, manipulate, or attempt to destroy any digital video file or interfere with the download or transfer of digital video files to the server.
- G. Officers are encouraged to advise the supervisor of any recorded sequences that may be of value for training purposes.
- H. Officers should note in their Incident/Offense/Arrest Reports when digital video recording equipment has been utilized during the incident in question.
- I. When transporting juveniles and/or detainees of the opposite sex, officers shall record both audio and video.
- J. If a digital video mobile equipment indicates that the media is full on the in-car screen, the officer will write up the problem and notify his/her supervisor so that downloads can be made.
- K. Officers are not required to cease recording an event or situation solely at the demand of anyone other than an officer or supervisor. Officers shall stop recording an event or situation only when the recording is not permissible under specific, lawful exemptions (see "L" below).
- L. If asked, officers shall inform an individual that digital mobile equipment is in use. At no time will privileged communications (i.e. - attorney/client; husband/wife, etc.) in a patrol vehicle be monitored or recorded.

#### **8.1.4 Digital Video File Control and Management**

##### **Mobile Digital Video Recorder Files**

- A. In vehicles with Digital Video Recorders, upon completion of an incident or event, officers must flag the video within the system. Videos will be flagged as a warning, citation, search, arrest or other event to ensure that it will not be inadvertently deleted after the 120 day purging of unnecessary files.
- B. DVR files are maintained on a secure server by use of L3 Communications Flashback Digital Evidence Viewer. Authorized users are able to view and playback DVR files downloaded to the system.
- C. DVR files viewed or exported are logged in the system to ensure chain of custody. Copies of the files can be exported to a DVD through the direction of a supervisor.
- D. Digital video files will not be released to other than bona fide criminal justice agencies without the prior approval of the Chief of Police.

### **8.1.5 Requests for In Car Recordings**

The New Albany Police Department honors judicial subpoenas, prosecutor-approved Requests for Discovery motions, and requests by criminal justice agencies (including Mayor's Court) to make copies of digital video file recordings available. Recordings generated by the New Albany Police Department are the sole property of the Police Department. Only trained/authorized Departmental employees are permitted to make copies of digital video files.

- A. Requests for a copy of a digital video file shall be narrow in scope and shall specify the date, time, and involved suspect/defendant's name, when known. Copies of digital video files will include only those portions directly applicable and/or related to the incident in question.
- B. The party making the request will incur all costs associated with the copying process. The cost for a DVD recording of digital video file is \$10.00 per disk.
- C. Requests for copies of digital video files shall be made as reasonably far in advance as possible. Requests for copies of digital video files made less than 72 hours in advance (of when needed) may not be honored.

### **8.1.6 Supervisory Review and Responsibilities**

Any Officer, Sergeant, or the Chief of Police may review any digital video file from the file server for the following reasons:

- To review a file for statement of facts and/or evidentiary purposes
- To review a file for training purposes;
- To review a file as part of the complaint/internal affairs process;
- To review a file for periodic evaluation purposes.

Supervisory personnel shall ensure that:

- All officers follow established procedures for use and maintenance of digital mobile equipment, including proper documentation and handling of digital files;
- Digital video files are randomly reviewed on at least a monthly basis to assist in periodic assessment of officer performance, to ensure that digital mobile equipment is being fully and properly used, and to identify material that may be appropriate for training purposes;
- Repairs and replacement of damaged and/or non-functional digital mobile equipment is performed on a timely basis by certified personnel;
- Infractions (not criminal) discovered during routine review of the recorded material should be viewed as training opportunities and not as routine discipline actions. Should behavior or action be habitual after being formally addressed, appropriate disciplinary or corrective action may be documented against the appropriate personnel.

# **NEW ALBANY POLICE DEPARTMENT**

## **Directive 8.2 – Facility Video Surveillance Cameras**

### **8.2.1 Purpose**

The New Albany Police Department has a digital video surveillance system within and around the police facility. The primary system monitors are located in the Communications Center where they are monitored by on-duty police dispatchers. The purpose of the video surveillance system is:

- The accurate documentation of events, actions, conditions, and statements made during arrests, interrogations, and interviews that occur within the Police Department facility;
- The increased safety of officers during arrests and interrogations;
- The enhancement of officers' reports, collection of evidence, and testimony in court; and
- The enhancement of the New Albany Police Department's ability to review the oral statements and/or actions of those persons brought into the Police Department facility who are under arrest, who are being interviewed by an officer, or who are being interrogated.

### **8.2.2 Training and Responsibilities**

All officers and dispatchers will be trained on the operation of the facility's digital video surveillance system. This training shall include an overview of the proper operation of the equipment. Only those individuals designated by the Chief of Police shall be trained and have access to the video system to make DVD copies of specific incidents.

### **8.2.3 Audio/Video Recording Exceptions**

There are circumstances that may require video and/or audio surveillance be stopped and/or discontinued. These circumstances include the following:

- At no time will audio or video surveillance devices be used to violate the personal privacy of an arrestee. This would include the prohibition of strip searches conducted within the rooms/areas that have cameras/electronic surveillance.
- At times, an arrestee may request that an attorney be present or request to speak to one on the telephone. If privacy is requested or expected when an attorney is at the station (i.e. - attorney/client privilege), the detainee shall be placed in the THF side of the visitor's room. The attorney will be lead by a Police Department employee into the visitor's room from the non-THF (hallway) side. Once the meeting is over, either the detainee or the attorney can notify an employee via the wall mounted intercom system in this area.

### **8.2.4 Video Control and Management**

- A. As stated above, video recordings that contain information that may be of value for serious case prosecution or in any serious criminal or civil adversarial proceeding shall be recorded onto a DVD, placed on a Property Receipt (PD-99-163), and then placed in the Property Room.
- B. Video recordings in the Property Room will be subject to the same security restrictions and chain of evidence safeguards as all other evidence/property under Police Department control.

- C. Video recordings placed in the Property Room will not be released to another criminal justice agency, for criminal trial, or other purposes without first having a duplicate copy made. The duplicate copy will be released to the requestor and the original DVD returned to the Property Room.
- D. Video recordings will not be released to other than bona fide criminal justice agencies without prior approval from the Chief of Police.
- E. The video surveillance system is able to store video recordings for approximately 6 months.

### **8.2.5 Requests to Record Video**

The New Albany Police Department honors judicial subpoenas, prosecutor-approved Requests for Discovery motions, and requests by criminal justice agencies (including Mayor's Court) to make copies of video recordings available. Video recordings generated by the New Albany Police Department are the sole property of the Police Department. Only trained/authorized Departmental employees are permitted to make copies of video recordings.

- A. Requests for a copy of a video recording shall be narrow in scope and shall specify the date, time, and involved suspect/defendant's name, when known. Copies of digital videos will include only those portions directly applicable and/or related to the incident in question.
- B. The party making the request will incur all costs associated with the copying process. The Police Department will charge a cost as set forth in the City's Fee and Service Schedule (see Addendum B).
- C. Requests for copies of video recordings shall be made as reasonably far in advance as possible. Requests for copies of digital videos made less than 72 hours in advance (of when needed) may not be honored.
- D. At no time will an original digital video recording be given to a requestor. Only copies of digital video files are permitted to leave the possession of the New Albany Police Department.

### **8.2.6 Supervisory Review and Responsibilities**

Any supervisor or the Chief of Police may review facility video recordings:

- For training purposes;
- As part of the complaint/internal affairs process;
- For periodic evaluation purposes.

Supervisory personnel shall ensure that:

- All dispatchers and officers follow established procedures for use and maintenance of the video surveillance system.
- Due to the critical nature of the system, repairs and/or replacements of any component of the video surveillance system shall be completed on a timely basis by certified personnel.

# NEW ALBANY POLICE DEPARTMENT

## Directive 8.3 - Digital Cameras

### 8.3.1 Purpose

The New Albany Police Department has adopted the use of digital photography to enhance its documentation abilities and provide a useful community relations tool. Digital photography is utilized by the Police Department for various purposes including, but not limited to, the following:

- Documentation of crime scenes
- Documentation of traffic crash scenes
- Documentation of vehicle defects, equipment violations, and/or unsafe conditions
- Documentation of injuries to assault victims
- Booking photographs of arrestees
- Photographs of suspects, including line ups
- Development of an Internet presence
- Documentation of Police/Community relations, including Block Watch picnics
- Development of Child Identification Safety Program

### 8.3.2 Training and Responsibilities

Because the Police Department utilizes digital cameras for numerous purposes (see 8.3.1 above), it is important that officers follow the necessary steps to ensure that clear, accurate photos are recorded. All officers shall become familiar with the operation of the Police Department's digital cameras. Training may be accomplished by reading the digital cameras' corresponding manuals and/or hands-on training provided by a supervisor or other officer. Officers will not wait until the need arises to use a digital camera to become familiar with its operation.

Officers are encouraged to suggest new and innovative ways in which digital photography can be used to increase the efficiency and effectiveness of Police Department operations. Officers can better utilize digital photography by becoming familiar with each camera and its advantages (benefits) and disadvantages (limitations).

After using a digital camera, an officer will ensure that the battery is re-charged (as necessary) so that the camera is ready to be used by another officer in the future. Officers will handle the digital camera with care, taking precautions to not damage the unit by dropping it or exposing it to harmful liquids or chemicals. Each digital camera will have a protective case so as to minimize damage. Officers shall store the camera in its protective case whenever it is not in use.

Officers shall take digital photographs at a high resolution so as to provide sharp images and good documentation of the scene.

### 8.3.3 Procedures

When investigating offenses and incidents such as burglaries, traffic crashes, vandalism/criminal damaging, and domestic violence/assaults, each officer should determine if the investigation would be aided by digital photography documentation. If so, the following general procedures will be followed (as appropriate):

A. Crime Scenes

Basic crime scene photography techniques will be used with digital cameras (i.e. - use of rulers for size orientation, photographing the scene from all sides, etc.).

Digital photography shall be used to provide crime scene documentation, but should never be used as the sole documentation of a serious crime scene. For serious crime scenes, at least two digital cameras shall be used for documentation purposes (in addition to a video camera). The use of the digital camera's "macro" function can assist in documenting and photographing small items of evidence in a close-up mode. For the purposes of this directive, a serious crime scene is defined as one in which an individual has or may die as a result of his/her injuries (homicide, suicide, arson, etc.) or is the victim of a serious injury requiring medical treatment (aggravated assault, rape, etc.). A supervisor will be consulted if there is a question on whether to use one or two digital cameras for photographic documentation at a crime scene.

For minor crime scenes (incidents of vandalism, criminal damaging, etc.), an officer may choose to document the scene with only digital images from a single digital camera. If in doubt as to the seriousness of the offense, a supervisor shall be consulted.

B. Traffic Crash Scenes

Traffic crash scenes that involve serious injuries and/or fatalities shall be documented with at least two digital cameras. If a traffic crash involves only minor injuries or in cases of hit skip crashes, a single digital camera may be used to document the scene. Digital images from traffic crashes are saved on the computer server by the officer.

C. Booking Photographs

When an arrestee is brought into the Police Department for booking/slating purposes, the arresting officer shall take a digital photograph of the arrestee. The detailed procedures for taking this photograph are posted in the THF. The officer taking the photograph will review it to ensure that the digital image is of good quality. All digital photographs taken by an officer shall be logged on the Digital Photo Log Sheet (PD-00-223) (see Addendum A). If the photograph is not of sufficient quality, the officer will take another digital photograph until one of sufficient quality is obtained.

### **8.3.4 Storage of Digital Images**

Officers are responsible for the storage of all digital images (except booking photographs) to the server. The Police Clerk is responsible for the storage of booking photographs. The Police Clerk shall save all booking photographs to the server and also attach the photographs to the appropriate report number in the RMS application.

To maintain the integrity and evidentiary value of digital images and chain-of-evidence procedures, police officer(s) and/or the Police Clerk shall download digital images directly from the camera's storage media (i.e. - Smart Media Card) onto another permanent media (i.e. - computer server or CD disk). The original images will not be altered or manipulated in any way when being downloaded from the camera's original media card.

### **8.3.5 Requests for Copies of Digital Photographs**

On occasion, the Police Department will receive requests for copies of digital images. All requests for copies of digital images will be referred to the Chief of Police. The Chief of Police will confer with the City Attorney on requests for digital images involving ongoing cases/investigations. This includes requests for digital images made through judicial discovery and/or subpoena.

When a decision has been made to release any digital image, the requestor shall specify by what means he/she wishes to receive the images. This may include copied onto disk, sent as e-mail attachments, transferred onto photograph paper, or printed out on laser or color inkjet printers. Depending on the media being used, the Police Department will charge a cost as set forth in the City's Fee and Service Schedule (see Addendum B) for the copying of digital images from crime scenes and/or traffic crash scenes.

Digital images of booking photographs may be released to other law enforcement agencies and/or to other requesting parties upon approval of the on-duty Sergeant or the Chief of Police. There will be no charge for releasing digital images to other law enforcement agencies for criminal investigatory purposes.

# NEW ALBANY POLICE DEPARTMENT

## Directive 8.4 - Automated External Defibrillation (AED) Protocol

### 8.4.1 Purpose

This protocol is to establish policy and procedures that are standard practice regarding the use of Automated External Defibrillators (AEDs) by the New Albany Police Department personnel. The AED will be used by New Albany Police Department employees to provide potential lifesaving treatment to individuals in sudden cardiac death emergencies.

### 8.4.2 Training

All Police Department personnel shall be trained in the use of the AED through a qualified, area Fire Department or through a qualified American Heart Association (AHA) HeartSaver AED Program. After initial certification, all personnel shall be required to take a refresher-training course provided annually by the New Albany Police Department. Refer to Ohio Revised Code §3701.85 as to the duties of a possessor of an AED.

### 8.4.3 Procedures

All AEDs shall be cared for and maintained in accordance with the manufacturer's recommendations and guidelines. All testing, maintenance, usage, and service will be documented in the CAD system.

All AEDs shall be stored in an appropriate location in each marked police cruiser, sheltered from severe weather and environmental conditions. All AEDs shall be protected and secured as to follow the U.S. Food and Drug Administration guidelines on restricted medical devices. Police Department personnel shall be responsible for the care and maintenance of the AED unit. Since the unit does internal self-inspections, personnel are only to inspect the condition of the unit, service status window (which should display OK) and ensure defibrillator pads are attached and not expired. Any person experiencing a problem with an AED unit shall place the unit out of service and immediately notify the on duty supervisor and document the problem in a written memorandum to the on duty supervisor.

A. The following is a minimum list of equipment that shall be available in each cruiser's first aid bag and kept with all AEDs:

- 1 – Disposable Bag Valve Mask
- 1 – Towel or appropriate material for wiping victims chest dry
- 1 – Disposable prep razor for removal of chest hair
- 1 – Pair of trauma sheers
- 4 – Pair of latex gloves
- 1 – Set of AED electrodes

B. As part of routine maintenance, the AED shall be inspected daily by the officer in his/her patrol car and documented in the CAD system when marking in-service. Inspection consists of examining the AED case, connector and battery for damage or foreign substance, examining the accessory cables for cracked, damaged, broken or bent connectors or wires, and observing the readiness display. If it says OK, the AED is safe to use. If a low battery symbol shows in the display, replace the battery. If a wrench indicator appears, take unit out of service and notify the on duty supervisor.



- C. As part of a weekly maintenance, the AED shall be turned on to ensure that the self test message appears, the momentary illumination of each LED and all LCD segments, and no service indicator or low battery indicator appears.

#### 8.4.4 Medical Protocol

- All AEDs shall be used in accordance with the guidelines and training program outlined by the American Heart Association (AHA) and the Plain Township Fire Department's AED training program. Per AHA guidelines, no AED is to be attached to or used on children less than eight (8) years of age or an adult less than 50 pounds.
- The first few minutes are the most critical when it comes to a cardiac arrest victim. For this reason, the officer who has possession of an AED should respond on an emergency response with the Fire Department on man down, cardiac arrest or any call the dispatcher feels the AED might be used. Dispatch will advise the responding units if the Fire Department arrives on scene prior to the officer at which time the officer may cancel his response. The Fire Department will assume responsibility of the patient once on scene.
- Following an event utilizing the AED and associated equipment, personnel shall report the victim's condition and the measures taken towards resuscitation to the first arriving Fire Department EMS units. The AED and associated equipment shall be replenished or cleaned and disinfected as necessary. The incident will then be logged on the AED event log and AED returned to service.

#### 8.4.5 Approval by Medical Director

I have reviewed the above protocol for the City of New Albany, Public Access Defibrillation AED Program. It is medically sound and has my approval as the City's AED Medical Director.

\_\_\_\_\_  
Frank Orth, D.O.

State of Ohio  
County of Franklin      New Albany, Ohio ss

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_ 2002  
by \_\_\_\_\_

\_\_\_\_\_  
Notary Public, State of Ohio

# NEW ALBANY POLICE DEPARTMENT

## Directive 8.5 – Mobile Data Computers (MDC's)

### 8.5.1 Purpose

The New Albany Police Department has adopted the use of mobile data computers (MDC's) to increase the efficiency and effectiveness of service delivery through technology. The purpose of this policy is to establish guidelines and procedures for use of the MDC's.

### 8.5.2 Training

Only officers who have received documented training in the use of the MDC's shall be permitted to use them. Part of this training shall consist of LEADS certification and a review of the software system(s) used on the computers. Officers who have not received the proper certification and training are not permitted to use the MDC system. LEADS certified officers must follow all LEADS rules and laws (as outlined in Directive 5.4).

Officers are reminded that all text messages sent via the MDC system are public records and subject to review by both the public and Departmental supervisors. Officers should also be reminded that information contained in LEADS databases shall be accessed for law enforcement purposes only and is not public record. Any violations of the LEADS policy shall be investigated by a supervisor for possible disciplinary action. (see Directive 5.4.8).

### 8.5.3 Procedures

Officers will utilize a MDC when one is available. Officers are responsible for the proper care and use of the MDC in their possession. Officers shall adhere to the following procedures when utilizing the MDC system:

- An officer shall log onto the system as soon as practical at the beginning of his/her shift. An officer should also ensure that he/she logs out of the MDC system and shuts down the MDC at the end of his/her shift.
- Officers will not place food, drinks, or other potentially harmful items directly on the computer or in a location that may cause a spill onto the computer.
- Officers will not place magnets or items with strong magnetic fields too close to the computer.
- Officers shall only use the proper screen device (i.e.-plastic pointer tip, finger, etc.) to touch the MDC screen so as not to cause damage or scratches.
- Officers are not permitted to load software onto Departmental MDC's without the express consent of the Chief of Police or his/her designee. In such cases, only designated officers are permitted to load approved software onto any Departmental MDC.
- Officers are not permitted to download any material onto the MDC's without the express consent of the Chief of Police or his/her designee. Further, officers are not permitted to make modifications to the desktop or settings to the MDC. This includes screen savers, backgrounds, wallpaper, etc.

- Any malfunctioning MDC shall be brought to a supervisor's immediate attention. A malfunctioning MDC is **not** a cause to mark a cruiser out-of-service for a shift.
- All text messaging between MDC's shall be limited to duty-related issues. Under no circumstances shall an officer make or send any unprofessional or derogatory remarks regarding race, sex, ethnic origin, sexual orientation, or any language that creates an intimidating, hostile, or offensive work environment.
- MDC users are responsible for updating their passwords every 30 days. If an officer forgets his/her password, he/she needs to advise his/her supervisor as soon as possible.
- For security purposes, officers must lock their cruisers before leaving them unattended. Officers should also ensure that LEADS information is not displayed on an MDC screen when leaving a cruiser unattended.
- An officer must remain focused on his/her driving, not the MDC, when the police cruiser is in motion. When possible, officers should obtain information from the MDC when their cruiser is stopped in traffic or traveling at slower/safer speeds.

#### **8.5.4 Supervisory Review and Responsibility**

Sergeants are responsible for periodically checking on the use of MDC's by the personnel under their direct supervision. This may include conducting any necessary investigations alleging inappropriate text messaging and/or use of the LEADS system to ensure that proper procedures are being followed and that the MDC's are being properly utilized.

# NEW ALBANY POLICE DEPARTMENT

## Directive 8.6 – Door Access Control System

### 8.6.1 Purpose

The New Albany Police Department has a Door Access Control System (DACS) to control both interior and exterior doors. The DACS control station is installed in the Communications Center where it is monitored by on-duty police dispatchers. The DACS has been installed to accomplish the following objectives:

- To monitor, open and close doors for those persons accessing the police facility;
- To monitor generator stability;
- To monitor fire alarm information.

### 8.6.2 Training and Responsibilities

All dispatchers will be trained thoroughly on the operation of the DACS. The training shall include an overview of the proper operation of the equipment, including how to handle emergencies and emergency contact information.

### 8.6.3 Procedures

Dispatchers shall adhere to the following procedures when utilizing the DACS equipment:

- All access control doors shall be locked at all times. At no time shall a door remain “propped” open. If a door is malfunctioning, the dispatcher shall “hold open” a door until the door access has been repaired.
- Any persons requesting access in the secured police facility shall state their name and reasons for entry before being permitted to enter. Signing the log may be required for visitors who are not City of New Albany employees.
- Any malfunctioning equipment shall be immediately reported to the on-duty Sergeant. If the on-duty Sergeant is unable to assist the Dispatcher through a series of steps to repair the issue, the Dispatcher shall immediately place a work ticket in to Stanley Products (Integrator).
- Officers who bring a prisoner into the holding facility shall mark at the station. The Dispatcher shall open the sally port door for that officer. The Dispatcher shall turn on all lights in the bay and in the holding facility. The Dispatcher shall continue to monitor the officer in the sally port and close the sally port door once the cruiser is in the bay. Once the officer has secured his weapon and the prisoner has exited the cruiser, the Dispatcher shall open the appropriate door for access into the holding facility. The Dispatcher shall continue to monitor the officer and open any doors inside the facility as requested.
- If an emergency exists inside of the holding facility which would need the assistance of the Fire/EMS personnel, the doors to the holding facility shall be “overridden” so as to have direct access to the incident.



Police Department

Digital Photo Log

Arrestee Name	Report #	Picture #	Camera / Car #	Officer	Police Clerk Use Only:

**V. Miscellaneous**

Cross References Codified Ordinance Chapters 300, 500, 700, 900, 1100 and 1300

**A. Amusement Devices:**

Amusement Devices - Mechanical or Electrical.....	\$25.00 / year
Amusement Arcades.....	\$25.00 / year
<ul style="list-style-type: none"> <li>• The license fees paid for a calendar year for mechanical or electronically operated amusement devices and coin operated billiard tables shall be prorated as follows:</li> </ul>	
▶ January - March.....	\$25.00
▶ April - June.....	\$20.00
▶ July - September.....	\$15.00
▶ October - December.....	\$10.00
Coin Operated Billiard Tables - License Fee Per Table Per Year.....	\$24.00
Coin Operated Billiard Tables - License Fee.....	Pro-rated
Transfer of License and Registration - Device Transfer Fee.....	\$2.00

**B. Peddlers and Solicitors:**

Peddlers and Solicitors - License Fee.....	\$10.00 / day
	\$25.00 / week
	\$50.00 / month
	\$250.00 / year

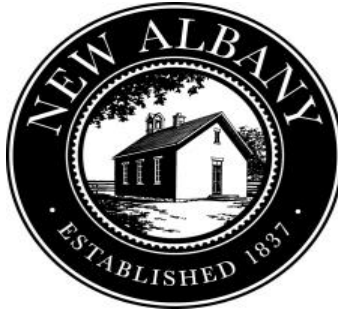
**C. Reproduction Fees:**

Reproduction/paper copies (more than 20 pages).....	\$0.05
Reproduction of Audio CD Public Record - Copy.....	\$10.00
Reproduction of Digital Video Public Record - Copy .....	\$10.00
Reproduction of Digital Image Public Records - Disk Provided by Requestor	
• Less than 20 images.....	\$5.00
• 20-40 images.....	\$10.00
• Cost per each 20 images above 40.....	\$5.00
Transfer of Digital Images to Photographic Paper	
• Commercial Film Development Copy of Digital Images.....	\$10.00
• Black and White Laser Printer Copy of Digital Images.....	\$0.25 / page
• Color Inkjet Printer Copy of Digital Images.....	\$0.40 / page

**D. Rights Of Way: Please refer to Codified Ordinance 1178 for Complete Regulation**

Telecommunications and Utility permittees	
▶ Permittees utilizing equal to or greater than thirty (30) miles of right-of-way shall pay a fee of three thousand dollars (\$3,000.00) per year.	\$3,000.00/year ROW 30 miles or greater
Permittees utilizing less than thirty (30) miles of right-of-way shall pay a fee of one thousand dollars (\$1,000.00) per year	\$1,000.00/year ROW less than 30 miles

Special permittees



<b>Chapter 9</b>	<b>Reviewed/Revised- June 2012</b>
<b>Directive 9.1 – Fingerprinting</b>	
9.1.1	Importance of Good Fingerprinting
9.1.2	Fingerprints Required
9.1.3	BCI&I Final Disposition Report
9.1.4	Civilian Fingerprinting Services
<b>Directive 9.2 – DNA Collection</b>	
9.2.1	Purpose
9.2.2	Procedures

# NEW ALBANY POLICE DEPARTMENT

## Directive 9.1 – Fingerprinting

### 9.1.1 Importance of Good Fingerprinting

All criminal history records require absolute certainty of identification based upon fingerprints. Without a set of fingerprints to match against existing files, there can be no modifications to existing criminal history records. Improper fingerprints can result in the inadvertent release of guilty or dangerous individuals. It is imperative that fingerprints are correctly recorded and of the best quality.

While the New Albany Police Department intends to transition to an electronic fingerprint system in the future, the following guidelines should be followed to obtain good rolled ink fingerprint impressions:

- A. In warm weather, each finger should be wiped dry of perspiration before inking and printing.

Over inking is one of the main reasons for rejecting fingerprint cards by BCI&I. The use of too much ink will obscure the ridges. Insufficient ink will result in ridges that are too light to be counted or traced. Ink should be reapplied after each set of prints have been taken and when the fingerprints become too light to be distinguishable.

- B. The subject should be cautioned to relax and refrain from trying to help the operator by exerting pressure as this prevents the operator from judging the amount needed. A method which is helpful in affecting the relaxation of the subject's hand is that he/she should look at an opposite wall and not concentrate on his/her hands.

The subject's fingers should be kept flat on the ink pad and rolled from nail to nail. Ink the fingers evenly from the tip to below the first joint crease. Press each finger lightly on the card and roll in the same manner. Keep fingers parallel to the card surface and roll from nail to nail. Place the fingers so the ridge detail appears in the target blocks. Control the rolling action by gripping the subject's fingertip with a thumb and index finger and use the other thumb and index finger to grip the subject's finger at the first joint. This allows for control over the lateral movement of the subject's finger as it is being rolled.

To take advantage of the natural movement of the finger's bones in making impressions the thumb should be rolled towards and the fingers away from the center of the subject's body.

For centered prints, line the subject's finger up to the edge of the fingerprint block and roll the finger from nail to nail.

Lift the subject's finger off the card when the roll is completed instead of allowing the subject to pull his/her inked finger across the freshly rolled imprint.

- C. Always ink and print each finger separately, beginning with the thumb, then in order, the index, middle, ring, and little fingers.
- D. Ink thumbs on slab and place them (without rolling) on the fingerprint card in the blocks provided. The right thumb impression should be taken first and then the left. All the fingers of the hand should be pressed lightly upon the inking pad, then pressed simultaneously upon the lower corner of the card in the space provided. Fingers can be placed at an angle if necessary.



- E. Place notations in the individual fingerprint blocks to explain any permanent disability that a specific finger may display. Permanent disabilities include lack of fingers (born without), amputations, crippled fingers (bent, broken), deformities (webbed, extra fingers), and old age.
- “Missing at Birth” - born without certain fingers
  - “Amputated” - fingers that have been medically or accidentally amputated
  - “Crippled” - fingers which are bent or crippled so that they are touching the palm and cannot be moved
  - “Old Age” - fingerprints of elderly individuals which have very faint ridges
  - “Best Prints Possible” - fingerprints of persons with calluses or blisters

Also note any drawn or crippled fingers affected by paralysis, arthritis, fractures, burns, cuts, wounds, blisters, calluses, or long fingernails.

- F. Before submitting any fingerprint cards to BCI&I, review the completed cards to ensure that all the fingerprints are legible. If not all prints are legible on the card a fingerprint can be corrected by using a cover tab. However, no more than two fingers can be reprinted by using tabs to cover illegible fingerprints. If the card is not legible after using the cover tabs then the entire card should be reprinted.

The following common errors should be avoided when producing inked fingerprints:

- Print(s) not fully rolled
- Impressions not fully made
- Uneven inking
- Excess moisture
- Prints which are not centered within the fingerprint blocks
- Smear prints caused by slipping of fingers
- Very light prints
- Very dark or smudged prints

### 9.1.2 Fingerprints Required

Fingerprints are required to be taken for all individuals who have been arrested and brought into the temporary holding facility (THF) for felony and misdemeanor offenses, including misdemeanor traffic offenses. The fingerprint card and disposition sheet are to be submitted with the arrest packet.

Detailed information on how to complete all fingerprint cards and the final disposition report can be found in the white binder labeled “Fingerprints” located in the THF.

- A. Fingerprints are required for all adults arrested and processed in the THF (Misdemeanor Traffic, Escalating Misdemeanors, Misdemeanor Criminal, and Felony charges). For a complete list of Escalating Misdemeanors, see Addendum A.
- B. Juveniles – Juvenile fingerprints are required for each and every arrest that involves a felony or escalating misdemeanor (see Addendum A). The difference between fingerprinting juveniles and adults is the BCI&I card. The BCI&I juvenile fingerprint card is similar to the BCI&I criminal fingerprint card with the exception of being printed with green ink and having “JUVENILE” printed on the upper left corner.

### **9.1.3 BCI&I Final Disposition Report**

The purpose of the final disposition report is to document original arrest information in conjunction with disposition information for each arrest offense. This report aids in providing an accurate connection between arrest data previously submitted to BCI&I on an arrest fingerprint card with disposition information.

A final disposition report is to be completed and submitted with the arrest packet. If the subject is charged under New Albany ordinance(s), the final disposition report shall be forwarded by the Police Clerk to the New Albany Mayor's Court Clerk. If the subject is charged under State code (O.R.C.), the final disposition sheet shall be forwarded by the Police Clerk to the court of appropriate jurisdiction.

### **9.1.4 Civilian Fingerprinting Services**

The New Albany Police Department utilizes a digital fingerprinting system for civilian fingerprinting. Civilian fingerprints are offered by appointment. The Police Clerk and Administrative Assistant schedule all fingerprinting appointments. Only those officers and civilian employees who have been trained on the digital WebCheck fingerprinting system are authorized to take digital fingerprints.

When a civilian requests rolled ink prints, an appointment is necessary and the individual must supply his/her own fingerprint card(s).

The fingerprinting fees are outlined in the City's Fee and Service Schedule. (See Addendum B).

# NEW ALBANY POLICE DEPARTMENT

## Directive 9.2 – DNA Collection

### 9.2.1 Purpose

Effective July 2011, local law enforcement agencies became responsible for collecting and submitting DNA specimen samples from all adults arrested for felony crimes as outlined in Ohio Revised Code (ORC) §2901.07 and §2152.74. All adults arrested for felony crimes by officers of the New Albany Police Department will have a DNA specimen sample taken. The purpose of this directive is to establish the procedures that officers will follow when taking DNA samples.

### 9.2.2 Procedures

- A. Any adult arrested by the New Albany Police Department for a qualifying felony crime (as outlined in ORC §2901.07 and §2152.74) shall collect a DNA specimen sample using the DNA collection kit provided by the State of Ohio Attorney General's Office. The DNA collection kits are kept in the Temporary Holding Facility (THF) near the fingerprinting station. If the supply of DNA Collection Kits kept in the THF gets low, officers will notify the Police Clerk. The Police Clerk keeps an extra supply of DNA Collection Kits in the Records Room and is responsible for ordering additional collection kits from the Ohio Attorney General's office.
- B. When an adult has been arrested for a qualifying felony charge and transported to the Police Department's THF, it is important that the individual's identity be verified. This can be accomplished by running a fingerprint check through a Rapid ID device or referencing a government-issued photo identification. The individual's name and additional information (BCI number, ITN number, etc.) must be obtained from official records.
- C. Detailed instructions on obtaining DNA samples are included in each DNA collection kit. This includes instructions on how to obtaining the DNA sample from the individual's mouth, the requirement of obtaining a rolled thumb print for each kit, procedures for sealing the kit to prevent contamination of the sample, and mailing instructions for sending the DNA collection kit to Ohio BCI&I. The arresting officer shall document the DNA collection in his/her statement of facts on the arrest report (U-10-100) and by making a notation on the arrest packet.
- D. All completed DNA collection kits will be forwarded (with the arrest packet) to the Police Clerk. The Police Clerk is responsible for sending the DNA collection kit to Ohio BCI&I within 15 days of obtaining the DNA sample.
- E. If an arrestee refuses to cooperate when requested to submit a DNA sample, the on-duty supervisor shall be contacted immediately. The on-duty supervisor will speak with the arrestee to determine the reason(s) for the refusal. If an arrestee cannot be convinced to voluntarily submit a DNA sample, submission will not be forced. The arresting officer will document the refusal on his/her statement of facts on the arrest report (U-10-100) and will indicate this on the arrest packet. The Police Clerk is responsible for notifying the prosecutor that an arrestee refused to submit a required DNA sample.
- F. If an arrestee has had his/her DNA collected previously (as indicated on his/her CCH), then a new DNA collection kit does not need to be completed. The arresting officer shall note in his/her statement of facts on the arrest report (U-10-100) why no DNA sample was taken (due to DNA having been previously collected) and shall also make note of this on the arrest packet.

**REPORTABLE JUVENILE OFFENSES (INCLUDING OFFENSES  
OF VIOLENCE)**

	2903.01	Aggravated Murder
	2903.02	Murder
	2903.03	Voluntary Manslaughter
	2903.04	Involuntary Manslaughter
	2903.11	Felonious Assault
	2903.12	Aggravated Assault
**	2903.13	Assault
	2903.15	Permitting child abuse
*	2903.21	Aggravated Menacing
*	2903.211	Menacing by Stalking
*	2903.22	Menacing
	2905.01	Kidnapping
	2905.02	Abduction
	2905.11	Extortion
	2907.02	Rape
	2907.03	Sexual Battery
	2907.05	Gross Sexual Imposition
	2907.12 (former)	Sexual Penetration
	2909.02	Aggravated Arson
	2909.03	Arson
	2909.24	Terrorism
	2911.01	Aggravated Robbery
	2911.02	Robbery
	2911.11	Aggravated Burglary
	2911.12(A)(1)(2)or(3)	Burglary
**	2917.01	Inciting to Violence
	2917.02	Aggravated Riot
*	2917.03	Riot
**	2917.31	Inducing Panic
	2919.22(B)(1)(2)(3)or(4)	Endangering Children
*	2919.25	Domestic Violence
	2921.03	Intimidation
**	2921.04	Intimidation of Attorney, Victim or Witness in Criminal Case Escape
**	2921.34	Escape
	2923.12	Carrying concealed weapons
	2923.161	Improperly Discharging a Firearm at or into a Habitation or School
*	Misdemeanor offenses of violence	
**	Offense can be misdemeanor or felony	

Any offense, other than a traffic offense, under an existing or former municipal ordinance or law of this or any other state or the United States, committed purposely or knowingly, and involving physical harm to persons or a risk of serious physical harm to person is an offense of violence.

**REPORTABLE MISDEMEANORS\***

<b>OFFENSE NUMBER</b>	<b>DESCRIPTION</b>
169.13	Receive Illegal Fee to Assist Recovery of Unclaimed Funds
503.53 (formerly 503.29)	Violating Township Resolution Enacted Thru Initiative Petition. Governing Adult-Oriented Business
503.65 (repealed)	Violating Resolution Passed by Township Trustees, Governing Adult-Oriented Business
901.511 (B)	Terrorism Involving Agricultural Products
917.13	Payment Reports
917.14	Method Guaranteeing Payment to Producer
921.24 (G) or (P)	Misuse of Pesticides
926.04	License to Handle Agricultural Products
941.041	Infectious Animal Prohibitions
955.72	Failure to Restrain Vicious Dog
959.131 (B)	Cruelty to Companion Animal
2903.06	Aggravated Vehicular Homicide, Vehicular Homicide, Vehicular Manslaughter
2903.13	Assault
2903.16	Failing to Provide for a Functionally Impaired Person
2903.21	Aggravated Menacing
2903.211	Menacing by Stalking
2903.34	Gross Patient Neglect
2903.34 (A)(3)	Patient Neglect
2905.04 (as before 7/1/96)	Child Stealing
2905.05	Criminal Child Enticement
2907.04	Unlawful Sexual Conduct with a Minor
2907.06	Sexual Imposition
2907.08	Voyeurism
2907.09	Public Indecency
2907.23	Procuring
2907.35	Prostitution After Positive HIV Test
2907.31	Disseminating Matter Harmful to Juveniles
2909.03	Arson
2911.32	Tampering with Coin Machines
2913.07	Motion Picture Piracy
2915.02	Gambling
2915.03	Operating a Gambling House
2915.05 (A)	Cheating/Corrupting Sports
2915.081	Distributor license for bingo supplies
2915.082	Manufacturer license
2915.09	Rules for conducting bingo
2915.091	Rules for conducting Instant bingo
2915.092	Raffles
2915.094	Owner or lessor of location for conducting instant bingo other than at bingo session
2917.21 (A)	Telephone Harrassment (if prior was with same victim)

**REPORTABLE MISDEMEANORS\***

<b>OFFENSE NUMBER</b>	<b>DESCRIPTION</b>
2919.12	Unlawful Abortion
2919.21	Nonsupport of Dependents
2919.121	Performing or Inducing unlawful abortion upon minor
2919.22	Endangering Children
2919.23 (A)(1)	Interference with Custody
2919.231	Interfering with Action to Issue or Modify Support Order
2919.24	Contributing to the Unrulliness or Delinquency of a Child
2919.25	Domestic Violence
2919.27	Violating Protection Order (Consent Agreement, or Antistalking Protection Order)
2923.36 (D)(E)	Illegal Conveyance of Cash onto Detention Facility or Institution
2923.12	Carrying a Concealed Weapon
2925.03	Trafficking in Drugs
2925.04	Illegal Manufacture of Drugs or Cultivation of Marijuana
2935.11	Possession of Drugs (excludes minor misdemeanors)
2925.31	Abusing Harmful Intoxicants
3113.06	Failure to Pay Maintenance Costs
3719.07	Records of Controlled Substance
3716.11	Placing Harmful Objects in Food or Confections
3905.84	Unauthorized Practice as Bail Bondsman
3999.18 (B)	Unlicensed Health Care Insurers
4109.21	Illegal Door-to-Door Sales Activities
4511.19	DUI
4549.20	Improper Replacement of Air Bag
4715.09	Practicing Dentistry without a License
4715.19	Employing an Unlicensed Dentist
4715.20	Practicing as a Dental Hygienist without a License
4715.32	Selling a Dental Degree or License
4715.39	Violation of State Dental Board Rules
4715.52	Practicing as a Dental X-Ray Operator without a License
4728.99	Precious metal Dealer Violations (Violations of 4728.01 thru 4728.13)
4729.51 (c)(3)	Possession of Dangerous Drugs
4730.02	Practicing as a Physician Assistant without a License
4749.13	Unlicensed Private Investigators/Security Guards
4773.02	Unlicensed Radiation Therapist
4931.49	Disclosing 911 Database Information
2923.03	Complicity to Any of the Above

*\*Please note that the above list is only intended for information purposes only. Your agency is bound by 109.60 of the Ohio Revised Code and any changes, additions or deletions to 109.60 that would effect your submission to BCI should be monitored by your agency.*

**V. Miscellaneous**

Cross References Codified Ordinance Chapters 300, 500, 700, 900, 1100 and 1300

**A. Amusement Devices:**

Amusement Devices - Mechanical or Electrical.....	\$25.00 / year
Amusement Arcades.....	\$25.00 / year
<ul style="list-style-type: none"> <li>• The license fees paid for a calendar year for mechanical or electronically operated amusement devices and coin operated billiard tables shall be prorated as follows:</li> </ul>	
▶ January - March.....	\$25.00
▶ April - June.....	\$20.00
▶ July - September.....	\$15.00
▶ October - December.....	\$10.00
Coin Operated Billiard Tables - License Fee Per Table Per Year.....	\$24.00
Coin Operated Billiard Tables - License Fee.....	Pro-rated
Transfer of License and Registration - Device Transfer Fee.....	\$2.00

**B. Peddlers and Solicitors:**

Peddlers and Solicitors - License Fee.....	\$10.00 / day
	\$25.00 / week
	\$50.00 / month
	\$250.00 / year

**C. Reproduction Fees:**

Reproduction/paper copies (more than 20 pages).....	\$0.05
Reproduction of Audio CD Public Record - Copy.....	\$10.00
Reproduction of Digital Video Public Record - Copy .....	\$10.00
Reproduction of Digital Image Public Records - Disk Provided by Requestor	
• Less than 20 images.....	\$5.00
• 20-40 images.....	\$10.00
• Cost per each 20 images above 40.....	\$5.00
Transfer of Digital Images to Photographic Paper	
• Commercial Film Development Copy of Digital Images.....	\$10.00
• Black and White Laser Printer Copy of Digital Images.....	\$0.25 / page
• Color Inkjet Printer Copy of Digital Images.....	\$0.40 / page

**D. Rights Of Way: Please refer to Codified Ordinance 1178 for Complete Regulation**

Telecommunications and Utility permittees	
▶ Permittees utilizing equal to or greater than thirty (30) miles of right-of-way shall pay a fee of three thousand dollars (\$3,000.00) per year.	\$3,000.00/year ROW 30 miles or greater
▶ Permittees utilizing less than thirty (30) miles of right-of-way shall pay a fee of one thousand dollars (\$1,000.00) per year	\$1,000.00/year ROW less than 30 miles
Special permittees	

- ▶ Permittees using or occupying right-of-way shall pay an annual fee of ten cents (\$0.10) per linear foot of right-of-way used or occupied. \$0.10 / L.F. of ROW/year

Such fee shall be paid in advance for each year prior to January 31. Partial year permits shall be prorated.

Residential permittees shall pay no annual fee.

Work permit

- In addition to the annual fees set forth above, permittees shall pay a work permit fee and shall post a performance bond in an amount determined by the Administrator or his designee. Said fees are payable at the time the application is made for the work permit. \$75.00 + Performance Bond
- Resubmittal ..... \$50.00

**E. Sexually Oriented Business Establishments:**

Business License Administrative Processing Fee.....	\$100.00
Business License Annual Fee.....	\$500.00

**F. Special Events**

Police Department Personnel.....	Overtime rate or other contracted rate
Police Cruiser .....	\$10.00 / hour
Public Service Department Personnel.....	\$30.00 / hour
After Hours Public Service Department Personnel.....	\$45.00 / hour
Public Service Department Truck and Trailer.....	\$16.50 / hour

*If Public Service Department personnel are required to work during the event, necessary equipment will be provided at no cost. When Service Department personnel are not working the event, the following rental costs\* will be assessed:*

Temporary No-Parking Signs.....	\$0.50 / sign
Traffic Cones.....	\$1.00 / cone
Road Barricades.....	\$12.00 / barricade
Installation and Removal of Street Pole Banners for Events.....	\$20.00 / pole

\* A replacement fee (at replacement cost) will be charged for all rental equipment that is damaged or lost.

**G. Miscellaneous**

Address Requests to Changes to Current Address.....	\$2.00 / address
Annexation Petition Filing Fee.....	\$50.00



Addendum B

Damage to Public Property..... Material Cost +  
Labor Cost\*

\* Defined as all applicable direct costs including, but not limited to, salaries, wages, overtime, services and supplies, maintenance and operating expenses, contracted services, special supplies, and any other direct expenses incurred. The costs, in most cases, will be rounded to the nearest ten dollars. (\$10.00)

Drainage Under Driveway ..... \$50.00

Public Service Department Vehicles and Equipment..... Most current FEMA  
(Federal Emergency Management Association)  
schedule of equipment rates.

Vehicle Impound

Towing (seized/forfeited vehicles) ..... \$50.00 (+)

Storage ..... \$6.00 / per day

**VII. Safety**

**Cross Reference Codified Ordinance Chapter 700**

**A. Alarm Systems:**

Alarm User Permit..... Required/No Charge

**False Alarm Fee**

- 0-3 False Alarms per Calendar Year..... No Charge
- 4-8 False Alarms per Calendar Year..... \$25.00 Each
- 9 or More False Alarms per Calendar Year..... \$50.00 Each

Each false alarm response shall constitute a separate false alarm. Any response to a false alarm to a municipal address by another agency, in lieu of response by New Albany Police Department because of mutual aid or automatic response agreements, shall constitute a false alarm. No person who is either the holder of an alarm user permit or responsible for the alarm system operation shall negligently allow such alarm to register nine or more false alarms within a calendar year.

**B. Miscellaneous:**

**Fingerprinting:**

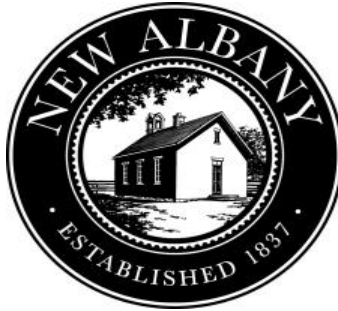
- Rolled Prints..... \$10.00 / card
- BCI (State) - Resident\*..... \$25.00
- BCI (State) - Non-Resident\*\*..... \$35.00
- FBI (National) - Resident\*..... \$30.00
- FBI (National) - Non-Resident\*\*..... \$40.00

\*Resident is defined as an individual residing within the New Albany corporation limits or an individual working at a business located within the New Albany corporation limits.

\*\*Non-Resident is defined as an individual that does not reside or work within the New Albany corporation limits.

Safety Town Program ..... \$60.00 / child

Safety Town - Bricks ..... \$50.00 each



<b>Chapter 10</b>	<b>Reviewed/Revised-June 2012</b>
<b>Directive 10.1 – Missing Persons</b>	
10.1.1	Missing Person - Definition
10.1.2	Missing Person - Procedure
10.1.3	Missing Child - Procedure
10.1.4	Missing Adults over age 65 or Individuals with Mental Impairments - Procedure
<b>Directive 10.2 – Handling of Mentally Ill or Elderly Persons</b>	
10.2.1	Policy
10.2.2	Mentally Ill Persons - Procedure
10.2.3	Elderly Persons - Procedure

# NEW ALBANY POLICE DEPARTMENT

## Directive 10.1 – Missing Persons

### 10.1.1 Missing Person - Definition

For the purposes of this directive, a missing person is defined as:

- A. A person of any age who is missing and under proven physical/mental disability or is senile, thereby subjecting himself/herself or others to personal and immediate danger.
- B. A person of any age who is missing and in the company of another person under circumstances indicating that his/her physical safety is in danger.
- C. A person of any age who is missing under circumstances indicating that the disappearance was not voluntary (i.e., abduction or kidnapping).
- D. A person of any age who is missing and declared unemancipated as defined by the laws of his/her state of residence and does not meet A, B, C, or E.
- E. A person of any age who is missing after a disaster.

### 10.1.2 Missing Person - Procedure

- A. When a missing person call is received, the dispatcher will immediately dispatch an officer to conduct a preliminary investigation. The initial investigation as conducted by the officer shall include, at a minimum, physical and clothing descriptions, vehicle information (if applicable), possible destination or location and all other information as required on the standard OIBRS report. The investigating officer shall obtain a photograph, if available.
- B. Upon completion of the preliminary report, the officer shall broadcast the description of the missing person to all on-duty personnel. The officer will proceed to the Police Department where a copy of the Missing Persons report shall be immediately delivered to the dispatcher. If, upon initial investigation, it appears that a juvenile is a victim of a criminal act, the on-duty supervisor will immediately contact a detective.
- C. Upon receipt of a Missing Persons report, the dispatcher shall enter the information into the Law Enforcement Automated Data System (LEADS)/National Crime Information Center (NCIC) computers. An officer will note in his/her Missing Persons Report the date, time, and the dispatcher who entered the information.
- D. When a missing person is found or voluntarily returns, the officer taking the cancellation report shall notify the dispatcher who will immediately cancel the LEADS/NCIC entry. The officer will note on his/her report the time, date and dispatcher who canceled the entry.
- E. All active missing person complaints shall be assigned to a detective for further investigation. The assigned detective will contact the reporting person(s) to obtain and/or provide updated information.
- F. If the circumstances surrounding a missing person creates a level of concern for the missing's health and safety, the on-duty supervisor may immediately use available resources to conduct a search for the individual.

All missing person complaints will be considered active until the individual has been located or his/her whereabouts becomes known. The detective shall periodically follow up with the reporting person(s) to ascertain if any contact has been made with the missing person or additional information or evidence has been obtained to assist in the investigation.

If, following the initial report, officers or the assigned detective are provided information as to the possible whereabouts of the missing person(s), these locations or residences will be checked.

If an individual has been missing for more than thirty days, the assigned detective shall request and obtain the missing person's dental records, if available. If the missing is a juvenile, written parental consent is required to obtain dental records. These dental records shall be entered into the missing person's LEADS/NCIC computer file.

### 10.1.3 Missing Child - Procedure

#### A. Policy

The New Albany Police Department shall investigate all reports of missing children and every missing child shall be considered as "At Risk" until significant information to the contrary is confirmed. A missing child is defined as a person who is:

- Younger than 18 years of age and
- Whose whereabouts are unknown to his/her parent, guardian, or responsible party

#### B. A missing child will be considered "At Risk" when one or more of the unusual circumstances below are present:

1. The child is 13 years of age or younger, or:
2. A missing child is believed to be:
  - Out of the zone of safety for his/her age and development stage
  - Drug dependant, including both prescription and illicit substances
  - A potential victim of foul play or sexual exploitation
  - Absent from home for more than twenty-four (24) hours before being reported as a missing
  - Believed to be with others who could endanger him/her
  - Is absent under circumstances inconsistent with established patterns of behavior
3. A missing child whose disappearance involves circumstances that would cause a reasonable person to conclude that the child should be considered "at risk."

#### C. Dispatcher Procedures

The dispatcher receiving the call of a missing child shall:

1. Determine if circumstances of the report meet the definition of a missing child as set forth in Section A of this chapter.
2. If unusual circumstances are present the dispatcher shall:
  - Immediately dispatch officers to scene of the report and notify the on duty supervisor

- Obtain the missing child's basic information such as height, weight, hair and eye color, clothing, and last known location.
  - Obtain any information on possible abductors, including family members.
  - Document all pertinent information and communications.
  - Upon receipt of a Missing Persons report, enter the information into the Law Enforcement Automated Data System (LEADS) and National Crime Information Center (NCIC) computers. Cancel the entries when the missing person is found or voluntarily returns.
  - Teletype Franklin and adjacent county law enforcement agencies about the missing child or, if applicable, activate Franklin County's Stranger Abduction Alert/Amber Alert protocol (Addendum A).
3. If unusual circumstances do not exist, the Dispatcher shall obtain all pertinent information necessary for a prompt response by an officer.

D. Officer(s) Procedures

The officers dispatched on a report of a missing child shall:

1. Respond promptly to the scene of the report
2. Interview the parent(s) making the report to gain insight into the circumstances surrounding the disappearance
3. Obtain a physical description of the missing child and relay that information immediately to the Dispatcher and other officers
4. Verify that the child is, in fact, missing. Officers should never assume that searches conducted by distraught parents or others have been performed in a thorough manner. Always check the home and grounds including places where children could be trapped, asleep, or hiding. Special attention should be paid to enclosures like refrigerators, freezers, and the interior of parked vehicles and trunks.
5. If the child is older, officers should ask parents if they checked with the child's friends or perhaps forgot or overlooked something that would explain the child's absence.
6. If the child is missing from home, conduct a thorough search of the residence. Search the missing child's home even if the child was reported missing from a different location.
7. Confirm the child's custody status and whether or not custody could play a part in the physical location of the child.
8. Determine when, where, and by whom the child was last seen.
9. Make an initial determination if the type of incident qualifies as an "unusual circumstances" case
10. Obtain pertinent information from witnesses and possible abductor/suspect information.
11. Provide as much detailed information to the Dispatcher for broadcast updates.
12. Identify and hold everyone at the scene and determine their relationship to the missing child.

13. Secure and safeguard the area as a potential crime scene.
14. Prepare necessary reports and forms if the AMBER Alert system is to be activated.
15. Collect articles of clothing for canine scent tracking purposes.
16. Secure the child's latest medical, dental records, and most recent photo.

**E. Supervisor Procedures**

The on duty supervisor shall:

1. Obtain a briefing from the officer(s) on scene and determine if the case is an "unusual circumstance" incident.
2. Determine if additional personnel and resources are needed to assist in the investigation and search. Notify the Chief of Police, City Manager, and Public Information Officer (PIO) as soon as practical.
3. If necessary, establish a command post separate from the incident location and based on the Activation Criteria, initiate the Child Abduction Protocol, AMBER Alert, and/or Code Red (See Addendum B), as necessary.
4. Until relieved, approve and coordinate the release of information to the media through the PIO.
5. Ensure that all officers, other departments and agencies, and all investigative networks are supplied with accurate information.
6. Establish a liaison with the family to provide them with frequent updates and what they can do to assist in the search.

**F. AMBER Alert Protocol**

An AMBER Alert shall be issued only if all the following criteria are met:

- The child is under 18 years of age.
- The abduction poses a credible threat of immediate danger of serious bodily harm or death to the child.
- There is sufficient descriptive information about the child, suspect, and/or the circumstances surrounding the abduction to believe activation of the alert will help locate the child.
- It has been determined that the child is not a runaway and has not been abducted as a result of a family abduction, unless the investigation determines that the child is in immediate danger of serious bodily harm or death.

If the dispatcher or investigator is unsure whether or not an AMBER Alert is warranted, he/she shall contact the OSHP Communications Center at 614-525-2660. The AMBER Alert Duty Officer is available to discuss the criteria.

**G. Child Abduction Protocol**

The responsibility and the decision to activate the Child Abduction Protocol will rest with the on duty supervisor once it has been determined the below listed criteria has been satisfied.

1. There is information to suggest that the child was forcibly or intentionally removed or lured away from his/her location and is still missing.
2. The missing child is a potential victim of foul play or sexual exploitation or is in a dangerous environment. A “dangerous environment” depends on the age and development of the child and the circumstances surrounding the child’s disappearance.
3. The missing child is believed to be with people who are not family members and who endanger the welfare of the child.
4. The child is absent or has not returned home from school or other scheduled activity and this is inconsistent with an established pattern of behavior.
5. It is the recommendation of the assigned officer(s) or detective that the investigation supports the possibility that the child has been abducted.
6. Ensure the initial investigative procedures are executed and completed within the first two to three hours of the investigation.
7. Prepare and update bulletins for local law enforcement agencies, missing children clearinghouse(s), the FBI, and other appropriate agencies.
8. Establish a telephone hotline for receipt of tips and leads.
9. Contact the National Center for Missing and Exploited Children (NCMEC) at 1-800-843-5678 for investigative strategies on long-term missing children cases. NCMEC can also provide assistance from Project ALERT and Team Adam. Both organizations provide trained law enforcement personnel to assist and advise local investigators to:
  - Assist the victim’s family
  - Provide the latest computer and communications technology
  - Enable rapid distribution of critical information to other agencies and personnel
  - Assist in short and long-term case management
  - Provide expertise in handling specific crimes against children cases
  - Provide access to NCMEC’s extensive resources
  - Advise and assist in the investigation

#### **10.1.4 Missing Adults over age 65 or Individuals with Mental Impairments - Procedures**

- A. The State of Ohio has an Emergency Alert Program specific for endangered missing adults age 65 and older or adults with mental impairments.

The following criteria must be met to issue an alert:

- The local investigating law enforcement agency confirms that the individual is missing.
- The individual is 65 years of age or older or has a mental impairment.
- The disappearance of the individual poses a credible threat of immediate danger of serious bodily harm or death to the individual.



- There is sufficient descriptive information about the individual and the circumstances surrounding the individual's disappearance to indicate that activation of the alert will help locate the individual.
- B. If the criteria is met, the on-duty Dispatcher shall notify the Ohio State Highway Patrol immediately. OSP will then:
- Send blast e-mails and fax messages throughout the state to media outlets.
  - Post information on electronic billboards and Ohio Department of Transportation (ODOT) signboards in the local area of the alert.
  - Send a law enforcement radio broadcast and computer message to all law enforcement agencies in the state.
  - Activate a toll free telephone line for tips and information (1-866-693-9171)
  - Activate a Truckers Alert system.
  - Advise The Ohio Lottery to post the information on lottery terminals.

# NEW ALBANY POLICE DEPARTMENT

## Directive 10.2 - Handling of Mentally Ill or Elderly Persons

### 10.2.1 Policy

The New Albany Police Department recognizes that if a person reasonably appears to be mentally ill or is elderly, presents a risk of serious harm to himself/herself or others, or is unable to provide for his/her own basic personal needs, he/she should be taken into custody. A mentally ill person may also be taken into custody pursuant to an official court order. In order to protect the individual's dignity, the individual should always be taken into custody in the least conspicuous manner possible.

### 10.2.2 Mentally Ill Persons - Procedure

A. If a mentally ill individual does not need immediate medical treatment, he/she will generally be transported to a community mental health center. The centers utilized by the New Albany Police Department are as follows:

- NetCare - 614-276-2273  
741 E. Broad St. (located in downtown Columbus)  
199 S. Central Ave. (located on the west side of Columbus)

Additionally, NetCare may refuse an individual if:

- The facility is at maximum capacity
- Officer is unavailable to meet with the triage nurse
- The individual is extremely violent

OSU Medical Center - 614-293-8333  
410 W. Tenth Ave.  
Columbus, OH 43210

B. If the person is not displaying any aggressive or violent behavior, police personnel will not be required to remain with the individual.

C. As a courtesy, the Department may transport mentally ill individuals from one mental health facility to another, provided each of the following conditions is satisfied:

- The individual is, or is likely to be, violent.
- All arrangements have been made between both facilities.
- The on-duty supervisor determines that demands for service can be adequately handled while the transporting officer(s) are busy.

D. If a mentally ill individual has misdemeanor charges pending, he/she will be transported to a mental health center for evaluation. If he/she is to be held for further evaluation, the officer shall issue a summons or file a criminal complaint and warrant with the Clerk of Courts.

E. If the charge is a felony, the mentally ill individual should be processed as any other prisoner unless the individual displays exceptionally bizarre behavior. If the individual must obtain mental health services, an officer will advise the on-duty supervisor and standby with the prisoner until a decision is made by the on-duty supervisor.

F. The Probation Officer may also be contacted for assistance, if necessary.

### 10.2.3 Adults over age 65 – Procedure

The mind-set of a person in cognitive decline is much different than that of other adults. Therefore, questioning, report-taking, and investigating considerations should be appropriately expanded.

When an officer encounters an older adult in cognitive decline, he/she should give consideration to the potential that the individual is lost but is not yet reported missing or is disoriented and at high risk of becoming lost. While initially coherent, these individuals may subsequently be recognized as being confused and disoriented. Officers should ask the individual basic questions, such as:

- Where are you coming from? Where are you going?
- What route are you taking to get there? Who are you meeting?
- What is your full name and address? What is your phone number?
- What day of the week is it? What month is it?
- Can you tell me what city and state you are in?
- What time is it right now? (Answer should be correct within one hour.)

If the individual does not provide correct answers to these questions, officers should secure the person at his/her current location and notify the on duty supervisor immediately. If a substantial degree of confusion and disorientation is identified, the individual should be temporarily detained in a reasonably comfortable setting and attempts made by officer(s) to locate the individual's family. The following procedures should be used in handling adults with cognitive decline:

- Identify yourself as a law enforcement officer and explain why you've approached the person.
- Maintain good eye contact.
- Speak slowly in a non-threatening, low-pitched voice.
- Loudness can convey anger; do not assume the person is hearing-impaired.
- Use short, simple words.
- Ask "yes" and "no" questions.
- Ask one question at a time, allowing plenty of time for a response.
- If necessary, repeat your question using the exact wording. People with cognitive decline may only grasp a part of the question at a time.
- Instead of speaking, try non-verbal communication. Prompting with action works well.
- Maintain a calm environment, devoid of chaos and excessive stimuli; reduce radio volume, keep squelch down and avoid use of sirens.
- Avoid restraints; confinement may trigger agitation, which may compound confusion and disorientation. Restraints should be used only as a last resort for the safety of the individual or others.
- Avoid confrontation and correcting the individual.

## AMBER Alert Procedures

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A. An AMBER Alert shall be issued if all the following criteria are met:

- Is the child under 18 years of age?
- The abduction poses a credible threat of immediate danger of serious bodily harm or death to the child?
- Is there sufficient descriptive information about the child, suspect, and/or the circumstances surrounding the abduction to believe activation of the alert will help locate the child?
- Have we determined that the child is not a runaway and has not be abducted as a result of a family abduction, unless the investigation determines that the child is in immediate danger of serious bodily harm or death?

If Yes to **ALL** of the above – proceed with:

B. Enter into LEADS: Forms; Persons; Missing Persons; Enter; Missing Person:

Complete form – Control Field (MNP) = AA (Amber Alert). NOTE: If you do not use this screen the below listed agencies will not be notified.

Once you have transmitted this it will go to: State Highway Patrol at the Emergency Operations Center (EOC), the Ohio Attorney General’s Office, FBI and the National Center for Missing and Exploited Children (NCMEC).

NCMEC and the EOC will contact the Police Department for additional and specific information. Be prepared to answer the following questions:

1. What phone number should be entered into the toll free 1-877-AMBER-OH system?  
(614-855-8576)
2. What Region would you like it broadcasted to? (See phone numbers on page 2)
3. Specific information on the incident. Make sure you get specific information from the on-scene officers.
4. Are you requesting other states to issue an alert?

C. **Complete the following:**

1. Get recent photo of missing child – preferably digital if available.
2. Utilize OHLEG to obtain listing of local sex offenders, including their vehicles.
3. Access the Missing Children Clearinghouse (MCCH) in OHLEG:
  - a. Search to find your child entry
  - b. Create a poster
  - c. Follow the instructions on the “Alert” tab
  - d. Issue Trucker and Media Alert
  - e. Send cancellation if child is located
  - f. Contact MCCH if further assistance is needed – 1-800-325-5604

If known suspect is heading to another state send an Alert through LEADS: Forms; Misc.; Amber alerts; Out of State Amber Alert.

**D. Contact:**

A Child is Missing – 1-888-875-2246 (pager 954-492-4778/fax 954-763-4569) will send out information to resident of where child was last seen (no charge for this service).

OSP (EOC)/AG actions will be:

1. Radio/Television Broadcast
2. Notification to Ohio Trucking Association
3. Notification Information on Lottery terminals, SBC and Sprint employees
4. Statewide Teletype
5. Entry of data into Ohio Amber Alert Website page
6. Emergency Alert System (EAS) activation
7. 1-877-AMBER-OH activation
8. ODOT sign activation

If the criterion is not met for an Amber Alert – Media and other notifications can still be applied, such as Ohio Missing Child Alert.

If a dispatcher is unsure whether or not an AMBER Alert is warranted, contact the OSHP Communication Center 614-525-2660 who will put you in contact with the AMBER Alert Duty Officer to discuss the criteria.

**Phone Numbers**

A Child is Missing (ACIM) - 1-888-875-2246 (954-763-1288) ([www.achildsmissing.org](http://www.achildsmissing.org))

Emergency Management Agency – 614-889-7150 ([www.ema.ohio.gov](http://www.ema.ohio.gov))

LEADS Off-Line Search – Fax only – 614-644-0566

Missing Children Clearing House – 614-466-5610 or 1-800-325-5604  
([www.ohioattorneygeneral.gov/MissingChildren](http://www.ohioattorneygeneral.gov/MissingChildren))

National Runaway Switchboard – 1-800-RUNAWAY (1-800-786-2929) (Greyhound Home Free Program)  
([www.1800runaway.org](http://www.1800runaway.org))

NCIC Off-Line Search – 304-625-2000

National Center for Missing & Exploited Children (NCMEC) 1-800-THE LOST (1-800-843-5678)  
([www.missingkids.com](http://www.missingkids.com))

OSP Comm Center – 614-525-2660

Regional & Statewide Emergency Alert System (EAS) – 1-877-AMBEROH (1-877-262-3764)  
([www.ema.ohio.gov](http://www.ema.ohio.gov))

Team H.O.P.E. – 1-866-305-HOPE (1-800-305-4673) ([www.teamhope.org](http://www.teamhope.org)) (support for the family)

**CODE RED****Instructions**

- 1) Access Internet at <https://login.coderedweb.com>
  - a) Input login and password\*
- 2) Once logged in, the CODE RED front page will appear
- 3) From the “Start Page”, click on “Communications Center – set up a call” icon
- 4) Click on “General Database” icon (**do not** use the “Emergency Database” icon)
- 5) Click on “Mapping Interface” icon (this may take a minute to download)
- 6) Click on the File Folder toward the top left map page (first icon in second row)
- 7) Click on “Click here to list saved entries”
- 8) Select “Village All” and click “Load” (selected area appears in red on map)
- 9) Click “Update Count” box to the right of the map (toward lower half of screen)
- 10) Click “Continue Call” box (on right side by “Update Count” box you just used)
- 11) Calling list page appears. Select “Do not add a calling list” and click “Continue”
- 12) “Job Submission” page appears; enter written TDD message & click “Continue”
- 13) New “Job Submission” page appears; *input your phone # in “Contact Phone#” box*
  - a) *(This phone must be staffed when CODE RED calls are made in case of issues)*
- 14) Click “auto recall” box
- 15) Click “email notification” box
- 16) Enter a brief description in “Enter Job Description” box
  - a) *Be brief with description and include date (i.e., Water-Main-Break- March-4-2011)*
- 17) Click “Submit Job” button at lower right portion of the page
  - a) You will be assigned a job number on a page titled “Job Submission”.
    - i) *Print this “Job Submission” page and use it as an instruction guide as you create the actual voice message (the job number is on this sheet)*
- 18) Follow instruction on “Job Submission” sheet; use **“primary greeting/message”**
  - a) *The CODE RED phone message prompts are listed on page 3; you do not have to follow these written instructions but they explain each step of the recording process*
    - i) When recording the voice message, either:
    - ii) *use one of the pre-written CODE RED messages and add information as necessary based on input from supervisor; or*
    - iii) *write out a brief customized message (60 seconds at most) w/supervisor*
- 19) Carefully review voice message before approving it
- 20) Once you approve voice message, enter PIN, Launch Code, and assigned Job Number for this specific task
- 21) Once you conform, CODE RED calls will begin to launch to “Village All”
- 22) Please forward any confirming email you may receive from CODE RED to Scott McAfee and Jill Van Deventer in Administration and Yvette Nguyen in Police

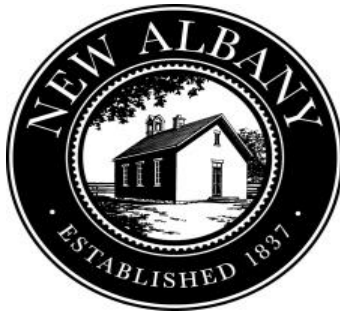
**The CODE RED call launch and follow-up process is now complete**

***\*complete instructions including login and password are located in Dispatch***



## CODE RED Phone Prompts – Beginning Your Phone Call

1. Call one of the five numbers in the phone number box on “Job Submission” sheet
2. You will be asked to input your PIN Number (PIN: 4520)
3. You will hear a welcome message
4. Enter job number (on “Job Submission” sheet)
5. You will be prompted to press “1” if submitted job number is correct
6. You will be told how many people will receive the call
7. You will now hear your first set of CODE RED Prompts:
  - a. Select “1” for recording menu (PRESS “1” ON KEY PAD)
  - b. Options “2”, “3” and “4” do not apply for our purposes*
8. Second Set of CODE RED PROMPTS:
  - a. Select “1” to record primary greeting
  - b. Select “2” to listen to recording
  - c. Select “3” to approve recording
    - i. YOU’RE GOING TO DO ALL THREE OF THESE DURING PROCESS;  
FIRST PRESS “1” TO RECORD, THEN “2” TO LISTEN TO RECORDING,  
THEN “3” TO APPROVE RECORDING
    - ii. If you don’t like recording, select “1” again to re-record greeting*
    - iii. Remaining set of CODE RED prompts below (likely won’t ever use these)*
    - d. Select “4” to exit without approving*
    - e. Select “5” to record secondary greeting*
9. Once you have approved the recording by pressing “3”, you will be asked to press “2” to begin calls
10. After press “2”, you will be asked to enter launch code (**Police Launch Code: 40522**)
11. You will be asked to confirm sending calls by entering a set of numbers on key pad
12. Once these numbers are input into key pad, CODE RED calls will begin



<b>Chapter 11</b>	<b>Reviewed/Revised- May 2011</b>
<b>Directive 11.1 - Death Notification</b>	
11.1.1	Policy
11.1.2	Line-of-Duty Death/Injury
11.1.3	Next-of-Kin Notification (Non-Employees)
11.1.4	Chaplaincy Program



# NEW ALBANY POLICE DEPARTMENT

## Directive 11.1 - Death Notification

### 11.1.1 Policy

It shall be the responsibility of the New Albany Police Department to provide liaison assistance to the immediate family members/survivors of an employee who is killed or seriously injured in the line of duty, to include clarification of survivor benefits, and to provide emotional support. In addition, the New Albany Police Department will provide timely, compassionate assistance to the family/next-of-kin during death notifications within the community.

### 11.1.2 Line-of-Duty Death/Injury

The following services will be rendered to Police Department employees and their families following line-of-duty deaths or serious injuries:

- A. If an employee of the Police Department is killed or seriously injured while in the line-of-duty, the on duty shift supervisor will immediately notify the Chief of Police. The Chief of Police, or a supervisor designated by the Chief of Police, shall proceed immediately to the employee's residence to notify the family. The notification by the Chief of Police/supervisor will be in person and at least one additional employee (preferably a friend of the deceased/injured employee) shall accompany the Chief of Police/supervisor. If the employee's clergy is known, he/she will be notified as soon as possible to provide assistance. The Police Department's Chaplain(s) and/or clergy from the Fraternal Order of Police may also be contacted to provide assistance. The name of the deceased employee will not be released to the media before the immediate family members/survivors are notified.
- B. If a seriously injured employee is receiving treatment at a hospital, the Chief of Police/supervisor will arrange transportation for the employee's family to the hospital. The on duty supervisor may order additional personnel to assist in any investigation, coordinate media releases, and provide comfort and security to the family at the hospital.
- C. Support will be provided to a deceased employee's family prior to, during, and after the funeral and burial of any Police Department employee. This assistance may include, but is not limited to, assuming responsibility for or offering assistance for funeral arrangements, escorts, honor guard, pallbearers, and transportation of family members.
- D. The Chief of Police, with assistance from the City Manager's office and Finance Department, will assist with the coordination of benefits to which the surviving family member(s) is/are entitled. This may include providing assistance/counseling with legal matters, financial matters, and/or other family problems. It may also include providing the family with information on benefits, such as line-of-duty injury or death benefits, insurance benefits, pension benefits/options, etc.
- E. The Chief of Police, or his/her designee, will coordinate and provide support for the family during any criminal proceedings arising from the incident. This support may include transportation of the family to and from court proceedings and providing uniformed officer escorts for security and support.

- F. The Chief of Police, or his/her designee, will maintain long-term contact with the family of an employee of the Police Department killed in the line-of-duty if the family so desires. The Chief of Police, or his/her designee, will keep informed of the needs of the family and offer needed assistance and/or counseling services provided by Police Department resources.
- G. An employee who receives notice of the death or serious injury of an off duty Police Department employee will immediately contact the on duty shift supervisor. The on duty shift supervisor will provide notification to the Chief of Police via the procedure outlined in Directive 11.1.2 (A) and all other appropriate sections will apply.
- H. The resources of organizations such as Concerns for Police Survivors, Inc. (COPS) and the Fraternal Order of Police shall be utilized to assist the survivors of the victim. These resources/organizations may be used to provide guidelines for the Police Department in responding to the survivors' present and future needs.
- I. The Police Department will also make psychological services, grief counseling, and trauma counseling available to any employees following a line-of-duty death/serious injury.

### **11.1.3 Next-of-Kin Notification (Non-Employees)**

The Police Department recognizes the need for a timely, compassionate response when notifying the family/next-of-kin of persons who are deceased, seriously injured, and/or seriously ill. The following procedures apply for both accident and non-accident situations:

- A. When the Police Department receives a request from a law enforcement agency to provide notification to family members of an individual who is deceased, seriously injured, or seriously ill, the on duty shift supervisor will be advised. The on duty shift supervisor, or his/her designee, will contact the requesting law enforcement agency and speak directly with a supervisor/officer from that agency. The law enforcement agency will be required to send a teletype to confirm the request, if one has not already been received. A supervisor will not arrange for a notification to be made without a teletype confirmation from a law enforcement agency.

All notifications will be delivered in person by a uniformed officer to an adult member of the family. Whenever possible, assistance should be obtained from a relative, close friend(s), or clergy. The Police Chaplain(s) may also be contacted for assistance. If geographically possible, a representative from the requesting agency should accompany the officer from the Police Department who is making the notification. The Death Notification Information sheet, PD-10-240, should be utilized when making notifications (see Addendum A).

- B. In cases where the Police Department requests the assistance of another law enforcement agency to inform the immediate family of an individual's death, serious injury, or serious illness, the on duty shift supervisor will contact a supervisor of the foreign agency directly by telephone and formally request the foreign agency's assistance. The on duty shift supervisor will provide as much information as needed to the foreign law enforcement agency, including his/her name and the telephone number of the Police Department so that the family may contact him/her for additional information.

The on duty shift supervisor will direct the dispatcher to send a teletype to the foreign law enforcement agency as confirmation of the telephone contact. If geographically possible, the on duty shift supervisor will send an officer from the Police Department to assist with notification of the family in the foreign jurisdiction.

- C. If an individual is killed by a police officer, the Chief of Police will immediately be notified. The Chief of Police will notify the City Manager, who will then notify the City Attorney. No

next-of-kin notification will be made until the Chief of Police is told to do so by the City Manager. The notification may be made by the City Manager, Chief of Police, Police Chaplain(s), and/or an approved designee.

#### **11.1.4 Chaplaincy Program**

The Chaplaincy Program is administered by the Chaplain Liaison Officer (a Sergeant assigned by the Chief of Police) and coordinated by the Office Supervisor. A Chaplain must be ordained or commissioned and is encouraged to attend the Police Department's Citizens Police Academy.

The Chaplaincy Program is a volunteer program and chaplains are provided with membership to the International Conference of Police Chaplains and/or Central Ohio Law Enforcement Chaplaincy Team (COLLECT) in return for volunteer service.

The primary purpose of the New Albany Police Department chaplaincy program is to provide guidance and support to the Chief of Police in matters regarding the moral, spiritual, and religious welfare of Police Department personnel as well as victims and their families when requested. Services are available to all department members and their families on the basis of need and desire, as well as to the public when needed.

The chaplain(s) will maintain a close working relationship with the Sergeant and the Office Supervisor. Chaplains will dedicate a minimum of eight (8) hours per quarter of involvement with the department. This may be in the form of ride-alongs with officers, attending roll call, or special meetings.

A chaplain may be called upon in many situations to include, but not limited to, the following:

- Death notifications
- To provide comfort to crime or crash victims or their families
- To help calm emotionally upset individuals at scenes of accidents or crimes
- To assist with attempted or potential suicide victims
- To assist departmental personnel in making notifications in the event an officer is injured or killed in the line of duty
- To provide counseling or referral services
- To visit sick or injured employees in the hospital or at home
- Funeral services
- Departmental functions ( invocations and benedictions)
- To respond to major disasters
- To represent the Police Department as requested by the Chief of Police, Chaplain Liaison, or Office Supervisor
- To liaison with other religious leaders and organizations in the community

All chaplains shall be issued a Police Department identification card, jacket, shirt, and a badge. If called to a scene, the chaplain(s) shall wear an identifiable garment or identifying badge on their outer clothing. The chaplain(s) shall be willing to be "on-call" for around the clock availability. Transportation to training and calls for service shall be the responsibility of the chaplain(s).



**Police Department**

The following information is provided to assist you in making any necessary arrangements.

- The deceased has been taken to either Franklin County Coroner's Office in Columbus, Ohio or to the Licking County Coroner's Office in Newark, Ohio for examination, as required by law.
- Call the funeral home of your choice to inform them of the situation and your desire to use their services.
- Contact the appropriate coroner's office to inform them of the funeral home you have chosen.
  - The Franklin County Coroner's Office is open from 8:00 am to 4:30 pm, Monday through Friday, however, you may call them at 614-525-5290, 24 hours a day, to inform them of the funeral home you have chosen.
  - The Licking County Coroner's office is open from 9:00 am to 5:00 pm, Monday through Friday. You may contact them at 740-349-3633 during office hours, or 740-348-1638, 24 hours a days.
- The Coroner will call your designated funeral home to transport the deceased once the examination has been completed, usually within 12 to 24 hours.
- Your funeral home will make an appointment with you to make final arrangements.
- The investigating officer, \_\_\_\_\_, is preparing the report. If you wish, you may contact him/her with any questions at 614-855-1234.
- You may pick up any personal items by calling the New Albany Police Department at 614-855-1234 to schedule an appointment.
- If we can be of further assistance, please call the New Albany Police Department at 614-855-1234.
- If you would like to contact a Victim Assistance Program, please call the Office of the Attorney General at 614-466-5610 or 1-800-582-2877.

We hope this information has been of assistance to you in your time of need.



<b>Chapter 12</b>	<b>Reviewed/Revised- May 2011</b>
<b>Directive 12.1 – Holding Facility</b>	
12.1.1	Definition
12.1.2	THF Procedures
12.1.3	THF Emergency Responses
12.1.4	THF Juvenile Procedures
12.1.5	Staff Training

# NEW ALBANY POLICE DEPARTMENT

## Directive 12.1 – Holding Facility

### 12.1.1 Definition

A Temporary Holding Facility (THF) is a local facility which physically detains arrestees for a maximum of six (6) hours for processing and/or awaiting transportation. The THF may be a jail cell, but also may be an area that is designated for temporary holding purposes (e.g., slating area, detoxification cell, or transportation cell). The use of devices such as restraining chairs, cuffing rails or posts for temporary holding is not permitted within the THF.

### 12.1.2 THF Procedures

The arresting officer is responsible for the supervision, safety and welfare of all detainees who are brought into or are being held in New Albany Police Department's Temporary Holding Facility (THF). The following procedures shall be followed for detainees who are brought into and/or detained in the THF at the New Albany Police Department:

- A. **Intake** – All prisoners brought into the THF (except Juveniles, see below) will be brought into the THF through the secured sallyport area. A police officer with a prisoner will advise the dispatcher that he/she has arrived at the station and is at the sallyport door area. Once the dispatcher has verified via CCTV that the cruiser is ready to enter the sallyport area, the dispatcher will open the overhead doors to allow the cruiser to enter the secured sallyport area. Should the sallyport be full (ie. – filled with other police vehicles) or otherwise unusable, officers will park near the outside entrance door (located east of the overhead doors) and enter the sallyport via this door.

Once in the secured sallyport, an officer shall secure his/her weapon(s) in a gun locker located at the front of the sallyport (mounted on the south wall between "Male" and "Female/Juvenile" entry doors) and retain the key from the locker. Once all officers have secured their weapons, the prisoner shall be released from the back seat of the police cruiser.

Under normal circumstances, male prisoners will be walked into the west interior sallyport door (identified by the "Male" sign). Female detainees will be walked into the east interior sallyport door (identified by the "Female" sign). After a detainee has been escorted into the THF, he/she will be taken into the processing/slating area to be processed (ie. - fingerprinted, photographed, etc.).

A detainee who is or becomes violent or poses a threat of physical harm to Police Department personnel or to him/herself may be placed into a secured cell area until the detainee calms down or until additional personnel are available to assist with the processing. Leg irons are kept within the THF and may be used in cases where a detainee becomes violent or where the potential for violent action is high. At no time will an officer issue any disciplinary actions to a detainee. Any injuries to a detainee or Police Department employee shall be documented on the prescribed In-Custody Injury or Illness Report form (PD-07-133, see Appendix A).

- B. **Processing** – The processing area of the THF has the equipment necessary for the normal slating of all detainees. This equipment includes a fingerprint station, a camera/photograph area, a breath testing instrument (ie. – the Intoxilyzer 5000), and other necessary equipment. A designated clean up room (with curtain for privacy) is also available just off the processing area to assist in cleaning/decontamination of detainees who may need this assistance.

All detainees brought into the THF shall have their property inventoried. This shall include an itemized listing of property in wallets and purses. All monies taken from a detainee shall be counted out in the presence of the detainee and CCTV and noted on

the Property Inventory section of the Arrest Packet. Property taken from a detainee for evidentiary purposes shall be placed on a Property Card and the detainee given a receipt for the item(s).

All detainees brought into the THF shall have a Preliminary Health Evaluation (PD- 07-183, see Appendix B) listing any medical conditions or concerns completed by the arresting officer. This form shall include questions related to a detainee's mental health (ie. – suicide screening). If a detainee refuses to answer any of the questions on this form, this questions/information shall be marked as "Refused."

If a detainee complains of illness or injury that would require medical attention, a dispatcher shall be contacted immediately and will initiate an EMS response. Generally, responding EMS personnel shall enter the THF through the sallyport area. If a detainee needs to be transported, the arresting officer shall accompany the detainee in the emergency squad (see Directive 3.3). At no time shall police personnel dispense medications to a detainee within the THF.

While male and female detainees may be in the THF at the same time, adult males and adult females shall be separated during processing and holding procedures. In normal circumstances, only one detainee shall be allowed in the processing area at one time. Therefore, if a female detainee is being processed, any male detainees in the THF shall be secured in the west side cell areas (Cells #1, 2, 3, or #4). If a male detainee is being processed while a female is in the THF, she will be secured in the east side cell areas (Cells #5 or 6).

- C. **Searches** – All detainees will be thoroughly searched when brought into the THF. Even when a detainee was searched on the street before transport, he/she shall be re-searched after arriving at the THF. Male officers shall inspect male detainees; female police employees (ie. – dispatcher) shall be utilized to search female detainees. A metal detector is available in the processing/slating area for officer use and should be used to detect potentially dangerous metal objects hidden on a detainee.

Strip searches will not be conducted unless the arresting officer has specific, articulable reasons for doing so. Such reasons could include the present or prior behavior of the detainee, the nature of the charge, the circumstances of arrest, and any prior record/convictions. All requests for conducting a strip search shall be approved by both the on-duty supervisor and the Chief of Police. Strip searches shall be witnessed by at least two Police Department employees of the same sex as the detainee. Strip searches shall be conducted only visually and the detainee shall not be touched at any time unless he/she becomes violent.

As a general rule, Police Department employees shall not conduct body cavity searches. The only exception to this rule would be an extraordinary situation that would require written authorization from the Chief of Police **and** a search warrant issued from the appropriate Court (ie. – Franklin County Municipal Court). In such rare cases, the City Attorney shall be contacted as soon as practical to be advised of the situation.

- D. **Holding** – Before placing a detainee in a holding cell the arresting officer shall have the detainee remove his/her shoes, socks, jewelry, belt and any loose outer-garment (i.e.- jacket, second shirt). The detainee may be provided a top and/or bottom jump suit, sandals and blanket, if necessary or requested. Detainees shall at no time be held in the THF longer than 6 hours. In normal circumstances, a detainee shall only be held as long as is necessary to complete the processing/slating process. Once this process is complete, the detainee may be kept in a holding cell until he/she is transported to another detention/holding facility or until arrangements have been made to be released on bond.
- E. **Visitation** – Because New Albany Police Department's operates as a THF, formal visiting hours are not maintained. However, the visitation room can be used for non-contact interviews (such as attorney/client or clergy/parishioner) on an as-needed basis. All such visits shall be approved by the on-duty supervisor. An officer will escort any visitor into the secured visitor room and will make sure that the visitor is escorted out after a set

period of time. If an attorney is visiting with a client, the prisoner shall be monitored through the interview room door. No audio monitoring or recording is permitted within the Visiting Room.

- F. **Telephone Calls** – A detainee shall be permitted to make an appropriate number of telephone calls after or while he/she is being processed. All long distance calls shall be made collect. Calls made by a detainee to legal counsel shall not be monitored or recorded. The arresting officer should let a detainee make a reasonable number of calls to obtain bond, transportation, etc. If a detainee refuses to make a telephone call when given an opportunity to do so, the Intake form shall be noted accordingly.
- G. **Food Service** – Since the New Albany Police Department operates its holding facility as a THF, food is generally not provided to detainees. However, a detainee may be provided food if he/she has been held more than three hours and his/her request is approved by the on-duty supervisor. In such cases, the closest restaurant drive through facility shall be used (ie. - Wendy's) and the food order shall not exceed \$8.00. All food expenses shall be reimbursed through an approved financial process.
- H. **Sanitary Conditions** – Detainees shall have sufficient light, heat, and ventilation while being held in the THF. A blanket will be provided to any detainee upon request. Access to water and restroom facilities will also be provided. A Police Department employee of the same sex as the detainee shall supervise the use of these facilities. As much privacy as possible shall be given to the detainee without compromising officer safety.

New Albany's THF will be cleaned by qualified personnel at least every three days. If a detainee has been identified as having an infectious disease, the area where the detainee was kept will be sealed off until cleaning personnel can thoroughly clean the area with disinfecting agents, at which time the area will again be available for use.

- I. **Supervision** – All detainees shall be kept under continuous control and supervision of the arresting officer. This means that a detainee outside of a holding cell will be under continuous visual surveillance, which shall include the use of closed circuit television (CCTV with audio monitoring and recording capabilities) while in the THF.

The dispatcher is required to assist with the audio/visual surveillance of all detainees who are brought into the THF and are outside of a holding cell.

If a detainee has been identified during the intake procedure as being a suicide risk, the arresting officer is responsible for maintaining visual contact with the detainee until he/she is transported or released from the THF. Such detainees shall be released/transported as soon as possible.

A visual check of a detainee placed in a holding cell must be conducted at least every 15 minutes by the arresting officer. At least one police officer must remain on station at the police facility when a detainee is in the THF.

- J. **Clothing Exchange** – The Police Department can provide an orange jump suit as temporary clothing to detainees in the event that the detainee's clothing needs to be removed. Such reasons may include heavily soiled clothing, clothing that is taken as evidence, lack of suitable clothing, etc. When a detainee's clothing is taken for any reason, a member of the same sex as the detainee will be present to arrange this exchange.
- K. **Maximum Occupancy** – The maximum occupancy of New Albany's THF is 18 detainees (of one sex). The maximum occupancy of New Albany's THF with both males and females present is 12 males (Cells 1, 2, 3, and 4) and 6 females (Cells 5 and 6).
- L. **Release** – A detainee brought into the New Albany Police Department's THF can be released for one of two reasons – when he/she is released on bond or when he/she is transported to another holding facility (ie. – Franklin County Jail) by either our police agency or another law enforcement agency. The release process is different depending



on the reason for the release:

1. **Release on Bond** – When a detainee is being released on bond, he/she will be escorted out of the south secured vestibule door. The detainee will be lead out into the public lobby area and will be released out the front doors of the Police Department facility once all the required bond paperwork has been completed.
2. **Transport to Another Facility** – When a detainee has been processed but will not be released on bond, he/she will be transported within the six hour THF time limit of when he/she was initially brought into the THF facility. If being transported by our police agency, the transporting officer shall handcuff the prisoner and lead him/her out the north THF secured doors (either “Male” or “Female/Juvenile”). The officer will secure the detainee in the rear of his/her police cruiser before advising the Dispatch Center to raise the sallyport doors. Officers should not start the cruiser’s engine until the sallyport doors are open.

If another law enforcement agency is picking up a detainee for transport, the transporting officer shall be instructed to pull his/her police transport vehicle/cruiser into the sallyport area. If the sallyport area is full, the transporting officer shall pull his/her vehicle as close as possible to the rear door of the sallyport. All officers will be required to secure their firearms in the secured locker before entering the THF area. All detainees shall be handcuffed by the transporting agency before the detainee is released into the sallyport area to be taken to the transporting agency’s cruiser.

### 12.1.3 THF Emergency Responses

- A. **Fire/Evacuation** – New Albany Police Department’s THF is equipped with a fire suppression system (ie. – sprinklers and a positive/negative air pressure system) in the event of a fire. In addition, the THF is equipped with fire/smoke alarms in the event of an emergency. The fire/smoke alarms are directly monitored in the Dispatch Center of the police facility and by a central monitoring system.

In the event of a fire or fire alarm within the THF or within the police building, the person who reports or investigates the fire will notify the Dispatch Center of the severity of the fire and report whether or not immediate evacuation is necessary. If the fire alarm sounds, the source of the alarm shall be investigated while the building is being evacuated and the appropriate fire department is responding.

If the size of the fire is such that it does not require an immediate evacuation, the reporting person and available personnel will use the fire extinguishers posted throughout the THF and the police building to extinguish the fire. In such cases, the responding fire department(s) shall be notified and will initiate an emergency response. If the size of the fire is such that it cannot be contained by fire extinguishers, the THF and police building will be evacuated. Fire/emergency evacuation routes are posted in the THF. All detainees shall be immediately handcuffed and taken out of the THF through a north side door (either “Male” or “Female/Juvenile”). Detainees may be secured in the sallyport area or may be taken to police cruisers where they can be detained in the rear seats. All on-duty dispatchers will exit the Dispatch Center and take the appropriate portable radios in the event of a fire within the police facility.

Upon any notification of a fire within the THF or in or around the police building, the Plain Township Fire Department will be contacted immediately. As part of his/her training (See 12.1.5), each employee will become familiar with the location of the fire suppression equipment and the first aid kit kept within the THF.

- B. **Suicide/Illness/Death** – If, during the Preliminary Health Evaluation (PD-07-183, see Addendum B), the detainee admits to being suicidal or the officer has reason to believe the detainee may attempt suicide, the arresting officer shall utilize the suicide prevention smock, located in the Staff Locker Room of the THF, before placing the detainee in a

holding cell.

In the event of a suicide, an attempted suicide, or any other death, illness or injury within the facility, the officer overseeing the detainee will notify the Dispatch Center and the shift supervisor immediately. The dispatcher will request an immediate EMS response. Responding EMS equipment should be directed to the sallyport area in order to gain immediate access into the THF.

The on duty supervisor will begin an investigation of the incident. The arresting officer and/or the officer overseeing the detainee will file a report detailing the incident. In all such cases of suicide, attempted suicide, or death, the on duty supervisor will contact the Chief of Police immediately.

C. **Escape** – In the event of an escape from the THF by a detainee, the following procedures shall be followed:

- The arresting officer or officer responsible for the detainee will notify the on duty dispatcher as soon as the escape is detected. The officer will give a full description of the suspect, the last known direction of travel, the nature of the charges and any other pertinent information.
- The dispatcher will broadcast the information and request assistance from other patrol units and police officers.
- The arresting officer or the officer responsible for the detainee will make all reasonable attempts to apprehend the suspect(s), which include, but are not limited to, the following:
  1. Broadcasting the description of the suspect(s).
  2. Setting a perimeter.
  3. Searching the immediate area.
  4. Requesting assistance from local jurisdictions, including the Columbus Police Department helicopter.
  5. Pursuing the suspect(s) on foot or in a marked cruiser.
  6. Calling a canine (K-9) unit for tracking assistance.
- The on duty supervisor shall immediately notify the Chief of Police in all cases of escapes or attempted escapes.
- The arresting officer and/or the officer responsible for the detainee will prepare an offense report after a detainee escapes or attempts to escape from the THF. This report(s) shall be forwarded to the Chief of Police for a review to determine a need for policy or procedure changes in the operation of the THF to prevent or deter future escape attempts.

### 12.1.4 THF Juvenile Procedures

As a general rule, juveniles shall **not** be brought into the THF facility. At no time shall a juvenile status offender (curfew, unruly, etc.) be detained or brought into the THF. Juveniles detained for delinquent offenses (crimes) shall be detained under constant supervision in a designated interview room (outside of the THF). If a juvenile who has been arrested for a delinquent act needs to be processed (ie. – fingerprinted, photographed, etc.), he/she may be escorted into the slating/processing area by a police officer provided that there are **no adult detainees** in the THF. If an adult detainee is present, a juvenile shall **not** be permitted in the THF for processing until the adult detainee is no longer within the THF.

### **12.1.5 Staff Training**

All Police Department employees (both civilian and uniformed) shall receive training in both standard and emergency operating procedures of the THF. Such training shall be documented and shall cover the primary duties and responsibilities of each employee. In addition, a review of the proper operation of all emergency equipment (including first aid kits, AED's, fire extinguishers, etc.) shall be documented. The THF training shall be conducted by the designated sergeant who is responsible for overseeing the operation of the THF and conducting the required inspections (health and fire), required drills (fire alarm), and ensuring all THF equipment is provided and functioning properly.



## In-Custody Injury or Illness Report

Part 1 Incident Identification											
<input type="checkbox"/> Injury  <input type="checkbox"/> Illness	Date of Occurrence	Day of Week			Time Occurred			Arrest Number			
Location of Occurrence:					Reason for Contact:						
Any Injury or Illness Prior to Entering Holding Facility? If so, Describe:											
Part 2 Suspect Information											
Name:				Sex	Race	Age	Hgt	Wgt	Eye	Hair	DOB
Address:						Occupation:					
City, State Zip Code:						Home Phone:		Cell Phone:			
Part 3 Emergency Medical Reporting											
EMS Agency		Hospital		Impaired		Final Disposition		Injury or Illness			
Time Called:		Time In:			Alcohol		Release from Custody		Self Inflicted		
	Evaluated		Released		Drugs		Admitted to Hospital		Pre-Existing		
	Transported		Admitted		Both		County Jail		Accident		
	Refused				None		Juvenile Detention		Other		
							Psychiatric Facility				
Part 4 Description of Injury or Illness:											
Description of Detainees Illness or Injury: (Describe and state proximate cause of injury or illness, if known.)											

<b>Part 5 Supervisory and Administrative Review</b>			
<b>Officer Signature:</b>		<b>Date:</b>	
<b>Supervisor Signature:</b>		<b>Date:</b>	
<b>Recommendations:</b>			
<input type="checkbox"/> <b>Policy Compliance</b> <input type="checkbox"/> <b>Policy Violation Remediated</b> <input type="checkbox"/> <b>Investigation Requested</b>			
<b>Chief of Police Signature:</b>		<b>Date:</b>	



Police Department

### Preliminary Health Evaluation

<b>Detainee Name:</b>		<b>Arrest #:</b>	
<b>Date/Time</b>		<b>DOB:</b>	
<b>Booking Officer:</b>		<b>Cell:</b>	

<i>Check YES or NO for each response. Any comments or notes are to be recorded on the bottom with the number reference.</i>	Yes	No
Is the detainee conscious?		
Does the detainee have obvious pain or bleeding or other symptoms suggesting the need for emergency care?		
Are there visible signs of trauma, bruises, lesions or non-ease of movement requiring immediate medical care?		
Is there obvious fever, swollen lymph nodes, jaundice or evidence of infection which might spread?		
Is the skin in good condition and free of vermin?		
Does the detainee appear to be under the influence of alcohol?		
Does the detainee appear to be under the influence of drugs?		
Are there any signs of alcohol and/or drug withdrawal symptoms?		
Does the detainee's behavior suggest a risk of suicide?		
Does the detainee's behavior suggest a risk of assault to staff or other detainees?		
Is the detainee carrying medication or does the detainee report being on any medication, which should be continually administered or visible?		
<b>Comments:</b>		

#### Officer - Detainee Questionnaire

Are you taking any medication for: diabetes, heart disease, seizures, arthritis, asthma, ulcers, high blood pressure, or any psychiatric disorder? <i>(Circle all that apply).</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Comments:</b>	

<b>Officer – Detainee Questionnaire (Continued)</b>		
<i>Check YES or NO for each response. Any comments or notes are to be recorded on the bottom with the number reference.</i>	Yes	No
Do you have a special diet prescribed by a physician?		
Do you have a history of venereal disease, HIV, or abnormal discharge?		
Have you recently been hospitalized or seen a medical or psychiatric doctor?		
Are you allergic to any medication?		
Have you fainted recently or had a recent head injury?		
Do you have epilepsy, diabetes, hepatitis, or a history of tuberculosis?		
Do you have any other medical needs?		
Have you ever contemplated suicide?		
Are you contemplating suicide now?		
<b>Comments:</b>		
<b>Female Detainees</b>		
<i>Check YES or NO for each response. Any comments or notes are to be recorded on the bottom with the number reference.</i>	Yes	No
Are you pregnant?		
Are you on birth control?		
Have you recently delivered a baby? If yes, date delivered: _____		
Do you have any other medical conditions that we should know about?		
<b>Comments:</b>		

<b>Physician Name:</b>			
<b>Address:</b>		<b>Phone Number:</b>	
<b>Detainee Signature:</b>			
<b>Officer Signature:</b>			



<b>Chapter 13</b>	<b>Reviewed/Revised-May 2011</b>
<b>Directive 13.1 – Property Room</b>	
13.1.1	Property Control System
13.1.2	Records & Inspections
13.1.3	Final Disposition
<b>Directive 13.2 – Forfeiture of Property</b>	
13.2.1	Purpose
13.2.2	Custody of Property
13.2.3	Receipts of Proceeds – Law Enforcement Fund (Seizure Fund)
13.2.4	Expenditures of Proceeds



# NEW ALBANY POLICE DEPARTMENT

## Directive 13.1 - Property Room

### 13.1.1 Property Control System

- A. All recovered property submitted to the Property Room for evidence, safe keeping, and/or destruction shall be turned in by a Police Department employee and receipted on a Property Record form (PD-99-163) (see Addendum A) to the Property Custodian without unnecessary delay. All copies of the Property Record (original, yellow, and hard copies) shall remain together and be submitted with the property/evidence. The Police Department employee shall place the property/evidence in an appropriate size empty locker and secure the locker by pushing the door shut. Property/evidence too large for these lockers may be temporarily stored in the Evidence Bay or cruiser shelter (as appropriate).

Once the property/evidence is submitted, the Property Custodian(s) is responsible for the property/evidence being transferred to the Property Room. Access to the Property Room is restricted to the Police Department's Property Custodian(s).

- B. Unless an owner of found property can be identified and will pick up his/her property by the end of the shift, an officer shall receipt all property/evidence under his/her control on a Property Record and impound the item(s). In addition, the officer will complete an Ohio Uniform Incident Report to document recovered property. Police Department employees are not permitted to store items of property/evidence in their personal lockers, desks, vehicle, homes, or other places that are not secure and could interrupt the chain of custody. The personal use of property/evidence by agency personnel is strictly prohibited.
- C. Each item of property/evidence will be listed on the Property Record. While more than one item may be placed on a Property Record, items should be described in sufficient detail to ensure positive identification by the Property Custodian. This should include model and serial numbers where appropriate. If any item(s) is/are to be held for prints or special handling, then that information must be indicated on the inventory sheet. (Items to be sent to a lab for testing need to be packaged separately from items held for safekeeping and/or not being sent to a lab).
- D. No explosives (other than fireworks, flares, or small caliber ammunition not exceeding .50 cal), dangerous chemicals, unknown biological specimens, nuclear material, or other dangerous material or property (as determined by the on duty shift supervisor) will be accepted by the Police Department. All such items will be photographed and released to the appropriate specialized agency for disposal.
- E. It is the responsibility of the submitting officer to properly receipt, mark, package, and photograph (as applicable) all property and/or evidence submitted to the Property Room. If property or evidence is not properly receipted or packaged, the Property Custodian will require the submitting officer to correct the problem. Refusal of the submitting officer to comply with the Property Custodian's instructions shall require notification of the shift supervisor to rectify the problem.
- F. In general, property and evidence shall be placed in an appropriate sized plastic or paper bag with the copy of the Property Record attached. Property shall be clearly marked as "evidence" or "non-evidence" on the Property Record by the submitting officer. Non-evidentiary items are indicated by checking the "Found Property" or "Safe Keeping" boxes on the Property Card.

- G. The procedures for the receipting/packaging of exceptional, valuable, or sensitive items of property and evidence are outlined below. Additional security measures will be taken when money, items of very high monetary value (i.e. jewelry), firearms and/or weapons, blood and/or bodily fluids, and illegal/dangerous drugs are submitted on a Property Record. The officer will package all items submitted to the property room (excluding very large items like bicycles, lawn mowers, etc.). Officers, if necessary, can consult the Packaging Manual located at the Evidence Processing Station for greater detail on the packaging requirements for various items.
- Money will be sealed with evidence tape in a clear evidence bag and properly marked. The Property Record shall identify the amount of money and will bear the initials of the submitting officer, one additional officer, and a supervisor (if available) as verification for amounts over \$100.00.
  - Jewelry and/or precious metals or gemstones will be sealed with evidence tape in a container and properly marked. The Property Record shall list a detailed description of the item(s), but will not include an estimate of its (their) monetary value.
  - A firearm/weapon that is submitted as non-evidentiary will be made safe by the submitting officer. This should include unloading the firearm and removing the ammunition for separate packaging. The firearm should be packaged in the white, cardboard evidence boxes, located at the Evidence Processing Station. An exception to mandatory unloading is when it is necessary to submit a weapon in exactly the same condition in which it was found. Mark plainly on the Property Record form in the upper left-hand corner, "Loaded Weapon," and place the weapon in an evidence box and mark in red marker on all sides of the box that the firearm is loaded. The submitting officer shall ensure that a firearm/weapon is checked through NCIC files for possible stolen status.
  - Knives, needles, screw drivers, ice picks, and other sharp objects will be packaged in an evidence box, sharps container, or plastic tube (which are all located at the Evidence Processing Station) for safety in handling prior to being placed in an evidence locker. If an item is placed into a sharps container or plastic tube, it should then be placed into a large plastic bag and labeled accordingly.
  - Due to the perishable, time sensitive nature of evidence such as blood, urine, and other bodily fluids, the submitting officer shall arrange for the storage of such items in the secured refrigeration unit of the property lockers. The submitting officer shall notify a Property Custodian as soon as practical so any necessary processing can be started. Due to the risk of contamination, officers shall take extra precautions (such as wearing rubber gloves) when submitting blood and/or other bodily fluids. Hazardous materials should be marked distinctly.
  - Illegal and/or dangerous drugs submitted on a Property Record shall be weighed. In addition, a field drug test may be completed on drugs submitted as evidence when there are pending criminal charges. In such cases, the field test results may be submitted on the same Property Record. Multiple drugs, stemming from the same arrest or incident, will be, first, packaged individually and then placed into a larger, single evidence bag for submission into the Property Room.
- H. The Property Custodian will prepare a Property Disposition Form for all property and evidence held in the Property Room. These forms will be sent to the investigating/submitting officer within 90 days of the property/evidence's initial submission and subsequent 90 day intervals until its final disposition.

- I. If property/evidence is needed for further investigation, court, or transportation to a criminalistic laboratory for analysis, the Property Record Receipt on the back of the hard copy of the Property Record will be completed by the Property Custodian before removing the property from the Property Room. This record documents the officer removing the property, date, and reason the item was removed from the Property Room. The completion of the Property Record Receipt ensures accountability and an uninterrupted chain of custody.
- J. Once property/evidence has been signed out and used for its intended purpose, the property/evidence shall immediately be returned to the Property Custodian. This may be accomplished by securing the item(s) in the property lockers located in the Property/Evidence Processing area. The only exceptions to this are documents that have been assigned to investigative case files and are secured in a detective's locked file cabinet.

### **13.1.2 Records & Inspections**

- A. The Primary Property Custodian will conduct a yearly inspection of the Property Room to ensure that:
  - The Property Room is being maintained in a clean and orderly fashion.
  - The integrity of the property is being maintained.
  - Departmental policies and procedures concerning the property management system are being followed.
  - Proper record keeping and accountability procedures are being maintained.
  - Property having no further evidentiary value is being disposed of promptly.

The results of the inspection will be documented and any noted deficiencies will be corrected by the Property Custodian as soon as possible.
- B. If a new Property Custodian is appointed, the Chief of Police will designate a Sergeant to jointly conduct a partial inventory of items of property/evidence in the Property Room with the newly appointed Property Custodian. The purpose of this inventory is to ensure the continuity of custody and does not require the accounting of every item of property.
- C. A sufficient number of Property Records and records will carefully be reviewed with respect to proper documentation and accountability. Any discrepancies will be recorded by the inspecting Sergeant prior to the new Property Custodian assuming his/her duties.
- D. Whenever possible, the newly appointed Property Custodian should be given two weeks of training with the previous Property Custodian under the supervision of a Sergeant. Door access to the Property Room for the former Property Custodian's key fob shall be immediately disabled or revoked through the DACS (Door Access Control System).
- E. At least once a year, the Chief of Police will appoint a supervisor to conduct an unannounced inspection of the Police Department's property storage areas. The inspection will include a random comparison of Property Record forms with physical property to ensure the accuracy of the records. The purpose of the unannounced inspections is to ensure the integrity of the system, not to account for every item of property.

### 13.1.3 Final Disposition

- A. Final disposition of found, recovered, and evidentiary property is to be accomplished within six months after legal requirements have been satisfied. In all cases, the final disposition of property/evidence will be documented on the hard copy of the Property Record by the Property Custodian.
- B. Upon receipt of non-evidentiary property that has been found and turned into the Police Department, the submitting officer will make reasonable attempts to identify and contact the rightful owner. If the owner cannot be notified by the submitting officer, the Property Custodian will make additional attempts to identify and contact the rightful owner when receipting the property in the Property Room. If an owner is identified, the Property Custodian will contact him/her by phone and/or registered letter so that the property may be claimed. If the owner cannot be located or fails to claim his/her property within 90 days, the unclaimed property can be disposed of or released to its finder if the finder can legally possess the property. If the unclaimed property becomes evidence, this no longer applies.
- C. Evidence may be released to the rightful owner once all legal obligations have been met. Evidence will not be released without written authorization of the investigating officer and/or verbal authorization from the appropriate prosecuting attorney's office.
- D. Disposal of property may be accomplished by destroying it, converting it to municipal use, or auctioning it.

The following items will be destroyed:

- Illegal/dangerous drugs and drug paraphernalia
- Firearms (except those approved for conversion to Village use)
- Obscene material
- Beer/Alcoholic Beverages
- Miscellaneous property of little or no monetary value

Before an auction of property is held, the Property Custodian will forward a list of unclaimed/forfeited property to the Chief of Police for his/her review. Upon determination that an item will not be converted to municipal use, the list will be forwarded to the Attorney's office for the request/issuance of a court order allowing the property to be auctioned.

- E. Upon approval of the Attorney's office or the Franklin County Prosecutor's office (as applicable), evidentiary property will be returned to the victim as soon as possible. The Property Custodian will arrange for the release by preparing the proper release form and a date and time that the owner/victim may claim the property. The owner/victim wishing to claim property must produce proper identification.
- F. Property belonging to a deceased person can be released only through a court order.
- G. Pursuant to O.R.C § 313.141, any weapon that has been used in a suicide will be confiscated and kept by the Police Department. The weapon will be used for law enforcement purposes or will be destroyed. Any decision regarding the disposition of such weapons will be at the discretion of the Chief of Police.

In addition, any weapon used during a suicide attempt will be confiscated until final disposition has been determined through a court order.

- H. Except for weapons or items of contraband, recovered property may be released to the finder of the item if the rightful owner is unknown or cannot be located. Property that remains unclaimed for a period of 90 days may be released to the finder. The finder will be contacted and will sign the rear of the Property Record before the property is released.
- I. Due to potential conflicts, employees of the Police Department will not be permitted to claim property found/submitted to the Property Room, whether or not the property was found on or off duty.

# New Albany Police Department

## Directive 13.2 – Forfeiture of Property

### 13.2.1 Purpose

The New Albany Police Department, pursuant to law as required by Sections §2923.32 and 2925.42 of the Ohio Revised Code, has adopted the following Directive as the written Internal Control Policy for recording the custody of property subject to seizure and the receipt and expenditure of proceeds received from Court order forfeiture of criminal assets and mandatory drug fines.

### 13.2.2 Custody of Property

- A. All items of property subject to forfeiture kept in the possession of the New Albany Police Department shall be recorded manually on a Property Record form (PD-99-163) and electronically in the Records Management System (CAD/RMS).
- B. Such entries shall list and include: Item(s) subject to forfeiture in the possession of the New Albany Police Department; Date that the item(s) came into possession; Manner of Disposition of item(s); and, if applicable, the Name of the person who received the item(s).
- C. Written receipts shall be required for all acceptance and transfers of property coming into or leaving the possession of the Police Department.
- D. Under no circumstances shall the Property Record reveal relevant information that may compromise an ongoing investigation.
- E. A cumulative record of all transactions of such property subject to forfeiture recorded in each calendar year shall be sent to the Ohio Attorney General no later than March 1<sup>st</sup> of the next ensuing year. Such cumulative record shall include all information contained under “B” of this section.

### 13.2.3 Receipts of Proceeds – Law Enforcement Fund (Seizure Fund)

- A. All monies ordered deposited or proceeds from the sale of forfeited assets directed by the Court for use by the New Albany Police Department shall be promptly recorded both manually and electronically by the property room custodian in a log reflecting deposits into the Law Enforcement Fund (Seizure Fund) established by the Finance Director.
- B. The log of deposits into the Law Enforcement Fund (Seizure Fund) shall be accurately kept and shall include the amount of the proceeds received and the date of receipt. All monies shall be deposited into the Law Enforcement Fund (Seizure Fund) as provided by law.

### 13.2.4 Expenditures of Proceeds

- A. Proceeds used from the Law Enforcement Fund (Seizure Fund) shall not be used for operating costs but shall be expended in the furtherance of investigation and prosecution of criminal cases in New Albany, Ohio within the following general expenditure categories:
  - Equipment, investigation and prosecution costs of criminal cases.
  - Costs of training and providing technical expertise.
  - Application toward Federal matching funds.

- Any other law enforcement purpose as determined by the Chief of Police.
- B. A detailed list of all expenditures shall be kept and recorded by the Finance Department with appropriate written receipts documenting such transactions. The log of expenditures from the Law Enforcement Fund (Seizure Fund) shall include:
- The date of expenditure of proceeds from the account,
  - The specific amount of expenditure listed under the appropriate general expenditure category in which the specific amount falls,
  - The total amount of proceeds and forfeited monies deposited each year in the Law Enforcement Fund (Seizure Fund) and the portion of that amount that was used pursuant to 13.2.3 of this section.
- C. Specific expenditures of monies from the Law Enforcement Fund (Seizure Fund) shall not be immediately listed during the investigation of the ongoing cases as such specifics, open to public inspection, may jeopardize the integrity of the investigation.
- D. A cumulative record of the receipt and expenditure of proceeds from the Law Enforcement Fund (Seizure Fund) recorded each calendar year shall be sent to the Ohio Attorney General no later than March 1<sup>st</sup> of the next ensuing year by the Finance Director. Such cumulative record shall include all information required by Directive 13.2.2 (B) and Directive 13.2.3 (A and B) of this section.

Page # \_\_\_\_\_ of \_\_\_\_\_

**Property Record  
New Albany Police Department**

Property # \_\_\_\_\_ / \_\_\_\_\_  
Report # / Arrest # \_\_\_\_\_ / \_\_\_\_\_

- Found Property       Evidence  
 Safe Keeping         To Be Destroyed

Charge: \_\_\_\_\_ ORC# \_\_\_\_\_

Incident Address: \_\_\_\_\_

- Felony       Misd.       M.M.  
Arrest:       Adult       Juvenile

OC	DOB _____	Address _____	Tel. _____
	DOB _____	Address _____	Tel. _____
	DOB _____	Address _____	Tel.. _____
	DOB _____	Address _____	Tel.. _____

**Owner Codes = OC**      S = Suspect      V = Victim      O = Owner      F = Finder      If more than one, specify (S1, S2, S3, F1, F2, F3, etc.)

#	Item #	OC	QTY	Description of Property	Lab	Serial #	Locker

Submitting Officer: (print name) \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Hour: \_\_\_\_\_

Item / Name	From: (locker #)	Date:	Time:	To: (location)
All Items Above				

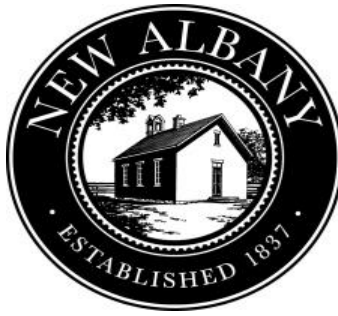


FOR PROPERTY / ID USE ONLY

Arrest Number \_\_\_\_\_

ITEM	RELEASED BY	DATE	TIME	REASON FOR RELEASE	RELEASED TO
	print _____ signature _____				print _____ signature _____
	print _____ signature _____				print _____ signature _____
	print _____ signature _____				print _____ signature _____
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Comments \_\_\_\_\_  
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## **Chapter 14**

**Reviewed/Revised-May 2011**

### **Directive 14.1 – Crime Scene/Investigative Procedures**

- |        |                                 |
|--------|---------------------------------|
| 14.1.1 | Guidelines and Procedures       |
| 14.1.2 | Photography and Video Recording |
| 14.1.3 | Fingerprinting                  |
| 14.1.4 | Equipment and Supplies          |
| 14.1.5 | Report Preparation              |

### **Directive 14.2 – Domestic Violence Response**

- |        |  |
|--------|--|
| 14.2.1 | Introduction                             |
| 14.2.2 | Definitions                              |
| 14.2.3 | Policy                                   |
| 14.2.4 | Enforcement of Domestic Violence Statute |
| 14.2.5 | Protection Orders                        |
| 14.2.6 | Domestic Violence/Dispute Statistics     |

### **Directive 14.3 – Domestic Violence Involving Law Enforcement Personnel**

- |        |            |
|--------|------------|
| 14.3.1 | Policy     |
| 14.3.2 | Procedures |

### **Directive 14.4 – Specific Crime Response/Procedures**

- |        |                              |
|--------|------------------------------|
| 14.4.1 | Purpose                      |
| 14.4.2 | Sexual Assault/Rape          |
| 14.4.3 | Burglary/Breaking & Entering |
| 14.4.4 | Robbery                      |
| 14.4.5 | Homicide/Felonious Assault   |
| 14.4.6 | Suicide                      |
| 14.4.7 | Arson                        |
| 14.4.8 | Kidnapping/Abduction         |
| 14.4.9 | Hostage                      |

# NEW ALBANY POLICE DEPARTMENT

## Directive 14.1 - Crime Scene/Investigative Procedures

### 14.1.1 Guidelines and Procedures

Preservation of a crime scene is the primary responsibility of the first officer arriving at a crime scene. Other responsibilities can include evidence collection and providing other assistance. It is important to note that it may be necessary to secure a search warrant at a crime scene before evidence is collected.

#### A. Responding Officer's Responsibility

Upon arrival at a crime scene, the first responsibility of the responding officer is to determine if any person at the scene requires medical assistance and notify the Dispatch Center to initiate the appropriate EMS response, if necessary. The officer should request additional officers for assistance, if necessary, and begin the process of securing the crime scene by:

- Identifying all persons within the crime scene and documenting their identity.
- Notifying the immediate supervisor as soon as possible to inform him/her of the nature of the crime scene and any equipment that needs to be sent to the crime scene.
- Escorting all persons whose presence is not necessary outside of the crime scene area.
- Placing tape around the entire crime scene area to ensure that it is secure and taking appropriate steps to ensure that no unauthorized persons or personnel enter the scene.

#### B. Arriving Supervisor's Responsibility

Upon arrival, the supervisor shall determine that all preliminary steps have been taken to ensure the integrity of the crime scene. Once the supervisor has been briefed by the responding officer(s), he/she should establish command of the crime scene and advise the Dispatch Center of such.

The supervisor shall create a point of entry into the crime scene and post an officer at this location.

- This officer is responsible for restricting access to the crime scene and allowing entry to only those persons that the crime scene commander authorizes. All entering/exiting personnel shall be documented on a Crime Scene Personnel Log (PD-99-160) (see Addendum A). The officer shall be responsible for maintaining the log until relieved by the crime scene commander.
- If the crime scene commander determines that he/she will remain responsible for the scene, he/she should begin the necessary steps in collecting evidence.

- If the crime scene commander determines a detective should be contacted, he/she shall instruct the Dispatch Center to have a detective respond to the crime scene. The dispatcher will advise the responding detective of the nature of the crime scene and any relevant information that may assist the detective in determining if additional equipment and personnel are needed.
- After arriving at the crime scene and receiving a briefing from the crime scene commander, the detective shall assume command of the crime scene and inform the Dispatch Center of such. This ensures that one person is responsible for the crime scene.
- If the Chief of Police or other command staff arrive at the scene and wish to assume command, he/she must notify the crime scene commander of such and subsequently notify the Dispatch Center. If the Chief of Police or other command staff arrive at a crime scene and do not assume command, he/she is presumed to acquiesce authority of the crime scene to the crime scene commander.

#### C. Processing a Crime Scene

A detective will be requested to process a crime scene for physical evidence in the following incidents:

- Suicide
- Rape
- Robbery
- Serious assaults
- Burglary or breaking and entering (when appropriate)
- Recovered stolen vehicles
- Arson (upon request of fire department investigators)

The New Albany Police Department may utilize BCI&I, the Columbus Police Department, and/or the Franklin County Sheriff's Office when processing a serious crime scene (such as a homicide) which may involve one or more victims.

The first task that must be completed is the initial walk through of the crime scene. This shall be accomplished by the primary investigator. During the walk through, visual observations should be made of the condition of the area. This should include:

- Noting whether lights are on or off
- Determining what temperature the thermostat is set
- Indicating whether doors are locked or unlocked
- Making visual observations of the condition of the premises (whether any items appear out of place)
- Determining what areas of the crime scene need to be processed and what additional crime scene processing equipment needs to be obtained.

After the initial walk through is complete, a sketch of the crime scene should be drawn. The primary investigator should make an initial "rough" sketch. Once a "rough" sketch is drawn, a detailed, scaled sketch shall be completed as soon as practical.

- The detailed sketch should include a log of who completed the sketch, when it was made, the address of the crime scene, and the incident number of the offense.
- The detailed sketch should show the location of all relevant evidence including its relation to landmarks which will assist in re-constructing the crime scene, if necessary.

Upon completion of the crime scene sketch(es), the scene should be photographed and/or video recorded.

#### D. Collection of Evidence

The collection of evidence is vital to investigations of criminal activity. Before evidence is collected, the detective or supervisor on scene must determine if a search warrant is necessary. The detective or his/her designee is responsible for the collection of all evidence at a crime scene.

All physical evidence at a crime scene shall be collected, marked, and submitted in a manner consistent with procedures outlined in BCI&I's Physical Evidence Manual (on file in the detective's office). All evidence will be properly recorded on a Property Record form (PD-99-163) (see Directive 13.1). When property is submitted to the crime lab, keep in mind the different divisions of the crime lab and attempt to keep like items together.

Perishable evidence is defined as fresh blood, blood stained objects, other physiological stains, tissue, and biological materials. When collecting perishable evidence from a crime scene, the following procedures will be used:

##### 1. Fresh Blood (wet specimen)

Fresh blood will be collected using distilled water and sterile cotton gauze, placed in a sterile glass vial, capped or stopped, sealed, marked, receipted, and refrigerated in the Property Room refrigerator.

##### 2. Dry Blood

Whenever possible, the entire object that has the blood stain on it should be submitted.

When the blood stain is located on a wall, floor, or other object that cannot be submitted, one of the following procedures should be utilized:

- When a large amount of stained material is present, the easiest technique is to scrape several large flakes into a container that is not conducive to moisture.

- When the stain is small, the fiber technique should be used. Cut four to six gauze fibers ½” long from a gauze pad or utilize sterile cotton swabs. Moisten the fibers with distilled water. Swab the blood stains with the fibers, concentrating the stain on the fibers as much as possible. The fibers should be air dried in a container before they are marked, sealed, and receipted. The dried fiber samples do not require refrigeration.

3. Blood Stained Material

- These items will be air dried prior to packaging. After thoroughly dried, the items will be packaged in brown wrapping paper or paper bags, marked, sealed, and receipted. Multiple items must be packaged individually to avoid contamination.

4. Other Stains, Tissues, or Biological Material

- Other types of stains can be collected using the same procedures as previously described for wet and dry blood.
- Body tissue must be collected and placed in a sterile glass bottle in a sterile water solution, capped or sealed, marked, receipted and refrigerated in the Property Room refrigerator.
- Other biological material, if not air dried, must be refrigerated after being marked, sealed, and receipted.

Perishable evidence collected at a crime scene and secured in the Property Room will normally not be submitted to the crime lab until a suspect is developed or standards of comparison are obtained.

In the event perishable evidence is delayed in submission to the crime lab for any reason, it will be documented on the lab report and/or submitting officer’s report.

Biological evidence from crimes where DNA examinations are a possibility should be handled as follows:

- Fresh blood must be collected in a tube in a quantity not less than 5 ml. If the sample is not going to be submitted to a DNA lab within a short period of time, it should be sent to a crime lab so that a stain can be made of the material for preservation.
- Dried stains need to be collected in a quantity not less than ¼” in diameter.
- When hair is pulled from a suspect for examination, the preferred quantity is ten from each area of the head (top, sides, and back) and pubic region.
- If evidence is to be submitted to a commercial DNA lab, it must be submitted through a crime lab for preliminary examination.
- All DNA evidence shall be stored in the Property Room freezer with a temperature of not more than 4 degrees Celsius.
- All stains and swabs shall be air dried and placed in a paper bag or other container that prevents moisture build up.

- Fingerprints shall be collected in a manner consistent with the Ohio Rules of Evidence Manual and BCI&I's Physical Evidence Manual.

If a detective determines that no evidence can be collected or photographs need not be taken at a crime scene, a Supplemental Report will be submitted by the detective outlining the reason(s).

#### E. Other items Collected as Evidence

- Wet clothing collected as evidence should be dried in the Property Room. As soon as it is dried, it will be marked, sealed, and receipted by the detective.
- Documents that are wet for any reason will be handled in the same manner as wet clothing.
- All firearms must be submitted on a separate Property Record, unloaded, with the ammunition packaged separately. All firearms and ammunition shall be marked in a manner consistent with the Ohio Rules of Evidence Manual and BCI&I's Physical Evidence Manual. All firearms will be checked for a stolen status through NCIC.
- Volatile fluids of evidentiary value will be stored in a metal container. A maximum of one gallon will be stored. Excess volatile fluids will be disposed of in accordance with EPA and Plain Township Fire Department procedures for hazardous waste materials.
- Refer to Directive 13.1.1 for procedures involving other exceptional/sensitive items such as dangerous drugs, money, or jewelry.

#### F. Procedures for Processing Stolen Vehicles

- Vehicles reported stolen from New Albany will generally be examined by a detective upon recovery. This examination may also be conducted by the jurisdiction where the vehicle is recovered. The New Albany Police Department may process another jurisdiction's stolen vehicle if time and manpower permit.
- The recovered vehicle should be processed for evidence at the recovery scene. If this is impractical, the recovered vehicle may be towed to the police station for processing. The vehicle should be placed in the evidence bay and marked with crime scene tape.
- Evidence collected from a recovered vehicle will be marked, sealed, receipted, and placed in the Property Room to maintain a chain of custody. The officer or detective processing the recovered vehicle shall document his/her actions and the collected evidence on a Supplemental Report, which will be submitted with the Incident Report.
- An officer or detective will complete an Ohio Uniform Incident Report (PD-99-100) (see addendum B) on any vehicle recovered in New Albany that was reported stolen by another jurisdiction. The following information will be sent via teletype to the originating agency: time and date of recovery, name and badge number of the officer making the recovery, vehicle location and condition, and any suspect information.
- Recovered vehicles reported stolen in New Albany require only a Supplemental Report added to the original offense report.

## 14.1.2 Photography and Video Recording

- A. The photographing and/or video recording of crime scenes, serious traffic crashes, and other incidents are the responsibility of the investigating officer, detective, and/or supervisor. All photographs will be taken using a digital camera(s). In cases of serious crimes, more than one means of photography will be utilized. The following situations require photographs to supplement the investigation.
- Homicides and suicides (two sets of digital photographs will be taken at a homicide scene)
  - Rapes, abductions, and kidnappings
  - Investigations of excessive use of force
  - Injuries to a police officer or citizen during an arrest
  - Traffic crashes, damage, or injury involving City property
  - Fatal or serious injury traffic crashes
  - Burglaries with extensive loss or property damage
  - Arson or suspected arson
  - Investigations involving discharge of a firearm by an officer
  - Aggravated or felonious assaults
  - Any serious injury to an on duty Police Department employee
  - Any crime scene, upon request of the reporting/investigating officer with approval of his/her immediate supervisor.
- B. When digital photographs are taken of a crime scene or incident, the photographer will download the digital photos to the server.
- C. When the exact size of an item being photographed is required, a scale (ruler) will be placed next to the item to add dimension and aid in the development of "life-size" prints. A second photograph of the item will be taken without the scale, using the same camera settings, position, and lighting in the event the court desires photographs of evidence in which nothing has been introduced into the field of view.
- D. If the evidence to be photographed is a fixed object, the dimension of the object should be taken to provide a scale of reference.
- E. Requests from complainants, legal firms, insurance companies, or outside agencies for copies of photographs shall be directed to the Chief of Police who, in consultation with the City Manager and/or Prosecuting Attorney, shall determine what is public record and decide which photographs (if any) may be disseminated.
- F. Video recording of a crime scene is desirable in certain circumstances such as serious crime scenes (see Directive 14.1.2). When it is deemed necessary for a crime scene to be video recorded, the same investigating officer or detective who performed the photography will be responsible for video recording. If audio is necessary, all personnel on the scene will be informed that the audio portion is active prior to video recording. Once the video record is complete, it should be marked with the incident number, date, identification of the video recording officer and the location of the crime scene. The video record shall be placed on the appropriate digital media and a Property Record form as soon as practical.



### 14.1.3 Fingerprinting

The following general guidelines will be followed when processing a crime scene for latent prints:

- A. Latent impressions developed with fingerprint powder may be photographed on the original object. The photograph of the fingerprint should be taken with a “one to one” camera whenever possible. After being photographed, the prints should be lifted.
- B. The lifted print is to be placed on a Latent Fingerprint Investigation Card and the following information listed:
  - Place of occurrence
  - Complainant/Victim
  - Incident report number
  - Precise location from where prints were lifted
  - Date lifted
  - Name and Badge number of officer who processed
  - Location processed (if different than place of occurrence)
- C. Evidentiary items not processed in the field may be brought to the Police Department for examination.
- D. When requesting a comparison of latent prints with a known suspect, the requesting officer will include a copy of the suspect’s inked fingerprint card and palm prints, if available.

### 14.1.4 Equipment and Supplies

- A. The Police Department maintains equipment to be utilized by detective(s) for processing all types of crime scenes in an effective and timely manner. The detective(s) will be responsible for ordering, purchasing, and maintaining equipment for the purposes of:
  - Recovery of latent fingerprints
  - Photography
  - Crime scene sketches
  - Collection and preservation of physical evidence
- B. Additional equipment such as ladders, portable generators and lights are available from the Plain Township Fire Department. Other necessary equipment may be borrowed from other area law enforcement agencies.

### 14.1.5 Report Preparation

- A. An accurate record of events that transpire at the scene of a crime in connection with the investigation is required at the time of trial. It is the responsibility of the detective who processes the scene to submit a detailed report describing the sequence of events associated with a scene investigation as it relates to the collection of evidence. This documentation should be on a Supplemental Report and submitted with the investigative/grand jury packet.
- B. In addition to the inventory requirements, the detective's report shall contain the following:
- Date and time of arrival at the scene
  - Location of the crime
  - Name of the victim(s), if known
  - Name of the suspect(s), if known
  - Narrative of the evidence technician's actions at the scene, including the number of photographs taken, latent prints lifted, and measurements made
  - Incident report number
- C. If a specialist is called to the scene (i.e. laboratory technician, pathologist, etc.), the date and time of request and the requesting officer's name will be added to the investigation synopsis. All information obtained by the specialist will be documented with the detective's report or the Incident Report. If the specialist prepares his/her own report, a copy of it shall be attached to the Supplemental Report.
- D. The same responsibilities for accurate crime scene reporting also apply to officers and detectives when completing an Incident or Supplemental Report and conducting an investigation.

# NEW ALBANY POLICE DEPARTMENT

## Directive 14.2 – Domestic Violence Response

### 14.2.1 Introduction

Domestic violence is a serious crime problem resulting in injuries and deaths every year. The State of Ohio, in an attempt to provide solutions to this problem, has enacted specific laws concerning domestic violence. The information and procedures outlined within this directive describe the portions of the law which law enforcement officers are mandated to follow. Officers need to be thoroughly familiar with statutory law as it pertains to domestic violence. Failure to comply with the provisions in this directive may result in severe sanctions against police officers, the New Albany Police Department, and/or the City of New Albany.

### 14.2.2 Definitions

As outlined in the State of Ohio's domestic violence law, the following definitions are to be used by police officers when enforcing domestic violence laws:

A. Family of household member

1. Any of the following that is residing or has resided with the offender:

- A spouse, a person living as a spouse, or a former spouse of the offender
- A parent or child of the offender
- Any other person related by consanguinity (blood) or affinity (marriage) to the offender
- A parent or child of a spouse, person living as a spouse, or former spouse of the offender
- Any other person related by consanguinity (blood) or affinity (marriage) to a spouse, person living as a spouse, or former spouse of the offender

2. The natural parent of any child of whom the offender is the other natural parent.

B. Person living as a spouse

A person who is living or has lived with the offender in a common law marital relationship, who otherwise is cohabiting with the offender, or who otherwise has cohabited with the offender within five years prior to the date of the alleged commission of the act in question.

C. Primary physical aggressor

The principal person using physical force against another, other than the reasonable force exerted as an act of self-defense.

### 14.2.3 Policy

- A. Two officers will respond without delay to all calls concerning domestic violence or violation of a protection order or consent agreement. In addition, the on duty supervisor will respond to all domestic violence related calls whenever possible. The safety of the victim(s) will be the primary concern in all domestic violence situations.
- B. Arrest of the primary aggressor is the preferred course of action when an offense of domestic violence or violation of a protection order has occurred. Arrest is the mandatory course of action when an officer has probable cause to believe that the act of felonious assault or aggravated assault has occurred. Officers will arrest an offender for domestic violence or violation of a protection order when probable cause exists, even if the victim does not want to file charges. No complaint/affidavit will be signed and no arrest made without probable cause.
- C. A police officer has probable cause to believe that the offense of domestic violence or violation of a protection order has been committed when any of the following occur:
  - A person signs a Complaint Statement alleging that an individual committed the offense of domestic violence or violation of a protection order against the signer or child of the signer of the Complaint Statement.
  - The officer, based upon personal knowledge and observations or upon any other information such as any reasonably trustworthy information received from the victim of the offense or from a witness to the offense, concludes that there is probable cause to believe the offense occurred and was committed by a particular individual.
  - The officer witnessed the offense.
- D. There is no preferred course of action to arrest an individual involved in a domestic violence situation who cannot be identified as the primary physical aggressor. While discouraged, there is no prohibition against arresting the other aggressor. With the existence of probable cause, arrest of the secondary offender shall be left to an officer's discretion upon consultation with a prosecutor.
- E. Officers will not require the victim(s) to consent to the filing of charges or sign a complaint against the offender as a prerequisite to making an arrest for domestic violence or violation of a protection order.
- F. When a domestic violence investigation results in the filing of felony charges other than felonious assault or aggravated assault, the charge of domestic violence will not be filed with the felony charges, as this may lead to double jeopardy. However, the investigative package must articulate in writing that the felony charges filed are a more serious crime than domestic violence and, consequently, will carry a more stringent sentence upon conviction.
- G. Incidents of domestic violence may also involve child abuse. For child abuse procedures, refer to Directive 4.1.4.

## 14.2.4 Enforcement of the Domestic Violence Statute

The following procedures shall be followed in enforcement of the domestic violence statute:

A. Domestic violence calls with the victim and the offender at the scene

When handling calls of this type, officers shall:

1. Separate the victim and offender.
2. Conduct interviews of both the offender and the victim in separate locations. In addition, any witnesses should be identified and interviewed separately.
3. Determine which person is the primary physical aggressor. In doing so, the following factors should be considered:
  - Any history of domestic violence or violent acts by either person
  - Whether either person was acting in self-defense
  - Each person's fear of physical harm and the reasonableness of that fear
  - The severity of any injuries
4. Make any appropriate arrest(s).
5. Complete an Ohio Uniform Incident Report (see Addendum B) **and** a Domestic Violence Report (PD-99-108) (see Addendum C) with appropriate report number, and include the following information:
  - The relationship between the victim(s) and the offender.
  - If the primary physical aggressor is not arrested, all reasons supporting this decision must be articulated. The law does not specifically list reasons officers can cite to deviate from the preferred course of action. However, the law does require that the officer clearly document any reasons for the deviation.
  - Observations of the victim and offender
  - Any visible injuries
  - Any weapons at the scene
  - Actions of the offender
  - Any statements made by the victim or witnesses, including:
    - a. If appropriate, information the offender has been granted pretrial release on a charge of domestic violence or violation of protection order or consent agreement
    - b. The frequency and severity of any prior incidents of physical abuse of the victim by the offender
    - c. The number of times the victim has called a law enforcement agency for assistance
    - d. The disposition of those calls

- If a weapon was used, threatened, or brandished, that weapon will be treated as contraband and seized as evidence. The weapon will be released only pursuant to a court order.
6. In cases where officers determine that domestic violence charges will be filed, the victim's injuries will be photographed (digital). In addition, offender photographs are taken during the booking process.
  7. Furnish the victim with the following:
    - Responding officers' names and badge numbers
    - The report number
    - Copies of the Attorney General's "Rights and Responsibilities as a Crime Victim" booklet and the "Misdemeanor Crime Victims Services" brochure
    - The availability of filing a TPO or CPO
  8. If the offender has a previous domestic violence conviction or if the officer wants the incident investigated for possible upgrade to a felony, file a warrant charging the offender with misdemeanor domestic violence and submit a request to the prosecutor for an upgrade of the charges.
  9. Pursuant to Ohio Revised Code §1905.01(E1), a Mayor's Court cannot hear domestic violence or TPO/CPO cases. All charges will be filed through Franklin County Municipal Court or Licking County Municipal Court, as appropriate.
- B. Domestic violence calls with only the victim at the scene

When handling calls of this type, officers shall adhere to the procedures outlined in Directive 14.2.4 (A) 5-9. In addition:

1. If probable cause is present, complete a complaint affidavit for the arrest of the offender. Promptly have the complaint notarized and charges filed.
2. Air information to area law enforcement agencies concerning the offender, including his/her physical description, any possible destination or direction of travel, and vehicle information.

### **14.2.5 Protection Orders**

- A. When a domestic violence charge is filed, the complainant, or arresting officer if the victim is unable, may file a motion for a Criminal Temporary Protection Order (TPO). The victim, the officer filing the motion, witness advocate or other victim advocate must then appear for a hearing in Franklin County Municipal Court or Licking County Municipal Court (as appropriate) on the next court day. If the victim is unable to appear due to hospitalization or medical condition, another individual with information related to the filing may appear on the victim's behalf.
- B. The victim may request a Civil Protection Order (CPO) through the Franklin County or Licking County Courts of Domestic Relations if a criminal charge is not filed. The victim may be advised to consult private legal counsel or may be referred to the Legal Aid Society.
- C. The Dispatch Center maintains a file of active TPOs, CPOs, and SPOs (Anti-Stalking Protection Orders). Officers must verify the existence and terms of Protection Orders by contacting the Dispatch Center before taking any enforcement action(s).

- D. Any individual who violates a TPO, CPO, or SPO has committed a criminal offense and should be charged pursuant to Ohio Revised Code §2919.27.

#### **14.2.6 Domestic Violence/Dispute Statistics**

- A. An officer shall record all domestic violence calls responded to during his/her tour of duty on the Officer's Report for Domestic Violence Calls (see Addendum D). Only one cruiser will record the information when two or more units respond to the same call. The report shall be forwarded to the officer's supervisor.
- B. The supervisor shall forward the report to the Police Clerk who will compile the data and complete the Bureau of Criminal Identification and Investigation (BCI&I) Monthly Summary.

# NEW ALBANY POLICE DEPARTMENT

## Directive 14.3 – Domestic Violence Involving Law Enforcement Personnel

### 14.3.1 Policy

This policy acknowledges that some police officers may commit domestic violence against their intimate partners or child(ren). The purpose of this policy is to establish procedures for handling matters of domestic violence and abuse involving police officers. Although the language of the policy speaks to police officers, the Police Department will apply the principles to all sworn and civilian employees whenever appropriate.

Where incidents of domestic violence are alleged to have occurred, the Police Department will act quickly to protect the victim, arrest the offender, and conduct administrative and/or criminal investigations.

### 14.3.2 Procedures

#### A. Police Officer Responsibilities

- Officers with definitive knowledge of abuse and/or violence involving fellow officers must report such information in a timely manner to their supervisor. Failure to do so will subject the officer to investigation, disciplinary action, and possible sanction and/or criminal charges.
- Officers who fail to cooperate with the investigation of a police officer domestic violence case will be subject to investigation and possible disciplinary action, sanction and/or criminal charges.
- An officer who is the subject of a criminal investigation, protective or restraining order related to domestic violence, regardless of jurisdiction, is required to report him/herself to his/her supervisor and provide notice of the court dates, times, appearances, and proceedings immediately and in writing (see also Directive 5.3.27).
- An accused officer, who is the subject of any civil protective order proceeding, whether or not the order is issued and regardless of jurisdiction, shall notify his/her supervisor in a timely manner and provide a copy of the order, if issued, to his/her supervisor.

#### B. Incident Response Procedure

##### 1. Department-wide Response

- The department shall accept, document, and preserve all calls or reports, including those made anonymously, involving possible police officer violence as “on-the-record” information.
- All reports of possible criminal activity implicating police officers in domestic violence shall be handled and documented in accordance with the policies governing the handling of all reports of domestic violence.



## 2. Dispatch Center Response

- Dispatch personnel shall be instructed to assign top priority to all domestic violence calls, including those that involve or appear to involve a police officer of any law enforcement agency.
- Dispatch personnel shall document all domestic violence calls received that involve, or appear to involve, a police officer and immediately notify the on-duty supervisor, regardless of the involved officer's jurisdiction.
- Dispatch personnel shall prepare and preserve documentation of the facts and circumstances of the call, including the call recording, for use in potential criminal or administrative investigations.

## 3. Patrol Response

- Upon arrival on the scene of a domestic violence call/incident involving a police officer, the primary patrol unit shall notify the Dispatch Center and request a supervisor be sent to the scene, regardless of the involved officer's jurisdiction. In the event that a supervisor is not on duty, an off-duty supervisor shall be contacted as soon as possible.

## 4. Supervisor Response

- A supervisor shall report to the scene of all police officer domestic violence situations, regardless of the involved officer's jurisdiction. The on-scene supervisor shall assume command and ensure that the crime scene is secure.
- When an officer is arrested, the supervisor shall relieve the accused officer of his/her service weapon regardless of whether the officer is a member of the responding Police Department. Any other firearms shall be handled in accordance with Directive 14.2.4(A)(5).
- When a domestic violence call involving a police officer does not result in an arrest, the on-scene supervisor shall submit a written report explaining any and all reasons why an arrest was not made or a warrant not sought.
- In responding to domestic violence situations where both parties involved are police officers, standard domestic violence response and investigation procedures should be followed. After probable cause and primary aggressor are determined, an arrest should be made and the service weapon(s) of the accused officer(s) shall be confiscated.
- In responding to domestic violence situations where the victim is a police officer, standard domestic violence procedures should be followed.
- The responding supervisor shall notify the accused officer's supervisor, regardless of jurisdiction. In the event that the reported incident involves the Chief of Police, the supervisor shall immediately notify the individual in government who has direct oversight over the accused.

- The responding supervisor will also notify the Chief of Police as soon as possible. The Chief of Police will be responsible for following up with the accused officer's Chief of Police, as necessary.

### C. Post-Incident Administrative and Criminal Decisions and Investigations

The Police Department will observe all necessary protocols to ensure an accused officer's departmental, union, and legal rights are upheld during the administrative and/or criminal investigations.

#### 1. Administrative Decisions and Investigations

The responsibility to complete the administrative investigation of a police officer domestic violence incident shall rest with the accused officer's supervisor or an investigator designated by the Chief of Police.

- The investigating official shall conduct the administrative investigation utilizing standard elements of criminal investigations. Witness(es) shall be contacted, re-interviewed, and statements recorded; crime scene evidence, photographs and medical records assessed; emergency call recordings requested; and all information fully documented.
- Where sufficient information exists, the Police Department shall take immediate administrative action, which may include removal of badge, removal of weapon, reassignment and/or administrative leave (with or without pay).
- Where an arrest was not made, but sufficient cause to believe an employee violated a directive or code of conduct, the Chief of Police may initiate an administrative investigation to determine if disciplinary action is warranted.

#### 2. Criminal Decisions and Investigations

The responsibility to complete a criminal investigation of an incident of police officer domestic violence shall rest with the assigned officer or detective.

- The investigating official shall conduct the criminal investigation utilizing standard elements of any criminal investigation. Witnesses shall be contacted, re-interviewed, and statements recorded; crime scene evidence, photographs and medical records assessed; emergency call recordings requested; and all information fully documented.
- When appropriate, the investigating official shall conduct sufficient interviews (recorded) to support criminal charges, to include family members, friends, neighbors, colleagues, or others who may have information in accordance with the officer and victim's privacy rights.
- Even though an initial report may already exist concerning a police officer, if the victim reports any subsequent or additional criminal activity, each incident shall be documented separately, assigned a case number, and investigated thoroughly.
- The department shall completely investigate the charges and where probable cause exists, seek prosecution, even if the victim recants the charges.

D. Additional Considerations

- Arrest warrants charging police officers with domestic violence and civil protective orders issued at a later time shall be served by no fewer than two officers with at least one being of senior rank to the officer being served.
- Federal law prohibits police officers convicted of misdemeanor domestic violence assaults from carrying firearms. The department shall ensure compliance with federal law.
- Any police officer convicted of a domestic violence crime, as defined herein, shall have his/her law enforcement powers revoked.
- If a police officer is charged with domestic violence and flees that jurisdiction, the procedures outlined in Directive 14.2.4(b) shall be followed. In addition, officers on the scene shall confiscate all firearms (including departmental issued weapons) before clearing the scene.

# NEW ALBANY POLICE DEPARTMENT

## Directive 14.4 – Specific Crime Response/Procedures

### 14.4.1 Purpose

The purpose of this directive is to provide basic procedures for Police Department personnel to follow when arriving and investigating specific, serious crimes. Officers responding to a crime scene must follow the guidelines and procedures outlined in this chapter. Officers are reminded that many of these offenses require additional police personnel be contacted as described in Directive 6.1.3. (Notification/Call-Out Procedures).

### 14.4.2 Sexual Assault/Rape

Investigation of sexual assaults and/or rapes is very difficult because the victim will have suffered the most traumatic injury to his/her person which may result in the reluctance of the victim to relate the incident to an investigator. It's important for the investigator to develop a rapport and trust with the victim. Initial responding officers shall:

- A. Conduct a preliminary interview with the victim to determine:
  1. If the identity of the assailant can be determined.
  2. Determine what elements of a crime were present, such as:
    - Penetration
    - Force
    - Other elements that could be a lesser included offense.
- B. Request that the victim go to the hospital for a physical examination.
  1. The investigating officer will be at the hospital during the examination and follow-up.
  2. The investigating officer will ensure the hospital has an evidence kit available for collecting evidence.
- C. Attempt to obtain clothes, bed sheets or other items that may contain evidence.
- D. If the assault occurred outdoors, the investigator should collect:
  1. Soil samples
  2. Grass samples
- E. Photograph the crime scene and all areas relevant to the investigation.
- F. Provide the victim with a "Victim of Crimes" booklet and attempt to make an appointment with a rape counselor and/or victim advocate.
- G. Develop for later comparison a Method of Operation (M.O.) of the suspect(s), including:
  1. Speech Patterns (i.e. - talks vulgar, accent)
  2. Unusual sexual acts or request to perform such acts.
  3. Physical violence.
  4. Other specific characteristics.

### **14.4.3 Burglary/Breaking & Entering**

When dispatched to the scene of a Breaking and Entering (B & E) or burglary (or an attempt of either), the responding officer shall:

- A. Conduct a crime scene search.
- B. Collect evidence from the scene, including:
  - 1. Fingerprints
  - 2. Tire impressions and shoe prints
  - 3. Tool marks
  - 4. Hair/fiber evidence
- C. Photograph the crime scene (digital, and/or video).
- D. Interview the victim(s) and neighbors
- E. Document stolen property and obtain serial numbers, when available, for entry into NCIC.
- F. Develop a method of operation

### **14.4.4 Robbery**

When arriving at the scene of a robbery (including attempts), the first responding officer shall secure the crime scene and assist those that are injured. In addition, the first responding officer shall:

- A. Perform a crime scene search
- B. Interview victim(s) and witnesses in an attempt to:
  - 1. Identify assailant(s), including physical and identifying features
  - 2. Identify vehicle used, including license plate, color, make, model, etc.
  - 3. Determine if a sketch of the assailant(s) can be made
- C. Photograph and/or video the crime scene
- D. Develop a method of operation

### **14.4.5 Homicide/Felonious Assault**

All suspicious death investigations shall be considered homicides until the investigation proves otherwise. A felonious assault that may result or is likely to result in the death of the victim shall be investigated as a homicide. The detective or first responding officer shall follow the crime scene search guidelines as outlined below.

- A. Note the time the call came in, by whom, how, and where.
- B. Note the time of arrival of the first responding officer (detective). Notes shall be obtained from the first officer(s) on the scene.
- C. A detective shall be contacted and will assume command over the crime scene.
- D. An officer will remain with the victim if transported to a hospital. An officer or detective shall accompany a victim's body to the morgue.

- E. If emergency medical personnel have not yet arrived and are enroute to an apparent homicide scene, the officer on the scene shall attempt or request they limit the area of movement at the scene (unless aid to the victim is being rendered.) Saving the victim's life takes precedence over an investigation.
- F. The first responding officer shall document the following information:
  - 1. Physical condition of the scene; (i.e. struggle, ransacked, etc.).
  - 2. Lights on or off. (Interior and exterior)
  - 3. Blinds closed or shades down.
  - 4. Doors or windows that are open/closed, locked/unlocked, etc.
  - 5. An accurate temperature of the premises, including whether the air conditioning or heat is on or off.
  - 6. Possible means of entry.
  - 7. Any statements made by a seriously injured victim, including a dying declaration.
  - 8. If assailant or suspect is present, any statements made in the officer's presence.
  - 9. Identity of the individual who pronounced the victim dead.
  - 10. Outside weather conditions and temperature.
- G. Victim information shall be obtained. This shall include the name, address, age, sex, race and recent photograph(s), if available.
- H. Photograph the victim and entire crime scene, utilizing at least two means of photography. (i.e. – digital and video)
- I. A photograph of the individual who discovered the victim shall also be taken.

#### **14.4.6 Suicide**

All suicide scenes shall first be considered homicide scenes until sufficient evidence proves otherwise. To make an accurate determination, the investigator shall follow the procedures as described in Directive 14.4.5 - Homicide. All attempted suicide scenes shall be considered homicides or felonious assaults until sufficient evidence proves otherwise.

#### **14.4.7 Arson**

All suspicious structure fires shall be considered crime scenes. When arson is suspected, the New Albany Police Department will investigate the case with the Plain Township Fire Department, State Fire Marshall or other agency or fire department having jurisdiction over the scene. When collecting evidence from arson scenes, the investigating officer or detective shall use appropriate evidence collection and photograph techniques.

While arson investigations are usually joint investigations with the appropriate fire department, the New Albany Police Department will typically file any criminal charge(s) that may arise from an arson investigation within our jurisdiction.

#### **14.4.8 Kidnapping/Abduction**

At the initial investigation of a reported kidnapping or abduction, the investigating officer or on-duty supervisor will contact the detective who will assist in evaluating the circumstances and determine if additional resources should be utilized. Upon arriving at the scene of a kidnapping or abduction, officers shall follow the guidelines as outlined in Chapter 10.1.2 when responding to and investigating a missing person who is believed to be kidnapped or abducted.

## 14.4.9 Hostage

In the event a hostage situation occurs, the on duty supervisor or his/her designee shall contact the Columbus Division of Police Hostage Negotiating Team and/or the SWAT team and request their assistance. Dispatch personnel will provide the responding agency with as much information on the incident as possible. When available, the on duty supervisor will notify the Chief of Police who will notify the City Manager as soon as practical.

While there are many variables that must be considered during a hostage situation, the primary concern should be for the safety of the hostage(s) and those in the immediate area. Officers arriving to a hostage situation should make every effort to confine the hostage taker to a single location and minimize his/her movements. Other steps that should be taken are:

- Evacuate nearby homes and businesses to prevent bystanders from getting hurt or from becoming potential hostages.
- Create a perimeter to control the crime scene and to prevent ingress of the public or media.
- Secure the structure where the hostage taker's is located and prevent the hostage taker from leaving the scene.
- If necessary, disable area vehicles to prevent them from being used as escape vehicles.
- Begin to gather intelligence on the hostage taker.
- Determine if the hostage taker has a history of mental illness, drug abuse or dependency and a possible criminal background.
- Determine if the hostage taker has weapons, and if so, what kind and how many.
- Determine the hostage taker's demands, needs, wants or why hostages have been taken.
- Try to make contact with the hostage taker as soon as practical, preferably by landline phone or cell phone.
- Create a designated area for a law enforcement command center.
- Create a separate location for media debriefings.
- Locate or contact available relatives or friends who may be of assistance to hostage negotiators.



Police Department

### Crime Scene Personnel Log

<b>Report #</b>		<b>Date:</b>		<b>Time:</b>	
<b>Address:</b>					
<b>Offense(s):</b>					
<b>Victim Name:</b>					
<b>Suspect Name:</b>					
<b>Investigating Officer(s):</b>					
<b>General Conditions of the Area and Scene:</b>					

<b>Officer/Person Entering</b>	<b>Unit #</b>	<b>Reason for Entry</b>	<b>Entry Time</b>	<b>Exit Time</b>





OHIO UNIFORM INCIDENT REPORT

ADMINISTRATIVE

AGENCY NAME, CALL NUMBER, \*GEOCODE, TOD, TOA, TOC, INCIDENT (NON-CRIMINAL), OFFENSE, SUPPLEMENT

\*INCIDENT NUMBER, \*CLEARANCES (A-U), \*CLEARANCE DATE, CLEARED BY

MONTH, \*REPORT DATE/TIME (DAY, YEAR, TIME), \*INCIDENT OCCURRED FROM (MONTH, DAY, YEAR, TIME), \*INCIDENT OCCURRED TO (MONTH, DAY, YEAR, TIME)

INCIDENT LOCATION (Street, Apt., City, State, Zip)

OFFENSE

\*OFFENSE, \*OFFENSE CODE, \*A/C, F/M & DEGREE, \*HATE/BIAS, \*LARCENY, \*TYPE CRIMINAL ACTIVITY (B-N), \*LOCATION OF OFFENSE (Enter up to two)

\*RESIDENTIAL STRUCTURE, \*COMMERCIAL LOCATIONS, \*PUBLIC ACCESS BLDGS., \*SUSPECTED OF USING (A-N), \*METHOD OF ENTRY, \*METHOD OF ENTRY - MOTOR VEHICLE THEFT, \*METHOD OF ENTRY - BURGLARY/B&E

VICTIM

\*METHOD OF ENTRY, \*METHOD OF ENTRY - MOTOR VEHICLE THEFT, \*METHOD OF ENTRY - BURGLARY/B&E

\*NO., \*TOTAL VICTIMS, \*VICTIM TYPE, \*AGE/D.O.B., \*SEX, \*RACE, \*ETHNICITY, \*HGT, \*WGT, \*HAIR, \*EYES, \*OCCUPATION, \*SSN, \*RESIDENT STATUS, \*VICTIM INJURED?, \*AGG. ASSAULT/HOMICIDE CIRC., \*LEOKA INFORMATION, \*VICTIM/SUSPECT RELATIONSHIP, \*VICTIM/OFFENSE LINK

My signature verifies that the information on this report is accurate and true, DATE, REPORTING OFFICER, APPROVING OFFICER, FOLLOW-UP?, ADDITIONAL SUPPLEMENTS, VICTIM/WITNESS, PROPERTY, STATEMENTS, FORM RECEIVED BY: INVESTIGATION, INTELLIGENCE RECORDS, SPECIAL COPIES

**INCIDENT REPORT – PART 2**

		<b>INCIDENT NUMBER</b>							
VICTIM		OFFENSE							
		<b>INCIDENT DATE AND TIME</b>							
<b>REPORTER</b>	NO.	NAME (Last, First, Middle)							
	ADDRESS (Street, Apt., City, State, Zip)		PHONE						
	EMPLOYER NAME AND ADDRESS (Street, Apt., City, State, Zip)		PHONE						
	STATEMENTS OBTAINED <input type="checkbox"/> Y <input type="checkbox"/> N TYPE: <input type="checkbox"/> WRITTEN <input type="checkbox"/> ORAL <input type="checkbox"/> TAPED <input type="checkbox"/> OTHER								
<b>VEHICLE</b>	CHECK CATEGORIES <input type="checkbox"/> STOLEN <input type="checkbox"/> RECOVERED <input type="checkbox"/> IMPOUNDED <input type="checkbox"/> RECEIVED <input type="checkbox"/> SUSPECT'S VEHICLE <input type="checkbox"/> VICTIM'S VEHICLE <input type="checkbox"/> UNAUTHORIZED USE <input type="checkbox"/> ABANDONED								
	NO.	<input type="checkbox"/> DAMAGE TO VEHICLE <input type="checkbox"/> THEFT FROM VEHICLE	LIC	LIS LIY LIT VIN/OAN *VALUE					
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	VEHICLE ASSOC. W/ SUSPECT NO.		VEHICLE ASSOC. W/ VICTIM NO.						
	VEHICLE TOWED? <input type="checkbox"/> Y <input type="checkbox"/> N		TOWED BY						
	OWNERSHIP VERIFIED BY:		<input type="checkbox"/> TAG RECEIPT <input type="checkbox"/> TITLE <input type="checkbox"/> BILL OF SALE <input type="checkbox"/> OTHER						
	STOLEN MOTOR VEHICLE ONLY	NO. STOLEN	AREA STOLEN <input type="checkbox"/> BUSINESS <input type="checkbox"/> RURAL	RESID. <input type="checkbox"/> ADDITIONAL DESCRIPTION					
	AUTO INSURER NAME (Company) ADDRESS (Street, Apt., City, State, Zip)			PHONE					
	MOTOR VEHICLE RECOVERY ONLY	NO. RECOVERED	DATE REC.	STOLEN IN YOUR JURISDICTION <input type="checkbox"/> Y <input type="checkbox"/> N WHERE RECOVERED?					
	*TYPE PROPERTY LOSS/ETC. (enter codes below) 1 NONE 2 BURNED 3 COUNTERFEITED/FORGED 4 DESTROYED/DAMAGED/VANDALIZED 5 STOLEN/ETC. 6 SEIZED 7 RECOVERED 8 UNKNOWN P PHOTO E EVIDENCE *VALUE								
*LOSS CODE	QUANTITY	DESCRIPTION							
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SERIAL NUMBER		MODEL							
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*LOSS CODE	QUANTITY	DESCRIPTION							
VICT. NO.	VEH. NO.	MAKE/BRAND							
SERIAL NUMBER		MODEL							
DATE RECOVERED									
SERIAL NUMBER		NCIC NUMBER OTHER NUMBER							
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VICT. NO.	VEH. NO.	MAKE/BRAND							
SERIAL NUMBER		MODEL							
DATE RECOVERED									
SERIAL NUMBER		NCIC NUMBER OTHER NUMBER							
<b>PROPERTY CODES:</b> <table style="width:100%; font-size: small;"> <tr> <td style="vertical-align: top;"> <b>EXCHANGE MEDIUMS</b>                      01 Money                      02 Credit/Debit Card                      03 Negotiable Instruments                      04 Other Exchange Mediums  <b>DOCUMENTS</b>                      05 Non-Negotiable Instruments                      06 Personal Papers                      07 Other Documents                 </td> <td style="vertical-align: top;"> <b>VALUABLES</b>                      08 Jewelry/Precious Metals                      09 Art Objects, Antiques                      10 Other Valuables  <b>PERSONAL EFFECTS</b>                      11 Clothing/Furs                      12 Purses/Handbags/Wallets                      13 Other Personal Effects  <b>HOUSEHOLD ITEMS</b>                      14 Household Items                 </td> <td style="vertical-align: top;"> <b>EQUIPMENT</b>                      15 Drug/Narcotic Equip.                      16 Gambling Equipment                      17 Computer Hardware/Soft.                      18 Office Equipment                      19 Stereo TV Equip.                      20 Recordings-Audio Visual                      21 Sports Equipment                      22 Photographic Equipment                      23 Farm Equipment                      24 Heavy Construction/Industrial                      25 Building Supplies-Const.                 </td> <td style="vertical-align: top;">                     26 Tools                      27 Vehicle Parts/Accessories                      28 School Supplies                      29 Other Equipment  <b>CONSUMABLE ITEMS</b>                      30 Alcohol                      31 Drugs/Narcotics                      32 Consumable Goods  <b>ANIMALS</b>                      33 Livestock                      34 Household Pets                 </td> <td style="vertical-align: top;"> <b>VEHICLES</b>                      35 Aircraft                      36 Automobiles                      37 Bicycles                      38 Buses                      39 Trucks                      40 Trailers                      41 Watercraft                      42 Recreational Vehicle                      43 Other Motor Vehicle  <b>WEAPONS</b>                      44 Firearms                      45 Other Weapons                 </td> <td style="vertical-align: top;"> <b>STRUCTURES</b>                      46 Single Occupancy                      47 Other Dwellings                      48 Commercial/Business                      49 Indus./Mfg.                      50 Public/Community                      51 Storage                      52 Other Structure  <b>OTHER</b>                      53 Merchandise                      54 Other Property                      55 Pending Inventory                 </td> </tr> </table>				<b>EXCHANGE MEDIUMS</b> 01 Money 02 Credit/Debit Card 03 Negotiable Instruments 04 Other Exchange Mediums <b>DOCUMENTS</b> 05 Non-Negotiable Instruments 06 Personal Papers 07 Other Documents	<b>VALUABLES</b> 08 Jewelry/Precious Metals 09 Art Objects, Antiques 10 Other Valuables <b>PERSONAL EFFECTS</b> 11 Clothing/Furs 12 Purses/Handbags/Wallets 13 Other Personal Effects <b>HOUSEHOLD ITEMS</b> 14 Household Items	<b>EQUIPMENT</b> 15 Drug/Narcotic Equip. 16 Gambling Equipment 17 Computer Hardware/Soft. 18 Office Equipment 19 Stereo TV Equip. 20 Recordings-Audio Visual 21 Sports Equipment 22 Photographic Equipment 23 Farm Equipment 24 Heavy Construction/Industrial 25 Building Supplies-Const.	26 Tools 27 Vehicle Parts/Accessories 28 School Supplies 29 Other Equipment <b>CONSUMABLE ITEMS</b> 30 Alcohol 31 Drugs/Narcotics 32 Consumable Goods <b>ANIMALS</b> 33 Livestock 34 Household Pets	<b>VEHICLES</b> 35 Aircraft 36 Automobiles 37 Bicycles 38 Buses 39 Trucks 40 Trailers 41 Watercraft 42 Recreational Vehicle 43 Other Motor Vehicle <b>WEAPONS</b> 44 Firearms 45 Other Weapons	<b>STRUCTURES</b> 46 Single Occupancy 47 Other Dwellings 48 Commercial/Business 49 Indus./Mfg. 50 Public/Community 51 Storage 52 Other Structure <b>OTHER</b> 53 Merchandise 54 Other Property 55 Pending Inventory
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<b>NARRATIVE</b>									

# VICTIM/WITNESS SUPPLEMENT

INCIDENT NUMBER

VICTIM OFFENSE INCIDENT DATE AND TIME

<b>VICTIM</b>	*NO.	*TOTAL VICTIMS	*VICTIM TYPE	<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> BUSINESS	<input type="checkbox"/> FINANCIAL INSTITUTION <input type="checkbox"/> GOVERNMENT	<input type="checkbox"/> POLICE OFFICER (IN THE LINE OF DUTY) <input type="checkbox"/> RELIGIOUS ORGANIZATION	<input type="checkbox"/> SOCIETY <input type="checkbox"/> UNKNOWN	<input type="checkbox"/> OTHER	
	NAME (Last, First, Middle)							PHONE	
	ADDRESS (Street, Apt., City, State, Zip)							PHONE	
	EMPLOYER NAME AND ADDRESS (Street, Apt., City, State, Zip)							PHONE	
	*AGE/D.O.B.	*SEX	*RACE <input type="checkbox"/> W <input type="checkbox"/> I <input type="checkbox"/> U	<input type="checkbox"/> B <input type="checkbox"/> A <input type="checkbox"/> I <input type="checkbox"/> U	ETHNICITY	HGT	WGT	HAIR	EYES
	OCCUPATION				SSN	*RESIDENT STATUS 1 <input type="checkbox"/> RESIDENT 2 <input type="checkbox"/> TOURIST			3 <input type="checkbox"/> MILITARY 4 <input type="checkbox"/> STUDENT 5 <input type="checkbox"/> OTHER 6 <input type="checkbox"/> UNKNOWN
	*VICTIM INJURED? <input type="checkbox"/> Y <input type="checkbox"/> N	IF INJURED, DESCRIBE INJURIES:							
	*AGG. ASSAULT/HOMICIDE CIRC.	*LEOKA INFORMATION TYPE OF ACT. ASSIGN. TYPE ORI - OTHER			*VICTIM/SUSPECT RELATIONSHIP 0. _____ 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			*VICTIM/OFFENSE LINK	

My signature verifies that the information on this report is accurate and true

DATE \_\_\_\_\_

<b>VICTIM</b>	*NO.	*TOTAL VICTIMS	*VICTIM TYPE	<input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> BUSINESS	<input type="checkbox"/> FINANCIAL INSTITUTION <input type="checkbox"/> GOVERNMENT	<input type="checkbox"/> POLICE OFFICER (IN THE LINE OF DUTY) <input type="checkbox"/> RELIGIOUS ORGANIZATION	<input type="checkbox"/> SOCIETY <input type="checkbox"/> UNKNOWN	<input type="checkbox"/> OTHER	
	NAME (Last, First, Middle)							PHONE	
	ADDRESS (Street, Apt., City, State, Zip)							PHONE	
	EMPLOYER NAME AND ADDRESS (Street, Apt., City, State, Zip)							PHONE	
	*AGE/D.O.B.	*SEX	*RACE <input type="checkbox"/> W <input type="checkbox"/> I <input type="checkbox"/> U	<input type="checkbox"/> B <input type="checkbox"/> A <input type="checkbox"/> I <input type="checkbox"/> U	ETHNICITY	HGT	WGT	HAIR	EYES
	OCCUPATION				SSN	*RESIDENT STATUS 1 <input type="checkbox"/> RESIDENT 2 <input type="checkbox"/> TOURIST			3 <input type="checkbox"/> MILITARY 4 <input type="checkbox"/> STUDENT 5 <input type="checkbox"/> OTHER 6 <input type="checkbox"/> UNKNOWN
	*VICTIM INJURED? <input type="checkbox"/> Y <input type="checkbox"/> N	IF INJURED, DESCRIBE INJURIES:							
	*AGG. ASSAULT/HOMICIDE CIRC.	*LEOKA INFORMATION TYPE OF ACT. ASSIGN. TYPE ORI - OTHER			*VICTIM/SUSPECT RELATIONSHIP 0. _____ 1. _____ 2. _____ 3. _____ 4. _____ 5. _____			*VICTIM/OFFENSE LINK	

My signature verifies that the information on this report is accurate and true

DATE \_\_\_\_\_

<b>WITNESS</b>	NO.	NAME (Last, First, Middle)	AGE/D.O.B.	SSN
	ADDRESS (Street, Apt., City, State, Zip)			PHONE
	EMPLOYER NAME AND ADDRESS (Street, Apt., City, State, Zip)			PHONE
	STATEMENTS OBTAINED <input type="checkbox"/> Y <input type="checkbox"/> N TYPE: <input type="checkbox"/> WRITTEN <input type="checkbox"/> ORAL <input type="checkbox"/> TAPED <input type="checkbox"/> OTHER			

<b>WITNESS</b>	NO.	NAME (Last, First, Middle)	AGE/D.O.B.	SSN
	ADDRESS (Street, Apt., City, State, Zip)			PHONE
	EMPLOYER NAME AND ADDRESS (Street, Apt., City, State, Zip)			PHONE
	STATEMENTS OBTAINED <input type="checkbox"/> Y <input type="checkbox"/> N TYPE: <input type="checkbox"/> WRITTEN <input type="checkbox"/> ORAL <input type="checkbox"/> TAPED <input type="checkbox"/> OTHER			

<b>WITNESS</b>	NO.	NAME (Last, First, Middle)	AGE/D.O.B.	SSN
	ADDRESS (Street, Apt., City, State, Zip)			PHONE
	EMPLOYER NAME AND ADDRESS (Street, Apt., City, State, Zip)			PHONE
	STATEMENTS OBTAINED <input type="checkbox"/> Y <input type="checkbox"/> N TYPE: <input type="checkbox"/> WRITTEN <input type="checkbox"/> ORAL <input type="checkbox"/> TAPED <input type="checkbox"/> OTHER			

<b>WITNESS</b>	NO.	NAME (Last, First, Middle)	AGE/D.O.B.	SSN
	ADDRESS (Street, Apt., City, State, Zip)			PHONE
	EMPLOYER NAME AND ADDRESS (Street, Apt., City, State, Zip)			PHONE
	STATEMENTS OBTAINED <input type="checkbox"/> Y <input type="checkbox"/> N TYPE: <input type="checkbox"/> WRITTEN <input type="checkbox"/> ORAL <input type="checkbox"/> TAPED <input type="checkbox"/> OTHER			

<b>WITNESS</b>	NO.	NAME (Last, First, Middle)	AGE/D.O.B.	SSN
	ADDRESS (Street, Apt., City, State, Zip)			PHONE
	EMPLOYER NAME AND ADDRESS (Street, Apt., City, State, Zip)			PHONE
	STATEMENTS OBTAINED <input type="checkbox"/> Y <input type="checkbox"/> N TYPE: <input type="checkbox"/> WRITTEN <input type="checkbox"/> ORAL <input type="checkbox"/> TAPED <input type="checkbox"/> OTHER			

REPORTING OFFICER	BADGE NO.	DATE
APPROVING OFFICER	BADGE NO.	DATE

# SUSPECT/ARREST SUPPLEMENT

ARRESTING AGENCY	INCIDENT NUMBER
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VICTIM	OFFENSE	INCIDENT DATE AND TIME
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**NAME/DESCRIPTIVES**

NO.	ADULT <input type="checkbox"/>	JUVENILE <input type="checkbox"/>	UNKNOWN <input type="checkbox"/>	CHECK APPROPRIATE CATEGORY				CHARGES FILED?		
				<input type="checkbox"/> SUSPECT	<input type="checkbox"/> ARRESTEE	<input type="checkbox"/> SUSPECT/ARRESTEE	<input type="checkbox"/> RUNAWAY	<input type="checkbox"/> MISSING	<input type="checkbox"/> OTHER _____	<input type="checkbox"/> Y <input type="checkbox"/> N
NAME (Last, First, Middle)								SSN		
ALIAS								GANG AFFILIATION		
ADDRESS (Street, Apt., City, State, Zip)								PHONE		
EMPLOYER NAME AND ADDRESS (Street, Apt., City, State, Zip)								PHONE		
PLACE OF BIRTH					DL#/STATE		OCCUPATION/SCHOOL			
*AGE/ D.O.B.		*SEX	*RACE <input type="checkbox"/> B <input type="checkbox"/> A <input type="checkbox"/> W <input type="checkbox"/> I <input type="checkbox"/> U		ETHNICITY	*HEIGHT	*WEIGHT	*HAIR	*EYES	
MARITAL STATUS		SCARS, MARKS, TATOOS								
ADDITIONAL DESCRIPTIVES										
SUSPECTED OF USING <input type="checkbox"/> ALCOHOL <input type="checkbox"/> DRUGS		POTENTIAL INJURIES?								
*RESIDENT STATUS 1 <input type="checkbox"/> RESIDENT 2 <input type="checkbox"/> TOURIST 3 <input type="checkbox"/> MILITARY 4 <input type="checkbox"/> STUDENT 5 <input type="checkbox"/> OTHER (explain) _____ U <input type="checkbox"/> UNKNOWN										
*ARRESTEE WAS ARMED WITH										
ARRESTEE ARMED WITH 1. ____ 2. ____ 3. ____										
99	NONE	13B	OTHER FULLY AUTOMATIC FIREARM	16	IMITATION FIREARM	50	POISON			
11	FIREARM	14	SHOTGUN	17	SIMULATED FIREARM	60	EXPLOSIVES			
12	HANDGUN	15	OTHER FIREARM	18	BB/PELLET GUN	65	FIRE/INCENDIARY DEVICE			
12A	AUTOMATIC HANDGUN	15A	SEMI-AUTOMATIC SPORTING RIFLE	20	KNIFE/CUTTING INSTRUMENT	70	DRUGS/NARC/SLEEPING PILLS			
13	RIFLE	15B	SEMI-AUTOMATIC ASSAULT FIREARM	30	BLUNT OBJECT	80	OTHER WEAPON			
13A	FULLY AUTOMATIC RIFLE	15C	MACHINE PISTOL							

**ASSOC. PERSONS**

NAME	ADDRESS (Street, Apt., City, State, Zip)	PHONE
1.	1.	1.
2.	2.	2.

**ARREST INFORMATION**

ARREST/OFFENSE DESCRIPTION	ARREST/OFFENSE CODE	F/M & DEGREE	WARRANT #	ARREST LARCENY TYPE
1.	1.	1.	1.	23A POCKET PICKING
2.	2.	2.	2.	23B PURSE SNATCHING
3.	3.	3.	3.	23C SHOPLIFTING
4.	4.	4.	4.	23D THEFT FROM BUILDING
5.	5.	5.	5.	23E THEFT FROM COIN-OP MACH.
				23F THEFT FROM MOTOR VEHICLE
				23G MOTOR VEH. PARTS/ACCESS.
				240 THEFT OF MOTOR VEHICLE
				23H OTHER: _____

*ARREST DATE	TIME	ARREST LOCATION (Street, Apt., City, State, Zip)	
*INCIDENT TRACKING NUMBER		ARREST DISPOSITION	
MIRANDA WITNESSED BY:			TIME READ
FINGERPRINTED <input type="checkbox"/> Y <input type="checkbox"/> N	FINGERPRINT CARD NO.	PHOTOS TAKEN <input type="checkbox"/> Y <input type="checkbox"/> N	NO. TAKEN
		PHOTO ID NO.	FBI/BCI#
*MULTIPLE ARRESTEE SEGMENTS INDICATOR <input type="checkbox"/> COUNT ARRESTEE <input type="checkbox"/> MULTIPLE ARRESTEE INDICATOR <input type="checkbox"/> N/A		*ARREST TYPE 1 <input type="checkbox"/> COMPLAINT 3 <input type="checkbox"/> WARRANT 5 <input type="checkbox"/> ORDER OF PROTECTION 2 <input type="checkbox"/> IN-PROGRESS 4 <input type="checkbox"/> SUMMONS 9 <input type="checkbox"/> OTHER	

**JUVENILE**

JUV. PARENT/ GDN. NOTIFIED <input type="checkbox"/> Y <input type="checkbox"/> N	DATE/TIME NOTIFIED	NOTIFIED BY	*JUVENILE DISPOSITION <input type="checkbox"/> HANDLED WITHIN THE DEPARTMENT <input type="checkbox"/> REFERRED TO OTHER AUTHORITIES
PARENT/GUARDIAN NAME AND ADDRESS (Street, Apt., City, State, Zip)		RELATIONSHIP	PHONE
PARENT/GUARDIAN NAME AND ADDRESS (Street, Apt., City, State, Zip)		RELATIONSHIP	PHONE

**RUNAWAYS /MISSING**

PREVIOUS RUN/MISS. <input type="checkbox"/> Y <input type="checkbox"/> N	DATE OF LAST CONTACT	DATE OF EMANCIPATION	NCIC #	DATE/TIME ENTERED
LAST SEEN WEARING				

REPORTING OFFICER	BADGE NO.	DATE
APPROVING OFFICER	BADGE NO.	DATE
COURT	DATE	

# PROPERTY SUPPLEMENT

INCIDENT NUMBER

VICTIM OFFENSE INCIDENT DATE AND TIME

\*TYPE PROPERTY LOSS/ETC. (enter codes below) 1 NONE 2 BURNED 3 COUNTERFEITED/FORGED 4 DESTROYED/DAMAGED/VANDALIZED 5 STOLEN/ETC. 6 SEIZED 7 RECOVERED U UNKNOWN P PHOTO E EVIDENCE TOTAL VALUE

*LOSS CODE	QUANTITY	DESCRIPTION	*PROP CODE	*VALUE
------------	----------	-------------	------------	--------

VICT. NO.	VEH NO.	MAKE/BRAND	MODEL	DATE RECOVERED
-----------	---------	------------	-------	----------------

SERIAL NUMBER	NCIC NUMBER	OTHER NUMBER
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*LOSS CODE	QUANTITY	DESCRIPTION	*PROP CODE	*VALUE
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VICT. NO.	VEH NO.	MAKE/BRAND	MODEL	DATE RECOVERED
-----------	---------	------------	-------	----------------

SERIAL NUMBER	NCIC NUMBER	OTHER NUMBER
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*LOSS CODE	QUANTITY	DESCRIPTION	*PROP CODE	*VALUE
------------	----------	-------------	------------	--------

VICT. NO.	VEH NO.	MAKE/BRAND	MODEL	DATE RECOVERED
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SERIAL NUMBER	NCIC NUMBER	OTHER NUMBER
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*LOSS CODE	QUANTITY	DESCRIPTION	*PROP CODE	*VALUE
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VICT. NO.	VEH NO.	MAKE/BRAND	MODEL	DATE RECOVERED
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SERIAL NUMBER	NCIC NUMBER	OTHER NUMBER
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*LOSS CODE	QUANTITY	DESCRIPTION	*PROP CODE	*VALUE
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VICT. NO.	VEH NO.	MAKE/BRAND	MODEL	DATE RECOVERED
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SERIAL NUMBER	NCIC NUMBER	OTHER NUMBER
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*LOSS CODE	QUANTITY	DESCRIPTION	*PROP CODE	*VALUE
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VICT. NO.	VEH NO.	MAKE/BRAND	MODEL	DATE RECOVERED
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SERIAL NUMBER	NCIC NUMBER	OTHER NUMBER
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*LOSS CODE	QUANTITY	DESCRIPTION	*PROP CODE	*VALUE
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VICT. NO.	VEH NO.	MAKE/BRAND	MODEL	DATE RECOVERED
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SERIAL NUMBER	NCIC NUMBER	OTHER NUMBER
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*LOSS CODE	QUANTITY	DESCRIPTION	*PROP CODE	*VALUE
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VICT. NO.	VEH NO.	MAKE/BRAND	MODEL	DATE RECOVERED
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SERIAL NUMBER	NCIC NUMBER	OTHER NUMBER
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*LOSS CODE	QUANTITY	DESCRIPTION	*PROP CODE	*VALUE
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VICT. NO.	VEH NO.	MAKE/BRAND	MODEL	DATE RECOVERED
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SERIAL NUMBER	NCIC NUMBER	OTHER NUMBER
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*LOSS CODE	QUANTITY	DESCRIPTION	*PROP CODE	*VALUE
------------	----------	-------------	------------	--------

VICT. NO.	VEH NO.	MAKE/BRAND	MODEL	DATE RECOVERED
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SERIAL NUMBER	NCIC NUMBER	OTHER NUMBER
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SERIAL NUMBER	NCIC NUMBER	OTHER NUMBER
---------------	-------------	--------------

**PROPERTY CODES:**

- |                               |                            |                                  |                              |                         |                      |
|-------------------------------|----------------------------|----------------------------------|------------------------------|-------------------------|----------------------|
| EXCHANGE MEDIUMS              | VALUABLES                  | EQUIPMENT                        | 26 Tools                     | VEHICLES                | STRUCTURES           |
| 01 Money                      | 08 Jewelry/Precious Metals | 15 Drug/Narcotic Equip.          | 27 Vehicle Parts/Accessories | 35 Aircraft             | 46 Single Occupancy  |
| 02 Credit/Debit Card          | 09 Art Objects, Antiques   | 16 Gambling Equipment            | 28 School Supplies           | 36 Automobiles          | 47 Other Dwellings   |
| 03 Negotiable Instruments     | 10 Other Valuables         | 17 Computer Hardware/Soft.       | 29 Other Equipment           | 37 Bicycles             | 48 Commrc/Business   |
| 04 Other Exchange Mediums     | PERSONAL EFFECTS           | 18 Office Equipment              | CONSUMABLE ITEMS             | 38 Buses                | 49 Indus./Mfg.       |
| DOCUMENTS                     | 11 Clothing/Furs           | 19 Stereo TV Equip.              | 30 Alcohol                   | 39 Trucks               | 50 Public/Community  |
| 05 Non-Negotiable Instruments | 12 Purses/Handbags/Wallets | 20 Recordings-Audio Visual       | 31 Drugs/Narcotics           | 40 Trailers             | 51 Storage           |
| 06 Personal Papers            | 13 Other Personal Effects  | 21 Sports Equipment              | 32 Consumable Goods          | 41 Watercraft           | 52 Other Structure   |
| 07 Other Documents            | HOUSEHOLD ITEMS            | 22 Photographic Equipment        | ANIMALS                      | 42 Recreational Vehicle | OTHER                |
|                               | 14 Household Items         | 23 Farm Equipment                | 33 Livestock                 | 43 Other Motor Vehicle  | 53 Merchandise       |
|                               |                            | 24 Heavy Construction/Industrial | 34 Household Pets            | WEAPONS                 | 54 Other Property    |
|                               |                            | 25 Building Supplies-Const.      |                              | 44 Firearms             | 55 Pending Inventory |
|                               |                            |                                  |                              | 45 Other Weapons        |                      |

REPORTING OFFICER BADGE NO. DATE

APPROVING OFFICER BADGE NO. DATE



# VEHICLE SUPPLEMENT

INCIDENT NUMBER
INCIDENT DATE AND TIME

VICTIM	OFFENSE
--------	---------

CHECK CATEGORIES <input type="checkbox"/> STOLEN <input type="checkbox"/> RECOVERED <input type="checkbox"/> IMPOUNDED <input type="checkbox"/> RECEIVED <input type="checkbox"/> SUSPECT'S VEHICLE <input type="checkbox"/> VICTIM'S VEHICLE <input type="checkbox"/> UNAUTHORIZED USE <input type="checkbox"/> ABANDONED											
NO.	<input type="checkbox"/> DAMAGE TO VEHICLE <input type="checkbox"/> THEFT FROM VEHICLE	LIC	LIS	LIY	LIT	VIN/OAN	*VALUE				
VYR	VMA	VMO	VST	VCO TOP BOTTOM	VEHICLE LOCKED <input type="checkbox"/> N	KEYS IN VEHICLE <input type="checkbox"/> N	HOLD VEHICLE <input type="checkbox"/> N	RELEASE <input type="checkbox"/> Y CONTENTS <input type="checkbox"/> N			
VEHICLE ASSOC. W/ SUSPECT NO.		VEHICLE ASSOC. W/ VICTIM NO.		VEHICLE TOWED? <input type="checkbox"/> Y <input type="checkbox"/> N	TOWED BY	OWNERSHIP VERIFIED BY:		<input type="checkbox"/> TAG RECEIPT <input type="checkbox"/> BILL OF SALE	<input type="checkbox"/> TITLE <input type="checkbox"/> OTHER		
STOLEN MOTOR VEHICLE ONLY	NO. STOLEN	AREA STOLEN <input type="checkbox"/> BUSINESS	<input type="checkbox"/> RESID. <input type="checkbox"/> RURAL	ADDITIONAL DESCRIPTION							
AUTO INSURER NAME (Company) ADDRESS (Street, Apt., City, State, Zip)										PHONE	
MOTOR VEHICLE RECOVERY ONLY	NO. RECOVERED	DATE REC.	STOLEN IN YOUR JURISDICTION <input type="checkbox"/> Y <input type="checkbox"/> N WHERE RECOVERED?								

CHECK CATEGORIES <input type="checkbox"/> STOLEN <input type="checkbox"/> RECOVERED <input type="checkbox"/> IMPOUNDED <input type="checkbox"/> RECEIVED <input type="checkbox"/> SUSPECT'S VEHICLE <input type="checkbox"/> VICTIM'S VEHICLE <input type="checkbox"/> UNAUTHORIZED USE <input type="checkbox"/> ABANDONED											
NO.	<input type="checkbox"/> DAMAGE TO VEHICLE <input type="checkbox"/> THEFT FROM VEHICLE	LIC	LIS	LIY	LIT	VIN/OAN	*VALUE				
VYR	VMA	VMO	VST	VCO TOP BOTTOM	VEHICLE LOCKED <input type="checkbox"/> N	KEYS IN VEHICLE <input type="checkbox"/> N	HOLD VEHICLE <input type="checkbox"/> N	RELEASE <input type="checkbox"/> Y CONTENTS <input type="checkbox"/> N			
VEHICLE ASSOC. W/ SUSPECT NO.		VEHICLE ASSOC. W/ VICTIM NO.		VEHICLE TOWED? <input type="checkbox"/> Y <input type="checkbox"/> N	TOWED BY	OWNERSHIP VERIFIED BY:		<input type="checkbox"/> TAG RECEIPT <input type="checkbox"/> BILL OF SALE	<input type="checkbox"/> TITLE <input type="checkbox"/> OTHER		
STOLEN MOTOR VEHICLE ONLY	NO. STOLEN	AREA STOLEN <input type="checkbox"/> BUSINESS	<input type="checkbox"/> RESID. <input type="checkbox"/> RURAL	ADDITIONAL DESCRIPTION							
AUTO INSURER NAME (Company) ADDRESS (Street, Apt., City, State, Zip)										PHONE	
MOTOR VEHICLE RECOVERY ONLY	NO. RECOVERED	DATE REC.	STOLEN IN YOUR JURISDICTION <input type="checkbox"/> Y <input type="checkbox"/> N WHERE RECOVERED?								

CHECK CATEGORIES <input type="checkbox"/> STOLEN <input type="checkbox"/> RECOVERED <input type="checkbox"/> IMPOUNDED <input type="checkbox"/> RECEIVED <input type="checkbox"/> SUSPECT'S VEHICLE <input type="checkbox"/> VICTIM'S VEHICLE <input type="checkbox"/> UNAUTHORIZED USE <input type="checkbox"/> ABANDONED											
NO.	<input type="checkbox"/> DAMAGE TO VEHICLE <input type="checkbox"/> THEFT FROM VEHICLE	LIC	LIS	LIY	LIT	VIN/OAN	*VALUE				
VYR	VMA	VMO	VST	VCO TOP BOTTOM	VEHICLE LOCKED <input type="checkbox"/> N	KEYS IN VEHICLE <input type="checkbox"/> N	HOLD VEHICLE <input type="checkbox"/> N	RELEASE <input type="checkbox"/> Y CONTENTS <input type="checkbox"/> N			
VEHICLE ASSOC. W/ SUSPECT NO.		VEHICLE ASSOC. W/ VICTIM NO.		VEHICLE TOWED? <input type="checkbox"/> Y <input type="checkbox"/> N	TOWED BY	OWNERSHIP VERIFIED BY:		<input type="checkbox"/> TAG RECEIPT <input type="checkbox"/> BILL OF SALE	<input type="checkbox"/> TITLE <input type="checkbox"/> OTHER		
STOLEN MOTOR VEHICLE ONLY	NO. STOLEN	AREA STOLEN <input type="checkbox"/> BUSINESS	<input type="checkbox"/> RESID. <input type="checkbox"/> RURAL	ADDITIONAL DESCRIPTION							
AUTO INSURER NAME (Company) ADDRESS (Street, Apt., City, State, Zip)										PHONE	
MOTOR VEHICLE RECOVERY ONLY	NO. RECOVERED	DATE REC.	STOLEN IN YOUR JURISDICTION <input type="checkbox"/> Y <input type="checkbox"/> N WHERE RECOVERED?								

CHECK CATEGORIES <input type="checkbox"/> STOLEN <input type="checkbox"/> RECOVERED <input type="checkbox"/> IMPOUNDED <input type="checkbox"/> RECEIVED <input type="checkbox"/> SUSPECT'S VEHICLE <input type="checkbox"/> VICTIM'S VEHICLE <input type="checkbox"/> UNAUTHORIZED USE <input type="checkbox"/> ABANDONED											
NO.	<input type="checkbox"/> DAMAGE TO VEHICLE <input type="checkbox"/> THEFT FROM VEHICLE	LIC	LIS	LIY	LIT	VIN/OAN	*VALUE				
VYR	VMA	VMO	VST	VCO TOP BOTTOM	VEHICLE LOCKED <input type="checkbox"/> N	KEYS IN VEHICLE <input type="checkbox"/> N	HOLD VEHICLE <input type="checkbox"/> N	RELEASE <input type="checkbox"/> Y CONTENTS <input type="checkbox"/> N			
VEHICLE ASSOC. W/ SUSPECT NO.		VEHICLE ASSOC. W/ VICTIM NO.		VEHICLE TOWED? <input type="checkbox"/> Y <input type="checkbox"/> N	TOWED BY	OWNERSHIP VERIFIED BY:		<input type="checkbox"/> TAG RECEIPT <input type="checkbox"/> BILL OF SALE	<input type="checkbox"/> TITLE <input type="checkbox"/> OTHER		
STOLEN MOTOR VEHICLE ONLY	NO. STOLEN	AREA STOLEN <input type="checkbox"/> BUSINESS	<input type="checkbox"/> RESID. <input type="checkbox"/> RURAL	ADDITIONAL DESCRIPTION							
AUTO INSURER NAME (Company) ADDRESS (Street, Apt., City, State, Zip)										PHONE	
MOTOR VEHICLE RECOVERY ONLY	NO. RECOVERED	DATE REC.	STOLEN IN YOUR JURISDICTION <input type="checkbox"/> Y <input type="checkbox"/> N WHERE RECOVERED?								

CHECK CATEGORIES <input type="checkbox"/> STOLEN <input type="checkbox"/> RECOVERED <input type="checkbox"/> IMPOUNDED <input type="checkbox"/> RECEIVED <input type="checkbox"/> SUSPECT'S VEHICLE <input type="checkbox"/> VICTIM'S VEHICLE <input type="checkbox"/> UNAUTHORIZED USE <input type="checkbox"/> ABANDONED											
NO.	<input type="checkbox"/> DAMAGE TO VEHICLE <input type="checkbox"/> THEFT FROM VEHICLE	LIC	LIS	LIY	LIT	VIN/OAN	*VALUE				
VYR	VMA	VMO	VST	VCO TOP BOTTOM	VEHICLE LOCKED <input type="checkbox"/> N	KEYS IN VEHICLE <input type="checkbox"/> N	HOLD VEHICLE <input type="checkbox"/> N	RELEASE <input type="checkbox"/> Y CONTENTS <input type="checkbox"/> N			
VEHICLE ASSOC. W/ SUSPECT NO.		VEHICLE ASSOC. W/ VICTIM NO.		VEHICLE TOWED? <input type="checkbox"/> Y <input type="checkbox"/> N	TOWED BY	OWNERSHIP VERIFIED BY:		<input type="checkbox"/> TAG RECEIPT <input type="checkbox"/> BILL OF SALE	<input type="checkbox"/> TITLE <input type="checkbox"/> OTHER		
STOLEN MOTOR VEHICLE ONLY	NO. STOLEN	AREA STOLEN <input type="checkbox"/> BUSINESS	<input type="checkbox"/> RESID. <input type="checkbox"/> RURAL	ADDITIONAL DESCRIPTION							
AUTO INSURER NAME (Company) ADDRESS (Street, Apt., City, State, Zip)										PHONE	
MOTOR VEHICLE RECOVERY ONLY	NO. RECOVERED	DATE REC.	STOLEN IN YOUR JURISDICTION <input type="checkbox"/> Y <input type="checkbox"/> N WHERE RECOVERED?								

REPORTING OFFICER	BADGE NO.	DATE
APPROVING OFFICER	BADGE NO.	DATE



**Domestic Violence Supplement**

<b>Report Number:</b>	<b>Incident Date:</b>	<b>Time:</b>
-----------------------	-----------------------	--------------

**Victim:**

**Victim's Relationship to Suspect (same sex relationships are NOT excluded)**

<input type="checkbox"/> Spouse <input type="checkbox"/> Living as Spouse <input type="checkbox"/> Former Spouse <input type="checkbox"/> Cohabitant <input type="checkbox"/> Former Cohabitant within 5 years <input type="checkbox"/> Other Family Member _____	<input type="checkbox"/> Child in Common <input type="checkbox"/> Putative/Alleged Child in Common <input type="checkbox"/> Parent <input type="checkbox"/> Child <input type="checkbox"/> Sibling Length of Relationship _____ years _____ months
--	---

**Type of Injuries and/or Signs of Abuse to Victim**

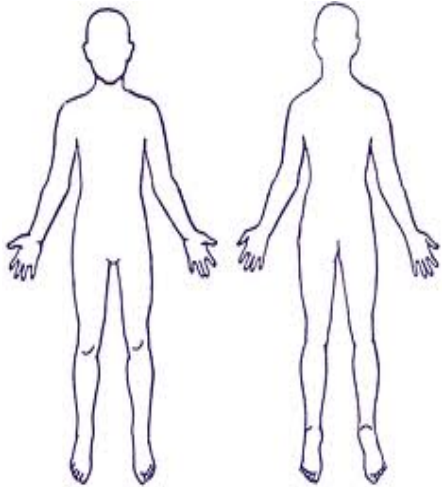
<input type="checkbox"/> Struck w/Hands <input type="checkbox"/> Struck w/Object (describe) <input type="checkbox"/> Punches w/Closed Fist <input type="checkbox"/> Slapped <input type="checkbox"/> Pushed <input type="checkbox"/> Grabbed <input type="checkbox"/> Other _____	<input type="checkbox"/> Kicked <input type="checkbox"/> Bitten <input type="checkbox"/> Stabbed <input type="checkbox"/> Shot <input type="checkbox"/> Threatened <input type="checkbox"/> Protection Order Violation	<input type="checkbox"/> Choked/Strangulation- <i>If allegation is made of strangulation:  <b>Advise of Danger and Contact EMS</b></i> <input type="checkbox"/> Neck Swelling <input type="checkbox"/> Neck Marks <input type="checkbox"/> Coughing Blood <input type="checkbox"/> Blood in Eyes <input type="checkbox"/> Voice Change <input type="checkbox"/> Breathing Difficulty <input type="checkbox"/> Lost Consciousness/Fainted <input type="checkbox"/> Loss of Bladder/Bowel Control <input type="checkbox"/> Red Spots: eyes/face/neck/under eyelids
---	---	--

<b>Victim's Injuries</b>	<b>Medical Treatment</b>
--------------------------	--------------------------

Using the Severity key, mark each injured area with the appropriate number. <input type="checkbox"/> None <input type="checkbox"/> Complaint of Pain <input type="checkbox"/> Bruises <input type="checkbox"/> Abrasions <input type="checkbox"/> Minor Cut(s) <input type="checkbox"/> Internal Injuries <input type="checkbox"/> Broken Bones <input type="checkbox"/> Concussion <input type="checkbox"/> Other (describe)		Were Injuries Visible <input type="checkbox"/> Yes <input type="checkbox"/> No <u>Victim Taken To:</u> <u>Transported By:</u> Refused Treatment <input type="checkbox"/> Treated By: <input type="checkbox"/> No Treatment <input type="checkbox"/> Will Seek Own Doctor <input type="checkbox"/> Refused Treatment <input type="checkbox"/> Treated at Scene by:
--	--	--



<b>Report Number:</b>			
<b><u>Victim's statement of frequency and severity of prior incidents of abuse by suspect:</u></b>			
<b><u>Number of times Victim has called Police and outcome:</u></b>			
<b><u>Signs of Drug or Alcohol Abuse:</u></b>			
<b><u>If Victim will be staying at temporary address, listed address and phone number:</u></b>			
<b>Evidence Collected</b>			
<b>Property Impound Number:</b>			
<input type="checkbox"/> Photo(s) of Victim's Injuries <input type="checkbox"/> Weapon(s) used during incident - Describe: <input type="checkbox"/> Damaged Property <input type="checkbox"/> Copy of 911 Call <input type="checkbox"/> Copy of Cruiser Video <input type="checkbox"/> Victim's Clothing <input type="checkbox"/> Other – Describe: <input type="checkbox"/> <b>Victim Services Information was given to Victim including Officer's Name and Badge #</b> <input type="checkbox"/> <b>Follow-up Photos Needed - describe type/area to be:</b> _____			
<b><u>Officer's Observations of Victim and Suspect</u></b>			<b>Children Present During Abuse:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Victim</b>	<b>Suspect</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Afraid	
<input type="checkbox"/>	<input type="checkbox"/>	Angry	
<input type="checkbox"/>	<input type="checkbox"/>	Apologetic	
<input type="checkbox"/>	<input type="checkbox"/>	Calm	Child Victim? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	Crying	Children Services Notified? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	Hysterical	Elderly Victim? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	Nervous	Adult Protective Services Notified? <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	Polite	Existing Protection Orders: <input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	<input type="checkbox"/>	Threatening	Jurisdiction: _____
<input type="checkbox"/>	<input type="checkbox"/>	Other: _____	Order # _____
			Expiration Date: _____
			<input type="checkbox"/> Criminal                        <input type="checkbox"/> Civil

<b>Report Number:</b>																							
<b>Type of Injuries and/or Signs of Abuse to Suspect</b>																							
<input type="checkbox"/> Struck w/Hands <input type="checkbox"/> Struck w/Object (describe) <input type="checkbox"/> Punches w/Closed Fist <input type="checkbox"/> Slapped <input type="checkbox"/> Pushed <input type="checkbox"/> Grabbed <input type="checkbox"/> Other _____		<input type="checkbox"/> Kicked <input type="checkbox"/> Bitten <input type="checkbox"/> Stabbed <input type="checkbox"/> Shot <input type="checkbox"/> Threatened <input type="checkbox"/> Protection Order Violation		<input type="checkbox"/> Choked/Strangulation- <i>If allegation is made of strangulation:  <b>Advise of Danger and Contact EMS</b></i>  <input type="checkbox"/> Neck Swelling <input type="checkbox"/> Neck Marks <input type="checkbox"/> Coughing Blood <input type="checkbox"/> Blood in Eyes <input type="checkbox"/> Voice Change <input type="checkbox"/> Breathing Difficulty <input type="checkbox"/> Lost Consciousness/Fainted <input type="checkbox"/> Loss of Bladder/Bowel Control <input type="checkbox"/> Red Spots: eyes/face/neck/under eyelids																			
<b>Suspect's Injuries</b>			<b>Medical Treatment</b>																				
Using the Severity key, mark each injured area with the appropriate number. <input type="checkbox"/> None				Were Injuries Visible <input type="checkbox"/> Yes <input type="checkbox"/> No																			
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><input type="checkbox"/> Complaint of Pain</td> <td style="width: 50%;">Severity Key</td> </tr> <tr> <td><input type="checkbox"/> Bruises</td> <td>1 Minor</td> </tr> <tr> <td><input type="checkbox"/> Abrasions</td> <td>2</td> </tr> <tr> <td><input type="checkbox"/> Minor Cut(s)</td> <td>3</td> </tr> <tr> <td><input type="checkbox"/> Internal Injuries</td> <td>4</td> </tr> <tr> <td><input type="checkbox"/> Broken Bones</td> <td>5</td> </tr> <tr> <td><input type="checkbox"/> Concussion</td> <td>6</td> </tr> <tr> <td><input type="checkbox"/> Other (describe)</td> <td>7</td> </tr> <tr> <td></td> <td>8 Major</td> </tr> </table>				<input type="checkbox"/> Complaint of Pain	Severity Key	<input type="checkbox"/> Bruises	1 Minor	<input type="checkbox"/> Abrasions	2	<input type="checkbox"/> Minor Cut(s)	3	<input type="checkbox"/> Internal Injuries	4	<input type="checkbox"/> Broken Bones	5	<input type="checkbox"/> Concussion	6	<input type="checkbox"/> Other (describe)	7		8 Major	<u>Suspect Taken To:</u>	
<input type="checkbox"/> Complaint of Pain	Severity Key																						
<input type="checkbox"/> Bruises	1 Minor																						
<input type="checkbox"/> Abrasions	2																						
<input type="checkbox"/> Minor Cut(s)	3																						
<input type="checkbox"/> Internal Injuries	4																						
<input type="checkbox"/> Broken Bones	5																						
<input type="checkbox"/> Concussion	6																						
<input type="checkbox"/> Other (describe)	7																						
	8 Major																						
		<u>Transported By:</u>																					
		Refused Treatment <input type="checkbox"/>																					
		Treated By:																					
		<input type="checkbox"/> No Treatment <input type="checkbox"/> Will Seek Own Doctor <input type="checkbox"/> Refused Treatment <input type="checkbox"/> Treated at Scene by:																					
<b><u>Prior Arrests for Domestic Violence: (List dates and if convicted)</u></b>																							
<b><u>Signs of Drug or Alcohol Abuse:</u></b>																							
<b>Evidence Collected</b>																							
<b>Property Impound Number:</b>																							
<input type="checkbox"/> Photo(s) of Victim's Injuries <input type="checkbox"/> Weapon(s) used during incident - Describe: <input type="checkbox"/> Damaged Property <input type="checkbox"/> Copy of 911 Call <input type="checkbox"/> Copy of Cruiser Video <input type="checkbox"/> Victim's Clothing <input type="checkbox"/> Other - Describe: <input type="checkbox"/> <b>Follow-up Photos Needed - describe type/area to be:</b>																							
<b>Reporting Officer:</b>		<b>Badge #:</b>		<b>Date:</b>																			
<b>Supervisor Approval:</b>		<b>Badge #:</b>		<b>Date:</b>																			

**DO NOT FORWARD TO BCI**  
(For Internal Use Only)

**Officer's Report**  
for  
**Domestic Violence Incident Call**  
(See reverse for explanation)

**I. Name and Location of Domestic Violence Incident ("DVI") Calls:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

	Alleged Victim			Alleged Offender/ Primary Physical Aggressor		
	Fatal Injury	Non-fatal Injury	No Injury	Fatal Injury	Non-fatal Injury	No Injury
1. Wife						
2. Husband						
3. Parent						
4. Non-spousal relationship w/child in common						
5. Child(ren)						
6. Other family or household member						
7. Former Spouse						
8. Live-in Partner						
9. Other						

III. Race/Ethnicity		
	Vic.	Off.
Asian		
African Amer.		
Caucasian		
Native Amer.		
Hispanic		
Other		

IV. Age		
	Vic.	Off.
0 - 17		
18 - 40		
41 - 59		
60 - 84		
85 and Older		
Total		

V. Sex				
	Vic.		Off.	
	M	F	M	F
Sex				

**VI. Response to DVI**

Check all which apply to this incident:

A. Criminal charges filed under R.C. Sec. 2919.25 (Domestic Violence), 2919.27 (Protection Order or Consent Agreement Violation), or equivalent local ordinance

B. Other criminal charges filed, but not R.C. Sec. 2919.25 (Domestic Violence), 2919.27 (Protection Order or Consent Agreement Violation), or equivalent local ordinance

C. No criminal charges filed

---

D. Total

**VII.** \_\_\_\_\_  
Officer's Name Date Agency Incident No.

## OFFICER'S REPORT

This form provides a suggested incident report to local law enforcement agencies for all domestic incidents. It contains information required to insure complete, accurate reporting of domestic violence incidents for preparation of monthly summaries to the Bureau of Criminal Identification and Investigation ("BCI & I").

This Officer's Report should **not** be forwarded to BCI & I. It should be maintained by your local agency for its own records and documentation, and may be modified to include additional information required by your agency.

### **Definitions**

**Domestic Violence Incident ("DVI")** - For reporting purposes only, defined as any incident where one or more parties allege a violation of R.C. 2919.25 (Domestic Violence), 2919.27 (Protection Order or Consent Agreement Violation), or an equivalent local ordinance.

**Non-Spousal Relationship with Child in Common** - An alleged victim who shares biological parenthood of a child with an alleged offender or an alleged offender who shares biological parenthood of a child with an alleged victim, but where the alleged victim and alleged offender were never married and never lived together as spouses.

**Other Family or Household Member** - Any person not specifically listed in Section II who is related by blood or marriage and is residing or has resided with the offender, including relatives step-parents and step-children.

### **Instructions for Completing the Officer's Report**

#### **Section I. "Name and Location of Domestic Violence Incident"**

This block is for agency use in data collection. It reflects the location and nature of the call, run, or police activity for each domestic violence incident that becomes known to police.

#### **Section II. "Relationships of Persons Involved"**

Identify the alleged victim and the alleged offender/primary physical aggressor in the domestic violence incident as identified by the signed or filed complaint taken at the time of the incident. Note under the appropriate heading the fatal, non-fatal injury, or lack of injury for both the alleged victim and the alleged offender/primary physical aggressor.

#### **Section III. "Race/Ethnicity"**

Identify the race/ethnicity of the alleged victim and the alleged offender/primary physical aggressor.

#### **Section IV. "Age"**

Identify the age of the alleged victim and the alleged offender/primary physical aggressor.

#### **Section V. "Sex"**

Identify the sex of the alleged victim(s) and primary offender(s).

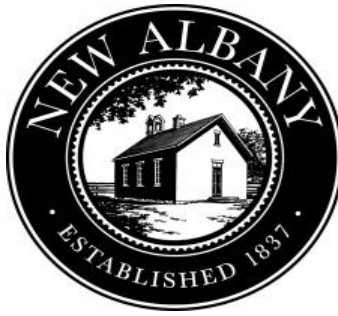
#### **Section VI. "Action Taken by Officer"**

Check one of the following:

**Box A** - When a charge for a violation of R.C. Section 2919.25 (Domestic Violence or 2919.27 (Protection Order or Consent Agreement), or other equivalent local ordinance results from this incident

**Box B** - Where an arrest for a different crime results from this incident.

**Box C** - When no charges are filed.



<b>Chapter 15</b>	<b>Reviewed/Revised-May 2011</b>
<b>Directive 15.1 – 911 Protocol</b>	
15.1.1	24 Hour Emergency Phone Service
15.1.2	Victim/Witness Assistance Information
15.1.3	Officer Response to 911 Hang-up Call
15.1.4	Recording Phone Conversations
<b>Directive 15.2 – Alarm Responses</b>	
15.2.1	Private Security Alarms

# NEW ALBANY POLICE DEPARTMENT

## Directive 15.1 – 911 Protocol

### 15.1.1 24 Hour Emergency Phone Service

The New Albany Police Department utilizes enhanced Phase II 911. This system is designed to handle several emergency calls simultaneously. It automatically provides information on the location and the telephone number from which the call is being made and routes the call to emergency service providers that serve the location from which the call is made. Cellular 911 calls are routed to local designator agencies and then transferred to the appropriate jurisdiction.

Calls of an emergency nature, calls dealing with the health and welfare of persons and/or their property and death notifications will be logged by the dispatcher(s) and relayed as soon as possible to on-duty officers/supervisors.

### 15.1.2 Victim/Witness Assistance Information

- A. Dispatchers receiving victim/witness calls for information or services will determine whether an emergency or non-emergency response is required.
- Dispatchers will use information provided by the caller and the guidelines herein to determine the appropriate response.
  - If the Dispatcher has any doubt about the seriousness of the situation or is unsure about whether or not a police response is warranted, information shall be referred to the on duty supervisor as soon as possible.
  - Dispatchers should elicit as much information as possible to enhance the safety of the officer and assist in anticipating conditions to be encountered at the scene.
  - If at all possible, dispatchers should remain in contact (i.e. – putting the caller on hold) with the caller until the initial information has been relayed to the officer(s) to determine if the officer(s) wishes to obtain additional information and to ensure that vital information is not overlooked.
- B. Dispatchers responding to victim/witness calls for information or services will inform the victim/witness of the agency's response, including direct law enforcement service and/or referral to other agencies. Dispatchers will notify the victim/witness if an officer will be responding to his/her call and will attempt to notify him/her of an estimated time of arrival.
- C. Life threatening calls for service outside of New Albany's jurisdiction shall be immediately forwarded to the appropriate law enforcement agency and the on duty supervisor shall be notified. Non-threatening calls for service outside of New Albany's jurisdiction will be forwarded to the appropriate law enforcement agency or the contact information for the agency shall be provided to the caller by the on duty dispatcher.

### 15.1.3 Officer Response to 911 Hang-up Call

Dispatchers will attempt a call back to the location identified in the hang-up call at least three (3) times to determine if there is an emergency.

- A. If the dispatcher receives no response on the call back, the dispatcher shall dispatch at least one police cruiser to the location identified in the 911 call. If the dispatcher speaks to an individual during the call back and the individual claims there is no emergency, at least one cruiser shall be dispatched to the address to verify the individual's claim.

- B. Since 911 hang-up calls are considered non-emergency calls, the officer responding shall proceed to the location as safely and quickly as he or she can without breaking traffic laws or utilizing the cruiser's siren and lights.
- C. When an officer(s) arrives at the location identified in the 911 call and no person appears to be present, the officer(s) will conduct a "window check" of the structure to investigate the situation and survey the property. If no response is received, the officer(s) should proceed to contact nearby neighbors or next of kin for further information.
- D. If the officers are satisfied that no emergency exists and no one is present at the location, they shall leave an Alarm Notification/911 call form (PD-08-166) (See Addendum A) in a conspicuous location informing the resident(s) that a 911 call was received and identifying the location, the date, and time the officer(s) responded to investigate the 911 hang-up call.
- E. If the officer(s) cannot verify to his/her satisfaction that no emergency exists and determines forcible entry is necessary to fully investigate the situation, the officer(s) shall contact a supervisor for authorization to enter the structure. Officers shall strive to gain entry at a point that will minimize property damage.
- F. If a hang-up call originates from a business or a school, the dispatcher and the officer(s) are to follow the guidelines outlined in A and B above. In addition, officer(s) shall proceed to the front or information desk, usually located in the lobby of the business or school, and ascertain if they are aware of an emergency. If they are not, officer(s) will attempt to locate the phone from which the call was placed and question individuals in the area in an effort to determine if there is an emergency.
- G. If a hang-up call originates from a payphone, the dispatcher and the officer(s) are to follow the guidelines outlined in A and B above. In addition, officer(s) shall proceed to the address and attempt to locate the payphone from which the call was placed using the last four digits of the phone number. If no emergency is apparent, the officer(s) shall question individuals in the area in an effort to determine if there is an emergency.

#### **15.1.4 Recording Phone Conversations**

- A. All emergency phone lines and designated non-emergency phone lines used by the New Albany Police Department are recorded. Recorded calls will be retained for a minimum of one hundred eighty (180) days.
- B. Officer(s) or dispatcher(s) who have cause to have calls reviewed or saved shall provide written notification to their supervisor, stating the reason(s) they wish to have the call held, reviewed, and/or copied and the approximate date and time of the call or incident in question.
  - If the request is deemed appropriate (for example, for evidentiary purposes), the supervisor will arrange to save or copy the call.
  - Calls may also be copied for the purpose of internal investigations, complaints, and/or at the request of a supervisor or Chief of Police.
- C. If the media submits a public records request for a copy of a 911 call, the request should be referred to an on-duty supervisor. As a rule, media requests shall be honored except for portions of the 911 call that contain confidential medical information (HIPAA) or is exempt from public records law. If the media outlet requests the Department to provide them with a copy, the party making the request will encumber all costs associated with the copying process. At no time will an original recording or DVD disk be given to a requestor.

- D. The Police Department honors judicial subpoenas, prosecutor approved Request for Discovery motions, and requests by criminal justice agencies (including Mayor's Court) to make copies of available recordings. Audio recordings generated by the New Albany Police Department are the sole property of the City of New Albany.
- Requests to copy a call shall be narrow in scope and shall specify the date, time, and involved suspect/defendant's name, when known. Copies of calls will include only those portions directly applicable and/or related to the incident in question.
  - The Police Department shall provide audio recordings on CD or DVD media. The costs for providing the recording and media (CD/DVD) is \$10.00 per disk.
  - The Police Department may send audio files via email to a requesting agency or individual. The emailing of such audio file(s) must be approved by the Chief of Police in advance.
  - Public record requests for audio recordings shall be honored per public records law. Requests for copies of audio recordings shall be made as reasonably far in advance as possible. Requests for copies of audio recordings made less than 48 hours in advance (of when needed) may not be honored.



# NEW ALBANY POLICE DEPARTMENT

## Directive 15.2 – Alarm Responses

### 15.2.1 Private Security Alarms

Guidelines for alarm systems and sanctions for excessive false alarms are outlined in Chapter 705 of the New Albany Codified Ordinances.

- A. Upon receipt of a business or residential intrusion alarm activation, the Dispatcher will:
- Dispatch two officers who will respond as quickly and safely as possible without violating traffic laws and/or the use of siren and lights.
  - Upon arrival, the business/residence will be checked.
  - In the event of a false alarm, an officer will complete an Alarm Notification form (PD-08-166).
  - If the resident/owner is not present, a copy of this form will be left in a conspicuous place at the business/residence.
  - If the resident/owner is present, the individual(s) will be verbally advised of the alarm activation/response. The form shall be completed and forwarded to the Police Clerk for processing.

Alarm Notification forms are forwarded to the Police Clerk who maintains an updated file on alarm activations/false alarms for tracking and billing purposes.

- B. Upon receipt of a financial institution or business hold-up alarm, the Dispatcher will:
- Dispatch two officers who will initiate an emergency response (Signal 27).
  - Officers should turn off lights and siren when they arrive within the area so as not to alert any intruder or robber of their arrival. Final approach to the area must be slow, silent, and dark.
  - Officers should observe, as they near the area, people, movement, and occupied vehicles.
  - The responding officers will set up a covert perimeter where they can observe the financial institution. Upon the request of an on-scene officer, the dispatcher will initiate telephone contact with the business.
  - The dispatcher should instruct the manager to exit the building to speak with an officer. The manager shall be instructed to follow the directions of the officers upon leaving the building.
  - Responding officers shall not approach or enter the business until they have spoken with the manager and it is clear that the alarm is false.
  - In the event of an actual robbery, the on duty shift supervisor will respond to the scene to coordinate the preliminary investigation. The shift supervisor is responsible for contacting the Detective, the Chief of Police, and the FBI in the event of an actual robbery.

- C. Upon receipt of a residential panic alarm or residential hold up alarm, the Dispatcher will:
- Dispatch two officers who will respond as quickly as possible without the use of siren or lights.
  - The dispatcher shall attempt to call the address and verify the validity of the alarm.
  - Final approach to the area must be slow, silent, and dark.
  - Officers should observe, as they near the area, people, movement, and occupied vehicles.
  - Officers shall park their cruisers out of sight of the address and should utilize cover when approaching the address.
  - The first officer on the scene should advise all other responding officers where he/she wants them to deploy.
  - If the dispatcher is unable to make contact with anyone at the address, officers should approach the address and attempt to investigate by looking into windows and listening.
  - If the dispatcher does make contact with a person in the residence, this individual should be advised to meet officers at a specified location outside.
  - If the first officers discover a hostage or barricade situation, refer to Chapter 18.1.6.

**ALARM NOTIFICATION  
or  
911 CALL**

**Addendum A**

Alarm

911 Call

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Complete Address

Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Type of Alarm:**

Hold Up  General Intrusion  Audible  Panic

Other \_\_\_\_\_

**Cause:**  Unknown  Equipment Malfunction

Accidental \_\_\_\_\_  
Name of Person Responsible

Other \_\_\_\_\_

**Was location found to be secure?**

Yes  No (If not, note action taken under  
additional remarks)

**Was the Premise Occupied?**

Yes  No

**Name of Person(s) at scene/Relationship to Owner:**

\_\_\_\_\_

**Additional Remarks:** \_\_\_\_\_

\_\_\_\_\_

**Reporting Police Officer:**

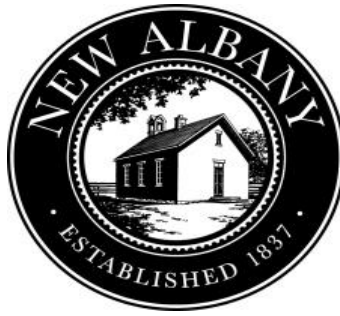
\_\_\_\_\_

Name

Badge #

PD-08-166

**For additional information, please contact the  
New Albany Police Department  
at 855-1234**



<b>Chapter 16</b>	<b>Reviewed/Revised-June 2011</b>
<b>Directive 16.1 - Mutual Aid Agreements</b>	
16.1.1	Geographical Boundaries
16.1.2	Concurrent Jurisdiction
16.1.3	Written Agreements for Mutual Aid
16.1.4	Requesting Federal Assistance
16.1.5	Private, Non-governmental Security Agencies - Cooperation/Assistance

# **NEW ALBANY POLICE DEPARTMENT**

## **Directive 16.1 – Mutual Aid Agreements**

### **16.1.1 Geographical Boundaries**

The geographical boundaries of the City of New Albany are maintained and updated by the Zoning Department. The Police Department maintains an official copy of the City's boundaries on a map (see Addendum A) located within the Dispatch Center. This map is updated by the Zoning Department, as needed, when changes are announced. Detailed plat maps are stored in the file room in the Zoning Department. Official geographical boundary records are also maintained by the Franklin County Recorder's Office.

### **16.1.2 Concurrent Jurisdiction**

The New Albany Police Department is the primary law enforcement agency within the geographical boundaries of the City of New Albany and responds to both emergency and non-emergency calls for service. The following agencies also have concurrent jurisdiction within New Albany as specified:

- A. The Franklin County Sheriff's Office has full concurrent authority under Ohio Revised Code §311.07 (see Addendum B) within Franklin County and may be called upon under the terms of the applicable statutory authority to assist the New Albany Police Department. Likewise, the Licking County Sheriff's Office has full concurrent authority within Licking County and may be called upon to assist the New Albany Police Department in areas of the City that lie in Licking County.
- B. The Ohio State Highway Patrol has full concurrent authority under Ohio Revised Code §5503.02 (see Addendum C) within and upon state properties and state and federal roads and highways and may be called upon under the terms of the applicable statutory authority to assist the New Albany Police Department.
- C. The New Albany Police Department is authorized to enforce specific state laws as outlined in Ohio Revised Code §2935.03 (E-1) (see Addendum D) on streets or highways immediately adjacent to City geographical boundaries. This authority is granted through Ohio Revised Code §2935.03 (E-3) (see Addendum D).

Communications between the above-listed agencies will be conducted primarily through the Law Enforcement Emergency Radio Network (LEERN), via telephone, and/or the MARCS radio system (as available).

The primary agency will be responsible for reporting and prosecuting incidents within concurrent jurisdictions, however, other agencies may be given this authority.

### **16.1.3 Written Agreements for Mutual Aid**

The New Albany Police Department has entered into a Mutual Aid Compact with numerous political subdivisions within Franklin County and Licking County. The agreement(s) (see Addendum E) is/are kept on file in the office of the Chief of Police.

- A. As identified in the Mutual Aid Compact, when an agency is called upon to assist the New Albany Police Department or when the New Albany Police Department is called upon to assist a Mutual Aid Compact agency, the responding agency and its personnel shall be considered a functional portion of the requesting agency and are protected by all applicable laws. In addition to the agencies identified in the Mutual Aid Compact, the Ohio State Highway Patrol (pursuant to Ohio Revised Code §5503.02) may provide

additional personnel for riot, insurrection, disasters, or other emergencies upon request of the Mayor or City Manager of the City of New Albany.

- B. Agencies providing personnel have the legal authority to act within the receiving agency's jurisdiction under a Mutual Aid Compact pursuant to one or more of the following Ohio Revised Codes: §311.29, §505.43, §737.04, and §3345.041.
- C. The on-duty supervisor (usually a Sergeant) has the authority in requesting and approving matters of mutual aid on behalf of the Chief of Police. The supervisor may request mutual aid from or grant mutual aid to any compact agency.
- D. The supervisor will assess the extent of manpower and/or equipment available before committing resources to the requesting agency. This authority is extended to short-term, emergency situations which require immediate action on the part of law enforcement.
- E. In the event a compact agency requests resources that are later found to require extensive overtime, personnel, or equipment, the Chief of Police shall be notified to authorize such requests. This section does not prevent a supervisor from initially sending personnel, resources, and/or equipment to a mutual aid scene when requested.
- F. Per the Mutual Aid Compact, responding outside agencies will report to the on-duty supervisor or his/her designee.
- G. Where mutual aid is utilized, radio communication shall be established through the use of LEERN radio or other commonly shared frequencies such as suburban talk groups on the MARCS system.
- H. Per the Mutual Aid Compact, there shall be no reimbursement for loss or damaged equipment while participating in mutual aid activities, nor shall there be any reimbursement by the requesting agency for Worker's Compensation for injury or death to a member of the New Albany Police Department. Said benefits or reimbursements shall be the responsibility of the City of New Albany.
- I. Per the Mutual Aid Compact, the agreement shall be in effect for a period of three years and shall be automatically renewed for successive three year periods. Mutual Aid Compacts may be withdrawn by either party upon written notice as established in the contract.

#### **16.1.4 Requesting Federal Assistance**

Upon request and approval by the Chief of Police (or his/her designee), the Mayor or City Manager will appeal to the Governor's Office to request National Guard assistance in case of disaster and/or emergency.

In the event of an emergency that requires Federal law enforcement assistance, the Chief of Police or the highest ranking on-duty supervisor is authorized to solicit aid from the appropriate Federal agency. This section does not preclude the New Albany Police Department from utilizing Federal services in the normal course of interagency cooperation and joint functional responsibilities.

#### **16.1.5 Private, Non-governmental Security Agencies – Cooperation/Assistance**

Due to the demographics of New Albany, several private security agencies operate within the City limits. Examples of private security agencies operating within New Albany include The Limited Office of Protective Operations, New Albany Properties Security, private building security forces of large area businesses (Aetna Insurance, Novus Discover Card, Abercrombie and Fitch, etc.), and private personal security for high profile residents who live in the City. The New Albany Police

Department strives to maintain a positive, cooperative working relationship with all private security operations.

Several private security agencies have volunteered their assistance to the New Albany Police Department to aid in criminal investigations. During law enforcement operations, the Police Department may request that private security agencies share in the use of equipment and/or other resources. As with mutual aid requests with other agencies (see Directive 16.1.3(H)), the City of New Albany will not incur liability for equipment or personnel from private security agencies.

Requests for mutual aid may include the following:

- Use of surveillance equipment
- Assistance with surveillance activities
- Assistance with crowd control and/or special events planning
- Use of a drug or bomb detection canine and handler
- Sharing of Intelligence/Information
- Copying and/or enhancement of video recordings or photographs

During the course of a criminal investigation, the Police Department may have a need to establish a crime scene on private property that is within the City but also under a private security agency's area of authority. In such cases, the private security agency **is expected to fully cooperate** with the New Albany Police Department.

Under authority of law, the Police Department has the ultimate right to establish, maintain, and control all official crime scenes within New Albany. This includes the right to control the entrance/egress of all persons in and around the boundaries of the crime scene and to conduct a thorough crime scene investigation.

In such cases, the Police Department will cooperate with the private security agency(ies), as allowable under law. This includes the coordination of news releases to the media. However, all public records requests shall be honored by New Albany Police Department so as not to violate Ohio's Public Records Law (O.R.C. Chapter 149).

**Ohio Revised Code » Title [3] III COUNTIES » Chapter 311: SHERIFF****311.07 General powers and duties of sheriff.**

(A) Each sheriff shall preserve the public peace and cause all persons guilty of any breach of the peace, within the sheriff's knowledge or view, to enter into recognizance with sureties to keep the peace and to appear at the succeeding term of the court of common pleas, and the sheriff shall commit such persons to jail in case they refuse to do so. The sheriff shall return a transcript of all the sheriff's proceedings with the recognizance so taken to such court. The sheriff shall, except as provided in division (C) of this section, execute all warrants, writs, and other process directed to the sheriff by any proper and lawful authority of this state, and those issued by a proper and lawful authority of any other state. The sheriff shall attend upon the court of common pleas and the court of appeals during their sessions, and, when required, shall attend upon the probate court. In the execution of official duties of the sheriff, the sheriff may call to the sheriff's aid such persons or power of the county as is necessary. Under the direction and control of the board of county commissioners, such sheriff shall have charge of the court house. A sheriff or deputy sheriff of a county may participate, as the director of an organized crime task force established under section [177.02](#) of the Revised Code or as a member of the investigatory staff of such a task force, in an investigation of organized criminal activity in any county or counties in this state under sections [177.01](#) to [177.03](#) of the Revised Code.

(B) The sheriff of a county may call upon the sheriff of any other county, the mayor or other chief executive of any municipal corporation, and the chairperson of the board of township trustees of any township within this state, to furnish such law enforcement or fire protection personnel, or both, together with appropriate equipment and apparatus, as may be necessary to preserve the public peace and protect persons and property in the requesting sheriff's county. Such aid shall be furnished to the sheriff requesting it, insofar as possible without withdrawing from the political subdivision furnishing such aid the minimum police and fire protection appearing necessary under the circumstances. Law enforcement and fire protection personnel acting outside the territory of their regular employment shall be considered as performing services within the territory of their regular employment for the purposes of compensation, pension or indemnity fund rights, workers' compensation, and other rights or benefits to which they may be entitled as incidents of their regular employment. The county receiving aid shall reimburse, as provided in this section, the political subdivision furnishing it the cost of furnishing such aid, including compensation of personnel, expenses incurred by reason of the injury or death of any such personnel while rendering such aid, expenses of furnishing equipment and apparatus, compensation for damage to or loss of equipment or apparatus while in service outside the territory of its regular use, and such other reasonable expenses as may be incurred by any such political subdivision in furnishing aid. The cost of furnishing such aid may be paid from the sheriff's furtherance of justice fund created pursuant to section [325.071](#) of the Revised Code or from the law enforcement trust fund created pursuant to section [2981.13](#) of the Revised Code, or from the county general fund to the extent moneys have been appropriated for such purposes pursuant to section [5705.38](#) of the Revised Code unless the board of county commissioners adopts a resolution restricting or prohibiting the use of general fund moneys without the prior approval of the board of county commissioners. Nothing in this section shall be construed as superseding or modifying in any way any provision of a contract entered into pursuant to section [311.29](#) of the Revised Code. Law enforcement officers acting pursuant to this section outside the territory of their regular employment have the same authority to enforce the law as when acting within the territory of their regular employment.

(C) The sheriff shall not execute process that is issued in a state other than this state, unless the process contains either of the following:

(1) A certification by the judge of the court that issued the process stating that the issuing court has jurisdiction to issue the process and that the documents being forwarded conform to the laws of the state in which the court is located;

(2) If the process is an initial summons to appear and defend issued after the filing of a complaint commencing an action, a certification by the clerk of the court that issued the process stating that the process was issued in conformance with the laws of the state in which the court is located.

(D) As used in this section and section [311.08](#) of the Revised Code, "proper and lawful authority" means any authority authorized by law to issue any process and "process" means those documents issued in this state in accordance with section [7.01](#) of the Revised Code and those documents, other than executions of judgments or decrees, issued in a state other than this state that conform to the laws of the state of issuance governing the issuance of process in that state.





• **Ohio Revised Code » Title [55] LV ROADS - HIGHWAYS - BRIDGES » Chapter 5503: STATE HIGHWAY PATROL**

**5503.02 [Effective Until 6/29/2011] State highway patrol - powers and duties.**

(A) The state highway patrol shall enforce the laws of the state relating to the titling, registration, and licensing of motor vehicles; enforce on all roads and highways, notwithstanding section [4513.39](#) of the Revised Code, the laws relating to the operation and use of vehicles on the highways; enforce and prevent the violation of the laws relating to the size, weight, and speed of commercial motor vehicles and all laws designed for the protection of the highway pavements and structures on the highways; investigate and enforce rules and laws of the public utilities commission governing the transportation of persons and property by motor carriers and report violations of such rules and laws to the commission; enforce against any motor transportation company as defined in section [4921.02](#) of the Revised Code, any contract carrier by motor vehicle as defined in section [4923.02](#) of the Revised Code, any private motor carrier as defined in section [4923.20](#) of the Revised Code, and any motor carrier as defined in section [4919.75](#) of the Revised Code those rules and laws that, if violated, may result in a forfeiture as provided in section [4905.83](#), [4919.99](#), [4921.99](#), or [4923.99](#) of the Revised Code; investigate and report violations of all laws relating to the collection of excise taxes on motor vehicle fuels; and regulate the movement of traffic on the roads and highways of the state, notwithstanding section [4513.39](#) of the Revised Code.

The patrol, whenever possible, shall determine the identity of the persons who are causing or who are responsible for the breaking, damaging, or destruction of any improved surfaced roadway, structure, sign, marker, guardrail, or other appurtenance constructed or maintained by the department of transportation and shall arrest the persons who are responsible for the breaking, damaging, or destruction and bring them before the proper officials for prosecution.

State highway patrol troopers shall investigate and report all motor vehicle accidents on all roads and highways outside of municipal corporations. The superintendent of the patrol or any state highway patrol trooper may arrest, without a warrant, any person, who is the driver of or a passenger in any vehicle operated or standing on a state highway, whom the superintendent or trooper has reasonable cause to believe is guilty of a felony, under the same circumstances and with the same power that any peace officer may make such an arrest.

The superintendent or any state highway patrol trooper may enforce the criminal laws on all state properties and state institutions, owned or leased by the state, and, when so ordered by the governor in the event of riot, civil disorder, or insurrection, may, pursuant to sections [2935.03](#) to [2935.05](#) of the Revised Code, arrest offenders against the criminal laws wherever they may be found within the state if the violations occurred upon, or resulted in injury to person or property on, state properties or state institutions, or under the conditions described in division (B) of this section.

(B) In the event of riot, civil disorder, or insurrection, or the reasonable threat of riot, civil disorder, or insurrection, and upon request, as provided in this section, of the sheriff of a county or the mayor or other chief executive of a municipal corporation, the governor may order the state highway patrol to enforce the criminal laws within the area threatened by riot, civil disorder, or insurrection, as designated by the governor, upon finding that law enforcement agencies within the counties involved will not be reasonably capable of controlling the riot, civil disorder, or insurrection and that additional assistance is necessary. In cities in which the sheriff is under contract to provide exclusive police services pursuant to section [311.29](#) of the Revised Code, in villages, and in the unincorporated areas of the county, the sheriff has exclusive authority to request the use of the patrol. In cities in which the sheriff does not exclusively provide police services, the mayor, or other chief executive performing the duties of mayor, has exclusive authority to request the use of the patrol.

The superintendent or any state highway patrol trooper may enforce the criminal laws within the area designated by the governor during the emergency arising out of the riot, civil disorder, or insurrection until released by the governor upon consultation with the requesting authority. State highway patrol troopers shall never be used as peace officers in connection with any strike or labor dispute.

When a request for the use of the patrol is made pursuant to this division, the requesting authority shall notify the law enforcement authorities in contiguous communities and the sheriff of each county within which the threatened area, or any part of the threatened area, lies of the request, but the failure to notify the authorities or a sheriff shall not affect the validity of the request.

(C) Any person who is arrested by the superintendent or a state highway patrol trooper shall be taken before any court or magistrate having jurisdiction of the offense with which the person is charged. Any person who is arrested or apprehended within the limits of a municipal corporation shall be brought before the municipal court or other tribunal of the municipal corporation.

(D)(1) State highway patrol troopers have the same right and power of search and seizure as other peace officers.

No state official shall command, order, or direct any state highway patrol trooper to perform any duty or service that is not authorized by law. The powers and duties conferred on the patrol are supplementary to, and in no way a limitation on, the powers and duties of sheriffs or other peace officers of the state.

(2)(a) A state highway patrol trooper, pursuant to the policy established by the superintendent of the state highway patrol under division (D)(2)(b) of this section, may render emergency assistance to any other peace officer who has arrest authority under section [2935.03](#) of the Revised Code, if both of the following apply:

(i) There is a threat of imminent physical danger to the peace officer, a threat of physical harm to another person, or any other serious emergency situation;

(ii) Either the peace officer requests emergency assistance or it appears that the peace officer is unable to request emergency assistance and the circumstances observed by the state highway patrol trooper reasonably indicate that emergency assistance is appropriate.

(b) The superintendent of the state highway patrol shall establish, within sixty days of August 8, 1991, a policy that sets forth the manner and procedures by which a state highway patrol trooper may render emergency assistance to any other peace officer under division (D)(2)(a) of this section. The policy shall include a provision that a state highway patrol trooper never be used as a peace officer in connection with any strike or labor dispute.

(3)(a) A state highway patrol trooper who renders emergency assistance to any other peace officer under the policy established by the superintendent pursuant to division (D)(2)(b) of this section shall be considered to be performing regular employment for the purposes of compensation, pension, indemnity fund rights, workers' compensation, and other rights or benefits to which the trooper may be entitled as incident to regular employment.

(b) A state highway patrol trooper who renders emergency assistance to any other peace officer under the policy established by the superintendent pursuant to division (D)(2)(b) of this section retains personal immunity from liability as specified in section [9.86](#) of the Revised Code.

(c) A state highway patrol trooper who renders emergency assistance under the policy established by the superintendent pursuant to division (D)(2)(b) of this section has the same authority as the peace officer for or with whom the state highway patrol trooper is providing emergency assistance.

(E)(1) Subject to the availability of funds specifically appropriated by the general assembly for security detail purposes, the state highway patrol shall provide security as follows:

(a) For the governor;

(b) At the direction of the governor, for other officials of the state government of this state; officials of the state governments of other states who are visiting this state; officials of the United States government who are visiting this state; officials of the governments of foreign countries or their political subdivisions who are visiting this state; or other officials or dignitaries who are visiting this state, including, but not limited to, members of trade missions;

(c) For the capitol square, as defined in section [105.41](#) of the Revised Code;

(d) For other state property.

(2) To carry out the security responsibilities of the patrol listed in division (E)(1) of this section, the superintendent may assign state highway patrol troopers to a separate unit that is responsible for security details. The number of troopers assigned to particular security details shall be determined by the superintendent.

(3) The superintendent and any state highway patrol trooper, when providing security pursuant to division (E)(1)(a) or (b) of this section, have the same arrest powers as other peace officers to apprehend offenders against the criminal laws who endanger or threaten the security of any person being protected, no matter where the offense occurs.

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The superintendent, any state highway patrol trooper, and any special police officer designated under section [5503.09](#) of the Revised Code, when providing security pursuant to division (E)(1)(c) of this section, shall enforce any rules governing capitol square adopted by the capitol square review and advisory board.

(F) The governor may order the state highway patrol to undertake major criminal investigations that involve state property interests. If an investigation undertaken pursuant to this division results in either the issuance of a no bill or the filing of an indictment, the superintendent shall file a complete and accurate report of the investigation with the president of the senate, the speaker of the house of representatives, the minority leader of the senate, and the minority leader of the house of representatives within fifteen days after the issuance of the no bill or the filing of an indictment. If the investigation does not have as its result any prosecutorial action, the superintendent shall, upon reporting this fact to the governor, file a complete and accurate report of the investigation with the president of the senate, the speaker of the house of representatives, the minority leader of the senate, and the minority leader of the house of representatives.

(G) The superintendent may purchase or lease real property and buildings needed by the patrol, negotiate the sale of real property owned by the patrol, rent or lease real property owned or leased by the patrol, and make or cause to be made repairs to all property owned or under the control of the patrol. Any instrument by which real property is acquired pursuant to this division shall identify the agency of the state that has the use and benefit of the real property as specified in section [5301.012](#) of the Revised Code.

Sections [123.01](#) and [125.02](#) of the Revised Code do not limit the powers granted to the superintendent by this division.

Effective Date: 10-26-1999

This section is set out twice. See also § [5503.02](#), as amended by 129th General Assembly File No. 7, HB 114, § 101.01, eff. 6/29/2011.

#### **5503.02 [Effective 6/29/2011] State highway patrol – powers and duties**

(A) The state highway patrol shall enforce the laws of the state relating to the titling, registration, and licensing of motor vehicles; enforce on all roads and highways, notwithstanding section 4513.39 of the Revised Code, the laws relating to the operation and use of vehicles on the highways; enforce and prevent the violation of the laws relating to the size, weight, and speed of commercial motor vehicles and all laws designed for the protection of the highway pavements and structures on the highways; investigate and enforce rules and laws of the public utilities commission governing the transportation of persons and property by motor carriers and report violations of such rules and laws to the commission; enforce against any motor transportation company as defined in section 4921.02 of the Revised Code, any contract carrier by motor vehicle as defined in section 4923.02 of the Revised Code, any private motor carrier as defined in section 4923.20 of the Revised Code, and any motor carrier as defined in section 4919.75 of the Revised Code those rules and laws that, if violated, may result in a forfeiture as provided in section 4905.83, 4919.99, 4921.99, or 4923.99 of the Revised Code; investigate and report violations of all laws relating to the collection of excise taxes on motor vehicle fuels; and regulate the movement of traffic on the roads and highways of the state, notwithstanding section 4513.39 of the Revised Code.

The patrol, whenever possible, shall determine the identity of the persons who are causing or who are responsible for the breaking, damaging, or destruction of any improved surfaced roadway, structure, sign, marker, guardrail, or other appurtenance constructed or maintained by the department of transportation and shall arrest the persons who are responsible for the breaking, damaging, or destruction and bring them before the proper officials for prosecution.

State highway patrol troopers shall investigate and report all motor vehicle accidents on all roads and highways outside of municipal corporations. The superintendent of the patrol or any state highway patrol trooper may arrest, without a warrant, any person, who is the driver of or a passenger in any vehicle operated or standing on a state highway, whom the superintendent or trooper has reasonable cause to believe is guilty of a felony, under the same circumstances and with the same power that any peace officer may make such an arrest.

The superintendent or any state highway patrol trooper may enforce the criminal laws on all state properties and state institutions, owned or leased by the state, and, when so ordered by the governor in the event of riot, civil disorder, or insurrection, may, pursuant to sections 2935.03 to 2935.05 of the Revised Code, arrest offenders against the criminal laws wherever they may be found within the state if the violations occurred upon, or resulted in injury to person or property on, state properties or state institutions, or under the conditions described in division (B) of this section.

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(B) In the event of riot, civil disorder, or insurrection, or the reasonable threat of riot, civil disorder, or insurrection, and upon request, as provided in this section, of the sheriff of a county or the mayor or other chief executive of a municipal corporation, the governor may order the state highway patrol to enforce the criminal laws within the area threatened by riot, civil disorder, or insurrection, as designated by the governor, upon finding that law enforcement agencies within the counties involved will not be reasonably capable of controlling the riot, civil disorder, or insurrection and that additional assistance is necessary. In cities in which the sheriff is under contract to provide exclusive police services pursuant to section 311.29 of the Revised Code, in villages, and in the unincorporated areas of the county, the sheriff has exclusive authority to request the use of the patrol. In cities in which the sheriff does not exclusively provide police services, the mayor, or other chief executive performing the duties of mayor, has exclusive authority to request the use of the patrol.

The superintendent or any state highway patrol trooper may enforce the criminal laws within the area designated by the governor during the emergency arising out of the riot, civil disorder, or insurrection until released by the governor upon consultation with the requesting authority. State highway patrol troopers shall never be used as peace officers in connection with any strike or labor dispute.

When a request for the use of the patrol is made pursuant to this division, the requesting authority shall notify the law enforcement authorities in contiguous communities and the sheriff of each county within which the threatened area, or any part of the threatened area, lies of the request, but the failure to notify the authorities or a sheriff shall not affect the validity of the request.

(C) Any person who is arrested by the superintendent or a state highway patrol trooper shall be taken before any court or magistrate having jurisdiction of the offense with which the person is charged. Any person who is arrested or apprehended within the limits of a municipal corporation shall be brought before the municipal court or other tribunal of the municipal corporation.

(D)(1) State highway patrol troopers have the same right and power of search and seizure as other peace officers.

No state official shall command, order, or direct any state highway patrol trooper to perform any duty or service that is not authorized by law. The powers and duties conferred on the patrol are supplementary to, and in no way a limitation on, the powers and duties of sheriffs or other peace officers of the state.

(2)(a) A state highway patrol trooper, pursuant to the policy established by the superintendent of the state highway patrol under division (D)(2)(b) of this section, may render emergency assistance to any other peace officer who has arrest authority under section 2935.03 of the Revised Code, if both of the following apply:

(i) There is a threat of imminent physical danger to the peace officer, a threat of physical harm to another person, or any other serious emergency situation;

(ii) Either the peace officer requests emergency assistance, or it appears that the peace officer is unable to request emergency assistance and the circumstances observed by the state highway patrol trooper reasonably indicate that emergency assistance is appropriate, or the peace officer requests emergency assistance and in the request the peace officer specifies a particular location and the state highway patrol trooper arrives at that location prior to the time that the peace officer arrives at that location and the circumstances observed by the state highway patrol trooper reasonably indicate that emergency assistance is appropriate.

(b) The superintendent of the state highway patrol shall establish, within sixty days of August 8, 1991, a policy that sets forth the manner and procedures by which a state highway patrol trooper may render emergency assistance to any other peace officer under division (D)(2)(a) of this section. The policy shall include a provision that a state highway patrol trooper never be used as a peace officer in connection with any strike or labor dispute.

(3)(a) A state highway patrol trooper who renders emergency assistance to any other peace officer under the policy established by the superintendent pursuant to division (D)(2)(b) of this section shall be considered to be performing regular employment for the purposes of compensation, pension, indemnity fund rights, workers' compensation, and other rights or benefits to which the trooper may be entitled as incident to regular employment.

(b) A state highway patrol trooper who renders emergency assistance to any other peace officer under the policy established by the superintendent pursuant to division (D)(2)(b) of this section retains personal immunity from liability as specified in section 9.86 of the Revised Code.

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(c) A state highway patrol trooper who renders emergency assistance under the policy established by the superintendent pursuant to division (D)(2)(b) of this section has the same authority as the peace officer for or with whom the state highway patrol trooper is providing emergency assistance.

(E)(1) Subject to the availability of funds specifically appropriated by the general assembly for security detail purposes, the state highway patrol shall provide security as follows:

(a) For the governor;

(b) At the direction of the governor, for other officials of the state government of this state; officials of the state governments of other states who are visiting this state; officials of the United States government who are visiting this state; officials of the governments of foreign countries or their political subdivisions who are visiting this state; or other officials or dignitaries who are visiting this state, including, but not limited to, members of trade missions;

(c) For the capitol square, as defined in section 105.41 of the Revised Code;

(d) For other state property.

(2) To carry out the security responsibilities of the patrol listed in division (E)(1) of this section, the superintendent may assign state highway patrol troopers to a separate unit that is responsible for security details. The number of troopers assigned to particular security details shall be determined by the superintendent.

(3) The superintendent and any state highway patrol trooper, when providing security pursuant to division (E)(1)(a) or (b) of this section, have the same arrest powers as other peace officers to apprehend offenders against the criminal laws who endanger or threaten the security of any person being protected, no matter where the offense occurs.

The superintendent, any state highway patrol trooper, and any special police officer designated under section 5503.09 of the Revised Code, when providing security pursuant to division (E)(1)(c) of this section, shall enforce any rules governing capitol square adopted by the capitol square review and advisory board.

(F) The governor may order the state highway patrol to undertake major criminal investigations that involve state property interests. If an investigation undertaken pursuant to this division results in either the issuance of a no bill or the filing of an indictment, the superintendent shall file a complete and accurate report of the investigation with the president of the senate, the speaker of the house of representatives, the minority leader of the senate, and the minority leader of the house of representatives within fifteen days after the issuance of the no bill or the filing of an indictment. If the investigation does not have as its result any prosecutorial action, the superintendent shall, upon reporting this fact to the governor, file a complete and accurate report of the investigation with the president of the senate, the speaker of the house of representatives, the minority leader of the senate, and the minority leader of the house of representatives.

(G) The superintendent may purchase or lease real property and buildings needed by the patrol, negotiate the sale of real property owned by the patrol, rent or lease real property owned or leased by the patrol, and make or cause to be made repairs to all property owned or under the control of the patrol. Any instrument by which real property is acquired pursuant to this division shall identify the agency of the state that has the use and benefit of the real property as specified in section 5301.012 of the Revised Code.

Sections 123.01 and 125.02 of the Revised Code do not limit the powers granted to the superintendent by this division.

Amended by 129th General Assembly File No. 7, HB 114, § 101.01, eff. 6/29/2011.

Effective Date: 10-26-1999

This section is set out twice. See also § [5503.02](#), effective until 6/29/2011.

• **Ohio Revised Code » Title [29] XXIX CRIMES - PROCEDURE » Chapter 2935: ARREST, CITATION, AND DISPOSITION ALTERNATIVES**

**2935.03 Authority to arrest without warrant - pursuit outside jurisdiction.**

(E) In addition to the authority granted under division (A) or (B) of this section:

(1) A sheriff or deputy sheriff may arrest and detain, until a warrant can be obtained, any person found violating section [4503.11](#), [4503.21](#), or [4549.01](#), sections [4549.08](#) to [4549.12](#), section [4549.62](#), or Chapter 4511. or 4513. of the Revised Code on the portion of any street or highway that is located immediately adjacent to the boundaries of the county in which the sheriff or deputy sheriff is elected or appointed.

(3) A police officer or village marshal appointed, elected, or employed by a municipal corporation may arrest and detain, until a warrant can be obtained, any person found violating any section or chapter of the Revised Code listed in division (E)(1) of this section on the portion of any street or highway that is located immediately adjacent to the boundaries of the municipal corporation in which the police officer or village marshal is appointed, elected, or employed.

## DIVISION OF POLICE

Intra-Divisional

August 17, 2007

**TO:** James G. Jackson, Chief of Police  
**FROM:** Sergeant Timothy K. McVey #5168, Emergency Management Unit  
**SUBJECT:** 2007 Annual Mutual Aid Review

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Sir,

The following is the annual update of the mutual aid compacts with the Columbus Division of Police and other local police agencies. One new agency was added to the list for a total of **34** local police agencies that have a Mutual Aid Agreement with the Columbus Division of Police. Copies of all of the mutual aid compacts are on file in the Emergency Operations Center.

Bexley Police Department  
The Village of Brice Police Department  
Columbus Regional Airport Authority (*August 15, 2007*)  
Dublin Division of Police  
Franklin Township Police  
Genoa Township Police Department  
Grove City Police Department  
Hilliard Police Department  
Madison Township Police Department  
Mifflin Township Police Department  
New Albany Police Department  
Pataskala Police Department  
Pickerington Police Department  
Reynoldsburg Police Department  
The Ohio State University Police Department  
Valleyview Police Department  
Whitehall Police Department

Blendon Township Police Department  
Clinton Township Police Department  
Delaware County Sheriffs Office  
Fairfield County Sheriffs Office  
Gahanna Police Department  
Grandview Heights Police Department  
Groveport Police Department  
Licking County Sheriffs Office  
Madison County Sheriffs Office  
Minerva Park Police Department  
Obetz Police Department  
Perry Township Police Department  
Powell Police Department  
Sharon Township Police Department  
Upper Arlington Police Department  
Westerville Police Department  
Worthington Division of Police

Respectfully Submitted

Sergeant Timothy K. McVey #5168  
Emergency Management Unit

CC: CALEA Unit  
Communications Bureau





<b>Chapter 17</b>	<b>Reviewed/Revised-September 2016</b>
<b>Directive 17.1 – Personnel Hiring Process – Police Officer</b>	
17.1.1	Personnel Hiring Process
17.1.2	Recruitment
17.1.3	Application Process and Written Test
17.1.4	Screening Interview
17.1.5	Background Investigation
17.1.6	Polygraph
17.1.7	Physical Fitness Test
17.1.8	Oral Review Board
17.1.9	Final Interview
17.1.10	Psychological Test
17.1.11	Physical Examination
17.1.12	Probationary Period
17.1.13	Lateral Transfer Applicants
<b>Directive 17.2 – Personnel Hiring Process – Dispatcher/Civilian Employee</b>	
17.2.1	Dispatcher Center/Civilian Recruitment and Hiring
17.2.2	Formal Application
17.2.3	Written Examination
17.2.4	Background Investigation
17.2.5	Oral Review Board
17.2.6	Assessment Tools
17.2.7	Final Interview
17.2.8	Psychological Test
17.2.9	Probationary Period
<b>Directive 17.3 – Special Assignments</b>	
17.3.1	Selection Process
17.3.2	Special Assignments
17.3.3	Posting
17.3.4	Interview
17.3.5	Rotation

<b>Directive 17.4 – Promotions</b>
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17.4.1 Selection Process
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17.4.2 Qualifications
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17.4.3 Posting
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17.4.4 Written Promotional Examination
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17.4.5 Oral Board and Assessment
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17.4.6 Sergeants Interview
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17.4.7 Behavioral Assessment Testing
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17.4.8 Chief's Interview
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17.4.9 Additional Testing for External Candidates
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17.4.10 Probationary Period
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# **NEW ALBANY POLICE DEPARTMENT**

## **Directive 17.1 – Personnel Hiring Process – Police Officer**

### **17.1.1 Personnel Hiring Process**

The New Albany Police Department has established procedures for the recruitment, selection, and hiring of the positions of Police Officer, Dispatcher, Part-Time Dispatcher and other civilian employees. These procedures do not circumvent the New Albany Policy and Procedure Manual which takes precedence in cases of potential conflicts. The procedures for the hiring process of full time, sworn Police Officers are outlined below.

### **17.1.2 Recruitment**

The New Albany Police Department will recruit qualified applicants through various means and publications, including the City's web site. Advertisements will include a basic job description, minimum qualifications, essential functions (including physical and mental requirements), and application procedures.

### **17.1.3 Application Process and Written Test**

Applicants who are seeking employment as fulltime, sworn Police Officers for the New Albany Police Department will be given a recruitment deadline to register for and complete testing through the National Testing Network (NTN). Additionally, all candidates are required to complete the online Ergometrics personal history questionnaire. Successful completion of these entry level Ergometrics tests are the mandatory first steps in the New Albany recruitment process. All candidates who have successfully completed Ergometrics Testing through the NTN within the previous 12 months from the recruitment date and who have named the City of New Albany as a reporting agency will be considered. Minimum standards and requirements for an applicant will be posted on the Police Department's website.

An eligibility list will be established which will contain the names of all the candidates who have successfully passed all phases of the Ergometrics testing and meet minimum requirements. The eligibility list shall be valid for a period of one year from the date testing is concluded. However, if the current eligibility list does not contain an adequate number of candidates to select from, the Chief of Police, with approval of the City Manager, may proceed in establishing a new eligibility list before this time period has elapsed.

### **17.1.4 Screening Interview**

A predetermined number of candidates from the eligibility list shall be invited to participate in the screening interview. The anticipated number of openings for the position of police officer over the life of the eligibility list will be considered when determining the number of candidates to be interviewed. The interviews will be conducted by members of the police department's command staff and may also include city administrators. The candidates selected to continue in the process after the screening interview will proceed to the next step in the selection process. Selected candidates will meet with a background investigator immediately after the interview. The investigator will obtain the candidates fingerprints, photo and background information. Candidates will also be provided a background information packet to complete.

### **17.1.5 Background Investigation**

Each candidate will receive a Release of Information Waiver, a Credit Check Waiver, and a Military History Waiver which will accompany the packet, and the applicant must sign each waiver (as applicable) before the background process can proceed. A detailed and thorough background investigation will be conducted. The investigation will include inquiries in the areas of criminal record, employment history, credit, family history, educational background, military

service, and individual history. An applicant may be disqualified during the background investigation if the background investigator discovers eliminating factors that would be considered cause for dismissal.

### **17.1.6 Polygraph**

Candidates will be required to submit to a polygraph examination or similar tests for truth verification which shall be conducted by a qualified examiner. The purpose of the polygraph is to ensure the accuracy and truthfulness of the information gathered during the background investigation and information provided by the applicant on the personal history questionnaire and background information packet. The polygraph/truth verification testing process is graded on a pass/fail basis with the successful candidates proceeding to the next step of the hiring process. If a candidate fails a polygraph test, he/she may be permitted to take an alternate test (ie – CVSA) at the discretion of the Chief of Police.

### **17.1.7 Physical Fitness Test**

Candidates that have been invited to participate in the Physical Fitness Test will take part in a test that has been modeled after the nationally recognized Cooper Institute for Aerobic Research standards and other Police Department physical fitness standards tests. The physical fitness test will be measured as a pass/fail standard. Those police officer candidates who are unable to pass all 4 events (which shall include a timed 1.5 mile run, maximum sit-ups in one minute, maximum push-ups in one minute, and maximum bench press with three attempts) by the minimum standard score will be dropped from further consideration. The remaining candidates who have passed the minimum standards will proceed to the next step in the selection process.

### **17.1.8 Oral Review Board**

The top candidates remaining in the hiring process will be invited to participate in the Oral Review Board (ORB). The anticipated number of openings for police officer over the life of the eligibility list will be considered when determining the number of candidates to be invited to the ORB. The ORB will be comprised of senior staff members and supervisors. The candidates that are interviewed will be given questions and scenarios in an effort to evaluate their decision-making, communication skills, judgment, leadership skills, and command presence. Each candidate is evaluated and ranked according to the interview. The top candidates will then proceed to the next step of the hiring process.

### **17.1.9 Final Interview**

The Chief of Police will interview the final candidates. In addition, the City Manager, and/or Police Department supervisors may be asked to participate in the final interview. Upon completion of the interview and approval of the City Manager, a conditional offer of employment may be made to the selected candidate(s). Upon receiving a conditional offer of employment, the candidate(s) will proceed to the final steps.

### **17.1.10 Psychological Test**

A qualified psychologist/psychiatrist will conduct a psychological profile to determine the final candidate's mental/emotional fitness for the position. This test will be conducted on a pass/fail basis.

### **17.1.11 Physical Examination**

Pursuant to legislative requirements, all Police Officer candidates who have been given a conditional offer of employment will undergo a complete medical/physical examination which shall be conducted by a qualified medical doctor. The medical examination will include blood work, urine drug testing, stress EKG tests, and other required medical tests. Unsatisfactory results of the medical/physical examination may cause the candidate to be disqualified.

### **17.1.12 Probationary Period**

Newly appointed full-time Police Officers shall be assigned to the Field Training Officer (FTO) Program for a period of fourteen weeks. Police Officers who have had prior police experience may be permitted, with the approval of the Chief of Police, a shortened training period (see Directive 17.3.12). Each officer's prior experience will be decided on a case-by-case basis.

Pursuant to Codified Ordinance 155.04, all employees of the New Albany Police Department shall be considered probationary employees for a period of one (1) year from the date of appointment or the date of police academy graduation (as applicable).

### **17.1.13 Lateral Transfer Applicants**

All lateral transfer applicants who are seeking employment as Full-time Police Officers with the New Albany Police Department must adhere to Directive 17.1.3 through Directive 17.1.12 of the written Personnel Hiring Process for Police Officers. All lateral transfer applicants must be fulltime paid police officers certified in the State of Ohio with no breaks in service for 2 years, and they must have arrest powers.

Lateral transfer employees may transfer sick leave balances per the City's codified ordinance. A letter is required from the current employer outlining employment dates and current sick leave balance in order to be considered for the transfer of sick leave time. Vacation and compensatory time does not transfer. Starting salary will be determined by the Chief of Police and City Manager (as specified in the conditional offer of employment letter).

# NEW ALBANY POLICE DEPARTMENT

## Directive 17.2 – Personnel Hiring Process – Dispatcher/Civilian Employee

### 17.2.1 Dispatch Center/Civilian Recruitment and Hiring

The City will recruit qualified police Dispatch Center/Civilian applicants through various means and publications both internally and externally for full and part-time Dispatch Center/Civilian positions. The City will outline the application submittal process on its website and through other forms of communication, such as email and/or newspaper ads.

### 17.2.2 Formal Application

The recruitment process will generally begin 2-4 weeks before the application deadline. Formal applications will be submitted in person, by mail, or via email as specified in the applicable position posting. A deadline for applications will also be posted. Applications submitted after the deadline may not be considered for employment.

Each candidate's application materials will be reviewed to determine whether or not he/she meets the required minimum qualifications to proceed to the next step of the hiring process. The best qualified candidates, whose background and experience most closely meet the City's current needs, will be invited to participate in an interview process consisting of written and/or oral components as outlined below. The City reserves the right to test an applicant in any other manner to determine suitability and to alter any aspect of the selection process. Meeting the minimum requirements listed in the position description does not guarantee advancement in subsequent phases of the selection process.

### 17.2.3 Written Examination

The selection process may include a written examination, as applicable for the position. A written examination will be administered to qualified applicants on a pre-determined date, time and location. Candidates will receive a raw score on the written examination. The written examination will be obtained from an established, recognized and credentialed test development company.

Candidates finishing in the top 10 of the written examination process (with a passing score) will be notified within 10 days of their score and their progression to the next phase of the selection process. All other candidates will be notified in writing or via email that they are no longer in the hiring process within thirty (30) days.

### 17.2.4 Background Investigation

If applicable, candidates finishing in the top 10 of the written examination process (with a passing score), or qualified candidates identified through the formal application process (above) will be provided a background information packet. A thorough and complete background investigation and record check will be initiated as outlined below. The function of the background investigation and record check is to assist the City in reaching a determination regarding each candidate's suitability for employment within the department.

The background investigator (usually a Detective) shall be furnished with the application(s) and other information pertaining to each given candidate. The background investigation shall consist of, but will not be limited to, the following:

- Verification of the candidate's credentials, educational achievements, past and present employment, residence, citizenship, and driver's license;
- Review of each candidate's criminal and traffic record, if any; and

- Interviews with past and present employers, neighbors, school officials, and personal references.
- Fingerprints shall be taken for each candidate and submitted for state and federal screening.

In addition, the following occurrences, incidents, events, conduct, or behaviors in a candidate's background may result in immediate disqualification from the selection process:

- Felony conviction;
- Illegal use of controlled substances and/or conviction for control substance violations;
- Excessive use of alcoholic beverages;
- Poor work record;
- Poor driving record, (numerous accidents or numerous convictions for moving traffic violations);
- Numerous debts which are not being regularly paid-off or debts in delinquency/default; and
- Other related and/or similar occurrences or incidents that would be unacceptable or undesirable given the nature of the duties/responsibilities inherent to a position within the Police Department.

### **17.2.5 Oral Review Board**

The top candidates following a written examination (as applicable), will be invited to participate in an Oral Review Board interview. Representatives of the Oral Review Board may include civilian personnel, Police Sergeants, the Chief of Police (or his/her designee), and the City Manager (or his/her designee).

The candidates will be given questions and scenarios in an effort to evaluate their decision-making, communication, judgment, and leadership skills. Each candidate will be evaluated and ranked according to the interview. Generally, the top three candidates will be invited to a final interview with the Chief of Police and the City Manager (or his/her designee).

### **17.2.6 Assessment Tools**

As applicable for the position, other assessment tools may be used on an as needed basis.

### **17.2.7 Final Interview**

The top three candidates who were selected from the Oral Review Board will be invited to a final interview as indicated above. Upon completion of the interviews, the Chief of Police will confer with the City Manager's office and, upon approval, shall select a successful candidate(s). A conditional offer of employment will be given to this candidate.

### **17.2.8 Psychological Test**

A qualified psychologist/psychiatrist will conduct a psychological profile to determine the final candidate's mental/emotional fitness for the position. This test will be conducted on a pass/fail basis.

### **17.2.9 Probationary Period**

A one-year probationary period as outlined in the City's Personnel Ordinance (Chapter 155) will apply to all full and part-time, non-exempt, positions within the City. A newly appointed Dispatcher shall be assigned to a Field Training Program for a period of nine weeks. Dispatchers who have had prior police dispatching experience may be permitted, with the approval of the Chief of Police, a shortened training period. Each Dispatcher's prior experience will be decided on a case-by-case basis.



# NEW ALBANY POLICE DEPARTMENT

## 17.3 – Special Assignments

### 17.3.1 Selection Process

Police Officers who meet minimum qualifications set by the Chief of Police shall be considered for appointment for a special assignment or position. These special assignments/positions currently include Detective, School Resource Officer (SRO), ~~Canine Officer~~, and DARE Officer and may include additional assignments in the future.

### 17.3.2 Special Assignments

Police Officers who are interested in being considered for a special assignment must meet the minimum requirements. These minimum requirements include:

- A satisfactory performance evaluation during the most recent rating period
- At least three years of patrol experience
- A sincere interest in the position
- No serious disciplinary problems

### 17.3.3 Posting

Pursuant to CBA Article 15 (Section 15.3), when the Chief of Police has established a need or an opening exists for a special assignment position, a job opening shall be posted in a conspicuous location within the Police Department facility and emailed to all sworn union employees. The posting/email shall inform prospective candidates of the following:

- Position being posted
- Minimum qualifications, as applicable
- Date and time written notification must be submitted to the Chief of Police
- Brief job description

### 17.3.4 Interview

Those qualified candidates who have notified the Chief of Police in writing and/or via email will be advised of the date and time of the interview(s). The Chief of Police shall interview and evaluate each candidate according to criteria in the posting. Additional Police Department personnel, (including supervisors and officers currently in the special assignment), City personnel (from other City departments), and/or New Albany citizens or employees may participate in the interview process. The Chief of Police will then rank each of the candidates according to their interview and will select the top candidate from that list.

### 17.3.5 Rotation

To provide as many officers as possible the opportunity to develop their careers, build effective leadership skills, and to diversify their work experience, all of the above listed special assignments shall be limited to specific periods of time. Special assignments shall be limited to a period of six (6) years from the date of initial assignment.

When an officer is nearing the end of his/her specialized assignment period, the specialized position will be posted pursuant to the above procedures and Section 15.3 (B) of the CBA. If

more than one officer applies for an open specialized position, then the selection process will follow the above outlined procedures to select an officer to fill the specialized assignment.

If only one officer applies for the specialized assignment and he/she possesses the qualifications and attributes for the position, then he/she shall be appointed to the specialized assignment. If only one officer applies and he/she does not possess the necessary qualifications and/or attributes, then the Chief of Police or his/her designee may:

- Appoint any qualified officer to fill the specialized assignment
- Extend by one year the appointment of the officer currently filling the specialized assignment until the next annual shift selection process
- Abolish the specialized assignment

Officers who have been rotated out of a specialized assignment may re-apply for the same specialized position after 3 years have passed since the officer last held that same assignment. Officers who have been rotated out of a specialized assignment may apply for any other specialized assignment when an opening exists in a different specialized position.

# NEW ALBANY POLICE DEPARTMENT

## Directive 17.4 – Promotions

### 17.4.1 Selection Process

The New Albany Police Department has established the promotional procedures for supervisory positions within the Police Department, including the position of Police Sergeant. The selection process for the position of Police Sergeant is outlined below. The Chief of Police reserves the right to open the Police Department's promotional process to qualified individuals from outside the City of New Albany. Reasons for opening the process to individuals outside the agency may include too small of a pool of qualified police officers from within the New Albany Police Department, lack of qualified individuals from within the New Albany Police Department, desire to select the most highly qualified and available candidates for leadership positions within the department, etc.

### 17.4.2 Qualifications

The Chief of Police determines the minimum qualifications for the position of Police Sergeant. Candidates must meet the minimum qualifications as established by the Chief of Police and approved by the City Manager. These minimum qualifications include the following:

- Valid Ohio Driver's License and ability to maintain insurability under the city's vehicle insurance policy
- A current Ohio Peace Officer Training Academy (OPOTA) police officer certification
- A Bachelor's Degree from an accredited college or university
- A minimum of 5 years of full-time police officer experience at the time of the written examination
- No serious disciplinary problems

### 17.4.3 Posting

When the Chief of Police has established a need for a Police Sergeant, a job posting for the position will be displayed in a conspicuous manner within the Police Department facility and emailed to all Police Department personnel. In addition, if the position is open to external candidates, this information may be posted on the City's web site, advertised in newspapers, advertised in professional publications, etc. The posting/email/advertisement for the position shall inform prospective candidates of the following:

- Position description
- Minimum qualifications (as stated above)
- Date and time interested candidates must respond in writing and/or via email

### 17.4.4 Written Promotional Examination

Candidates who have notified the Chief of Police or his/her designee in writing of their interest in the Police Sergeant's position will be notified by mail/email of the date, time, and location of the promotional examination. The written examination will be obtained from an established, recognized and credentialed test development company. Candidates may be given a list of resource/reference materials (if available) in order to study and prepare to take the examination. The examination will be given on date(s) and time(s) that will ensure fairness to all the candidates taking the test. The examination must be passed to continue on to the next phase of testing. The written examination will account for 25% of the candidate's final score.

### **17.4.5 Oral Board and Assessment**

Candidates who have passed the written promotional exam will be provided an opportunity to continue in the promotional process by participating in an oral board and assessment as follows:

#### *Essay/Questionnaire Exercise*

The purpose of this exercise is to gauge a candidate's writing, comprehension, and supervisory skills. The essay/questionnaire exercise will account for 25% of the candidate's final score.

#### *Oral Review Board*

The Oral Review Board will consist of officers of the rank of sergeant (or above) from the New Albany Police Department and from other central Ohio law enforcement agencies. The Oral Review Board will ask a pre-determined set of questions to each candidate. Each board member will rank each candidate according to the responses given during the interview. A final score will be tabulated and account for 25% of each candidate's score.

#### *In-Basket Exercise*

Either directly before or directly after the Oral Review Board, each candidate will be required to participate in an "in-basket" exercise. The purpose of the "in-basket" exercise is to demonstrate a candidate's time management, organizational, and prioritization skills. A final score will be tabulated and account for 25% of each candidate's score.

### **17.4.6 Sergeants Interview**

Candidates that obtain a passing score on the written, essay/questionnaire, oral review board and the in-basket examinations may be required to participate in a sergeants interview. The interview panel will consist of two or more New Albany Police Department sergeants. Each sergeant will rank the candidates based on the interview. The sergeants will submit their final rankings to the Chief of Police.

### **17.4.7 Behavioral Assessment Testing**

In addition to the sergeants interview, candidates may be required to complete a behavioral assessment. The assessment is intended to provide insight into the candidate's behavior, motivators, emotional intelligence, skills and acuity. The results of the assessment will be considered, along with the results of all other testing steps, by the Chief of Police in making the recommendation to the City Manager.

### **17.4.8 Chief's Interview**

The top candidates (based upon a final tabulated score from the written, essay/questionnaire, oral review board, and in-basket exercise) will be invited to an interview with the Chief of Police and the City Manager. Supervisors from the New Albany Police Department and senior staff members from the City of New Albany may also participate in this interview. While the candidate's final score, ranking and experience will be given consideration, the Chief of Police has sole discretion and may consider any and all factors including, without limitation, the candidate's skills, abilities and job performance in making a recommendation to the City Manager to promote/hire a candidate(s) to the position of sergeant.

### **17.4.9 Additional Testing For External Candidates**

In addition to the testing detailed previously, external candidate(s) may be required to successfully complete a physical fitness assessment and a background investigation prior to receiving a conditional offer of employment.

Upon being given a conditional offer of employment, the top external candidate(s) may be required to undergo polygraph, psychological and/or medical testing. Consideration will be given to a candidate's past psychological and/or medical examinations that may have been recently completed. Candidates must successfully pass a polygraph, psychological and medical examination prior to being hired.

### **17.4.10 Probationary Period**

Newly promoted supervisors (including Police Sergeants) shall be assigned to a supervisory FTO period of at least four weeks. The supervisory FTO period shall be determined by the Chief of Police based upon the experience of the newly promoted supervisor.

Pursuant to Codified Ordinance 155.04(d), an internal candidate (current employee) promoted to a higher position or transferred to another position shall be classified as a probationary employee in that position for a period of six months. If the employee does not perform satisfactorily during the applicable probationary period (six-month for an internal candidate and one year for an external candidate), he/she shall be returned to his/her previous position. His/her seniority in that position is forfeited as outlined in Article 14.1 of the Collective Bargaining Agreement.

Pursuant to Codified Ordinance 155.04 (a), an external candidate hired for the position of Police Sergeant shall be classified as a probationary employee for a period of 12 months.



<b>Chapter 18</b>	<b>Reviewed/Revised-June 2011</b>
<b>Directive 18.1 – Unusual Occurrences</b>	
18.1.1	Planning Responsibility
18.1.2	Natural/Man-made Disasters
18.1.3	VIP Security Plan
18.1.4	Special Events Plan
18.1.5	Mass Arrests
18.1.6	Hostage/Barricade Situations
18.1.7	Bomb Emergencies
18.1.8	Emergency Mobilization Plan
18.1.9	Hazardous/Infectious Materials Incidents
18.1.10	Tactical Team Procedures

# NEW ALBANY POLICE DEPARTMENT

## Directive 18.1 - Unusual Occurrences

### 18.1.1 Planning Responsibility

The on-duty Sergeant is responsible for the development of the unusual occurrence plans and general oversight of all field operations during any unusual occurrence. In the absence of a Sergeant, these tasks will be assumed by the on-duty officer in charge. In cases of unusual occurrences, the Sergeant will serve as an advisor to the Chief of Police and have the primary responsibility of expediting manpower and resources to address the occurrence.

### 18.1.2 Natural/Man-made Disasters

Natural disasters such as tornadoes or floods and man-made disasters such as a plane crash, will be handled on a case-by-case basis due to the numerous factors that may influence the response. The highest-ranking Fire Department official will have overall command at a disaster scene. A major disaster scene may be divided into geographic units, each commanded by a Fire Department official. The Police Department will provide support services and implement evacuation when necessary. Potential disasters as a result of weather can often be anticipated before their occurrence.

#### A. Weather Alerts

- When a severe weather watch is issued, the Dispatcher will periodically air this information to all on-duty police personnel.
- All on-duty personnel should remain aware of weather conditions and notify the radio room if a tornado or other dangerous weather condition is observed.

#### B. Tornado Warning Procedure

- When a tornado warning is sounded, the dispatcher shall remain in the secured Dispatch Center. The dispatcher shall instruct any visitors in the lobby area to take shelter in Interview Room B.
- All on-duty officers will patrol the area to observe weather conditions. All patrol vehicles should stay in separate areas and apart from Fire Department vehicles.
- Once weather conditions are safe, the dispatcher will advise all Police Department employees to resume normal activity.
- The following are guidelines to help determine when severe weather or tornados are imminent:
  - a) Tornados, funnel clouds or wall clouds.
  - b) Any persistent rotation in the clouds.
  - c) Damage that is a result of hazardous weather such as straight-line winds, tornados, flooding/flash-flooding, or winter storms.
  - d) Occurrence of hail, half of inch or larger.
  - e) More than one tree uprooted or blown down/or more than one large limb.
  - f) An inch or more of rain in an hour.

C. Disaster Procedures

- Police Department personnel will respond to the disaster scene and secure the area. All unnecessary personnel and onlookers should be cleared from the area and a perimeter established (if possible).
- Access for emergency personnel and equipment should be established.
- Avoid searching for injured individuals. Searches will be conducted by personnel with special knowledge of and equipment for disaster scenes. The primary concern for police personnel is to provide access for other emergency equipment; however, do not avoid rendering aid to injured persons in the immediate area.
- Advise the Dispatch Center of the impact area to better coordinate with the Fire Department what additional personnel and equipment is needed.
- In the event of a disaster of a large magnitude, the Police and Fire Departments will need to coordinate with additional responding agencies. For example, large weather related disasters usually require the support of the Red Cross, Emergency Management Agencies (Federal, State, and Local), and Health Departments.
- In some cases, the Police Department may need to relieve the command of the scene to a higher authority. For example, aircraft disasters would be investigated by the Ohio State Highway Patrol and/or the Federal Aviation Administration (FAA), bombings would be investigated by the Bureau of Alcohol, Tobacco, and Firearms (ATF) and/or the Federal Bureau of Investigation (FBI); environmental disasters and/or hazardous materials incidents would be investigated by the Environmental Protection Agency (Federal or local EPA), etc.

### 18.1.3 VIP Security Plan

On occasion, the Police Department may be called upon to serve in a protection capacity for dignitaries, celebrities, or famous persons (defined as Very Important People-VIPs). The following considerations will be addressed during the planning and implementation phases of such visits:

- A. The Sergeant whose shift the visit occurs on will act as supervisor and coordinator of all security details and will be responsible for acting as/or appointing a liaison to network with other agencies or groups involved in the protection detail.
- B. The Sergeant in charge will assemble a group of officers for assignment to the detail based upon their experience and training balanced against the needs of the detail. Resource considerations for the detail should be:
- Transportation needs
  - Tactical equipment needs (weapons, body armor)
  - Manpower/Staffing resources
  - Radio and land line communication needs

Logistics considerations for the detail should be:

- Evaluating and inspecting travel routes, physical facilities, and the external environment of the visit



- Identifying and fulfilling the medical needs of the visit
  - Establishing perimeters
  - Identifying alternative escape route plans by vehicle, aircraft, and on foot
- C. A detective may be called upon to gather intelligence information from outside sources in an effort to make a threat assessment or evaluation of the VIP visit.
- D. A qualified member of the Plain Township Fire Department may be consulted for advice toward the design of a comprehensive medical plan identifying first aid concerns, medical trauma centers, and evacuation needs.
- E. Coordination of identification for all detail members using lapel pins or other form of identification (as needed )will be the responsibility of the Sergeant in charge.
- F. The Sergeant in charge will work with the City's Public Information Officer to handle relations with the media including inquiries and press releases.
- G. The Sergeant in charge must submit a written report to the Chief of Police within ten days of the detail's completion. The report will include an overview of the event and suggestions for modification of future similar events. This report will be based upon surveys of the groups, VIPs, and agencies served by the protection detail with respect to their opinion of the Police Department's level of service.

#### **18.1.4 Special Events Plan**

Special events are defined as any activities such as parades, athletic contests, public demonstrations, or celebrations that result in the need for traffic or crowd control or other special attention from law enforcement.

- A. The supervising Sergeant is generally placed in charge of all special events requiring uniformed Police Department services. The Sergeant will determine what resources are required to effectively and efficiently address the event and may meet with other City departments or event sponsors or event planners to coordinate plans and address issues such as:
- Crowd estimates
  - Traffic and parking
  - Specific criminal behavior anticipated (if any)
  - Utilization of additional police officers/resources
  - Physical barriers (cones, barricades)
  - Re-routing of mass transit sources
- B. A detective should provide any information concerning anticipated crime problems other than those generally associated with large crowds.
- C. Other designated Police Department employees may be asked to assist in the planning and execution of the event.
- D. The Sergeant in charge will be responsible for compiling relevant data to submit to the Chief of Police within ten days after the event's completion. This information should include an overview of the event (crowd estimates, manpower distribution, traffic concerns, and criminal activity) and any recommendations for future special events.

## 18.1.5 Mass Arrests

Under rare circumstances, the Police Department may encounter situations that involve mass arrests of people which exceed the normal daily booking ratios. Contingency plans are made in the event such actions become necessary to facilitate the restoration of order.

A. Situations involving the arrest of a large group of individuals require the immediate physical presence of a Sergeant or command level officer at the arrest location to coordinate manpower and resources to address the situation. Considerations for the supervisor include:

- Prisoner identification
- First aid needs
- Prisoner containment
- Transportation resources
- Appropriate and timely booking
- Post-arrest transportation of crime scene evidence

The slating officer(s) will immediately search prisoners brought to the Police Department upon arrival even though an initial search for weapons and contraband should have been completed by the arresting officer.

B. In the event juveniles are arrested in mass arrest situations, care shall be taken to ensure they are kept separate (sight and sound) from adult prisoners. Generally, all juveniles charged with criminal offenses should be released to their parent(s), legal guardian, or an intake representative of Franklin County Children's Services as soon as practical after the arrest. (see also Directive 4.1.2.) Juveniles charged with serious felony offenses requiring incarceration will be transported to the juvenile detention facility at the Court of Domestic Relations as soon as practical.

C. In circumstances where it is clear to supervision that the number of persons arrested may exceed the resources of the Police Department's holding/booking area, the following alternatives should be examined:

- Direct transportation to the Franklin County Jail
- Establishment of temporary booking areas within the sallyport or other designated areas of the police facility.
- Establishment of temporary off-site booking areas such as the equipment bay areas at the Plain Township Fire Department

The most practical solution involves the coordination of mutual aid with the Franklin County Sheriff's Office wherein secured prisoner buses could be borrowed to transfer the prisoners to a designated secured facility at the main county jail or the secondary corrections center on Jackson Pike.

D. Some types of mass arrest situations or civil disorders may dictate the need for the photographic recording, preservation, collection, transportation, and security of physical evidence. If those situations arise, the Sergeant will be notified in order to deploy resources to address those task(s) which may include ordering in personnel on overtime.

E. The on-duty shift supervisor has the responsibility of guarding against prisoner escape. The supervisor may request, through the chain-of-command, permission to order in off-duty officers or supervisors to assist with the booking process. The supervisor also has the latitude to request officers from surrounding law enforcement agencies to assist the Police Department under the countywide mutual aid agreement. (see Directive 16.1.3)

- F. After being searched, each prisoner will be photographed by personnel as part of the identification process. This can be achieved by using the Police Department's digital camera and/or other digital cameras.
- G. Should the nature and size of the incident require assistance from other law enforcement agencies, those officers will be assigned to assist with the physical security of the holding area, temporary detention facility, or medical facility where prisoner(s) may be transported. These officers will generally be assigned to duties where detailed knowledge of the policies and procedures of the Police Department is not necessary.
- H. All persons arrested in mass arrest situations will be afforded all legal and customary rights with respect to notification of defense counsel. Whether those arrested are taken to the Police Department, temporary holding facilities, or to the county jail, telephone and/or personal contact with defense counsel will be a primary consideration.
- I. Mass arrest situations may require the City Attorney or his/her representative to be summoned to the Police Department to provide legal advice as well as assistance in the preparation of formal charges against the prisoners.
- J. If the arrest situation gains the interest of the news media to the extent that the media's information collection efforts overwhelm on-duty supervision, additional personnel may be summoned. The City's Public Information Officer shall be contacted as soon as practical to assist in developing press releases and guiding the media to ensure that accurate information is reported to the public.
- K. Regardless of where prisoners are transported for booking, reasonable accommodations for the basic human needs such as food, water, and sanitary facilities will be provided. The supervisor will be responsible for prisoner placement locations to guarantee compliance with applicable state/federal regulations.

To assure that proper resources can be obtained easily and in a timely manner, the Chief of Police may authorize the notification of the City Finance Director. The Finance Director may assign a representative to assist the Police Department in obtaining resources that may be required, but not on hand, during special circumstances such as mass arrests.

- L. No prisoner will be denied treatment for any claimed or visible medical ailment or malady. It is the responsibility of the on-duty supervisor to ensure each prisoner is evaluated. The on-duty supervisor has a variety of options toward the care for sick or injured prisoners which may include summoning paramedics for transport of the prisoner(s) to medical facilities.
- M. At the discretion of the ranking on-duty supervisor at the time of the incident, civilian employees, including the Police Clerk, Support Services Manager, and dispatchers, may also be called in to assist with compilation of arrest data in order to facilitate the process in a timely manner.

### **18.1.6 Hostage/Barricade Situations**

#### **Control of Scene**

- A. When the Police Department is involved in a situation with an armed suspect who has seized or is believed to have seized control of a dwelling or other structure (with or without hostages), immediate steps should be taken to ensure the safety of all persons in the area. Individuals who have barricaded themselves against arrest (with or without hostages) present extraordinary danger to responding officers and civilians in the area.
- B. Primary responsibility of the first responding officers at such events should be focused upon the establishment of a scene perimeter to eliminate escape routes to preserve the safety of bystanders, and to facilitate evacuations from the area.

- C. The responding Sergeant shall take immediate control of the scene to begin preliminary planning toward the proper and safe application of law enforcement resources to the event. Precautions include, but are not limited to, the following:
- Strengthening of the perimeter by establishing an inner and outer perimeter
  - Evaluating first aid or casualty needs and potential rescue of persons in immediate danger from the suspect(s)
  - Notification of the Chief of Police
  - Notification of SWAT or other law enforcement resources from outside agencies
  - Wholesale evacuation of all bystanders
  - Isolation of potential witnesses for future interview
  - Protection of physical evidence relative to the criminal acts committed

### **Tactical Responsibility**

- A. Responding officers must recognize the limitations of Police Department resources and understand that generally, the role of the Police Department is scene containment and public safety. The Police Department enjoys mutual aid agreements with the Franklin County Sheriff's Office and Columbus Division of Police, all of which have special response or SWAT Teams for rescue and hostage negotiation processes. Upon request, these agencies will provide rapid response to any situation with personnel who are specially trained in unusual occurrences.
- B. Unfortunately, not all unusual occurrences will be stable enough to allow for the first responding officers to set up perimeters and evacuate bystanders. In a situation like a gunman shooting other individuals in a building or isolated area, officers may have no other choice but to make a tactical entry. If the first responding officers reasonably believe that by not making an entry into a building or area to search out and neutralize a threat that innocent people will either be killed or will be seriously harmed, they may make a tactical entry. The tactical entry is a last resort and should only be done when serious physical harm and/or death is in progress. It is important to note that the fact that an armed individual threatens force that is likely to cause death or serious physical harm is not enough justification for a tactical entry. It is preferred that a SWAT team that has received extensive training in unusual occurrences handle hostage type situations. The officers making the tactical entry are responsible for the following:
- The entry should be made by at least three officers (four preferred) who have completed tactical training.
  - No one else, including other officers, shall be permitted to enter the building or area once the tactical team has made its entry.
  - The tactical team's objective is to stop any person who is killing and/or causing serious physical harm. It is important for the tactical team to remain focused and not be distracted. It could be very easy for the team to turn their focus to evacuation and rescuing injured individuals. In a situation that justifies a tactical entry, any delay may put other lives in jeopardy.
- C. The on-duty supervisor is responsible for the coordination and deployment of all resources at the scene of a barricaded suspect or hostage taking. The responsibilities of the on duty supervisor include, but are not limited to, the following:
- The establishment of a safe location for a command post near the incident scene (see Item J below)
  - To facilitate data collection about the suspect and scenario for distribution to responding SWAT/negotiation units

- To summon additional manpower resources from the patrol section or criminal investigations section for the purposes of additional perimeter integrity or evidence collection
  - To request tactical units (SWAT) or hostage negotiation rescue teams from mutual aid sources (outlined above)
- D. Because of jurisdictional issues, the Franklin County Sheriff's Office SWAT Unit will be the first support group called among the potential choices. If rapid deployment cannot be achieved from the Sheriff's Office, the Columbus Police SWAT Unit will then be called. If neither of the above jurisdictions' SWAT Units are available, suburban law enforcement agency SWAT units (i.e.- Gahanna Police Department, Whitehall Police Department, etc.) will be contacted to provide assistance.
- Upon arrival of the responding agency's SWAT Team Commander, the primary responsibilities for the barricade incident will be passed from the New Albany O.I.C. to the responding Commander. The New Albany O.I.C. will assume a support role with the responding agency as a conduit for information, resources, and manpower until the incident is concluded.
- E. Command level representatives of the New Albany Police Department and the appropriate fire department(s) will be notified of the incident as soon as possible.
- F. Communications with other support agencies will take place through designated radio frequencies or land phone.
- G. It is the responsibility of the first responding on-duty supervisor to establish an inner and outer perimeter upon arrival. The perimeters will be re-evaluated by the ranking member of the responding tactical unit.
- H. The first responding on-duty supervisor is responsible for assessing public need with regard to evacuation of bystanders or persons placed in harm's way. The responding supervisor is authorized to take appropriate action to remove those in danger from the scene. If an evacuation is determined to be strategically impossible given the resources at hand, the supervisor may await the arrival of SWAT.
- I. The first responding supervisor is responsible for the evacuation of all injured persons. Rescue evacuations are only to be conducted if there is no further danger to responding personnel.
- J. The on-duty supervisor is responsible for establishing the location of a central command post for all incident activities. The command post may be a fixed structure near the incident scene, a mobile command post supplied by the responding SWAT unit, or other appropriate site.
- K. The first responding officers have the authority to summon rescue and first aid assistance from the Fire Department. Responding Fire Department personnel shall respond to the area and maintain a safe distance until summoned by the on-duty supervisor.
- L. The City's Public Information Officer, the Chief of Police, and/or his/her designee, will address media/press relations. Duties of the Public Information Officer include, but are not limited to, the following:
- Establishing formal lines of communication with incident commanders
  - Developing a media staging area away from the scene and command post
  - Collection and distribution of all verified information that is approved by the Chief of Police for release

- Preparation of press release models and updates
- Information will not be released until approved by hostage negotiators, the O.I.C., the SWAT Commander, and/or the Chief of Police.

Media staging areas will be established by the City's Public Information Officer with assistance from on-duty personnel. The area will be outside the established perimeters in an area providing physical barricades between the actual scene and the press. While news gathering is an important function to society, it is the mission of the Police Department to safeguard all persons from harm.

- M. The Chief of Police, in consultation with the SWAT Commander, will evaluate the options for aggressive action using the minimum force necessary to conclude the situation. No planned action will be taken without the authorization of the Chief of Police. These means may include, but are not limited to, the following:
- Use of chemical agents
  - Use of rubber bullets or "knee knockers"
  - Use of flash bangs
  - Forced entry by SWAT Team
  - Deadly force
- N. The negotiation process may initially take place between personnel of the New Albany Police Department and the suspect(s); however, these matters are best left to the trained members of the responding agency's Hostage Negotiation Unit. If any dialogue takes place between the initial responding officers prior to the arrival of trained negotiators, a summary of those discussions must be passed on to the formal negotiator upon his/her arrival.
- O. Generally, the suspect(s) should never be allowed to become mobile; however, situations may arise where those terms may change. In a scenario where the combined decision of the SWAT Commander, Chief of Police, and O.I.C. may provide for such mobility, a plan must be established to maximize the control of the suspect's route and mode of travel.
- The SWAT Commander will be responsible for the approval of any and all items considered negotiable based on the suspect(s)' demands. The Chief of Police will also have input regarding what items can and cannot be exchanged with the suspect(s) in an effort to defuse or terminate the situation.
- P. The O.I.C. has the authority to summon a detective to the scene for the purpose of collecting evidence and witness information. A detective may be required to file formal charges against suspect(s) involved in the incident or to open a complete investigation of all criminal misconduct.
- Q. The SWAT Commander will have overall control of the incident scene; however, situations may exist where that person is unable to communicate orders to all affected personnel. It will be the New Albany O.I.C.'s responsibility to assure that all personnel are updated on any information that may impact the situation.
- R. It is the mission and intent of the New Albany Police Department to end all barricaded suspect/hostage situations through safe and effective means by taking steps to prevent the death or injury of any citizen or suspect. If all reasonable attempts to negotiate a successful conclusion/surrender have been exhausted, the SWAT Commander and the Chief of Police will determine what other actions are warranted.
- S. If a barricade or hostage taking situation occurs in an area that borders another law enforcement jurisdiction and may impact that community, a representative of the affected agency will be summoned to the incident command post. This representative will be

responsible for direct communication between the command post and his/her agency command staff.

- T. At the conclusion of all hostage/barricade incidents, the on-duty supervisor will assemble a team of participants from the incident to compile an After Action Review (See Addendum A) (PD-09-199) of the incident. The results of those findings will be submitted in writing to the Chief of Police no later than ten days after the incident.

### **18.1.7 Bomb Emergencies**

**Policy** - It is the policy of the New Albany Police Department to ensure the safety of the public and responding emergency service personnel in situations involving potential explosives or incendiary devices. A "bomb threat" is any communication reported to anyone warning of an explosive device or substance located within New Albany.

#### **Communications**

- A. When the Dispatch Center receives a call of a bomb threat, bombing, or the presence of any suspicious package or device, the dispatcher will record the information, keep the caller on the line, and notify the following units by radio, phone, and, as a last resort, cell phone:

- Patrol Officer(s)
- Patrol Sergeant
- Appropriate Fire Department

The Chief of Police will be notified of the situation by the Patrol Sergeant as soon as practical.

- B. Patrol units responding to the scene of a bomb threat will be afforded all pertinent information including the caller's location at the scene. As patrol units and responding fire equipment near the scene, personnel must remain cognizant that some types of explosive devices can be detonated by radio transmissions. With that thought in mind, responding personnel at the scene of a bomb threat shall be limited to visual hand signals or the use of established land-line communications.

#### **Bomb Threats**

- A. The responding patrol supervisor shall be responsible for the following:

- Coordination of manpower and resources
- Evacuation of structures in and around the area where the device is located
- Establishment of inner and outer perimeters
- Data collection including witness accounts, geographic maps, blueprints, or drawings of the area to be searched, contained, or entered by emergency personnel
- Identification and utilization of persons with familiarity of the scene

- B. Evacuation of all persons from the area of the bomb threat is of paramount importance to the Police Department. The on-duty supervisor will respond to the bomb threat location to serve as Incident Commander or Officer-In-Charge (O.I.C.). The O.I.C. will begin the process of evacuation which may require obtaining mass transportation from available sources. If a device is located or an explosion has taken place which created death, injury, or substantial property damage, the Chief of Police will be immediately notified.

- C. The O.I.C. should assume the responsibilities of liaison to other agencies who may be called upon to assist, which include:
- Fire Departments
  - Other police agencies
  - Bomb squad technicians
  - American Red Cross
  - AT & T
  - American Electric Power
  - Columbia Gas of Ohio
  - Central Ohio Transit Authority (COTA)
  - New Albany/Plain Local Schools
  - State or federal law enforcement
- D. Searches for devices should be conducted in a thorough and systematic process. Generally, no civilians will be utilized for search purposes. An exception could be the use of persons from the targeted location who may have specialized knowledge of the location to be searched. In circumstances where civilians are used, they, along with any emergency response providers who do not have specific bomb removal training, shall not touch or move any suspicious device or package found. All civilians will be teamed with a member of the Police Department throughout the search.
- E. Suspicious objects or packages discovered by responding personnel should be brought to the attention of the owner/occupant of the premises in an attempt to determine if the package is part of the facility or a suspicious device. If the object or device cannot be identified, it should be treated as a non-detonated explosive and should not be moved or touched.
- F. If no explosive device is located during the first search, a second group of responding personnel should be allowed to cover the area examined by the first team as a double-check process.
- G. If a device is located and then moved or rendered safe by trained personnel, additional searches should be made for additional devices designed and planted to injure or kill emergency responders.

#### **Non-detonated Explosive Device or Substance**

- A. When a non-detonated explosive device is located, the dispatcher will be notified by telephone.
- B. The Fire Department's Chief, Assistant Chief, or designees(s) shall assume command of all fire and police personnel at the scene.
- C. Fire Department personnel, in consultation with the Police Department O.I.C., will notify the appropriate bomb disposal or ordinance specialization unit to request mutual aid.



## **Explosions**

- A. In cases where an explosion has occurred, the procedures for notification, scene security, evacuation, and criminal investigation are the same as those in a non-detonated explosive incident.
- B. When the scene is secured, the O.I.C. will coordinate the preservation of evidence processes and allow no one into the crime scene except rescue personnel, investigators, and bomb specialists.
- C. Investigators will notify the O.I.C. when examination of the scene is complete.
- D. The recommended course of action for investigations of this nature is to include the United States Bureau of Alcohol, Tobacco, Firearms, and Explosives (ATF) and/or the Federal Bureau of Investigation (FBI) in all situations involving explosions of a serious nature that warrant massive amounts of evidence collection.
- E. Explosions may cause structural damage and other non-detonated explosives may be present. Persons at the scene should use caution and no person should enter the danger zone except to prevent injury or death to another person. This does not include investigators and specialists called to examine the crime scene.

## **Bomb Disposal Units**

- A. In the event a situation develops requiring the need for trained explosive removal experts, the Columbus Division of Fire Bomb Squad will be summoned by the appropriate dispatch center upon request of on-scene Fire Department personnel. In addition, the Franklin County Sheriffs Office has a Bomb Squad that is available through the Sheriff's dispatch center and can be summoned by either police or fire personnel.
- B. If the Columbus Fire Bomb Squad or Franklin County Sheriffs Office Bomb Squad are unavailable or they encounter devices which are beyond the technical scope or expertise of the unit, the services of the 71<sup>st</sup> Ordinance Detachment, Explosives Ordinance Disposal Unit (EOD) stationed at Wright Patterson Air Force Base will be requested. The 71<sup>st</sup> EOD has rapid deployment capability by helicopter and ground transport, utilizing some of the most sophisticated technology available.

## **18.1.8 Emergency Mobilization Plan**

- A. Communications

It is the duty of all Police Department employees to immediately report to their supervisor all events or situations that may involve conditions which are beyond the resources or capabilities of the normal shift to effectively control. This communication will normally take place via police radio unless it is determined to be of a sensitive nature requiring the protective elements of telephone land lines or personal contact.

- B. Alert Stages

During alert stages, the Chief of Police will issue orders placing Police Department personnel on standby alert in cases of pending need or he/she may immediately activate personnel if the situation requires.

Upon notification of an "ALERT" condition, Police Department personnel will place themselves in readiness and maintain that condition until notified to stand down. The condition of readiness includes the employees of the Dispatch Center. Personnel need to have transportation and a means of rapid communication if he/she is required to report for duty.

In cases of a call to duty, the on-duty dispatcher(s) may be utilized to contact as many personnel as required by the supervisor in charge of the incident. The news media may be used as an alternate means of communicating the message to off-duty personnel.

C. Primary and Alternative Assembly Areas

Unless otherwise specified, all personnel will report to the Police Department for assignment in the uniform of the day when called in during special circumstances.

Some situations may require the direct deployment of personnel to the scene of the occurrence. If alternative locations or command posts are utilized, a police supervisor should be assigned to that location to receive police personnel as they arrive and provide for their needs.

D. Transportation Requirements

The supervisor in charge will assess the transportation needs of the situation and take action to obtain appropriate transportation resources to fulfill these needs. This action may require utilization of buses from the Franklin County Sheriff's Office, Columbus Police, Ohio State Highway Patrol, or commercial carrier such as the Central Ohio Transit Authority (COTA).

### **18.1.9 Hazardous/Infectious Materials Incidents**

The first priority at the scene of a hazardous material incident is to prevent/limit exposure to the public and responding officers. The first officer on the scene shall approach cautiously. If possible, the officer should maintain his/her distance upon arrival to the area and should assess the scene through the use of binoculars. The first officer on the scene shall take immediate action if deemed necessary, keeping safety in mind. The O.I.C. from the Fire Department will have ultimate authority over hazardous material scenes. Upon direction from the Fire Department, Police Department personnel on the scene will implement and coordinate any evacuation caused by a hazardous material incident.

A. Definitions

Hazardous material is any substance in a quantity, form, or combination that may pose an unreasonable risk to individuals, property, or the environment.

Infectious material is any material capable of causing infection that contaminates or is capable of being transmitted without actual contact.

B. Officers Responding to Hazardous Materials Scenes

If there is a gas cloud, liquids leaking, or a fire, approach the immediate scene only if absolutely necessary and only from the upwind side.

If necessary, obtain information about the material from those who work with it, from placards, or any other source of information. Do not attempt to determine the type of material if doing so will endanger personal health or safety.

Some hazardous materials are odorless and/or colorless. If there is any doubt about the material, do not enter the area.

Any officer experiencing a physical reaction (i.e. difficulty breathing, lightheadedness) will immediately leave the area, seek medical attention, and notify the on-scene supervisor and the Dispatch Center.

C. Dispatcher Response to Hazardous Materials Scenes

Dispatchers shall obtain wind directions from weather stations and advise responding officers. Dispatchers shall dispatch a police supervisor and sufficient personnel. If a supervisor is not on-duty, the dispatcher shall contact an off-duty supervisor and/or the Chief of Police.

D. Supervisor Response to Hazardous Materials Scenes

As soon as practical, the supervisor shall establish a perimeter around the area to prevent/limit exposure. Supervisors shall use the best information available in determining the distance from the immediate area. The supervisor shall also serve as an initial liaison and provide assistance to other agencies responding to or at the scene.

E. Handling Infectious Materials

Officers shall adhere to strict safety standards when handling hazardous or suspected contaminated property. When hazardous material is being handled or collected as evidence, protective clothing appropriate to the extent contamination and/or exposure should be worn. Officers shall wear gloves (rubber or latex) for collection purposes whenever contamination is suspected or unknown. Officers shall treat all medical waste as infectious.

Officers are reminded to not break, bend, remove, or recap hypodermic needles and syringes and to dispose of them in a safe manner, preferably a rigid plastic container. If these items are needed for evidence, officers shall appropriately mark the container as outlined in the evidence submission chapter (see Directive 13.1).

### 18.1.10 Tactical Team Procedures

The New Albany Police Department, through the process of mutual aid, may utilize the services of the Franklin County Sheriff's Office Special Weapons and Tactics Unit or the Columbus Division of Police Special Weapons and Tactics Unit and their attached hostage negotiators during any major tactical event.

A. Special Operations beyond the scope of the resources and training of the Police Department will require the on-duty supervisor to assess the situation, notify the Chief of Police, and direct the on-duty staff to summon the assistance of the organizations listed who have the expertise and/or specialized training to conduct such special operations.

B. As outlined in other segments of this chapter, the on-duty patrol force encountering incidents requiring special assistance are to avoid taking any action whenever possible until the arrival of SWAT, hostage negotiators, or other specialists.

The patrol officer's function in these situations is to:

- Establish perimeters
- Collect intelligence
- Ensure medical help is rendered to the injured
- Develop a command post
- Control crowds and traffic
- Utilize a tactical entry when the loss of life and/or serious physical harm is in progress.

C. The O.I.C. will be responsible for establishing and maintaining a direct communications link with the commanders from the specialized units who respond.



Police Department

### After Action Review

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Formal

Informal

Facilitator:		Date:	
Event:			

Employees Involved:	

What was planned or intended?	

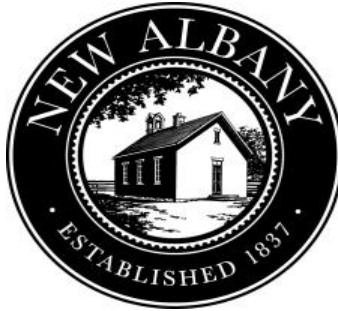
What actually happened?	

What went well and why?	

What can be improved and how?	

Recommendation(s) for improvement:	

<b>Attendance Record</b>	
<b>Name (print)</b>	<b>Unit #</b>



<b>Chapter 19</b>	<b>Reviewed/Revised-June 2011</b>
<b>Directive 19.1 – Reserve Officer Program</b>	
19.1.1	Reserve Officer Program
19.1.2	Reserve Officer Training
19.1.3	Reserve Officer Requirements
19.1.4	Special Duty
19.1.5	Performance Evaluation

# **NEW ALBANY POLICE DEPARTMENT**

## **Directive 19.1 - Reserve Officer Program**

### **19.1.1 Reserve Officer Program**

Effective in 2002, the New Albany Police Department no longer recruited or hired officers for the Reserve Officer Program. At that time, current reserve officers were "grand-fathered" in the program.

The current Reserve Officer program enables each officer to receive experience and hands-on training in the delivery of effective and professional law enforcement services to the community. While the New Albany Police Department offers many benefits to its Reserve Officer(s), it also must demand and maintain a high level of performance and training.

The Reserve Officer program allows qualified Reserve Officers to perform the following police functions:

- Full powers of arrest
- Solo patrol in a marked police cruiser
- Issuance of summonses, citations, and warnings
- Completion of traffic crash reports
- Carrying a qualified firearm off-duty
- Attendance at training courses
- Working special duty assignments
- Investigating crimes
- Testifying in court proceedings

### **19.1.2 Reserve Officer Training**

The New Albany Police Department provides training to Reserve Officers, which include firearms training, ASP training, self-defense training, chemical spray training, and other training as required by the State of Ohio and the department. Reserve Officers who fail to meet annual training standards and requirements shall be terminated from the Reserve Officer program.

### **19.1.3 Reserve Officer Requirements**

Each Reserve Police Officer shall be required to maintain a minimum of 24 hours of service time per month. The duties in which a Reserve Officer can apply his/her service time may include patrol duties, mandatory/voluntary training, investigations, attendance at meetings, court appearances, serving summonses or arrest warrants, or any other duty approved by the Chief of Police. Exceptions to this requirement may be made if the Reserve Officer provides his/her immediate supervisor with a written explanation as to the cause for failing to serve the 24 hour monthly requirement. Each written explanation will be evaluated on a case-by-case basis by the supervisor and the Chief of Police.

Other Reserve Officer requirements include:

- Covering shifts that are vacant as a result of officers who are on leave, on vacation, in training, attending court appearances, and holidays.
- Attending mandatory meetings and in-service training.

- Participating in community events such as Founders Day, Beggars Night and the Fourth of July.
- Purchasing and maintaining all required uniforms and equipment.
- Completing and forwarding monthly stats, reports and any other communications requested.
- Maintaining the Department's Directives and Procedures manual.
- Obeying all rules, regulations, policies, procedures and orders.

#### **19.1.4 Special Duty**

Reserve Officers in good standing shall be permitted to work special duty assignments as defined in Directive 7.1. Reserve Officers who fail to serve the minimum 24 hour monthly requirement will be denied the opportunity to work any special duty assignments. An exception may be made if the Reserve Officer provides his/her immediate supervisor with a written explanation as to cause for failing to serve the 24 hour monthly requirement. Each written explanation will be evaluated on a case-by-case basis by the supervisor and the Chief of Police.

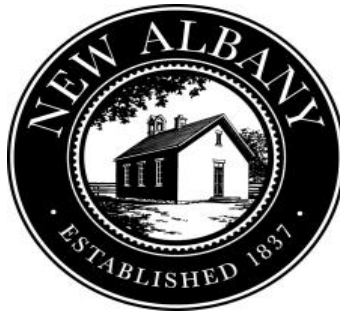
#### **19.1.5 Performance Evaluation**

All Reserve Officers shall receive a yearly performance evaluation by his/her assigned supervisor. Performance appraisals have many purposes and objectives, one of which is to provide the Reserve Officer an evaluation of his/her performance in accordance with departmental standards.

If a Reserve Officer receives a sub-standard performance evaluation, he/she shall be put on probation for a period designated by the issuing supervisor. The purpose of the probationary period is to allow the issuing supervisor to observe the Reserve Officer's progress in meeting the mutually acceptable goals established during the performance evaluation review.

If the Reserve Officer fails to meet the established goals during the probationary period and/or progress has not been seen, the Reserve Officer may be subject to disciplinary action or the termination of his/her commission as a Reserve Police Officer. The Chief of Police, in consultation with the City Manager, will review such cases before any administrative action is taken.





<b>Chapter 20</b>	<b>Reviewed/Revised-June 2011</b>
<b>Directive 20.1 - Financial Procedures</b>	
20.1.1	Financial Authority
20.1.2	Financial Procedures
20.1.3	Cash Accounts/Maintenance
20.1.4	Requisition and Purchasing Procedures
20.1.5	Auditing
20.1.6	Seized and Forfeited Property
20.1.7	Agency Owned Property - Inventory/Control

# NEW ALBANY POLICE DEPARTMENT

## Directive 20.1.1 - Financial Procedures

### 20.1.1 Financial Authority

The City Manager is authorized and ultimately responsible for the fiscal management of the City of New Albany. The Director of Finance is the chief financial officer of the City of New Albany. As outlined in Ohio Revised Code Chapter §5705 (Tax Levy Law) and per City Charter (Article 9.03), the City Manager, in consultation with the Director of Finance, shall submit a proposed budget to City Council at least 60 days prior to the ensuing fiscal year. City Council is responsible for adopting a balanced budget.

### 20.1.2 Financial Procedures

The budget process involves completion of standard forms and written memoranda which delineate activity levels for each City Department. Usually in the late summer/early fall, each City department head, including the Chief of Police, is directed to submit a proposed budget. This budget proposal includes estimated operating expenses, capital equipment requests, and proposed personnel changes for the upcoming fiscal years (January through December). The Chief of Police will consult with Police Department supervisors to assist in preparation of the annual proposed budget.

Departmental budget deadlines are established by the City Manager in consultation with the Director of Finance. These deadlines should allow enough time for each City department head to meet with the City Manager and/or Director of Finance to review the proposed budget. Upon preliminary approval by the City Manager, a final budget proposal is forwarded to City Council for final approval before the start of the next fiscal year (January 1<sup>st</sup>).

### 20.1.3 Cash Accounts/Maintenance

The Police Department maintains several cash/receipted accounts. The process for receipting, approving, and forwarding monies from these accounts is outlined below.

- A. Special Investigative Account - The Special Investigative Account is located in a safe in the office of the Chief of Police. The key/combination to the safe is only available to the Chief of Police and sergeants. The Chief of Police is solely responsible for disbursing money from this account. The following procedures are used for disbursements from this account:
- When a request is made for Special Investigative funds, the Chief of Police will determine whether the request is for a legitimate law enforcement purpose and the funds will be used to further a criminal investigation.
  - Once approved by the Chief of Police, the Police Department employee who receives the funds is responsible for maintaining an itemized accounting of how the funds are used.
  - The Chief of Police is responsible for maintaining an accounting of monies that are used and/or returned to the Special Investigative Account.
  - This accounting will include the date and amount of money that was disbursed, the date and amount of money that was returned, and, if appropriate, a list of the item(s) purchased with money from the Special Investigative Account, including the criminal charges filed or which may be filed in the future.

- The Director of Finance is responsible for randomly auditing this account. The Chief of Police will cooperate in setting up a date and time for periodic audits.
- B. Mayor's Court Account (Bond and Fine Account) - The Mayor's Court Account is located in the Dispatch Center file drawer. The general pre-numbered receipt book is used to record bond and fine money that is taken by the Police Clerk or on-duty Dispatcher(s). The Clerk of Court's office is responsible for collecting the bond and fine money on each regular business day after a bond or fine has been posted. The money and receipts will be transported to the Clerk of Court's office by a Mayor's Court employee. The following procedures are used for this account:
- If cash is taken as bond or fine money, it must be for the exact amount of the bond or fine. Monetary change is not maintained or given out from this fund.
  - In addition to cash, credit cards can be taken for bond or fine amounts. Personal checks can only be taken for fines (not bonds).
  - When a bond or fine is taken, the Police Clerk or on-duty Dispatcher will fill out a Bond and Fine Received Log indicating the amount of money received and by whom.
  - The Dispatcher shall complete a Bond and Bail Information form. A copy of this form is given to the poster of the bond. The original is enclosed in the envelope with the payment.
  - When the Clerk of Court employee picks up the bond or fine money on the next regular business day, he/she will sign the Bond and Fine Received Log to verify that the bond or fine money is being collected by the Clerk of Court's office.
- C. Service Account (Fingerprinting Money, Report Money, Duplication Money for Accident/Arrest Photos/Video Recordings, Miscellaneous) - the general receipt book is located in the Dispatch Center and used to document the receipt of checks or cash for services provided by the Police Department. This account includes monies received for fingerprinting services, report duplication services, video/audio recording duplication services, and other miscellaneous services for which the Police Department charges a fee. The procedures used for this account are outlined in Chapter 1.10 of the Finance Department's Financial Policies and Procedures manual:
- When a check or cash for service fees is received, the Police Clerk, on-duty Dispatcher, or police officer will write out a receipt in the pre-numbered general receipt book.
  - The cash or check will be sealed in an envelope with the yellow copy from the general receipt book and placed in the inter-office mail system.
  - On the next business day following the receipt of Service Account fees/monies, the Police Clerk will forward the check and/or cash with the yellow copy of the numbered receipt to the cashier located in Village Hall.
  - Upon receipt of a check and/or cash from the Police Department for Service Account fees, the cashier will write out a receipt to acknowledge receiving the funds. The receipt from the cashier will be returned to the Police Clerk (via inter-office mail) and placed in the Service Account folder.
  - The Service Account is not used as a cash account and checks or monies received for services will not be stored at the Police Department.

## 20.1.4 Requisition and Purchasing Procedures

In consultation with the City Manager, the Finance Director establishes and maintains requisition and purchasing procedures for the City of New Albany. A Requisition Form will be developed by the Finance Department and used by each Department within the City, including the Police Department, for all purchases. The following procedures will be used for the purchasing of items by the Police Department.

- The Police Clerk is responsible for maintaining a Requisition numbering system for all Police Department Requisitions. All new Requisitions will be forwarded to the Police Clerk who will assign each requisition its own, unique Requisition number.
- Once a Requisition has been given a number, it will be forwarded to the Chief of Police for approval. The Chief of Police will ensure that the item/service is needed for Departmental operations. Further, the Chief of Police will ensure that the item/service has the correct account number(s), vendor number, and any other information needed by the Finance Department to process the requisition, including terms of payment, means of purchase (credit card or check), etc.
- The Police Clerk will maintain the pink copy of the Requisition Form and forward the white and yellow copies to the Finance Department.
- The Finance Director is responsible for ensuring that the Requisition Form is correctly completed. The Finance Director will also ensure that proper account numbers have been used and that there are funds in these accounts for the purchase of the items or services.
- Upon the approval of the Finance Director, the Requisition Form is forwarded to the City Manager for final approval. Once the Requisition has been approved by the City Manager, it will be sent back to the Finance Department.
- The Finance Department will send the approved/signed yellow copy back to the Police Department with a white and a yellow Purchase Order attached. Once the Police Clerk has received an approved Requisition Form/Purchase Order, the Police Department will be permitted to purchase the service or item(s).
- A blanket Requisition form may be filled out quarterly. A blanket Requisition will allow funds to be encumbered for a specified vendor for periodic purchases throughout the quarter specified. Blanket Requisitions are generally used for cruiser maintenance items, office supplies, postage, etc.
- Under non-emergency conditions, no employee shall commit City funds for the purchase of goods or services without having first obtained the proper authorization from the Finance Director and City Manager as outlined in the previous paragraphs.
- During an emergency situation, the Chief of Police has the authority to expend funds up to \$1,000 without following the formal requisition process. The Chief shall notify the City Manager of the nature of the emergency and the need to expend funds. After the emergency is over, the Chief of Police will forward a requisition and an itemized list of expended funds to the Finance Director who shall complete a "Then and Now Certificate" stating "that there was at the time of the making of such contract or order and at the time of the execution of such certificate a sufficient sum appropriated for the purpose of such contract and in the treasury or in process of collection to the credit of an appropriate fund free from any previous encumbrances" (O.R.C. §5705.41(D)). The "Then and Now Certificate" shall be submitted to the City Manager for final approval. Should the need arise to commit funds in excess of \$1,000, the Finance Director shall be consulted to confirm that the funds are available. Following the emergency, a "Then and Now Certificate" shall be completed and submitted to City Council for approval.

- The City Manager is responsible for determining bidding procedures and criteria in selecting vendors for the purchase of capital equipment items in excess of \$20,000.

### **20.1.5 Auditing**

As prescribed by State law and City Charter, the Auditor of the State of Ohio is responsible for auditing political subdivisions on a biennial basis. This audit may be conducted by an independent agency.

The New Albany Finance Director may also conduct audits of City cash accounts, including all of the accounts specified in Directive 20.1.3 (above). Audits by the Finance Director may be conducted more than once per year, if warranted.

### **20.1.6 Seized and Forfeited Property**

Pursuant to Ohio Revised Code §2923.35, the Police Department has developed an internal control policy for seized or forfeited property and/or cash obtained from state and/or local criminal cases (see Directive 13.2). The Finance Director is responsible for auditing this account and ensuring that requisitions for property and/or services from this account fall within the guidelines as set forth in State law.

### **20.1.7 Agency Owned Property - Inventory/Control**

All City of New Albany property valued at \$500.00 or more will be subject to an annual inventory. The Finance Director is responsible for establishing the procedures and forms to be utilized in this process. The Police Department is responsible for updating the inventory and asset information (serial numbers, descriptions, etc.) with the Finance Department on an annual basis.

# NEW ALBANY POLICE DEPARTMENT

## INDEX

9-1-1 Calls - Recorded	15.1.4
9-1-1 Hang-up Calls - Response	15.1.3
9-1-1 Protocol	15.1
9-1-1 System	15.1.1

### A

Abduction/Kidnapping Response Procedures	10.1.3 C; 14.4.8
Abuse of Child(ren)	4.1.4
Abuse of Position	5.3.1
Accidents - Employee Involved	2.2.2 D; 5.2.3
Accidents - Fatalities	2.2.2
Accidents - Follow-up Investigations	2.2.4
Accidents - Policy	2.2.1
Accidents - Responses	2.2.2
Accident Reports	2.2.6
Accident Scene - Responsibilities	2.2.3
Accidents Involving Impaired Drivers	2.1.9
Accidents Involving Village Owned Vehicles	5.2.3
Accidents - Victim Property Control	2.2.5
Acting Chief of Police	6.1.2
Acting Supervisors	6.1.2
Address - Employee Reporting Requirement	5.3.33
Administering Field Sobriety Tests	2.1.9
Administrative Action - Officer Involved Domestic Violence	14.3.2
Administrative Leave - Temporary	5.1.4
AED	8.4
AED - Approval by Medical Director	8.4.5
AED - Medical Protocol	8.4.4
AED - Procedures	8.4.3
AED - Purpose	8.4.1
AED - Training	8.4.2
After Action Reviews	18.1.6 (T)
Agency Owned Property - Inventory/Control	20.1.7
Alarm Responses	15.2.1
Alcohol - Use by Employees	5.3.11
Alert Stages - Emergency Mobilization Plan	18.1.8 (B)
Amber Alert	10.1.3 (F)
Ammunition - Authorized	1.1.10 (B)
Analyze/Review Use of Force Reports	1.1.8, 1.1.14
Annual Proficiency Testing - Weapon	1.1.12
Annual Report - Departmental	6.1.4 (B)
Appeals - Disciplinary Action	5.1.3
Appearance - Officers and Civilian Employees	6.3.2
Application for Employment – Dispatcher/Civilian Employee	17.2.2
Application for Employment - Police Officer	17.1.3
Approaching Traffic Violators - Procedures	2.1.6

Arrests - Involving Employee	5.3.28
Arrest Policy - Domestic Violence	14.2.3 (D)
Arrests - Recording	8.2.1, 8.2.2
Arrests - Recording Exceptions	8.2.3
Arson - Response Procedures	14.4.7
ASP Tactical Baton - Use of	1.1.4 (A)
Assistance to Fellow Officers	5.3.2
Assistance to Other Agencies - Mutual Aid	16.1.3
Assistance to/from Private Security Agencies	16.1.5
Associations - Memberships	5.3.3
Attendance Requirements - Court, Trials, and Hearings	5.3.4
Attendance Requirements - Training Sessions	1.2.6
Audio/Video Recording Exceptions	8.2.3
Auditing Procedures (Financial)	20.1.5
Authorized Less-Than-Lethal Weapons	1.1.4
Authorized Display of Materials - Police Facility	5.3.10
Authorized Off-Duty Handguns	1.1.10 (A)
Authorized Weapons/Ammunition	1.1.10
Automated External Defibrillation (AED) Protocol	8.4

## **B**

Ballistic Vests -Wear policy	6.3.4
Background Investigations - Dispatchers	17.2.4
Background Investigations - Police Officers	17.1.6
Back-up - Officers - Traffic Stops	2.1.6 (B)
Badge - Carry Requirements	5.3.5
Barricade/Hostage Situations	18.1.6
BCI&I Final Disposition Report – Fingerprinting	9.1.3
Bench Warrants	3.1.1
Bicycle Patrol - Uniform	6.3.1 (C)
Bicycle Patrol Unit Procedures	6.5.1
Bio-hazardous Evidence Collection - Crime Scenes	14.1.1 (D)
Bio-hazards - Response Procedures	18.1.9
Blood Collection Procedures - Crime Scenes	14.1.1 (D)
Blood Test Procedures - OVI	2.1.9 (D)
Bodily Fluids - Collection Procedures	14.1.1 (D)
Bodily Fluids - Evidence Submission Procedures	13.1.1 (G)
Body Armor - Use Requirements	6.3.4
Bomb Disposal Units	18.1.7
Bomb Emergencies	18.1.7
Bomb Threats	18.1.7
Bond (Warrants)	3.1.1 (G)
Bond and Fine Account	20.1.3 (B)
Booking Photographs - Digital	8.3.3 (C)
Boundaries - Village/Geographical	16.1.1
Breaking and Entering - Response Procedures	14.4.3
Budget Process	20.1.2
Burglary - Response Procedures	14.4.3
Business Alarms - Response	15.2.1
Buy Busts/High Risk Buys	14.1.7 (B)

## **C**

Call-Out Procedures - Emergencies	6.1.3
Canine Officer – Selection Process	17.3.1
Canine Patrol Unit Procedures	6.5.2

Cash Accounts/Maintenance	20.1.3
Carrying Badge/Firearm/Identification	5.3.5
Carrying Off-duty Weapon	5.3.5 (D)
Chain of Command	6.1.1
Chain of Custody - Evidence/Property Room Procedures	13.1.1
Chaplaincy Program	11.1.4
Chemical Irritant - Use of	1.1.4 (A)
Chief's Interview - Dispatcher Candidates	17.2.6
Chief's Interview - Police Officer Candidates	17.1.9
Chief's Interview - Reserve Officer Candidates	17.3.4
Child Abuse Cases - Reporting/Investigative Procedures	4.1.4
Citizen Ride-Along Program	6.4.1
City Boundaries	16.1.1
City Owned Vehicles - Traffic Crashes	5.2.3
Civil Proceedings - Employee Involved	5.3.28
Civilian Fingerprinting Policy	9.1.4
Civilian Ride-Along Program	6.4.1
Closed Circuit Television (CCTV) system	See "Video Surveillance Cameras"
Collection of Evidence - Crime Scenes	14.1.1 (D)
Collection of Notary Fees - Prohibited	5.3.6
Commercial Operators - OVI Procedures	2.1.9 (E)
Comp(ensatory) Leave Requests	6.2.3
Complaint Form	5.2.1
Complaint Investigations	5.2.2
Complaint Investigations - Notifications	5.2.2
Complaint Investigations - Outcomes	5.1.1
Complaint Policy	5.2.1
Compliment Form	5.2.1
Compliments - Receipt of	5.2.4
Concurrent Jurisdiction	16.1.2
Conditional Offer of Employment - Dispatcher Candidate	17.2.6
Conditional Offer of Employment - Police Officer Candidate	17.1.9
Conduct - Employee	5.3.35
Conferences/Seminars - Attendance	1.2.6
Confidential Informants	14.1.6
Confidentiality	5.3.7
Conflicting Orders	5.3.8
Consular Officials - Traffic/Arrest/Detention Procedures	2.1.2 (D)
Contraband - Destruction of Evidence/Property	13.1.3 (D)
Controlled Drug Buys	14.1.7 (A)
Cooperation - Private Security Agencies	16.1.5
Copy Money for Reports	20.1.3 (C)
Cost - Copies of Digital Photographs	8.3.5
Cost - Recording Video Tapes	8.1.5, 8.2.5
Court Actions - Employee Involved	5.3.28
Court - Security Hazards	3.2.9
Court Trials and Hearings - Requirement to Appear	5.3.4
Courtesy Citations - Warnings	2.1.1 (C)
Courtesy to Public	5.3.9
Covering Shifts - Reserve Officers	19.1.3
Crashes Involving Village Owned Vehicles	5.2.3
Crime Scene Collection of Evidence	14.1.1 (D)
Crime Scene Equipment and Supplies	14.1.4
Crime Scene Guidelines	14.1.1
Crime Scene Personnel Log	14.1.1 (B)
Crime Scene Photographs - Procedures	14.1.2



Crime Scene Procedures	14.1.1
Crime Scene Processing	14.1.1 (C)
Crime Scene Processing - Latent Fingerprints	14.1.3
Crime Scene Reports	14.1.5
Crime Scenes - Detective Responsibilities	14.1.1 (B)
Crime Scenes - Officer Responsibilities	14.1.1 (A)
Crime Scenes - Supervisor Responsibilities	14.1.1 (B)
Criminal Process - Serving Warrants	3.1.1
Criminal Rule 4 Hearings	3.1.1
Critical Incidents - Defined	1.1.9 (B)
Critical Incidents - Release of Employees	1.1.9
Cruiser Push Bumpers - Use of	2.4.1 (C)
Cruiser Video Cameras	See "In-Car Video Cameras"
Custodial Interrogations - Juveniles	4.1.3
Custody of Property	13.2.2

## D

DACS (Door Access Control System)	8.6
Damaged Uniforms/Equipment - Repair	6.3.3
Dangerous Evidence/Property - Submission Procedures	13.1.1
DARE Officer – Selection Process	17.3.1
Deadly Force - Defined	1.1.1 (A)
Deadly Force - Use of	1.1.2
Death Investigations - Response Procedures	14.4.5
Death Notifications - Employee-Involved	11.1.2
Death Notifications - Non-employee Involved	11.1.3
Death Notifications - Policy	11.1.1
Decontamination of Chemical Irritants	1.1.6
Demonstrating Proficiency with Weapons	1.1.11
Demonstrations (Public)	18.1.4
Demotion	5.1.2 (E)
Destruction of Animals (Domestic/Wildlife)	1.1.3 (D)
Destruction of Evidence/Property - Types	13.1.3 (D)
Detective - Minimum Requirements	17.4.2
Detective - Selection Process	17.3.1
Detention Facility	See "Holding Facility"
Digital Cameras - Procedures	8.3.3
Digital Cameras - Purpose	8.3.1
Digital Cameras - Training and Responsibilities	8.3.2
Digital Images - Storage	8.3.4
Digital Photography - Crime Scenes	14.1.2
Digital Video Files - Control & Management of In-Car Tapes	8.1.4
Digital Video Files - Control & Management of Arrest Tapes	8.2.4
Digital Video Files - Requests to Record Digital Files	8.1.5, 8.2.5
Dignitary Protection Plans	18.1.3
Directing Traffic - Procedures	2.3.1
Disabled Prisoner - Transporting	3.3.2
Disaster Scenes - Command/Control	18.1.2 (C)
Discharge of Firearms Report (PD-99-210)	1.1.7
Discharge of Firearms Report - Review	1.1.8
Disciplinary Actions	5.1.2
Dismissal	5.1.2 (F)
Dispatcher Hiring Process	17.2
Dispatcher Response - 9-1-1 Hang-up Calls	15.1.3
Dispatcher Response - Victim/Witness Information	15.1.2
Display of Materials In Police Facility	5.3.10

Disposal of Evidence/Property	13.1.3
Diversion Program - Juveniles	4.1.1 (C)
Divorce Proceedings - Employee Involved Reporting	5.3.28
DNA Evidence Collection - Procedures	14.1.1 (D)
Domestic Violence - Definitions	14.2.2
Domestic Violence - Enforcement of Laws	14.2.4
Domestic Violence – Involving Law Enforcement Personnel- Procedures	14.3.2
Domestic Violence - Protection Orders	14.2.5
Domestic Violence - Policy/Procedure	14.2.3
Domestic Violence - Statistics	14.2.6
Door Access Control Systems (DACs)	8.6
Driver's License - Re-examination Referrals	2.1.10
Drug Buys (Controlled/Undercover)	14.1.7
Drug Submissions - Property Room Procedures	13.1.1 (G)
Drug Use by Employees - Policy	5.3.11
Drunk Driving - Procedures	2.1.9

## E

Elderly Persons – Policy	10.2.1
Elderly Persons - Procedure	10.2.3
Eligibility List - Police Officer	17.1.4
Emergency Call Out/Notification Procedures	6.1.3
Emergency 9-1-1 Calls - Recording	15.1.4
Emergency 9-1-1 Hang-up Calls - Response	15.1.3
Emergency 9-1-1 System	15.1.1
Emergency Mobilization Plan	18.1.8
Emotionally Disturbed Persons (EDP)	See "Mentally Ill Persons"
Employee Arrests or Court Actions	5.3.28
Employee Assistance - Line-of-Duty Deaths	11.1.2
Employee Conduct - On-duty and Off-duty	5.3.35
Employee – Drug/Alcohol Testing	5.3.11
Employee Involved Deaths/Line-of-Duty	11.1.2
Employee Involved Traffic Crashes	2.2.2 (D); 5.2.3
Employee Lawsuits - Reporting	5.3.28
Employee Misconduct - Reporting	5.3.30
Employee Telephone & Address - Reporting Requirement	5.3.33
Employee Withholding Information	5.3.36
Endorsements of Products/Services Prohibited	5.3.12
Enhanced 9-1-1 Hang-up Calls - Response	15.1.3
Enhanced 9-1-1 Telephone System	15.1.1
Entry Into Unoccupied Office (Chief)	5.3.7
Escapes - From Holding Facility	12.1.3 (C)
Escapes - Prisoners	3.2.8
Escorts	2.3.2
Ethics - Policy	5.3.13
Evidence Collection - Crime Scenes	14.1.1 (D)
Evidence - Final Disposition	13.1.3
Evidence Room - Procedures	13.1.1
Evidence Submission - Procedures	13.1.1
Exceptions to Recording Arrests/Interviews/Interrogations	8.2.3
Exonerated - Defined	5.1.1
Expenditures of Departmental Funds	5.3.14
Explosive Devices	18.1.7
Extradition - Waivers of	3.1.1 (B)

## F

Facility Video Surveillance Cameras	8.2
False Alarm - Notices/Procedures	15.2.1
Family Assistance - Line-of-Duty Deaths	11.1.2
Federal Aid/Assistance Requests	16.1.4
Fees - Notary Services	5.3.6
Felonious Assault/Homicide - Response Procedures	14.4.5
Field Sobriety Tests (FST's)	2.1.9
Field Training Officer (FTO) Program/Training	1.2.2 (B)
Final Disposition - Property/Evidence	13.1.3
Final Disposition Report (BCI&I) - Arrests	9.1.3
Final Interview - Dispatcher Candidates	17.2.6
Final Interview - Police Officer Candidates	17.1.9
Final Interview - Reserve Officer Candidates	17.3.4
Financial Authority	20.1.1
Financial Institution Alarms - Response	15.2.1 (B)
Financial Procedures	20.1.2
Fine (and Bond) Account	20.1.3 (B)
Fingerprinting Account (Financial)	20.1.3 (C)
Fingerprinting - Civilians	9.1.4
Fingerprinting - Escalating Misdemeanors	9.1.2 (A)
Fingerprinting - Felony	9.1.2 (A)
Fingerprinting - Juveniles	9.1.2 (B)
Fingerprinting - Misdemeanor Criminal	9.1.2 (A)
Fingerprinting - Misdemeanor Traffic	9.1.2 (A)
Fingerprinting - Procedures	9.1.1
Fingerprinting - Procedures at Crime Scenes	14.1.3
Fingerprinting – Final Disposition Report	9.1.4
Fire In Holding Facility - Procedures	12.1.3 (A)
Firearm - Carrying On and Off-duty	5.3.5
Firearms - Evidence Collection Procedures	14.1.1 (E)
Firearms Qualification - Annual	1.1.12
Firearms - Restrictions	1.1.3
Firearms Training	1.1.11, 1.1.12
First-Aid - After Use of Weapons	1.1.6
Flood Emergencies	18.1.2
Force - Definition	1.1.1
Foreign Diplomats - Traffic/Arrest/Detention Procedures	2.1.2 (D)
Forfeiture of Property	13.2
Formal Complaints - Written	5.2.2
Formal Uniform - Police Officers	6.3.1 (B)
Found Property - Submission Procedures	13.1.1
FTO Program/Training - Police Officer	1.2.2 (B), 17.1.12
Funeral Escorts	2.3.2
Funds - Expenditures of	5.3.14
Funds - Investigative	20.1.3 (A)

## G

Gambling Prohibited by Employees	5.3.15
Geographical Boundaries	16.1.1
Gratuities	5.3.16

## H

Handcuffing Prisoners	3.2.3
Handguns - Authorized	1.1.10 (A 1)

Handling Elderly Persons	10.2
Handling Juvenile Offenders	4.1.1
Handling Mentally Ill Persons	10.2.2
Handling Missing Persons	10.1
Hang-up Calls (9-1-1) - Response	15.1.3
Hazardous Highway Conditions	2.4.2
Hazardous/Infectious Materials Incidents	18.1.9
Hazmat Spills - Procedures	18.1.9
Hearings - Requirement to Appear	5.3.4
Helicopter - Assistance during Pursuits	2.3.3 (K 4)
Hiring Process - Personnel	17
Hit Skip Investigations	2.2.2 (B)
Holding Facility - Definition	12.1.1
Holding Facility - Emergency Procedures	12.1.3
Holding Facility - Escapes	12.1.3 (C)
Holding Facility - Evacuation Procedures	12.1.3 (A)
Holding Facility – Juvenile Procedures	12.1.4
Holding Facility - Procedures	12.1.2
Holding Facility – Staff Training	12.1.5
Hold Up Alarm - Response	15.2.1 (B)
Homicide/Felonious Assault - Response Procedures	14.4.5
Honor Guard Unit Procedures	6.5.4
Hospital Escorts	2.3.2
Hospital Security and Control of Prisoners	3.3.3
Hostage/Barricade Situations	14.4.9, 18.1.6
Hot Pursuits - Vehicle	2.3.3

## I

Identification - Requirement to Carry/Provide	5.3.5
Identifying Informants	5.3.17
Illegal Orders	5.3.8
Immoral Conduct	5.3.18
Impaired Driving - Procedures	2.1.9
Impounded Property/Evidence - Procedures	13.1.1
Impounding Vehicles	2.4.3
Inattention to Duty	5.3.24
In-Car Video Cameras - Procedures	8.1.3
In-Car Video Cameras - Purpose	8.1.1
In-Car Video Cameras - Request for Recordings	8.1.5
In-Car Video Cameras-Supervisory Review/Responsibilities	8.1.6
In-Car Video Cameras - Training	8.1.2
Incident Interview	5.1.2 (A)
Infectious Materials - Handling	18.1.9 (E)
Informants	5.3.17
Injured Prisoner - Transporting	3.3.2
Injury Leave Reporting	5.3.32
In-Service Training	1.2.1, 1.2.4 (B)
Interview	See "Hiring Process"
Investigative Funds	20.1.3 (A)
Issuance of Conflicting/Illegal Order	5.3.8
Issuance of Written Directives	1.1.13
Issued Equipment - Police Officers	6.3.1

## J

Jail - See - "Holding Facility"

Jewelry Permitted - Officers and Civilian Personnel	6.3.2
Jurisdiction - Concurrent	16.1.2
Jurisdiction - Village	16.1.1
Juvenile Custody	4.1.2
Juvenile Diversion	4.1.1 (C)
Juvenile Fingerprinting	9.1.2 (B)
Juvenile Interrogations	4.1.3
Juvenile - Missing	10.1.3
Juvenile Offenders - Handling	4.1.1
Juvenile OVI Offenders	2.1.9 (C)
Juvenile Traffic Violations	2.1.2 (B)

## K

Kidnapping/Abduction - Response Procedures	10.1.2, 14.4.8
Knowledge of Directives, Laws, and Ordinances	5.3.21
Knives - Use of	1.1.5

## L

Laser Unit - Use of	2.1.8 (B 2)
Late for Duty - Employee Reporting	5.3.29
Latent Fingerprint Processing - Crime Scenes	14.1.3
Law Enforcement Personnel Involved Domestic Violence - Procedures	14.3.2
Lawsuits - Employee Involved	5.3.28
LEADS Audit	5.4.4
LEADS - Contingency Plan	5.4.9
LEADS - Dissemination and Record Keeping	5.4.3
LEADS - Equipment	5.4.7
LEADS Rules	5.4
LEADS - Sanctions	5.4.8
LEADS - Terminal Agency Coordinator	5.4.1
LEADS - Validations	5.4.2
Leave Requests	6.2.3
Legislator - Traffic Violations	2.1.2 (C)
Leg Restraints/Shackles - Use of	3.2.3
Less-Than-Lethal Weapons - Use/Definition	1.1.4, 1.1.10 (A 5)
Letterhead - Prohibited on Personal Correspondence	5.3.25
Liability Release Forms - Civilian Ride-Along Program	6.4.1
Line-of-Duty Deaths - Procedures	11.1.2
Line-ups - Employee Required	5.3.31
Lodging - Out-of-town Seminars/Conferences	1.2.7

## M

Mail - Unauthorized Opening	5.3.7
Maintaining Departmental Property/Publications	5.3.23
Maintaining Visual Contact during Prisoner Transport	3.2.5
Mandatory Training	1.2.2
Man-made Disaster Procedures	18.1.2
Mass Arrest Situations	18.1.5
Mayor's Court Account	20.1.3 (B)
Mayor's Court - Security Hazard Notification	3.2.9
MDC's (Mobile Data Computers)	8.5
Media - Release of Information	5.3.27
Media Requests for 9-1-1 Recordings	15.1.4 (C)
Media Ride-Along Program	6.4.1 (E)
Media Staging Areas - Hostage/Barricade Situations	18.1.6 (L)

Media - Statements and Appearances	5.3.26
Medical Exam - Employee Required	5.3.31
Medical Exam - Police Officer Candidate	17.1.11
Medical Protocol - AED's	8.4.4
Memberships in Organizations	5.3.3
Mentally Ill Persons - Policy	10.2.1
Mentally Ill Persons - Procedures	10.2.2
Military Personnel - Traffic/Arrest/Detention Procedures	2.1.2 (E)
Minimum Standards/Requirements - Police Officer	17.1.3
Misconduct	5.3.35
Missing Adults over age 65 – Procedure	10.1.4
Missing Child – Procedure	10.1.3
Missing Person - Defined	10.1.1
Missing Person - Adults over 65	10.1.4
Missing Person - Mentally Ill	10.1.4
Missing Person - Procedures	10.1.2
Mobile Data Computers (MDC's)	8.5
Mobile Video/Audio Recording Equipment (MVR)	See "In-Car Video Cameras"
Mobilization Plan - Emergencies	18.1.8
Monthly Reports	6.1.4 (A)
Monthly Requirements - Reserve Officers	19.1.3
Moral Conduct Required	5.3.18
Motorists Assists	2.4.1
Mounted Patrol Unit Procedures	6.5.3
Moving Roadblocks	2.3.3 (E 1a)
Multiple Arrest Situations	18.1.5
Mutual Aid Agreement/Compact	16.1.3

## N

9-1-1 Calls - Recorded	15.1.4
9-1-1 Hang-up Calls - Response	15.1.3
9-1-1 System	15.1.1
National Crime Information Center (NCIC)	5.4.6
National Guard Assistance - Requesting	16.1.4
National Law Enforcement Telecommunications System (NLETS)	5.4.5
Natural Disasters - Plans/Procedures	18.1.2
Neglect of Duty	5.3.24
Negotiations - Hostage/Barricade Situations	18.1.6
Next-of-Kin Death/Serious Injury Notifications (Employee)	11.1.2
Next-of-Kin Death/Serious Injury Notifications (Citizen)	11.1.3
Non-resident Traffic Violators	2.1.2 (A)
Non-resident Violator Compact Agreement	2.1.2 (A)
Not Sustained Complaint - Defined	5.1.1
Notary Fees - Collection	5.3.6
Notification of Parents - Juveniles in Custody	4.1.2 (E)
Notification Procedures - Employee/Line-of-Duty Deaths	11.1.2
Notification Procedures - Prisoner Escape	3.2.8
Notification/Call-Out Procedures - Emergencies	6.1.3
Notifying Court of Security Hazards	3.2.9

## O

Obedience to Directives, Laws, and Ordinances	5.3.21
Obeying Lawful Orders	5.3.19, 21
Off-duty Employment - Defined	7.2.1

Off-duty Employment - General Rules	7.2.2
Off-duty Employment - Prohibited	7.2.2
Off-duty Handguns - Authorized	1.1.9 (A 1)
Off-duty Handguns - Carrying	5.3.5 (D)
Officer Discretion - Traffic	2.1.4 (C)
Officer Hiring Process	17.1
Officer Responsibilities - Civilian Ride-Along Program	6.4.1
Officer Involved Line-of-Duty Deaths	11.1.2
Official Letterhead-Prohibited on Personal Correspondence	5.3.25
Operator's License - Re-examination Referrals	2.1.10
Optional Training	1.2.3
Opposite Sex Prisoner - Searches	3.2.1
Opposite Sex Prisoner - Transport	3.3.1
Oral Reprimand	5.1.2 (B)
Oral Review Board - Dispatcher Candidates	17.2.5
Oral Review Board - Police Officer Candidates	17.1.7
Organizational Chart	6.1.1
Organizational Memberships	5.3.3
Organizational Structure	6.1.1
OVI Procedures	2.1.9

## P

Pace Clocks - Use of	2.1.8
Panic Alarms - Response	15.2.1 (C)
Parade Planning Responsibilities	18.1.4
Parental Notification - Juveniles in Custody	4.1.2 (E)
Parking Citations	2.1.1 (C)
Parking Enforcement	2.1.11
Pay Rate - Special Duty	7.1.3
Performance Evaluations - Reserve Officer	19.1.5
Perishable Evidence Collection - Crime Scenes	14.1.1 (D)
Personal Correspondence	5.3.25
Personnel Hiring Process - Officers	17.1
Personnel Hiring Process – Dispatcher/Civilian Employees	17.2
Photographs - Employee Required	5.3.31
Photography - Crime Scenes	14.1.2
Physical Examination - Police Officer Candidate	17.1.11
Physical Harm - Defined	1.1.2 (C)
Physical Fitness Test - Police Officers	17.1.5
Pick-up Radius - Warrants	3.1.1 (D)
Police Agency Owned Property - Inventory/Control	20.1.7
Police Department Organizational Chart	6.1.1
Police Personnel Involved Domestic Violence - Procedures	14.3.2
Polygraphs - Employee Required	5.3.31
Polygraphs - Police Officer Candidates	17.1.8
Posting - Special Assignment Vacancies	17.3.3
Pre-Employment Application - Police Officer	17.1.3
Pre-Transport Prisoner Searches	3.2.1
Primary Aggressor - Domestic Violence	14.2.3 (B)
Prisoner Communication	3.2.6
Prisoner Documentation	3.5.1
Prisoner Escapes	3.2.8
Prisoner Handcuffing Requirements	3.2.3
Prisoner - Hospital Security/Control	3.3.3
Prisoner Identification	3.5.1

Prisoner Restraint Requirements	3.2.3
Prisoner Searches (Pre-transport)	3.2.1
Prisoner - Special Situations	3.3.4
Prisoner Transport - Destination Procedures	3.2.7
Prisoner Transport - Equipment	3.4
Prisoner Transport Vehicles - Searching	3.2.2
Prisoner Transports - Number of Officers Required	3.2.5 (B, C)
Prisoner Transports - Procedures	3.2.4
Prisoner Transport - Maintaining Visual Contact	3.2.5
Private Business - Interference Prohibited	5.3.20
Private Security Alarms	15.2.1
Private Security - Cooperation/Assistance	16.1.5
Probationary Period – Dispatcher/Civilian Employee	17.2.8
Probationary Period - Police Officer	17.1.12
Procedures for Custody - Juveniles	4.1.2
Processing Crime Scenes	14.1.1 (C)
Processing Stolen Vehicles	14.1.1 (F)
Proficiency with Weapons	1.1.11
Progressive Discipline	5.1.2
Progressive Force - Defined	1.1.1
Prohibited Establishments - Employees	5.3.15
Prohibited Off-duty Employment	7.2.2
Prohibited Use of Drugs by Employees	5.3.11
Promotions	17.4
Promotional Exam	17.4.4
Promotional Interview	17.4.6
Promotional Oral Review Board	17.4.5
Promotional Process - Outlined	17.4.1
Promotional Process - Posting Openings	17.4.3
Property Card - Procedures	13.1.1
Property Control System	13.1.1
Property Custodian - Responsibilities	13.1.1
Property – Custody	13.2.2
Property Disposition Forms - Procedures	13.1.1 (H)
Property – Expenditures of Proceeds	13.2.4
Property – Forfeiture	13.2
Property - Final Disposition	13.1.3
Property of Traffic Crash Victims - Control	2.2.5
Property Receipts	13.1.1
Property Room - Inspections	13.1.2
Property Room - Procedures	13.1.1
Property Room - Records	13.1.2
Protection Orders - Domestic Violence	14.2.5
Psychological Testing – Dispatcher/Civilian Employees	17.2.7
Psychological Testing - Police Officer Candidate	17.1.10
Public Appearances	5.3.26
Public - Courtesy to	5.3.9
Public Demonstrations Planning	18.1.4
Public Information Officer - Hostage/Barricade Situation	18.1.6 (L)
Public Statements	5.3.26
Purchasing Procedures (Financial)	20.1.4
Pursuit Procedures	2.3.3
Pursuit Termination	2.3.3 (J)
Push Bumpers	2.4.1 (C)
<b>19</b>	
Quad Team - Entry	18.1.6 (B)



Quotas 2.1.1

R

Radar Units - Use of 2.1.8 (B)  
Rank Insignia 6.3.1 (G)  
Rape/Sexual Assault - Response Procedures 14.4.2  
Rear Compartment Modification - Prisoner Transport 3.4.2  
Reasonable Belief - Defined 1.1.2 (C)  
Receipt of Compliments 5.2.4  
Recording of Arrests, Interviews, and Interrogations 8.2.1, 8.2.3  
Recording of Telephone Calls/Conversations 15.1.4  
Recording of Traffic Stops - Procedures 8.1.3  
Recording System - Telephone Calls/Radio Transmissions 15.1.4  
Recovered Stolen Vehicles - Evidence Processing 14.1.1 (F)  
Recruitment – Dispatcher 17.2.1  
Recruitment – Police Officer 17.1.2  
Re-examination Referrals/Requests 2.1.10  
Referrals of Products/Services Prohibited 5.3.12  
Reflective Traffic Vests Required 2.3.1 (F), 6.3.1 (A)  
Registering a Compliment or Complaint - Pamphlet 5.2.1  
Release of Evidence/Property to Rightful Owner(s) 13.1.3  
Release of Impounded Vehicles 2.4.3  
Release of Information Waiver - Background Investigations 17.1.6  
Release of Police Information - Media and Public 5.3.27  
Release of Digital Photographs 8.3.5  
Release of Video Tapes 8.1.4, 8.2.5  
Release of Weapons - Property/Evidence 13.1.3  
Relief from Duty - After Use of Force 1.1.8  
Relief from Duty - Other 5.1.4  
Remedial Training - Firearms 1.1.12  
Remedial Training - Other 1.2.5  
Removal from Line of Duty after Use of Force 1.1.9  
Rendering Aid After Use of Force 1.1.6  
Report Copy Monies 20.1.3 (C)  
Reporting Arrests 5.3.28  
Reporting Court Actions 5.3.28  
Reporting for Duty 5.3.29  
Reporting Misconduct 5.3.30  
Reporting Use of Force 1.1.7  
Reports - Departmental 6.1.4  
Reprimand - Oral 5.1.2 (B)  
Reprimand - Written 5.1.2 (C)  
Requesting Federal Assistance 16.1.4  
Requests for Copies of Digital Photographs 8.3.5  
Requests for Discovery - Recorded Calls/Transmissions 15.1.4 (D)  
Requests for Off-Duty Employment - Procedures 7.2.2  
Requests for Special Duty Employment - Procedures 7.1.5  
Requests to Record Video Tapes - Arrests/Interviews 8.2.5  
Requests to Record Video Tapes - In-Car Video Cameras 8.1.5  
Requirement to Submit to Line-ups/Photographs 5.3.31  
Requirement to Submit to Medical Exams 5.3.31  
Requirement to Submit to Polygraphs 5.3.31  
Requisition Forms - Expenditures 5.3.14  
Requisition Procedures 20.1.4  
Reserve Officer Agreement 19.1.3  
Reserve Officer - Functions/Job Description 19.1.1  
Reserve Officer - Performance Evaluation 19.1.5

Reserve Officer - Requirements/Hours	19.1.3
Reserve Officer – Special Duty	19.1.4
Reserve Officer - Training (FTO Program)	19.1.2
Residential Alarms - Procedures	15.2.1 (A)
Response to 9-1-1 Hang-up Calls	15.1.3
Response to Resistance Report (PD-99-209)	1.1.7
Response to Resistance Reports - Review	1.1.8
Restrictions on Use of Firearms	1.1.3
Retention Period - Recorded Calls/Transmissions	15.1.4 (A)
Review/Analyze Use of Force Reports	1.1.8
Riders - Civilian	6.4.1
Riot - Procedures	18.1.4
Roadblocks - Use of	2.3.3 (E 1)
Road-spike Devices - Use of	2.3.3 (E 2)
Roadway Hazards	2.4.2
Robbery - Response Procedures	14.4.4
Robbery Alarms - Response	15.2.1
Rule 4 Hearing	3.1
Rules of Conduct - Knowledge of	5.3.21

## **S**

Safe Keeping of Property - Procedures	13.1.1
School Resource Officer – Selection Process	17.3.1
School Ride-Along Requests	6.4.1
Searching for Explosive Devices	18.1.7 (D-G)
Searching Prisoners	3.2.1
Searching Transport Vehicles	3.2.2
Security Hazards - Notifying Court	3.2.9
Security (Private) Agencies - Cooperation/Assistance	16.1.5
Seized and Forfeited Property - Procedures	20.1.6
Selection Process - Canine Officer (Special Assignments)	17.3.1
Selection Process - DARE Officer (Special Assignments)	17.3.1
Selection Process - Detective (Special Assignments)	17.3.1
Selection Process - Dispatcher	17.2
Selection Process - Police Officer	17.1
Selection Process - Promotions	17.4
Selection Process - School Resource Officer (Special Assignments)	17.3.1
Selection Process - Special Assignments	17.3
Seminars/Conferences - Attendance	1.2.6
Seniority Leave Requests	6.2.3
Seniority Shift Selection	6.2.1
Sergeant - Planning Responsibilities (Unusual Occurrences)	18.1.1
Sergeant Probationary Period	17.4.7
Sergeant Promotional Exam	17.4.4
Sergeant Selection Process	17.4.1
Sergeant Responsibilities	6.1.1
Serious Incidents - Call-Out/Notification Procedures	6.1.3 (A)
Serious Injury Notifications - Employee-Involved	11.1.2
Serious Injury Notifications - Non-employee Involved	11.1.3
Serious Physical Harm - Defined	1.1.2 (C)
Service Account (Financial)	20.1.3 (C)
Serving Warrants	3.1.1
Sexual Assault/Rape - Response Procedures	14.4.2
Sharing Resources - Mutual Aid	16.1.3

Shift Selection - Patrol Officers	6.2.1
Shift Selection - Supervisors and Dispatchers	6.2.2
Shotgun - Authorized Ammunition	1.1.10 (A 2)
Show Up Pay - Special Duty	7.1.4
Sick Leave Reporting	5.3.32
Sick Prisoner - Transporting	3.3.2
Slating Room - Procedures	12.1.2
Sources of Information	14.1.6
Special Assignments - Interview Process	17.3.4
Special Assignments - Minimum Requirements	17.3.2
Special Assignments - Posting	17.3.3
Special Assignments - Selection Process	17.3.1
Special Duty - Defined	7.1.1
Special Duty - Hours Permitted to be Worked	7.1.4
Special Duty - Procedures	7.1.5
Special Duty - Rates of Pay	7.1.3
Special Duty - Reserve Officer Requirements	19.1.4
Special Duty - Rules	7.1.2
Special Events Planning	18.1.4
Special Investigative Account	20.1.3 (A)
Special Prisoner Transport Situations	3.3.4
Specialized Training	1.2.3
Specific Crime Response - Procedures	14.4
Speed Measuring Devices	2.1.8
Spills - Hazardous/Infectious Materials	18.1.9
Sporting Events Planning	18.1.4
Stationary Roadblocks	2.3.3 (E 1b)
Stinger Spikes (Tire Deflation Devices)	2.3.3 (E 2)
Stolen Vehicles - Evidence Processing	14.1.1 (F)
Stopping Traffic Violators - Procedures	2.1.6
Stranded Motorists - Assistance	2.4.1 (C)
Student Ride-Along Program	6.4.1
Subpoenas - Requirement to Appear	5.3.4
Suicide - Response Investigations	14.4.6
Suicide (Attempts) In Holding Facility	12.1.3 (B)
Summons (in Lieu of Arrest)	3.1.1 (F)
Supervisors - Temporary/Acting	6.1.2
Supervisory Approval - Civilian Ride-Along	6.4.1 (C)
Supervisory Position - Probationary Period	17.4.7
Supervisory Position - Promotional Exam	17.4.4
Supervisory Position - Selection Process	17.4.1
Supervisory Review - Video Tapes	8.1.6, 8.2.6
Supervisory Training	1.2.3
Surveillance Cameras (Facility)	8.2
Suspension	5.1.2 (D)
Suspicious Death Investigations - Response Procedures	14.4.5
Suspicious Fires - Response Procedures	14.4.7
Sustained Complaint - Defined	5.1.1

## I

Tactical Team Procedures	18.1.10
Tactical Team Response - Hostage/Barricade Situations	18.1.6
Tapes	See "Video Tapes"
Tardiness	5.3.29
Telephone - Employee Reporting Requirement	5.3.33
SWAT Entry/Call-out - Hostage/Barricade Situations	18.1.6

Temporary Administrative Leave	5.1.4
Temporary Holding Facility - Definition	12.1.1
Temporary Holding Facility - Emergency Responses	12.1.3
Temporary Holding Facility - Escapes	12.1.3 (C)
Temporary Holding Facility - Evacuation Procedures	12.1.3 (A)
Temporary Holding Facility - Procedures	12.1.2
Temporary Protection Order (TPO) - Domestic Violence	14.2.5
Termination - Dismissal	5.1.2 (F)
Territorial Limits - Warrants	3.1.1 (B)
Test - Written - Police Officer	17.1.4
Ticket Quotas	2.1.1
Tire Deflation Devices	2.3.3 (E 2)
Tornado Emergencies	18.1.2 (B)
Tornado Warning Procedures	18.1.2 (B)
Towing	2.4.3
Tow Logs	2.4.3
Traffic Arrests	2.1.1 (A)
Traffic Citations - Informing the Violator	2.1.3
Traffic Control - Procedures	2.3.1
Traffic Crash - Employee Involved	2.2.2 (D), 5.2.3
Traffic Crash - Fatality	2.2.2 (A)
Traffic Crash - Follow-up Investigations	2.2.4
Traffic Crash - Policy	2.2.1
Traffic Crash - Responses	2.2.2
Traffic Crash Reports	2.2.6
Traffic Crash - Scene Responsibilities	2.2.3
Traffic Crash - Victim Property Control	2.2.5
Traffic Crashes - Hazardous Materials Involved	2.2.2 (E), 18.1.9
Traffic Crashes Involving Impaired Drivers	2.1.9 (D)
Traffic Crashes - Officer Involved	5.2.3
Traffic Crashes - Village Owned Vehicles	5.2.3
Traffic Direction and Control Procedures	2.3.1
Traffic Enforcement Practices	2.1.5
Traffic Pursuits	2.3.3
Traffic Stops - Procedures	2.1.6, 2.1.7
Traffic Vests Required	2.3.1 (F)
Traffic Violator Procedures	2.1.2
Traffic Warnings	2.1.1 (C)
Traffic Warrants	3.1.1
Training - Attendance Requirements	1.2.6
Training - Defined	1.2.1
Training Files	1.2.4
Training - Mandatory	1.2.2
Training - Optional/Specialized	1.2.3
Training Records	1.2.4
Training - Travel Arrangements	1.2.7
Transport Vehicles - Searching	3.2.2
Transportation - Mass Arrest Situations	18.1.5
Transporting Officer Responsibilities	3.2.4
Transporting Sick, Injured, or Disabled Prisoners	3.3.2
Travel Arrangements - Training/Seminars/Conferences	1.2.7
Travel Reimbursement	1.2.7 (D)
Trials - Requirement to Appear	5.3.4
Truthfulness	5.3.34
Tuition Reimbursement Program	1.2.3 (E)

## U

U-10-100 - Use Required on Prisoner Transports	3.5.1 (B)
Unauthorized Material - Display in Police Facility	5.3.10
Unbecoming Conduct	5.3.35
Under Age - OVI Procedures	2.1.9 (B)
Undercover Drug Buys/Operations	14.1.7
Unfounded Complaint - Defined	5.1.1
Uniform Enforcement Policies - Traffic	2.1.4
Uniform Inspections - Police Officers	6.3.3
Uniform Repairs - Damaged	6.3.3
Uniform Traffic Citation	2.1.1 (B)
Uniforms - Officers	6.3.1
Unusual Occurrences	18.1
Unusual Occurrences - Planning Responsibilities	18.1.1
Urine Test Procedures - OVI	2.1.9 (D)
Use of Weapons	1.1.4
Use of Deadly Response	1.1.2
Use of Force – Canine	6.5.2 (I)
Use of Force - Defined	1.1.1 (A)
Use of Force - Reporting	1.1.7
Use of Force - Written Directives Required	1.1.13
Use of Force Options - Hostage/Barricade Situations	18.1.6
Use of Force Training - Required	1.2.2 (A)

## V

Vacation Leave Requests	6.2.3
Valuable Property - Submission Procedures	13.1.1 (G)
Vehicle Escorts	2.3.2
Vehicle Impound Form	2.4.3
Vehicle Pursuits	2.3.3
Vehicle Safety Barriers - Prisoner Transports	3.4.1
Verbal Warnings (Traffic)	2.1.1 (C)
Victim Assistance - Dispatcher Response	15.1.2
Video Surveillance Cameras - Procedures (Exceptions)	8.2.3
Video Surveillance Cameras - Purpose	8.2.1
Video Surveillance Cameras - Supervisory Review	8.2.6
Video Surveillance Cameras - Training and Responsibilities	8.2.2
Video Taping - Crime Scenes	14.1.2 (F)
Video Recording - In-Car Video Cameras	8.1.3
Violator Compact Agreement	2.1.2 (A)
VIP Protection/Security Plans	18.1.3
Visual Contact During Prisoner Transport	3.2.5
Volatile Fluids - Evidence Collection Procedures	14.1.1 (D)

## W

Waiver of Extradition	3.1.1 (B)
Warning Shots (Prohibited)	1.1.3
Warnings (Traffic)	2.1.1 (C)
Warrant Service	3.1.1
Weapon Proficiency - Demonstrating	1.1.11
Weapons and Ammunition - Authorized	1.1.10
Weather Alerts/Emergencies - Procedures	18.1.2 (A)
Withdrawn Complaint - Defined	5.1.1
Withholding Information	5.3.36
Witness Assistance - Dispatcher Response	15.1.2

Written Directives - Issuance of  
Written Reprimand  
Written Test - Police Officer

1.1.13  
5.1.2 (C)  
17.1.4

**X-Y-Z**

Youthful Offenders - Handling

4.1.1