Oklahoma City Police Department

OPERATIONS MANUAL

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Introduction

Mission Statement

The mission of the Oklahoma City Police Department is to deliver exceptional police services to our community with integrity, compassion, accountability, respect, and equity.

Core Values

The core values of the Oklahoma City Police Department are:

1. Integrity
2. Compassion
3. Accountability
4. Respect
5. Equity

Vision Statement

The vision of the police department is to ensure Oklahoma City is one of the safest cities in the country through strong community relationships, innovative strategies, and healthy, well-trained employees.

Law Enforcement Code of Ethics

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

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

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

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

Oath of Office

All personnel prior to assuming sworn status must take and subsequently abide by the following oath of office:
I do solemnly swear that I will bear true allegiance to the Constitution of the United States, to the Constitution and Statutes of the State of Oklahoma, and to the Charter and Ordinances of the City of Oklahoma City.

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

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

Revised 3/25

Chapter 1: Objectives, Role, and Authority

Section 1: Law Enforcement Role and Authority

Fairness and respect in police and community interactions are paramount to the success of any law enforcement organization. It is an objective of the Oklahoma City Police Department to identify and incorporate progressive practices that promote positive community relations.

The department has adopted procedural justice philosophies in order to promote fair enforcement of laws in the community, accountability within the agency and transparency to those we serve. Procedural justice is defined as the idea of fairness in the processes that resolve disputes and allocate resources. When procedural justice, as a philosophy, is translated into day-to-day practices, the results are positive organizational change, increased police legitimacy in the community, and enhanced officer safety. It is the duty of the men and women of the Oklahoma City Police Department to uphold the principles of procedural justice and to approach all aspects of police work with fairness and impartiality.

1-101 Objectives

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

1-101.1 Victim/Witness Assistance

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

1-101.2 Recovery and Return of Property

The actual costs of crime are difficult to measure; there cannot be a dollar value assigned to the broken bodies, ruined lives, and human misery, which are its products. However, it is possible to observe the steadily mounting cost of lost and stolen property. This loss as well as the other costs of crime must ultimately be borne by its victims. To minimize the losses due to crime, the department makes every reasonable, good faith effort to recover lost or stolen property, to identify its owners, and to ensure its prompt return.

1-101.3 Movement of Traffic

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

1-101.4 Public Service

Often, because there are no other public or private agencies available, the public relies upon the department for assistance and advice in the many routine and emergency situations, which develop in an urban society. For this reason, and because there is frequently a potential for crime, the department regularly responds to incidents where it

is not contemplated that an arrest will be made. To satisfy these requests and to assure the peace and safety of all persons, the department responds to calls for service and renders such aid or advice as is necessitated or indicated by the situation. Such services are provided in cooperation and in coordinated effort with fire, rescue, ambulance and other safety agencies within the community.

1-102 Police Authority

According to Oklahoma State Statutes, police officers in the State of Oklahoma "...shall have the power to arrest all offenders against the laws of the State or of the City, by day or by night, in the same manner as the Marshal, and keep them in the City prison or other place to prevent their escape until a trial can be held before the proper office." Oklahoma City Ordinances established the Police Department for the purpose of performing various public safety functions of the City. The City Ordinances state that the Police Department shall have and exercise the powers and duties of preventing and detecting crime, preserving the peace, protecting the citizens and others in their persons and property and maintaining public order.

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

1-102.1 Responsibility of On-Duty Officers

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

1-102.2 Responsibility of Off-Duty Officers

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

A. Under Oklahoma law, a peace officer's authority to arrest is limited by jurisdiction. Off-duty officers may, on occasion, encounter circumstances that require police action. Police action may range from direct intervention to causing the appropriate action to be taken.
    1. Direct intervention should only be taken after careful consideration of the tactical situation and full knowledge that the officer's action may come under close scrutiny.
    2. The officer's decision must be swayed by answering the question: "Is police action in the public interest?"
B. Under Oklahoma law, a private citizen has the right to arrest a person who commits a felony or breach of the peace in their presence, or to arrest a person where a felony has been committed and where the arresting citizen has probable cause to believe and does believe, the person arrested to be guilty.
    1. When a police officer effects a citizen's arrest of an individual in another jurisdiction, they must not do so under the color of their office.
C. When an off-duty officer uses their peace officer authority or becomes involved in a situation, which may reflect negatively on or cause involvement of the Police Department of the City of Oklahoma City, an on-duty supervisor shall be notified immediately.
    1. The officer shall make a detailed written report immediately upon their return to work, unless the on-duty supervisor requests an earlier written report.

1-103 Loyalty

In the performance of their duty to serve society, an officer is often called upon to make difficult decisions. They must exercise discretion in situations where their rights and liabilities and those of the department hinge upon their conduct and judgment. An officer's decisions are not easily made and occasionally they involve a choice, which

may cause them hardship or discomfort. An officer must be faithful to their oath of office, the principles of professional police service, and the objectives of the department, and in the discharge of their duty they must not allow personal motives to govern their decisions and conduct.

1-104 Respect for Constitutional Rights

Oklahoma City Police Department Officers shall not knowingly violate the constitutional rights of any person, nor shall they knowingly discriminate against or harass any person or group of persons as a result of that person's race, color, creed, disability, age, religion, sex, national origin, or exercise of a legal right.

No person has a Constitutional right to violate the law; neither may any person be deprived of their Constitutional rights merely because they are suspected of having committed a crime or has committed a crime.

The task of determining the constitutionality of a statute lies with a court of proper jurisdiction, not with an officer who seeks to properly enforce the law as it exists. Therefore, an officer may enforce any federal, State, or local statute, which is valid on its face without fear of abrogating the Constitutional rights of the person violating that statute. An officer who lawfully acts within the scope of their authority does not deprive persons of their civil liberties. They may within the scope of their authority make reasonable inquiries, conduct investigations, and arrest on probable cause.

However, when an officer exceeds their authority by unreasonable conduct, they violate the sanctity of the law, which they are sworn to uphold.

1-105 Bias-Based Policing Prohibited

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

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

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

1-106 Violator Residency

Officers of the Oklahoma City Police Department shall not give special preference for either local or non-local residents in any enforcement action. Law enforcement shall be without regard for the location of residence of the violator.

Section 2: Jurisdiction

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

1-201 Assistance to Other Law Enforcement Agencies and Concurrent Jurisdiction

The department maintains a close working relationship with other law enforcement agencies, and recognizes there are instances in which law enforcement agencies will need this department's assistance and other incidents involving concurrent jurisdiction. Therefore, the department will provide assistance to other law enforcement agencies whenever possible.

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

When it is unclear which agency should assume primary responsibility, the officer shall notify their supervisor as soon as possible.

1-202 Jurisdiction of Turnpike Property

Police Department employees do not have jurisdiction to enforce traffic or criminal laws on turnpike property. However, we may provide assistance when requested by the Department of Public Safety or the Oklahoma State Bureau of Investigation, which has exclusive jurisdiction to enforce traffic or criminal laws on turnpike property.

If an employee is traveling on a turnpike and witnesses a situation that requires law enforcement involvement, the employee should contact the Department of Public Safety and request assistance. The employee may intervene in situations where an immediate response or action is necessary to protect the public. However, any subsequent arrest or enforcement action should be made by an officer of the Department of Public Safety.

Police Department employees should provide assistance to stranded motorists on the turnpikes as they would on City streets.

Section 3: Crime Prevention and Community Involvement

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

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

Additionally, knowledge of the community is necessary so that each department employee may be instilled with a sense of concern for the crime problems and law enforcement needs in their assigned area of responsibility. The prevention of crime remains a basic obligation of society, and to the degree it becomes necessary to rely on police action to secure compliance with the law; society has failed in this responsibility.

1-301 Police Community Relations

Police Community Relations is the process by which the police and the community work together to identify and resolve problems that have caused or might cause discord between them. Police Community Relations is not public relations. Public relations is one way communication as opposed to community relations, which is two way communications. The philosophy of community relations has been decentralized to every bureau, division, unit, detail, and officer.

Police Community Relations is the responsibility of each and every officer of the Oklahoma City Police Department. The best community relations tool is doing something positive for yourself and the community.

Each officer should work to improve Police Community relations by:

A. Taking every opportunity to talk to and with the public;
B. Being visible to the community and neighborhood;

C. Taking part in the life of the community by joining civic, church, or private organizations;
D. Becoming knowledgeable of services available to individuals and groups;
E. Keeping both off-duty and on-duty performance on an ethical high; and
F. Becoming an active volunteer.

1-302 Police-Community Interaction

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

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

1-302.1 Individual Dignity

Recognition of individual dignity is vital in a free system of law. Just as all persons are subject to the law, all persons have a right to dignified treatment under the law, and the protection of this right is a duty, which is as binding on the department as any other. An officer must treat a person with as much respect as that person will allow, and they must be constantly mindful that the people with whom they are dealing are individuals with human emotions and needs. Such conduct is not a duty imposed in addition to an officer's primary responsibilities; it is inherent in them.

1-302.2 Role of the Individual Officer

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

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

1-302.3 Equality of Enforcement

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

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

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

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

1-302.4 Responsiveness to the Community

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

The lasting impression that citizens have of our department and the support they are willing to give the department depends primarily on the quality of service provided them. The department recognizes its obligation of service to the community. Requests for help or assistance that can be provided by this department shall never be refused. A response of "I (or we) cannot do anything about this" is by itself unacceptable for use by personnel of this department.

1-302.5 Neighborhood Policing Defined

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

Neighborhood Watch Organizations

The City of Oklahoma City believes the successful fight against crime is enhanced by the organization of neighborhoods and neighbors. The Police Department participates in a professional service contract with Neighborhood Alliance of Oklahoma City to organize, train, and monitor neighborhood watch organizations. The Police Department is active in crime prevention through neighborhood watch services.

1-302.6 Openness of Operation

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

1-302.7 Interpersonal Communication

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

1-302.8 Community Liaison by Commanding Officers

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

Chapter 2: Organization, Management, and Administration

Section 1: Organization

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

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

2-101 Chain of Command

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

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

2-102 Designation of Command

Executive Staff – Refers to all Deputy Chiefs.

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

Section 2: Management

The Municipal Code of the City of Oklahoma City designates the Chief of Police as the chief administrative officer of the Police Department. All members of the Department serve subject to the orders of the Chief of Police. The Chief may prepare and submit regulations and procedures relating to policy issues to the City Council for their review and approval. The Chief makes rules and regulations that may cover the conduct of members of the Police Department, uniform and equipment, hours of service and other matters necessary for the efficient performance of the Police Department.

The Chief of Police makes assignments and reassignments of officers to various Bureaus of the Department. Supervisors are directly responsible to the Chief for the efficient performance of the functions and duties of their respective Divisions and the official conduct of the personnel under them.

2-201 Succession of Command

The Chief of Police shall have the authority to designate an acting Chief when they are absent from the City or temporarily unavailable. Should the Chief of Police become incapacitated through illness, death, or for any other reason cannot carry out the duties of the office, the City Manager will appoint an interim Chief.

2-202 Command Responsibility

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

2-202.1 Transfer of Command

Upon assuming a new assignment and continually thereafter, a commanding officer should critically evaluate all aspects of their command. They should review existing directives and programs to determine if the need for which they are enacted remains unchanged. Existing budget requests should be reviewed to ensure that any changes made or contemplated have not rendered the request obsolete. Upon a change of command, the commanding officer being replaced has a duty to lend their full assistance in making the command transition as smooth and orderly as possible. Orientations of a new commanding officer should include information concerning unique problems of the command, and assistance in continuing community and professional contacts relative to the command.

2-202.2 Command Concern for Employee Welfare

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

2-203 Departmental Directives

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

Written Directives

The Oklahoma City Police Department relies upon a written directive system to provide employees with clear information and direction as to the expectations and responsibilities relating to the performance of their duties. Directives establish uniform standards of behavior. The following procedures define each type of written directive and describe responsibilities related to acknowledgment, compliance, access, distribution, maintenance, retention, review, and release for each type.

There are five types of written directives:

A. General Orders
B. Special Orders
C. Personnel Orders
D. Division Orders
E. Standard Operating Procedures (SOPs)

2-203.1 General Orders

A general order is a written directive issued by the Chief of Police establishing guidelines and regulations that must be adhered to by all departmental employees. General orders take precedence over all other written directives, excluding a more recent directive issued by the Chief of Police.

2-203.2 Operations Manual

The Operations Manual is a composite of written directives that apply throughout the department. The Operations Manual is issued under the authority of the Chief of Police and has the effect of a general order. The Operations Manual is the property of the Oklahoma City Police Department.

All employees will have access to a complete and current electronic version of the Operations Manual. Employees may maintain a physical copy of the Manual, but it is the employee's responsibility to keep it updated.

Distribution of the Operations Manual

The Planning and Research Unit will ensure a complete and current electronic copy of the Operations Manual is available to all police employees. When the Manual is updated, the Planning and Research Unit shall:

A. Distribute the updated directives and regulations electronically to all police employees through PowerDMS;
B. Update the complete electronic copy of the Operations Manual available on Sharepoint; and
C. Distribute an electronic copy of the Manual to the Municipal Counselor's Office, City Clerk's Office, City Council Office, and the City Manager's Office.

Maintaining the Operations Manual

The Planning and Research Unit is responsible for maintaining a current version of the Operations Manual, distributing the Operations Manual and updates, retaining previous versions of the Manual, and maintaining records of employee receipt.

Review of the Operations Manual

Each bureau shall annually review the portions of the Operations Manual that apply to their functions and responsibilities for accuracy, consistency, effectiveness, and compliance with law. If any revisions are necessary or appropriate, a proposal shall be drafted and reviewed in accordance with Section 2-203.10 and forwarded to the Planning and Research Unit.

2-203.3 Chief's Directives

A chief's directive is a written directive issued by the Chief of Police used to clarify, inform, or direct police employees on a particular issue or matter. A chief's directive may be addressed to all police employees, a division, section, unit, shift, or office.

Employees that receive a chief's directive shall have access to the directive on PowerDMS for as long as the order is effective.

2-203.4 Special Orders

A special order is a written order issued by the Chief of Police that directs procedures for a special event or situation or for a particular unit for a temporary period of time. An example of a special order is a written order from the Chief of Police requiring officers to wear their hats while working the State Fair of Oklahoma. A special order may be addressed to all police employees, a division, section, unit, shift, office, or an individual employee. A special order is self-canceling, as indicated in the order.

Employees that receive a special order shall have access to the order on PowerDMS for as long as the order is effective.

2-203.5 Personnel Orders

A personnel order is a written order issued by the Chief of Police, a bureau commander, or a division commander to specific employees related to, but not limited to, appointments, transfers, promotions, demotions, changes in pay status, reprimands, suspensions, dismissals, retirements, resignations, and/or restorations to duty.

Personnel orders may be distributed to intended police employees in a physical or electronic state. A copy of the order shall be distributed to the Police Personnel Office to be placed in the affected employee's personnel file.

Employees may obtain a copy of their personnel orders from the Police Personnel Office at any time.

2-203.6 Division Orders

A division order is a written directive issued by a deputy chief or division commander to employees in their command. A division order may direct or define directives within the affected bureau or division for a temporary period of time. A division order is self-canceling, as indicated in the body of the order, not to exceed 120 days, or when the order is incorporated into either a general order issued by the Chief of Police or a standard operating procedure.

Employees that receive a division order shall have access to the order for as long as the order is in effect. If the order was distributed in a physical state, employees may receive a copy of it from the issuing authority. If the order was distributed in an electronic state, employees shall have access to the order on PowerDMS for as long as the order is valid.

2-203.7 Standard Operating Procedures

Standard Operating Procedures (SOPs) are written directives recommended by a bureau commander or division commander and approved by the Chief of Police. SOPs establish responsibilities and functions within a division, unit, or program and provide direction to those employees.

All employees will have access to a current electronic version of their applicable SOPs in PowerDMS. All SOPs are also available to employees on Sharepoint.

The Staff Inspections Unit is responsible for maintaining SOPs. When a SOP is established or updated, the Staff Inspections Unit shall:

A. Distribute the SOPs to the applicable police employees through PowerDMS, and
B. Add or update the SOPs in the SOPs folder on Sharepoint.

Maintaining SOPs

Any employee affected by any particular SOPs may propose revisions to those SOPs. Proposals shall be drafted and reviewed in accordance with Section 2-203.10 and forwarded to the Staff Inspections Unit.

2-203.8 Memorandums / Departmental Correspondence

A memorandum is merely a template used for purposes of general correspondence within the department. The contents of a memorandum depend on the purpose of the correspondence and may or may not require compliance. A memorandum shall not be used to establish or change a written directive that affects the entire department.

2-203.9 Delivery and Force of Directives

Written directives may be delivered in a physical or electronic format; however, electronic delivery is preferred. Directives in a physical format will be delivered to intended recipients by the issuing authority or through chain-of-command. Directives in an electronic format will be distributed through PowerDMS.

Acknowledgement of Written Directives

When employees receive a written directive, they will review and sign the directive as soon as practical, but not later than twenty (20) days from receipt. If an employee is on leave or otherwise absent from duty at the time the order is distributed, the employee will, upon their return, review and sign the order as soon as practical, but not later than twenty (20) days upon return to duty. Supervisors shall have the authority to require their subordinates to review and sign their written directives at any time. If an employee believes they have not received a written directive, they shall advise their immediate supervisor.

Compliance of Written Directives

All police employees are responsible for complying with current written directives. Ignorance of a directive is not a valid excuse for a violation and failure to sign/acknowledge an order does not relieve an employee of the responsibility of complying with it.

Continuity of Written Directives

The transfer of command from one chief to another, by itself, shall have no bearing on the standing or enforceability of written directives issued by or under the command of the transferring chief. All written directives issued by or under the command of a particular chief shall remain in effect and enforceable, even after a transfer in command, until revised or rescinded in accordance with established procedures.

Written Directives Format

All written directives must be issued on the designated departmental form and must be signed/initialed by the issuing authority. Chief's directives, special orders, and division orders must be numbered in series corresponding to the year of issuance and the series number.

Rescinding Written Directives

The Chief of Police shall have the authority to rescind any written directive. A bureau or division commander shall have the authority to rescind any written directives they have issued. A bureau commander may also rescind a written directive issued by a division commander under their command. Directives to be rescinded shall be clearly marked "RESCINDED," include the effective rescindment date, and be signed by the Chief of Police or the appropriate rescinding authority. A rescinded directive shall be delivered to and acknowledged by all affected employees in the same manner as prescribed for the delivery and acknowledgment of an original directive. Self-canceling written directives do not need to be rescinded.

Retention of Written Directives

The issuing authority will retain the original directive, either in a physical or electronic state, for at least three years or as long as the directive is in effect. A general order takes the form of the Police Operations Manual or a chief's directive.

2-203.10 Recommending Changes to the Operations Manual, UDAR, SOPs, Forms, or Processes

Employees are encouraged to make suggestions to improve the performance, efficiency, effectiveness, and safety of the department and its employees. Employee input is valuable because it provides different perspectives to problems that may not be readily identifiable at the management level. Employees may submit a proposal through their chain-of-command to recommend a change to the Operations Manual, Uniform, Dress, & Appearance Regulations (UDAR), SOPs, forms, or department processes at any time.

Proposal Requirements

Employees submitting a Proposal shall include:

A. A Proposal Tracking Form;
B. A memorandum – the memorandum should address all of the applicable elements listed in the section below titled "Memorandum Requirements;"
    a. Note: A memorandum is not required for simple updates / changes to directives;
C. Drafts of an directives or forms that would need to be revised or adopted if the proposal were to be approved that show the proposed changes in the manner described in the section below titled "Draft Formatting;"
D. Drafts of any directives or forms that would need to be revised or adopted if the proposal were to be approved that appear as they should in final format;
E. Electronic copies of the drafts in Word format – the electronic documents may be emailed or attached to the proposal on a disk; and
F. Any supporting documentation if necessary.

Proposal Tracking Forms

When proposing a revision to or the creation of SOPs, employees only need to submit one proposal tracking form for the whole document. When proposing a revision to the Operations Manual, employees should submit one proposal tracking form for each directive in its entirety. For all other proposals, employees should submit one proposal tracking form per document or project.

Memorandum Requirements

Proposals may include a memorandum. The memorandum should provide an explanation for the proposal, be presented in an organized format, and incorporate the following topics, if applicable:

A. Introduction – A statement of the general background of the circumstances prompting the suggestion.
B. Problem Statement – An accurate definition of what the problem is and the effect it has on the department. This should be a factual statement substantiated by adequate research and not assumption.
C. Alternative Solutions – Statement of the available solutions that will remedy the problem and then identification of the best solution that is the most cost efficient/cost effective and practical. This should also include a statement of how the suggestion will affect the department as a whole. This should be substantiated by adequate research.
D. Cost Analysis – A breakdown of any cost involved for equipment or personnel.
E. Method of Implementation – A statement of what the means of implementing this suggestion would be, i.e., new procedure, directive, purchase request, etc.
F. Summary – A summarization of all the facts that support your recommendation.

Draft Formatting

A proposal should include drafts of any relevant directives or forms, to include (1) drafts that show changes made to any existing documents and (2) drafts that appear as they should in final format. A draft that shows changes made to an existing directive, form, or document should adhere to the following standards:

A. Bold text reflects new language;
B. Strikethrough text reflects deleted language;
C. Where the text is going to appear in bold in the final version, new language should also be underlined; and
D. Small changes or changes that might be overlooked may also be highlighted to draw attention to them.

Proposal Routing

All proposals will be submitted through the submitter's chain-of-command to the appropriate bureau chief, who will recommend approval or disapproval and route the proposal to the Planning and Research Unit. If approved, Planning and Research will be responsible for facilitating any recommended changes and preparing the proposal for review by the Policy Review Committee, Uniform and Dress Regulations Committee or any other applicable meetings.

Supervisor Review

Each supervisor in a submitting employee's chain-of-command (up to deputy chief) will have 14 calendar days from the time a proposal is received to review the proposal and forward it to the next level of review. Each supervisor must forward the proposal whether they approve or disapprove the proposal.

Feedback to the Employee

When a proposal is submitted in accordance with this directive and the proposal is denied, the originator will be notified by the respective Deputy Chief of the status and/or decision relating to the suggestion by utilizing the original proposal tracking form.

Revised 12/2023

2-204 Compliance with Lawful Orders

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

2-204.1 Knowledge of Written Directives

All employees are required to read and are responsible for complying with all written directives applicable to their work assignments.

2-204.2 Compliance with Orders

An employee must comply with all lawful orders, however received. The employee shall be held responsible for complying with the last or most recent order received.

2-204.3 Compliance with Written Directives and Department Training

All personnel of the Oklahoma City Police Department shall comply with all written directives as defined in Section 2-203 and act in accordance with current department training. Employees shall adhere to the Oath of Office, the Code of Ethics, all laws of the United States and the State of Oklahoma, and the Charter and Ordinances of the City of Oklahoma City.

2-204.4 Insubordination

Insubordination shall include, but not be limited to, any failure or deliberate refusal to obey a lawful order given by a superior, or any disrespectful, insolent, or abusive language or action toward a superior. This is prohibited.

2-205 Official Correspondence

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

Authorization for Signature

Any member of the department may write official correspondence memorandums, electronic correspondence, and emails if the items are prepared and sent in accordance with the acceptable use policy. Official documents intended for external department use, displaying the official corporate seal of the City of Oklahoma City, must be utilized within the corporate seal policy. They may only be signed by majors or higher-ranking officers unless a delegation has been issued to a specific individual for a specific purpose and is valid at the time of the signature. All correspondence shall be prepared in accordance with common acceptable business correspondence practices for both written and electronic formats. Electronic signatures must meet the definition of an electronic signature set forth in 22 O.S. Section 7.

Delegation of Signature Authority

Department majors and above may allow others to sign official routine correspondence for them. In doing so, they are delegating authority, not responsibility or decision authority. A letter of delegation form shall be utilized and will be valid for no longer than a (1) year period. The form shall be for a specific purpose clearly identified in the form. The delegation of signature authority will be automatically terminated with the transfer of the issuing authority to a different position, the receiving of a new authority or as directed by the Chief of Police or designee.

2-206 Travel Orders

Job related travel outside of the city limits of Oklahoma City but inside the State requires the issuance of departmental travel orders. Travel orders will be signed and authorized at or above the rank of major. Travel orders will indicate the employee(s) authorization to travel, date(s) of travel, equipment used or method of transportation and the reason for travel outside of the City of Oklahoma City.

Travel orders will not be required when the travel is through other jurisdictions, which are “surrounded” by or contiguous to Oklahoma City or the counties of, Oklahoma, Canadian, Cleveland, and Pottawatomie. Travel to Logan, Lincoln, Kingfisher, Grady and McClain counties require verbal approval through the officer’s division major or their designee.

Except as listed within this directive, travel outside of Oklahoma City, but within the State of Oklahoma, occurring outside of normal business hours, will have travel orders approved by the on-duty watch commander.

Any travel outside the State of Oklahoma on approved, official police business, shall have a travel order signed by the Chief of Police or their designee.

Travel orders shall be retained in a division file for a minimum of three years. All travel orders for training shall remain with the Travel/Training packet and handled in accordance with Section 2-404.5.

2-207 Use of the City Seal

Employees shall only use or display the seal of the City of Oklahoma City for official city or police related purposes. Employees shall not modify the city seal for any purpose without written permission from the Chief of Police and the City Manager.

2-208 Utilization of Resources

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

2-209 Fixed Asset Inventory Control

Fixed assets are items having a cost in excess of $1000 and a life expectancy of one (1) year or more. All fixed asset items inventoried will be the responsibility of the Property Management Unit Supervisor, EXCEPT firearms and motor vehicles. Firearms inventory will be the responsibility of the Police Pistol Range Supervisor. The motor vehicle inventory will be the responsibility of the Fleet Management Unit Supervisor.

2-209.1 Responsibilities

A. A computerized Departmental Master File will be maintained by the Property Control Lieutenant.
B. A computerized Bureau file will be maintained by each Bureau Staff Secretary.
C. Each Division Commander should appoint one Divisional Property Officer to be responsible for the inventory procedures for their Division.

2-209.2 Addition of New Assets

When a unit receives a new fixed asset, it will sign a copy of the claim voucher sent to it by the Budget Office.

A. The claim voucher will be forwarded to the Bureau Staff Secretary with a complete description of the item including brand name, model number, and serial number.
B. The Bureau Staff Secretary updates the Bureau file and forwards the claim voucher to the Budget Office.
C. The Budget Office signs the claim voucher and sends it to the Procurement Office authorizing payment to the vendor.
    1. The Budget Office then sends a copy of the Claim Voucher to the Property Management Lieutenant, who creates an initial record in the Master file.
    2. All available information will be entered into the Master File, including the unit purchasing; the unit's account code, room, and building number.
    3. The asset number section will be listed as "Z" until an assigned number is received from Accounting Services.
D. Accounting Services will send a City Asset Number Decal to the Property Management Supervisor.
    1. He then enters the number into the Master File and sends the City Asset Number Decal and the Inventory Control Sheet to the Bureau Staff Secretary.
    2. The Secretary will update their file and send the asset number and control sheet to the affected unit.
    3. The unit will be responsible for affixing the asset number to the property and forwarding the completed paperwork to Accounting Services.
E. The Property Management Supervisor periodically checks the Master File for assets that do not have a decal number and contacts the unit responsible to obtain a number.

2-209.3 Periodic Update Inventory of Assets

When the Administration determines a need to update the inventory the Divisional Property Officer will obtain a printout of their Division's inventory from the Bureau Staff Secretary and an inventory form from the Property Control Supervisor. The Divisional Property Officer then conducts an item-by-item inventory and compares it to the printout. Should any property deletions, surplus, transfer, and/or additions be necessary, the Divisional Property Officer will complete the necessary paperwork. They will then forward copies to the Bureau Staff Secretary and Property Control Supervisor. They will be responsible for updating their respective files. The paperwork and/or inventory changes will be forwarded to Accounting Services by the Property Control Supervisor.

The forms and the printout are forwarded to the Property Control Lieutenant for updating of the Master File.

2-209.4 Transfer of Department Equipment

Employees will not move or cause to be moved any piece of equipment or furniture from any office, Division or Bureau without the approval of the person who has custodial responsibility. Such moves will be made only after the appropriate transfer has been made on the Inventory Record.

2-210 Inspection and Control – Staff Review and Evaluation

Management inspection and control through a process both of operational level and staff review and evaluation are essential to the welfare of the Department. They are necessary to assure that compliance with these directives is prevalent throughout the Department; to determine whether Department resources are adequate and being properly utilized; and to evaluate the overall performance and attitude of the organization.

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

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

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

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

2-211 Card-Entry Cards

The Police Network Analyst, assigned to the Records Unit, will issue only one card for each authorized employee. The Network Analyst in the Card-Entry logbook will record each card issued. Should a card be lost, another will not be issued until the Network Analyst or designee is given a copy of the Crime/Incident report, which indicates that the loss of the card has been properly reported.

2-212 Budgeting

The budgetary process is an essential planning tool, which enables the Department to organize its financial resources in an objective directed effort to derive the maximum return for the tax dollars expended. The Department budget represents an evaluation of relative needs within the Department based upon quantitative and qualitative data. It involves a decision regarding objective priorities with consideration given to the volume and type of work required and the costs involved.

Budgeting is a continuous process, which is the responsibility of each commanding officer.

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

Section 3: Administration

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

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

2-301 Flexibility of Organization – The Concept of Change

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

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

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

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

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

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

2-302 Planning and Research

The Planning and Research Unit supports Command Staff by performing functions listed in the Planning and Research Standard Operating Procedures.

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

2-302.1 Planning Responsibility

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

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

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

2-302.2 Use of Task Force Planning

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

2-302.3 Completed Staff Work

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

2-302.4 Cooperation with Other Law Enforcement Agencies

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

2-303 Assignments and Transfers

Allocation of personnel to specific assignments is a management function, specifically reserved to the Chief of Police. Once assigned to a particular bureau, assignment or reassignment within the bureau is within the authority of the Bureau Commander. This directive shall not apply to those officers holding the rank of Police Major or above, whose assignments and reassignments shall be made by the Chief of Police.

2-303.1 Assignment of Personnel

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

2-303.2 Transfers

The purpose of this directive is to identify and select qualified candidates for positions within the Department. Any special qualifications for the position will be noted on the vacancy notice. Whenever vacancies occur in the ranks of Sergeant and below in any position, the following directive shall be used to fill said vacancies:

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

B. All positions will be posted for a period of ten (10) working days prior to the selection process to enable all interested personnel to submit requests for transfer.
   1. If the vacant position is one in which the officer carries a Detective, Investigator or Inspector title, the vacancy and consideration for the position shall first be given to officers in the Department who already hold one of those titles.
   2. If the vacant position is not included in No. 1 above, then the vacancy is open to all eligible officers in the Department.
   3. Any special qualifications for the position will be noted on the vacancy notice.

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

2-303.3 Temporary Assignments

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

2-303.4 Involuntary Transfers

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

2-304 Part-Time/Reserve Police Officers

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

2-305 Fleet Management Unit

Coordinates maintenance of all vehicles assigned to the Police Department. Monitors the overall fleet conditions and secures repairs for those vehicles out of commission.

2-306 Staff Inspections Unit

The Staff Inspections Unit is established in order to assure that the directives of the Chief of Police are complete, current and objective and further, to assure that compliance with these directives is prevalent throughout the Oklahoma City Police Department. The Staff Inspections Unit is organizationally assigned to the Office of Administration and will function as a unit to improve the overall performance of the Department.

The purpose of the Staff Inspections Unit is to provide a management tool to the Chief of Police by conducting comprehensive review and analysis of departmental operations, procedures, personnel and facilities. The primary objective of the Unit is to enhance maximum efficiency and utilization of departmental resources. Further, the Staff Inspections Unit will assist in recognizing commendable performance by units of our department and will assist the various operational units in more effectively communicating and interfacing with one another. The focus of this unit is to attempt to identify potential problems throughout the Police Department before they occur and to make recommendations for improvements and/or to prevent the occurrence of problems.

The Staff Inspections Unit will, upon the charge of the Chief of Police and the City Manager, conduct special examinations and investigations within areas of the government of the City of Oklahoma City outside the Police Department. Reviews of this nature may be either administrative or criminal in nature, and will be reported through the Office of the Chief of Police to the City Manager. It is anticipated that through the discharge of this function, the Staff Inspections Unit will contribute to the maintenance of the highest possible levels of integrity and efficiency within all governmental units of The City of Oklahoma City.

2-306.1 Authority and Independence

The scope of inquiries performed by the Staff Inspections Unit includes all areas of Police Department operations and administration. Therefore, the Inspectors assigned to this Unit will from time to time find the need to review various departmental records and interview Departmental personnel during the performance of an inspection or audit. The Office of Administration Commander and the Staff Inspections Unit will have full, free, and unrestricted access to all Departmental functions, records, property and personnel. Inspectors will be permitted to review and appraise directives, plans, procedures, and records of the Department. The complete cooperation of all affected personnel will lend itself to a more complete, accurate and expeditious inspection.

None of the functions of the Staff Inspections Unit will serve to relieve the various supervisors and administrators of the Oklahoma City Police Department from the performance of line of staff inspections. Indeed, the most comprehensive inspections must be conducted at the operational level, where the primary responsibility for control rests. Inspection and quality control are not and cannot be performed by a single unit within our Department. They must, of necessity, permeate the entire organization.

2-306.2 Responsibilities of the Staff Inspections Unit

The Staff Inspections Unit will be responsible for the following activities:

A. Establishing policies for the inspection activity and directing its technical and administrative function.
B. Developing and executing a comprehensive inspection program for the evaluation of management control for all Department activities.
C. Performing the inspection in a professional manner and in accordance with the approved inspection program guide.

D. Examining the effectiveness of all levels of management in their stewardship of departmental resources and their compliance with established directives.
E. Surveying functions and activities in assigned areas to determine the nature of operations and the adequacy of the system of controls to achieve established objectives.
F. Recommending improvements of management controls designed to safeguard departmental resources, improve operational systems and methods.
G. Reviewing procedures and records for their adequacy to accomplish intended objectives, and appraising directives and plans relating to the activity or function under review.
H. Publishing and distributing reports on the results of inspections and audits, including recommendations for improvements, as directed by the Chief of Police.
I. Appraising the adequacy of the action taken by operating management to correct reported deficient conditions; accepting adequate correction; continuing reviews with appropriate management personnel or action considered inadequate until there has been a satisfactory resolution of the matter.
J. Assisting operating line units in the planning and analysis of their formal reports of line inspections to note deficiencies and strengths.
K. Conducting special examinations and investigations within the Department and within other areas of the government of the City at the direction of the Chief of Police.

2-306.3 Inspection Methodologies

Since all operations relative to the Police Department must be subject to managerial control, inspections should be conducted to include everything in the Department's range of operation. The wide diversity of operational functions within this Department mandates different types of inspection formats to adequately measure varying unit's effectiveness. The Staff Inspections Unit will employ the following methodologies of inspection.

Staff Inspections

Staff Inspections will focus upon a single entity (Unit, Detail, Division, or Bureau) within this Department. During such as inspection, areas of examination would include:

A. "Is this unit in compliance with the applicable departmental directives**?"**
B. "Does this unit have written internal procedures in place?"
C. "Does this unit follow their own written procedures?"
D. "How can this unit's performance regarding their compliance with directives be improved?"

When in this format, answers to these questions will be sought through examination of the entity's internal records, interviews with personnel within the unit, and direct observation of the operation of the Departmental entity.

Internal Audits

The Internal Audit format will be employed to analyze a particular departmental entity much as a Staff Inspection would. The audit will be used in areas, which lend themselves to quantified numerical analysis. Such an audit might be performed on an entity dealing heavily with fiscal and financial matters but need not be limited to such entities. Operational audits can be conducted for all Departmental elements to determine if management controls are effective and are in compliance with written directives, so as to achieve that element's goals and the goals of the Department. The audit format seeks voluntary compliance with Departmental directives and takes note of noncompliance, but also recommends means of improvement which have been mutually arrived at by the auditor and the element being audited.

When performing an internal audit, the Staff Inspections Unit is concerned with any phase of departmental activity where it can be of service to the Chief of Police. This involves going beyond the accounting and financial records to obtain a full understanding of the operations under review. The attainment of this overall objective involves such activities as:

A. Reviewing and appraising the soundness, adequacy, and applications of accounting, financial, and other operating controls, and promoting effective control at reasonable cost.
B. Ascertaining the extent to which assets are accounted for and safeguarded from losses of all kinds.
C. Ascertaining the reliability of management data developed within the Department.
D. Appraising the quality of performance in carrying out assigned responsibilities.
E. Recommending operating improvements.

Trace Inspections

A Trace Inspection attempts to follow a particular law enforcement event or occurrence through the entire police "system" with the objective of determining where and why the system breaks down and fails to accomplish its goals. For instance, this type inspection might examine a major kidnapping from the inception of the call for police into communications through the uniformed officer's participation, through the Investigative Bureau's activities, etc. All components of the Police Department, which participated in any manner in the particular case under review, would have their actions analyzed, including Technical Investigations, Detention, Property Room, Records, etc. By its design, the Trace Inspection is then a systems analysis of the entire police operation, which focuses upon the points of interface among the various units of the Department and attempts to locate weak points or areas of risk.
At the direction of the Chief of Police, a Trace Inspection can be conducted regarding a specific, high-profile police case, or can be conducted under a randomly selected call for police service. A partial Trace Inspection can also be conducted to review a limited area of police involvement. For example, a partial Trace Inspection could be performed relating to a piece of evidence taken into custody by an officer in the field. The trace might seek to analyze the handling of that evidence by the field officer, the property management facility, and the assigned investigating officer.

Compliance Inspections

Compliance Inspections will be conducted only at the direction of the Chief of Police. When, in the Chief's judgment, some significant deficiencies have been identified within an entity of the Department by a previous inspection or audit, the Chief will direct the Staff Inspections Unit to conduct another inspection or audit of that entity. The purpose of the Compliance Inspection is to determine whether or not the deficiencies previously identified have been addressed and/or corrected.

2-306.4 Inspection Process

It is the goal of the Staff Inspections Unit to inspect or audit each operating unit of the Department. Such inspections will normally be conducted on a rotating basis. Additionally, certain cash handling operations will be audited more frequently, such as petty cash, evidence money, etc.

Scheduling of Inspections

In addition to the normal rotation process, special inspections and examinations will be conducted at any time at the specific direction of the Chief of Police. Any supervisor, upon identifying a specific area of need or deficiency, can request through the chain-of-command that the Staff Inspections Unit conduct a special audit or inspection. Such requests will be reviewed by the Chief of Police and upon the Chief's discretion; such a special examination will be conducted.

Notification of Upcoming Inspection

Regular inspections and audits will be announced two weeks prior to their initiation by engagement letter to the Commander of the unit to be inspected. This letter will set forth the scope of the inspection/audit, the date upon which an on-sight review will be initiated, and the anticipated completion date of the inspection. At that time of the receipt of the engagement letter, a series of questions or interrogatories may be delivered to the Commander of the affected unit. The purpose of such interrogatories is to allow the affected unit time to collect data and records to be reviewed by the Staff Inspections personnel prior to their arrival in order to minimize disruption of the unit's normal

business during the on-site inspection or audit. Unannounced or "surprise" inspections and audits will not normally be conducted unless specifically directed by the Chief of Police.

On-Site Inspections

Upon the arrival of the Staff Inspections personnel in the workplace to be inspected or audited, a pre-inspection interview with the Commander of the affected work unit will be conducted. The Commander will be given details of the scope of the inspection or audit and will be advised of the methodologies to be employed. Every effort will be made not to disrupt the normal course of business of the unit; however, Inspectors will be given access to all records requested and will be afforded the opportunity to privately interview any employee upon request.

Since it is imperative that the Unit Supervisor and/or Commander be aware of any irregularities and deficiencies detected during an inspection, every effort will be made to keep them informed during the course of the inspection. This should normally occur during the inspection process by virtue of the fact that the Unit Supervisor/Commander will be assisting in that process for clarification purposes. Additionally, every effort will be made to discuss the findings of the inspection with the Unit Supervisor or Commander at the conclusion of the on-site inspection. Such exit interviews will be conducted in the normal course of an inspection/audit whenever feasible.

Inspection Reports

Upon completion of the inspection, an Inspection/Audit report will be prepared by the Staff Inspections Unit and submitted to the Chief of Police within two weeks of the completion date.

2-307 Polygraph Examiner

The Polygraph Examiner is a professional technician whose purpose is to ascertain truthfulness and or deception on the part of persons seeking employment with the Oklahoma City Police Department or individuals accused of crimes or wrongdoing by the Oklahoma City Police Department.

2-307.1 Testing Police Officer Applicants

The Polygraph Examiner conducts the interview and polygraph examination to reveal areas for the background investigator to explore as to veracity, deception, and character of applicant. The Polygraph Examiner instructs the applicant that the Recruiting Unit will contact them and advise them of the next step in the application process.

2-307.2 Testing Applicants for Professional Staff Positions

The Polygraph Examiner conducts the interview and polygraph examination to reveal areas for the designated Bureau to explore as to veracity, deception, and character of applicant. The Polygraph Examiner informs the applicant that the designated Bureau will contact them and advise them of the next step in the application process.

2-307.3 Testing Related to Criminal Investigations

The Polygraph Examiner receives requests through police investigators for polygraph examination of criminal suspect and/or victim. The Polygraph Examiner conducts interview and polygraph examination of concerned party. Examiner then reports results to police investigator.

2-307.4 Complaints against Department Employees

The selected Polygraph Examiner administers all polygraph examinations relating to the same investigation and reports results to the investigating supervisor or the Commander of the Office of Professional Standards.

2-308 Inmate Processing Unit

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

The Oklahoma City Police Department, in conjunction with the Oklahoma County Sheriff's Office, operates a jail facility as outlined and approved by the Oklahoma Crime Commission through legislative action. The goal of the Oklahoma City Police Department is to provide training for Inmate Processing Unit employees; to maintain the authorized level of staffing; and to comply with 100% of the applicable State Jail Standards. The Inmate Processing Unit (IPU) provides priority support to police line units. Support is also provided to the Courts, officers of the Court, rehabilitative services, and to the public. The IPU administrator is a Police Captain, also known as the Jail Commander, who has overall responsibility for the operation, implementation and enforcement of these directives. The Jail Commander reports to the Laboratory and Support Services Division Commander.

2-308.1 Intake of Prisoners

The goal is to provide for the effective and speedy intake of prisoners; to ensure an intake health screening of prisoners through inquiry and observation; and admit prisoners who do not require emergency treatment.

Identification Technicians

Responsibilities include, but are not limited to, processing of prisoners for identification and the comparison of fingerprints through the use of the AFIS Computer and Digital Photo Lab. See SOP for further duties.

Police Officer

Upon arrival, all weapons and contraband are secured in the lockers prior to entering the secured area of the facility. The officer places all personal property of the prisoner on the property counter and verifies by signature the collection of the property by an Oklahoma County Detention Officer. The property is sealed in a property bag. The prisoner is then thoroughly searched and secured in the holding area.

An officer shall not bring to the County Jail any prisoner who is obviously in need of immediate health care, but first takes the prisoner to an approved emergency health care institution for treatment. The IPU Lieutenant will be provided with a hospital release form at the time of booking.

If an arrested person is eligible to be released on bond, the arresting officer shall escort the person to the Public Counter of the Municipal Courts (or other designated location) and allow the person to post bond and then be released according to the restrictions of the bond. Booking and incarceration are not necessary so long as applicable bonding requirements are met.

An officer ensures that the paperwork regarding the arrest is completed prior to bringing the prisoner to the booking counter. Verify to the booking Lieutenant the identity of the arrested person and the officer's authority to make such arrest.

Inmate Processing Unit Lieutenant

The IPU Lieutenant does not accept into the intake process any prisoner who is in obvious need of emergency medical care. Arrested persons who are not conscious, semiconscious, bleeding, cannot answer questions concerning their health to the satisfaction of the IPU Lieutenant on duty, or otherwise in need of any emergency medical care, will be first taken to the hospital for treatment, before being accepted into the facility.

Medical Screening Form

A Medical Screening Form will be filled out on every inmate who is accepted into the facility for incarceration. All items should be filled out and asked of the inmate. If, for some reason, the inmate is unable to answer the questions

due to alcohol or drug influence, and the inmate does not appear to be in need of immediate medical attention, refer the inmate to the Oklahoma County Jail Health Authority so the inmate can be medically evaluated.

Computerized Booking

IPU personnel will be familiar with manual booking as well as computerized booking, in case of emergency or power failure.

Alcohol/Drug Charges

Prisoners booked on alcohol or drug related charges will be held a minimum of four (4) hours to ensure that when the inmate is released, that person will not endanger the public or themselves.

Transportation of Inmates Outside the Facility

Inmates requiring transportation outside the Oklahoma County Jail facility will be escorted by a police officer or city marshal.

2-308.2 Intake of Property and Money

At the property counter, an Oklahoma County Detention Officer will require the prisoner to place their property on the counter to be collected and secured. The only property, which will be accepted at the time of booking, will be the following items:

A. Clothing worn by the prisoner at the time of arrest,
B. Personal property with the prisoner at the time of arrest (watch, billfold, jewelry, purse); and
C. Official documents (driver's license, birth certificates, social security cards, citations, etc.).

The prisoner will be searched thoroughly and the officer will witness the collection of property and initial the property receipt.

All collected property and money will be placed in a property bag, which will be securely sealed. A receipt for the property being held will be initialed by the Oklahoma County Detention Officer, the prisoner, and the arresting officer. The original property sheet will be attached to the original booking sheet. The property will then be considered to be in the custody of the Oklahoma County Jail.

All other property and/or evidence will be booked in to the OCPD property room and/or the appropriate OCPD laboratory.

Prosthetic Devices

Glasses, false teeth, hearing aids, artificial limbs, or any voice amplifying apparatus, may be retained by the inmate at the time of booking, provided the inmate's emotional and physical condition is considered stable, upon approval of the Oklahoma County Jail Receiving Supervisor.

Tobacco Privileges

The Oklahoma County Jail is a nonsmoking facility, and inmates will not be allowed to retain cigarettes or matches at the time of intake. Other tobacco products will not be allowed in the facility.

Jewelry

No jewelry will remain on the prisoner upon intake, except in a case where the removal of jewelry is impossible.

Contraband

Known items of contraband, such as narcotics or other controlled substances, narcotics paraphernalia, or gambling paraphernalia, which are found on a prisoner being booked, will be retained by the arresting officer and booked into either the OCPD Property Room or the Drug Locker according to departmental directives. These items will be noted in the officer's arrest report.

2-308.3 Prisoner Observation

The on-duty IPU Lieutenant will be observant to a prisoner's suicidal and/or withdrawal potential, upon intake into the facility. The on-duty IPU Lieutenant will notify the Oklahoma County Receiving Supervisor of all persons who have been determined to be a danger to themselves or other inmates.

2-308.4 Mental Patients

In cases where a mental patient accused of a crime is under the care of the State, personal physician or counselor, arrangements may be made to dismiss or pend the misdemeanor charges. Police Officers, or other peace officers, cannot book a person who is suspected of being a mental patient into the Inmate Processing facility. The officer must have a criminal charge or traffic charge for which the person will be adjudicated.

2-308.5 Release of Property

To provide for an orderly and accurate procedure for the release of personal property to inmates leaving the facility, the directives in effect by the Oklahoma County Jail will be followed.

2-308.6 Security Procedures

City employees should not enter occupied cells at the County Jail.

A sworn employee may enter an occupied cell only when necessary, if authorized by an Oklahoma County Detention Officer, and only while having an adequate number of officers immediately available in case help is needed.

IPU staff should not have direct contact with inmates unless it is within their official duties.

2-308.7 Emergency Procedures

All IPU personnel will be issued and become familiar with emergency plans currently in effect within the Oklahoma County Jail, and shall follow these plans in cases of fire, man-made or natural disaster.

Jail Evacuation Plan

The evacuation plan developed by the Oklahoma County Sheriff's Office and currently in effect shall be followed in all evacuation emergencies.

2-308.8 Escapes

IPU employees will work closely with Oklahoma County Detention personnel to maintain a high degree of awareness to escape attempts.

2-308.9 Control of Contraband

Inmate Processing Unit employees will work closely with Oklahoma County Detention personnel to provide for the detection of possession and movement of contraband coming in, going out, or within the facility. Contraband is any item not authorized for inmates to possess by the policies of the Oklahoma County Jail.

2-308.10 Handling Keys

No person, other than IPU supervisors and personnel, will have access to or possession of keys. Keys will not be left unattended. Missing keys, or any other problems with the handling of keys, will be immediately reported to the on-duty IPU Lieutenant.

2-308.11 Disposition Forms

Disposition forms for each prisoner are forwarded to the IPU from the Investigations Bureau.

Hold for State Prisoner Dispositions

Disposition forms are to be forwarded to the IPU Data Entry office at the Oklahoma County Detention Facility. The appropriate action will then be taken on each charge as directed by the investigator.

24-Hour Release

Prisoners jailed on new Jury Division Court of Record charges may be released after 24 hours after booking, provided there are no State charges pending, Failure to Appear Citations, or Outstanding Warrants. The appropriate Municipal Court Form must be completed fully, verifying a 24-hour release, using the JD Arraignment Schedule to assign the court date, by the releasing officer and signed by the defendant for proper execution of the 24-hour release. A copy must be given to the defendant and the original copy to the Municipal Court Clerk.

When State charges are dropped, Failure to Appear Citation or Warrant charges are taken care of, proceed with the 24-hour release as outlined on the new charges.

An OR shall be considered a privilege and is granted in lieu of a court arraignment.

10-Hour Release

Prisoners jailed on new Criminal Court of Record or Traffic Court of Record charges may be released after 10 hours after booking, provided there are no State charges pending, Failure to Appear Citations, or Outstanding Warrants. The appropriate Municipal Court Form must be completed fully verifying a 10-hour release using the CR/TR Arraignment Schedule to assign the court date by releasing officer and signed by the defendant for proper execution of the 10-hour release. A copy must be given to the defendant and the original copy to the Municipal Court Clerk. When State Charges are dropped, Failure to Appear Citations or Warrant charges are taken care of, proceed with the 10-hour release as outlined on new charges.

An OR shall be considered a privilege and is granted in lieu of a court arraignment.

City Charges

Time served for City charges is determined by the Municipal Courts. A check of all inmates will be made each day. Time will be counted from the court date. Any modification or adjustments shall be made by the Municipal Court. If the amount of the fine has been served, the inmate will be processed for release.

Computer Updates

Personnel on each shift will be responsible for all computer updates from transactions, which occurred on their shift.

Inmate Records

Inmate records are safeguarded in the Police Records Unit. Inmates and former inmates shall be allowed access to their records in accordance with the privacy statutes, and the policies of the Oklahoma City Police Records Unit.

2-308.12 Health Plan

Employee Testing

Every IPU employee shall be tested for tuberculosis every six months as set forth by Risk Management.

First Aid Kits

An adequately stocked First-Aid kit will be kept available for IPU personnel.

Training of Inmate Processing Personnel

Detention Officers will be instructed in the techniques of CPR during their Basic/Annual Jail Training Course, and be certified. All additional training will be in accordance with Oklahoma State Jail Standards and Oklahoma City Police Department directives and guidelines.

Inmate Possession of Medication

Prescription medication belonging to a prisoner, in their possession at the time of intake into the facility, will be forwarded to the Medical Unit at the Oklahoma County Jail by the arresting officer. The officer will reflect this information in the arrest report.

Misdemeanor Prisoners

If the inmate is charged only with City charges and must be taken to a hospital by EMSA or by an officer, the inmate may be left unattended, if in the opinion of Police Shift Supervisors, the inmate is not a danger to themselves or others and the attending physician has been consulted. The hospital will then contact the IPU or the Dispatcher when the inmate is ready to be picked up.

Mental Illness

All inmates who are being charged with Municipal charges only, and who are being detained for crimes where suspected mental disease is a contributing factor and who require emergency medical referral, will be guarded by the assigned police officer at all times while outside the Inmate Processing Unit.

Detoxification

Detoxification of inmates from alcohol or drug dependency will not be performed in the IPU. Alcohol detoxification will take place at the Oklahoma County supervised Detoxification Center. Drug withdrawal problems will be immediately referred to a hospital or the Oklahoma County Health Department social agency, which handles drug abuse problems. Felony prisoners booked out of custody by OCPD will be guarded at hospitals pending charges of criminal activity being filed.

Health Appraisal Records

The Oklahoma County Jail Health Authority will maintain health appraisal records of inmates examined and treated in the facility in accordance with Oklahoma State Jail Standards and procedures in effect in the Oklahoma County Jail. The only medical records, which will be maintained by OCPD, will be the initial MEDICAL SCREENING FORM. A copy of this form will be forwarded to the Bureau of Records for filing.

Refusal of Treatment

Inmates have the right to refuse treatment of their medical problems. These refusals will be documented on the STANDARD JAIL MEDICAL FORM, which will be signed at the hospital by the attending physician. If, in the opinion of the IPU Commander, the on-duty IPU Lieutenant, or the Oklahoma County Jail Health Authority, the

inmate's life is in danger due to the inmate's refusal to accept medical treatment, the appropriate City or District Attorney will be contacted to petition a Court of competent jurisdiction for approval to proceed with medical treatment. No inmate will be restrained and medical treatment forced upon them without such authorization. In the event of Court ordered treatment, medical care will be performed at a hospital or other referral institution. Leather or canvas arm and leg restraints will be used to restrain inmates for medical treatment.

2-308.13 Probable Cause Hearing

The Inmate Processing Unit is responsible for ensuring a probable cause affidavit is submitted by officers to the appropriate detention center on all state misdemeanor or state felony charges. The submittal of probable cause affidavits, along with all other required booking paperwork, will occur at the time the officer books the arrestee into the detention center.

Once a day, the Inmate Processing Unit will prepare a docket containing the names of persons booked into the Oklahoma County Detention Center on state charges within the previous twenty-four (24) hours. The docket will then be provided to the Oklahoma County Detention Center.

The Oklahoma County Detention Center will deliver the Oklahoma City docket along with the corresponding probable cause affidavits to the assigned district judge for probable cause determination. The docket indicating the judge's probable cause determinations will be returned to the Inmate Processing Unit. The Inmate Processing Unit will then update RMS to include the judge's probable cause determinations.

2-309 Permit and ID Section

2-309.1 Taxi and Vehicles for Hire

The Permit and ID Section will ensure that all drivers of taxis and vehicles for hire and their vehicles comply with municipal ordinances. It is the responsibility of this section to investigate complaints against these companies or their personnel.

Vehicle Inspections

Vehicles used by licensed companies are inspected for compliance with minimum equipment and safety standards, and at periods established by municipal ordinances. The inspector maintains accurate records of these inspections and spot checks vehicles as needed to confirm continued compliance with minimum standards. Vehicles successfully passing inspection are awarded an inspection sticker. Those that fail inspection are ordered to be removed from service until they comply with the requirements and pass inspection.

Processing of Driver Applications

Applications are submitted to the inspector on forms provided by the department. Taxi and vehicle for hire drivers must pay the appropriate fee and shall be issued a receipt.

A. A background check is performed on each applicant to determine eligibility for the applied position as required by municipal ordinances. When this process is completed, the applicant may return to the inspector's office to have a permit issued. All applicants are given a photo ID which serves as a driver's permit.
B. Applicants who are not approved are so notified in writing and, if requested, given information on how to effect an appeal of this denial. If the applicant requests an appeal, the inspector shall take the required steps to start the appeal process. The inspector shall then abide by whatever decision the License Appeals Board reaches.
C. The inspector shall maintain accurate records of all applicants.

Processing of Complaints

The inspector investigates all complaints filed by either citizens or officers against any of those companies or personnel regulated by the inspector and reports findings to the Oklahoma City Traffic Commission. Complaints of a criminal nature are referred to the proper unit within the department for investigation. The inspector monitors these investigations for record keeping purposes and notes the findings in the appropriate file.

Fees Collected

The inspector will collect fees in accordance with municipal ordinances.

2-309.2 Alarm Enforcement

The purpose of this directive is to reduce the number of false alarms answered by the Police and Fire Departments. This is accomplished by registering alarm sites and keeping records on the number of alarms activated on each site, requiring those with an excessive number of false activations to be repaired.

Processing of False Alarm Reports

Alarm incidents are obtained from the Operations Bureau through the 911 Communications Unit. A daily report is extracted from the CAD system. Reports that show the alarm site to be secure, caused by employees or owner, disposition unknown, and duplicates are processed. Reports that show the alarm site to be a valid alarm, canceled (10-22'd) and unfounded are not processed.

Each alarm report processed is checked through the alarm program software for a valid permit number. Alarm sites without a valid permit number are mailed an application form and a letter explaining the municipal ordinance governing the registration of alarm sites. As these sites purchase alarm permits, the alarm reports are processed. A log is kept of all identified locations that have not come into compliance with the ordinance.

Alarm reports with permit numbers are entered into the alarm program software. An alarm site that has more than the allowed number of false alarms is mailed a letter advising the user to repair the system and report, in writing, what action was taken to prevent future false alarms. If the alarm site does not respond, in writing, a certified letter is mailed advising that their alarm permit is suspended, and they must disconnect or remove their alarm system. Suspended alarm sites are reinstated when a written statement is received that corrective action has taken place and the reinstatement fees paid.

Processing Applications for Permits

Applications for alarm permits are received through walk in traffic and the mail. Each application received is reviewed to ensure the information is complete and that the appropriate fee accompanies the application. A cash receipt is issued with each application. The applicant is given an alarm permit to post at the site, the receipt, and a letter explaining the alarm ordinance. The information on the application is entered into the alarm program software.

2-309.3 Issuing Photo Identification to Precious Metals and Gem Dealers, Peddlers and Solicitors

The Permit and ID Unit assists City Hall by issuing photo identification to precious metals and gem dealers, peddlers and solicitors.

Each applicant is required to present their approved license, issued by the City Hall License Division, along with their state-issued identification. After verification, all eligible applicants are issued a photo permit.

The Permit and ID Unit shall maintain accurate records of all applicants.

2-310 Crime Information Unit

The Crime Information Unit (Unit 800) is a 24 hour a day operation that responds to queries from department personnel and other law enforcement agencies regarding missing and wanted persons, stolen property and stolen vehicles.

The Crime Information Unit is responsible for entering and checking persons, vehicles and articles against NCIC, NLETS, OLETS, county warrants, other available databases and the department's mainframe computer.

All NCIC inquiries, entries and messages will conform to NCIC operating regulations.

2-310.1 Request Log Sheet / Security

The log sheet used at each work position was designed as a method by which a record could be maintained on all requests made via the radio, telephone, and the service window. Log sheets are frequently used to verify a query was completed and in compliance with existing written directives.

Each page used during every shift will contain the following information:

A. The number of the shift during which the information was logged;
B. The current date;
C. The time the inquiry was made;
D. The unit number of the person making the request, or, if they do not have an assigned unit number, their name, commission number, and agency (if applicable);
E. The type of request(s);
F. The exact information requested; and
G. The disposition on each request.

The door allowing access to the Crime Information Unit will be locked at all times. Only authorized personnel and/or those assigned to the Crime Information Unit will be allowed entry. Business to be conducted by department employees or City personnel will be conducted from the window.

Revised 6/25

2-310.2 Property Control / Loss List (PD-16)

Initial incident reports taken as a result of a property crime may contain a partial list of missing or stolen property. Additional information, descriptors, or property obtained by the reporting party should be placed on a Property Control / Loss List (PD-16). These reports will be received in the Records Unit and a copy will be made for CIU.

The processing of these reports by CIU personnel will be as follows:

A. Review each report for items containing the information required for NCIC entry;
B. Make inquiries on these items to avoid duplicate entries;
C. Enter the item into NCIC, if all required information is available;
    1. If necessary, contact the victim to verify details, such as an illegible serial number.
D. For items on the property list that cannot be entered for any reason, those items will be noted as "not entered;"
E. For listed items containing information that cannot be verified or completed, these items will be noted on the copy of the PD-16 and the PD-16 will be forwarded to the unit assigned the case;
F. Destroy the PD-16 if no listed items have the required information for entry into NCIC;
G. Log any items entered into NCIC in the OCA Logbook; and
H. File the report if any listed items are entered into NCIC.

Revised 6/25

2-310.3 Routine Messages / Sent

A "routine" message does not involve the initial NCIC hit. Only OCPD commissioned departmental personnel are authorized to send a message through CIU. Except for those involving an ongoing major incident, all messages should be prepared in advance and be presented to CIU for transmitting. Radio and/or telephone routine message requests not involving an ongoing major incident will be denied.

The requesting officer will submit a written request to CIU to send a message. The CIU dispatcher will transmit the message. Each message must contain information regarding who will receive the response, including the unit name, officer's name and unit number, if applicable. The original message will be attached to the original request. The original request and original message will be forwarded to the requesting party, unless the message is pending reply from another agency.

When a message is received with attention directed to a specific officer, the CIU dispatcher will attempt to notify the officer directly. If the officer cannot be located, the message will be directed to the appropriate officer through department mail or email.

2-310.4 Accepting and Delivering Emergency Messages

At times, the department receives requests for delivery of emergency messages. The criteria for accepting and delivering emergency messages are as follows:

A. The request for the delivery of emergency messages is to be considered as a call for service whether it comes in the form of a telephone call or message. The call will be handled as soon as possible.
B. The criteria for accepting requests include but are not limited to the following:
    1. Death notification;
    2. Serious injury or illness; and
    3. Check the welfare.

2-310.5 NCIC Hit Confirmation

NCIC confirmation hits will be handled in accordance with NCIC policy. All NCIC hits require documentation. Hit confirmations on wanted persons should contain "Will Extradite" within the message. After confirming a NCIC hit, an electronic copy of the warrant will be uploaded to the CIU Warrants folder on SharePoint. If an outside jurisdiction fails to provide a copy of the warrant, CIU will print a copy of the NCIC hit. In emergency situations when an agency cannot respond by message or fax, CIU personnel will accept NCIC hit confirmations by phone. In these instances, a fax or follow-up message will be required of the agency involved as soon as they or a neighboring agency are capable of complying.

Revised 6/25

2-310.6 Stolen Vehicle Reports

For NCIC purposes, a vehicle is any motor driven conveyance designed to carry its operator with the exception of boats. In addition to conveyances meeting this definition, aircraft and trailers are to be entered in the "Vehicle File."

The purpose of the stolen vehicle file is to provide assistance in the recovery of:

A. Stolen vehicles;
B. Vehicles involved in the commission of a crime; and
C. Stolen vehicle parts.

All stolen vehicle reports will be submitted through the RMS. Officers are required to contact CIU personnel to request the vehicle be entered NCIC. If the RMS is out of service, officers must send their report directly to the CIU printer or email their narrative to CIU. CIU will then complete a triplicate form to enter the vehicle into NCIC until CIU is able to obtain a copy of the report from the RMS. CIU personnel will:

A. Print the motor vehicle theft report;
B. Run the registration by tag or VIN to verify the vehicle information;
C. Check to see if vehicle has been repossessed or impounded;
D. Handle the report as a recovered vehicle if it has been impounded or repossessed;
E. Place initials, date, and current time at the base of the report to reflect the vehicle has been checked for both impound and repossession;
F. Enter the stolen vehicle into NCIC;
G. The report, registration, and NCIC entry will be placed into the CIU active stolen file. A copy of the report, registration and NCIC hit will be forwarded to the Records Unit.

Incomplete Stolen Vehicle Reports

Any stolen vehicle report for which the reporting party fails to supply all the information requested for entry into the NCIC stolen vehicle file will be considered incomplete. CIU personnel will print the motor vehicle theft report and attach an incomplete report form listing the information needed.

Stolen Vehicle Not Entered Into NCIC

Stolen vehicle reports that cannot be entered into NCIC, will be forwarded to the Auto Theft Unit. CIU personnel will upload the incomplete report form as an attachment in the RMS.

Owner Notification of Recovered Stolen Vehicle

The initial responsibility for owner notification is that of the CIU dispatcher. All phone numbers listed on the report will be called at least once, regardless of the time of day or night, whether local or long distance, in order to fulfill the department's obligation for owner notification. CIU personnel will:

A. Attempt to notify the reporting party immediately upon recovery. If contacted, the reporting party should be advised as to location and condition of the vehicle. It should be noted on the recovery form that the reporting party was notified and what disposition they requested, indicating the time notified and the notifying dispatcher's initials.
    1. If no contact is made, it should be noted on the recovery report that the reporting party was not notified and the reason for no contact. Storage information for the recovered vehicle will be noted on the recovery form.
    2. If no contact is made, CIU personnel will send a certified letter to the reporting party.
B. Clear or locate the NCIC entry;
C. Clear the records in the OCA log;
D. Forward the original report and all attachments to the Auto Theft Unit; and
E. Upload the recovery information form as an attachment in the RMS.

Leased / Rented / Loaned Vehicles

The Financial Crimes unit will process these reports in accordance with department directives. A vehicle taken under these circumstances will only be entered NCIC by authority of a Financial Crimes investigator after they have established the district attorney's office will accept charges.

Stolen Vehicle / Registration Inquiry

All vehicle registration and check for stolen inquiries will be made according to the following directive:

A. The officer will give inquiry information to the CIU dispatcher;
B. The CIU dispatcher will make an inquiry based on the available information;
    1. If inquiry information is tag and VIN, the dispatcher will run the vehicle registration and check for stolen by both tag and VIN.

2. If inquiry information is VIN only, the dispatcher will run the vehicle registration and check for stolen by VIN. Upon request from the officer, a check for stolen on the tag information received from the registration inquiry will be run.

C. CIU will advise the officer of the information received on the reply based on the original request.

Revised 6/25

2-310.7 Impound Vehicle / Registration Information

Prior to impoundment, officers will obtain vehicle registration information. This information will be compared to the vehicle being impounded to ensure the information placed on the impound report is accurate and up to date. In addition, the vehicle will be checked through NCIC by tag and VIN to confirm it has not been reported stolen. The impounding officer will complete the impound form in the RMS and attach the related vehicle registration information and stolen vehicle record.

If requested, CIU personnel will make a registration and a stolen vehicle inquiry through the proper motor vehicle database and NCIC. Upon request, the registration and NCIC reply will be printed and held for the officer. The officer's unit number will be written on the reply. The reply will be placed in the officer's tray at the CIU window.

In the event the RMS or OLETS is down, registration and stolen vehicle information can be retrieved from CIU or any other applicable means and must be provided to the Information Desk along with the impound report.

Revised 6/25

2-310.8 Repossessed Vehicles

Each oncoming shift will make a stolen inquiry on all vehicles reported as repossessed during the previous shift through NCIC. The person making the inquiry will note the status of the inquiry on the bottom of the repossession entry, date and initial it (e.g., Clear/10232024/SW or Stolen/Cleared/10232024/SW).

Revised 6/25

2-310.9 Stolen License Plates / Decals

Stolen license plates and decals may be entered into NCIC if a theft report has been filed with this department. If the license plate was issued by a two-plate state and only one plate is taken, the entry will be made only if the remaining plate is removed from the vehicle. Paper temporary license plates will not be entered NCIC. Metal specialty tags, including dealer, wholesale, and auction tags which possess a unique identifier and when run through OLETS return a business name, entity and/or person shall be entered into NCIC.

Revised 6/25

2-310.10 Wanted Inquiries on Juveniles

Wanted inquiries exceeding information bulletins and NCIC may be made regarding juveniles, but only upon request of the inquiring officer. Inquiries regarding pickup orders will be made through the appropriate juvenile detention center.

2-310.11 Major Crimes and Incidents

To allow for a coordinated effort between field units, 911 Communications, CIU, Records Unit and Investigations Bureau personnel, the following directive will be utilized for major crimes and incidents:

A. Upon being informed by a field officer of a major crime or incident, CIU will obtain the necessary information for transmittal of messages to surrounding agencies.

B. Upon receiving updated information from the field officer, CIU will transmit updated messages addressing all corrections and updated information

2-310.12 Missing Persons / Runaways

When CIU receives an information bulletin regarding missing persons (regardless of age) or runaways, the document will be time stamped, and entry will be made into NCIC. As additional information is obtained, the type of entry will be modified accordingly. Following NCIC entry, a broadcast message may be sent to other agencies if deemed appropriate based on the circumstances and information supplied as to the possible destination of the person in question.

34 USC 41308 requires entries of missing persons less than 21 years of age be updated no later than 30 days from the original entry with additional information including medical and dental records and a photograph taken during the previous 180 days, when available. As additional information is received, the entry will be modified or supplemented accordingly.

Revised 6/25

2-310.13 Victim Protection Orders

When field officers contact CIU to confirm Victim Protection Order status, CIU shall consult the department's Records system for verification. CIU will also query the Oklahoma State Supreme Court website and/or other available electronic databases. Hard copies forwarded to our department from various agencies can also be searched within CIU. CIU shall advise the officer of the type and conditions of the VPO as well as the date it was served.

Revised 6/25

2-310.14 Interstate Identification Index Inquiries

All inquiries made to III must include the purpose code for which the information is to be used.

A. Criminal Justice (Purpose Code "C") - Must be used when the III transaction is for official duties in connection with the administration of criminal justice.
B. Criminal Justice Employment (Purpose Code "J") - Must be used when the III transaction involves employment with authorized law enforcement agencies.
C. Firearms (Purpose Code "F") - Must be used for firearm related checks.

Revised 6/25

2-311 Supply Room

The Supply Room provides an orderly and efficient method for dispensing of departmental supplies.

2-311.1 Responsibilities

Supply Room personnel are responsible for keeping accurate records on all supplies on hand. They are also responsible for the ordering of all supplies utilized by the Oklahoma City Police Department.

2-311.2 Dispensing Supplies

Supply Room personnel will dispense supplies only to employees of the Oklahoma City Police Department. Prior to issuing of these supplies, the requestor will complete the proper request form. Supply Room personnel will issue supplies only in the amount requested and will report excessive requests to the Logistical Support Unit supervisor. Requests for large quantities of supplies (such as supplies for an entire unit) must be approved and signed by the unit Division Commander. Requests for items not found in the Supply Room's catalog must be submitted on a separate form and signed by the requestor's Division Commander

2-311.3 Signs and Name Plates

Signs and nameplates will be made only after receiving a written request, and provided that request has been approved by the Logistical Support Unit supervisor.

2-311.4 Departmental Mail

Supply Room personnel will be responsible for distributing all incoming mail as well as processing and delivering all Departmental and/or interdepartmental/city mail.

2-311.5 Security

All supply room areas will be locked at all times. Only authorized personnel will be allowed entrance into the Supply Room areas.

2-312 Records Unit

The Records Unit is a work section of the Administration Bureau and is staffed 24 hours a day, 365 days a year. The Records Unit is responsible for maintaining all records of police related acts, which are supported by incident reports, arrest reports, follow-up reports, and other miscellaneous reports. The commander of the Records Unit functions as the superintendent of records for the department. All records requests will be referred to them.

It is the responsibility of all personnel in the Records Unit to answer the telephone.

2-312.1 Security

Visitors will be allowed into the unit file area when it is necessary to meet with Records Unit supervisory personnel, or with supervisory approval. All visitors and/or departmental personnel not assigned to the Administration Bureau must sign in and out. Departmental personnel assigned to the Administration Bureau may enter without signing in and out; however, they are not to have access to any files unless they are employed in the Records Unit.

2-312.2 Requests for Records

Priority of Requests

Records Unit personnel receive numerous requests for information and reports. The priority for responding to these requests will be as follows:

A. Telephone requests from CIU, when made on behalf of officers in the field;
B. Counter Service;
C. Telephone requests; then
D. Mail requests.

Telephone Requests by Residents

The person receiving the request will check the computer through RMS for incident records. Records personnel will advise the requesting party if the report is on file and provide the reporting officer's name. If copies or additional information are requested, the requestor will be advised to submit a request as outlined in Section 4-602.2.

Telephone requests made by the public regarding the arrest records of specific individuals will not be fulfilled. The requestor will be advised that a record check must be made as outlined in Section 4-602.2. A fee will be assessed prior to completing a record check.

Mail Requests

Requests by mail will be processed by the vendor clerk. The vendor clerk is responsible for opening the mail and checking for report requests which have been submitted by mail. The mail shall be opened daily and a response to requests by mail should be made within two working days, if possible.

2-312.3 Document Processing

The Records Unit receives reports daily. These are sorted, entered and/or verified on a computer as soon as possible.

Entry of Original Forms

Any paperwork with the original signature of an involved party, victim, or other person related to an incident, will be placed in sequential order using the last two digits of the incident number and scanned into the system. After scanning, the paper reports will be stamped "scanned," filed numerically and stored in the Records Unit archives for the required time period. This includes, but is not limited to:

A. Larceny of Motor Vehicle Statements;
B. Consent to Confiscate Property Forms; and
C. Field Show-Up Admonition Forms.

Reports to Be Checked

For verification purposes, the following original reports will be checked on a computer as soon as possible:

A. Disposition reports;
B. Larceny of Motor Vehicle Statements;
C. Decline to Prosecute Forms; and
D. Third Party or Peace Officer Statements for Protective Custody.

After verification, the paper reports will be numerically filed prior to being scanned. Upon completion of scanning, the paper reports will be stamped "scanned," filed numerically and stored in the Records Unit archives for the required time period.

2-312.4 NIBRS

The National Incident Based Reporting System (NIBRS) is a statistical report of crimes.

A. The department will complete monthly and quarterly reports to be submitted to OSBI and distributed through the department. All information is collected by a UCR clerk who is responsible for the final preparation of these reports.
B. Reports submitted to the NIBRS application in the RMS will be validated daily to ensure their compliance with NIBRS and State Incident Based Reporting System (SIBRS) guidelines.
C. Monthly activities from the Investigative Bureau will be received and the figures on the reports will be compared with other collected information. If there are any discrepancies, the unit involved will be contacted and corrections will be made.
D. The completed figures will be typed onto the Chief's Crime Comparison Report (CCR). The state forms will be completed and mailed to OSBI.

2-312.5 Switchboard Operation

The switchboard operators are responsible for all incoming calls on the non-emergency line. The operators serve as the source of general information to assist people in contacting the correct units, personnel or other agencies. Operators will transfer calls to the requested contact, when possible.

2-312.6 Records Unit Police Report Clerks

The Records Unit police report clerks perform a wide variety of functions that are of vital importance to the overall operating efficiency of this department and its personnel.

Responsibilities

Records Unit police report clerks are responsible for:

A. Typing reports and work flowing information in the department's Record Management System;
B. Preparing information bulletins at the request of officers and delivering those bulletins to CIU for entry;
C. Printing, redacting and releasing incident and collision reports within the guidelines of the Oklahoma Open Records Act;
D. Answering inquiries both in person and over the telephone from residents, officers and other City personnel;
E. Validating incident and supplement reports for the NIBRS application; and
F. Reviewing arrest records, entering identifiers and maintaining accurate name history files.
G. The Records Unit police report clerks also perform other duties as required.

Entering Reports

Original reports are entered directly into the system. The Records Unit is responsible for entering CIU Stolen/Recovered Vehicle Reports and PD-16 supplemental reports into the RMS.

Confidential Reports

Confidential reports shall be utilized when the information is of such a sensitive nature that it should not be communicated through normal channels. When an employee determines the need to make a confidential report, they may choose from the following options:

A. The report may be made in person, with the typing being done by a police report clerk or other clerical personnel in a private office. The report will not be entered into the mainframe computer; the police report clerk will type the report on a computer, but will not save the report. Only one copy will be printed, and this original will be given to the employee making the report.
B. The employee may elect to type or hand write the report themselves.
C. The employee may make a copy of the report to retain for their own records. The employee will normally deliver the report to the appropriate command personnel. In unusual cases, the employee may direct that the report clerk deliver the report. Under normal circumstances, the appropriate command personnel would be the employee's division commander. Unusual circumstances may dictate that the report be delivered to other command personnel.

Victim Protection Orders

Protective orders must be verified prior to enforcement action.

A. All protection orders are considered to be in effect until modified or rescinded by the courts. Protection orders issued on or before November 1, 1999, will have no expiration.
B. When copies of victim protection orders are received or delivered to the Records Unit, they shall be date stamped. The 3rd shift unit operations leader is responsible for the proper handling of protection orders that are received via the U.S. Postal Service, departmental distribution, electronic means, or hand delivery.
C. Clerical designees are responsible for receiving, reviewing and properly indexing the protection order information into the RMS Court Module tab. Once indexed, the protection order will be forwarded to the Crime Information Unit for filing.
D. All protection orders will be indexed in RMS, except temporary or emergency ex-parte protection orders. Those will only be forwarded to and filed in the Crime Information Unit. All protection order indexes will

indicate the type of protection, effective date and expiration date. The restrictions or conditions established by the court will not be indexed.

E. All protection orders are filed in the Crime Information Unit for future reference. They will be maintained indefinitely or until an order from the court rescinds, modifies or dismisses the existing order.

Updating Information Bulletins

Report clerks will issue new information bulletins and enter them into the RMS when CIU provides updated information.

Collision Reports

All collision reports are submitted into the Oklahoma Collision Electronic Records System (OCERS).

Revised 06/25

2-313 Information Desk

The Information Desk operates from 0700 to 0300 hours daily and serves as a vital function of the daily operations of the department. Its proper operation relieves 911 Communications of the responsibility of handling non-emergency telephone calls, thereby lowering the response time in answering these calls for service.

2-313.1 Responsibilities

The Information Desk serves as a central location for assisting and directing citizens. The Information Desk is responsible for:

A. Keeping files on and releasing impounded vehicles;
B. Completing incident reports for persons who come to headquarters to make a report after business hours and on weekends, when the Information Desk is staffed with two or more officers;
C. Giving information and directions to persons who call or enter the building;
D. Handling all non-emergency phone calls when the switchboard is closed;
E. Ensuring building security outside of normal business hours;
F. Monitoring fire, hold up, and intrusion alarms for Police Headquarters and the Municipal Court building;
G. Maintaining a logbook and keys issued to authorized personnel for special vehicles, offices and the Police Department building.

Vehicle File

The vehicle file on the computer is used to track impounded vehicles, run vehicle registration, check vehicles for stolen against NCIC, and check jail records. For instruction in the use of the computer, refer to the computer vehicle file instruction book located at the Information Desk.

Special Instructions for Professional Staff Employees

Professional staff personnel assigned to the Information Desk will not make arrests, but will instead call for a police officer when confronted with an incident which would necessitate an arrest. Professional staff personnel will not physically respond to intrusion or hold up alarms within the police facility. If an officer is not on duty at the desk when an alarm is activated, professional staff personnel will notify 911 Communications of the alarm and request that a unit be assigned to respond to that alarm.

2-313.2 Public Contacts

Information Desk personnel should maintain and display a professional attitude and a neat appearance. Information Desk personnel should remain calm and professional in their interactions with members of the public seeking police

assistance. Telephones should be answered without undue delay and never "blocked off" or placed on hold without authorization of unit supervisory personnel. Personnel shall answer the phone and identify themselves in accordance with written directives regarding telephone courtesy.

2-313.3 Telephone Use Restrictions

Use of the telephones at the Information Desk will be restricted to Information Desk personnel, supervisors, on-duty commissioned personnel and/or other city personnel, from outside the unit. All calls made by personnel not assigned to the Information Desk will be limited to official business only. Members of the public are not authorized to use a phone at the Information Desk except for in the case of an emergency.

2-313.4 Personnel Contacts

When an officer calls the Information Desk for another officer's address and/or telephone number, Information Desk personnel will ask for the calling officer's telephone number to verify their identification. If verification is made, only then will Information Desk personnel release the requested information. If a member of the public calls for an officer's address and/or telephone number, the Information Desk personnel will not release that information under any circumstances. If the person states it has to do with a current felony case being investigated by the officer requested and cannot be handled by a field officer, or a family member is calling to notify of an illness or death in the family, the calling party's name and telephone number will be taken. Information Desk personnel will then notify the officer and relay the message. All other messages will be routed to the officer through e-mail or voicemail.

2-313.5 Incident Reports

Information desk officers are responsible for completing incident reports, Suspicious Activity Reports (SARs), and Threat Assessment Triage Worksheets (OCTAT-1) for the walk-in public if no on-scene investigation report is required (e.g., a residential or business burglary or an assault requiring follow-up at the hospital). Information Desk personnel will take walk-in reports after business hours and on weekends when the desk is staffed with two or more officers. The Information Desk shall maintain a supply of forms which may be requested or utilized by members of the public (e.g., PD-16 forms).

2-313.6 Municipal Court Uniform Citations

All Information Desk personnel will ensure any citations they issue are issued in accordance with written directives. The citation must be signed by the defendant if they are present at the time that the citation is issued. If the defendant is not present, the signature block on the citation for the defendant will be left blank and the original citation will be placed in the Municipal Court Detail's mail slot, located on the 3rd floor of Police Headquarters. All incident reports will be completed in accordance with written directives. Reports and/or citations not initiated by Information Desk personnel should not be accepted for distribution by Information Desk personnel. However, if any reports and/or citations are accepted at the Information Desk, they become the responsibility of the accepting employee for proper distribution.

2-313.7 Security

At no time is the information desk to be left unattended.

The door, which allows access to the files and work area at the Information Desk, will be locked at all times. Only supervisors and/or those assigned to the Information Desk will be allowed entry. Exceptions may be approved by the unit supervisor on duty. Department and other city personnel will be given priority service. Only persons who are assigned to the Information Desk, supervisors and personnel within the Information Desk chain of command will be allowed access to any of the files and logs maintained by the unit.

Information Desk personnel will be responsible for first-line security of the building and occupants during weekends, holidays and when the building is closed to the public. Information Desk personnel should not allow the

public to wander through the building during weekends or while the building is closed. The public should be limited to the lobby of the building unless they have a valid reason to visit the restricted areas.

A. Department personnel who bring members of the public into the building for police business are responsible for ensuring those persons are supervised while in restricted areas of the building.
B. Employees must wear or have on their person a department-issued identification card at all times while in the building.
C. Only law enforcement officers will be allowed into the building while carrying weapons of any type.
D. The front doors leading to the lobby of the building should be unlocked during business hours. All other doors should remain locked at all times.

2-313.8 Building and Special Vehicle Key Log

Keys to Police Headquarters, the Municipal Court building, other city buildings, special vehicles and offices within Police Headquarters are maintained at the Information Desk for general and emergency use and may be checked out by police personnel under the following conditions:

A. A log shall be maintained by Information Desk personnel in reference to use of vehicle, office and building keys;
B. Persons will be required to sign the key check-out log before obtaining the key and note the time of return in the log when returning the key;
C. Keys to the City Hall building will only be checked out to supervisors in person;
D. The key box will remain locked when not in use.

A key to the alarm panel shall be maintained at the Information Desk along with instructions in case of a fire, hold up or intrusion alarm. Any unit supervisor may designate a restriction on the check-out of their office's keys (e.g., only a supervisor may check out the key).

2-313.9 Documentation of Impounded Vehicles

All vehicle impounds are documented within the RMS by completing an FBR impound form and attaching the vehicle registration and NCIC return information. Impounding officers are required to verify the vehicle's information for accuracy when completing an impound form in FBR at the time of impoundment. Information Desk personnel are responsible for verifying the information imported into the impound record in RMS is accurate. Information Desk personnel will be responsible for updating any changes and documenting the release of the impounded vehicle once notified of:

A. The release by the wrecker company; or
B. A released hold by the assigned investigator.

Holds on Impounded Vehicles

Holds will be placed on vehicles within the FBR impound form by the impounding officer. Holds placed on vehicles for a specific investigative unit shall be updated by the investigator within the RMS Impound Report.

A. When a hold is released, the assigned investigator will fill out an Impounded Vehicle Hold Release Form and email or hand-deliver the form to the Information Desk.
B. Information Desk personnel are responsible for faxing the form to the appropriate wrecker company and documenting the release within the RMS.
C. The Laboratory and Support Services captain or designee will be responsible for determining if impound fees may be waived. If there is a request for fee waiver, the assigned investigator will fill out a Waiver of Impounded Vehicle Cost and Fees and email or hand-deliver the form to the Laboratory and Support Services captain or designee.
    1. The captain or designee will forward the form to the Information Desk.
    2. Information Desk personnel will fax the waiver to the appropriate wrecker company.

3. Once faxed, the waiver will be uploaded into the RMS along with the Impounded Vehicle Hold Release Form.
4. If the waiver is denied, the form will be uploaded into the RMS and the vehicle's owner is responsible for paying the fee(s).

Vehicles Released in the Field

Impound reports on vehicles released in the field will be checked for release information and proper documentation of the releasing officer or investigator. The impound record will be updated in the RMS.

Impound Classifications

OCPD Impounds – Vehicles impounded by OCPD officers which have not been released to the registered owner or a designee.

OCPD Impounds/Released – OCPD impounds which have been released to the registered owner or a designee.

State Impounds – Vehicles which have been impounded by the owner, legal possessor or authorized agent of real property within the City of Oklahoma City.

Impound Records Retention

The original impound report will be maintained and disposed of in accordance with the most current City of Oklahoma City Records Retention Manual.

State Impounds

When a state Tow Request and Authorization Form is faxed to the Information Desk by a wrecker company, Information Desk personnel will check for vehicle registration and NCIC information. After obtaining this information, personnel will note on the form whether the vehicle has been reported stolen and the registered owner's name and address. If the vehicle has been reported as stolen, the form will be delivered to the Crime Information Unit so a recovery report can be completed by a field unit. State impounds will be entered and scanned into the RMS.

2-313.10 Alarm Response

Municipal Courts Building

A hold up alarm is located at the Municipal Court Public counter. Information Desk officers will respond to each alarm except in those instances where there is only one (1) officer on duty at the Information Desk. Whenever possible the Information Desk officer will respond to the alarm through the back entrance; assigned units will cover and/or enter through the front. The Information Desk officer will maintain contact with the Communications Center and the assigned units at all times utilizing the portable police radio assigned to the Information Desk. The Information Desk officer will remain on call until the alarm is determined to be false or the officer is relieved by the field unit, which was assigned by the Communications Center.

In the event that there is only one (1) officer on duty or a PST with no officer on duty at the Information Desk and an alarm is activated, the Information Desk officer will immediately notify the Communications Center so a back-up unit may be assigned to the unit on call.

Panic Alarms

Panic alarms are located at the Information Desk for all Courtrooms and the Probation Office. These alarms will be activated only in cases of extreme emergency where imminent threat of great bodily harm is apparent. The panic alarm at the Information Desk when activated will result in a Field Unit being assigned by the Communication

Center to assist the officers on duty. Should the danger dissipate prior to the field officer's arrival, Information Desk personnel will notify the Communications Center. All other panic alarms will be responded to by Information Desk personnel unless there is only one (1) officer on duty. In this event, the Information Desk officer will notify the Communications Center so a unit can be assigned to the call.

Police Headquarters Alarms

Intrusion alarms have been installed in various areas of the Police Headquarters building. The Information Desk personnel will respond to these alarms in the following manner, except in those instances where there is only one (1) officer on duty at the time of the alarm. The Information Desk officer will notify the Communications Center for a back-up unit to be assigned. The officer will check all points of possible entry of the alarm location.

If no entry has been made, the Communications Center will be notified immediately and the alarm will be reset. In cases of entry or attempted entry, documentation will be made on a Crime Incident Report and forwarded to the Information Desk supervisor.

Re-Setting Alarms

In the event that the alarms will not reset, or if the area cannot be secured properly, the immediate supervisor of the area where the alarm was activated will be notified immediately. It will be the responsibility of the immediate supervisor to make arrangements for the area to be secured.

Fire Alarms

The Police Headquarters building's fire alarm system is monitored at the Information Desk and the Jail's at the Jail control desk. When a fire alarm has been activated, the Fire Department must be notified IMMEDIATELY. The Information Desk officer, after notifying the Fire Department, will check the area in which the alarm was activated. If there is a fire, which implies imminent danger to persons within the building, the Information Desk officer will attempt to evacuate that area or the entire building if necessary. The Information Desk officer will immediately notify the Communications Center and request any assistance that may be required. Information Desk personnel will request that the Communications Center notify the Property Management and/or Municipal Court supervisor on all actual fires within either complex. A Crime Incident report will be completed by Information Desk personnel and a copy forwarded to the Property Management or Municipal Court supervisor. In the event that only one (1) officer is on duty at the Information Desk at the time of alarm activation, the Communications Center will be notified so that a unit may be assigned to check the alarm.

2-313.11 Bonds Collected by Information Desk Personnel

During the hours of 1900-0300 the Information Desk personnel will assist the Municipal Court by accepting bonds for individuals that have been arrested by OCPD or Oklahoma City Marshals. Information Desk personnel will maintain a current list of approved bonding companies and their employees and attorneys.

Revised 12/23

2-314 Communications Unit

The emergency communications system is a vital part of any Police, Fire and Emergency Medical operation. It is the first link between the person with the problem and the field personnel who can help resolve it most effectively. It also offers field personnel a degree of security through contact with headquarters and other field units.

2-314.1 Responsibility of the Communications Unit

A dispatcher's ability to meet the rigid demands of reliability and attention to duties is a requisite that demands an above average individual. Strict attention to radio traffic is of critical importance in order to ensure safety and consistency of operation.

Assigning Calls for Service

Dispatchers are responsible for assigning and deploying field units to calls for police service during normal operations and within the guidelines of the Standard Operating Procedures. Field officers will carry out the assignments received from Communications personnel as if they were received directly from a superior officer. There are three exceptions to this rule:

A. Assignments from dispatchers may be altered or countermanded by a field supervisor or other superior officer. It is important to note that the Field Supervisor has overall authority and responsibility for all field activity.
B. Field officers, who have good reason to believe that a dispatcher directive entails a potential violation of law or Department directives, or an unnecessary risk to the safety of officers or the public, may so advise the dispatcher. The dispatcher's supervisor and the field officer's supervisor will handle the resolution. Non-urgent field officer complaints about a dispatcher must be handled through the appropriate chain of command.
C. During tactical situations (i.e., high priority occurrences requiring the concerted and coordinated effort of two or more units) supervisory or command personnel in the field will assume direct responsibility for the assignment and deployment of police resources. If supervisory or command personnel are not readily available, the first field officer at the scene will assume control with assistance of the dispatcher. The dispatcher's responsibility during the tactical operation is to monitor closely and assist where needed.

Field supervisors who believe that the performance of a dispatcher is not adequate to a given situation will contact a Communications supervisor, not the individual dispatcher, for remedy.

Demeanor

The Public Safety Communications System is for official traffic only.

A. Messages shall be brief and impersonal.
B. Use of first names or nicknames is not allowed.
    1. When necessary to refer to another person by name, use their title and last name.
C. Words or voice inflections that reflect irritation, disgust, sarcasm, or jokes are prohibited.
    1. Courtesy is better expressed on the air by the tone of voice and manner of message presentation than by using the words "thank you", "you are welcome", or "please."

2-314.2 Personnel Duties and Responsibilities

The Communications Unit is located with the Emergency Management Unit in the Logistical Support Division of the Support Services Bureau. The unit is staffed by personnel of the following ranks:

A. Captain - E911/EOC Commander
B. Lieutenant - E911/EOC Coordinator
C. Sergeant - Records Officer and MDT Coordinator
D. Shift Supervisors / Assistant Supervisors
E. Professional Staff Dispatchers
F. Field Officers on temporary assignment.

Shift Supervisor

The Shift Supervisor has authority to make changes within the unit dealing with the organization of work assignment function to subordinates. The Shift Supervisor is responsible for workload adjustments, which involve more than day to day changes, for planning to meet changes, and for proposing needed revisions in staffing levels in work priorities.

A. They must be able to identify problem areas and prepare alternative plans of action.
B. They prepare a monthly forecast of manpower in order to plan for unit needs and make oral and written recommendations for resource needs and applications of the unit.
    1. They schedule days off, vacations, daily areas or work assignments and make adjustments as necessary.
    2. Shift Supervisors have authority to approve leave for their subordinates as set forth in the guidelines of the City Personnel Policy and the AFSCME contract.
C. Shift Supervisors are responsible for assigning, distributing and balancing the workload of subordinates.
D. They make available necessary written instructions and reference materials, and answer subordinate's questions.
E. They are responsible for subordinates' attendance and attention to the work and for ensuring that they perform a satisfactory amount and quality of work.
    1. They conduct investigations of complaints against subordinates; make recommendations concerning re-assignments, recognition of outstanding performance, disciplinary problems and personnel needs.
F. They coordinate subordinates' activities on all major crimes or incidents and normal duty assignments.
G. The supervisor makes work assignments and arranges for and assists in the training of new personnel.

Lieutenant

Lieutenants assigned to the unit must have knowledge of and perform a wide variety of law enforcement activities. The activities are related to Department directives and regulations, state and federal laws and city ordinances. Duties contained within this function generally consist of tasks requiring a high degree of decision making ability and good judgment. Lieutenants are held accountable for the outcome of all actions taken by self and subordinates acting under their instruction.

Sergeant

Sergeants assigned to the communications unit are primarily responsible for the impoundment and safekeeping of recording tapes when requested by investigators, Municipal Counselors, or other interested parties. They assist the Lieutenant and Shift Supervisor with citizen complaints, work planning and organization, and review of work assignments. The sergeant assists other communications personnel whenever needed.

Security of Communications

The Communications area is designed and designated as a limited access area. Background noise in the Communications area hampers the dispatcher's ability to do their job.

Only the following will be freely admitted to the operations area:

A. City Manager
B. OCPD Police command & supervisory personnel
C. OCPD Public Safety Communications personnel
D. OCFD Fire command personnel
E. Equipment repair and installation personnel
F. Persons temporarily assigned to these functions by police command

Any breach of security in the Communications Unit will be reported immediately in writing to the Division Commander. The report will contain the date, time, name of the individual committing the breach, Department for which the individual works and the name of the reporting party and witnesses. The on-duty supervisor or their designee will be held accountable for any unauthorized entry allowed. Exceptions to this directive may be made in any justifiable emergency situation. The outer gate and doors to the Public Safety Communications Facility (EOC) will remain locked at all times.

2-314.3 Federal Communications Commission (FCC) Regulations

Operating Procedure

All communications, regardless of their nature, shall be restricted to the minimum practicable transmission time.

Prohibitions

It is unlawful, under Attachment "C" of the FCC Code:

A. To transmit superfluous signals, personal messages or communications of any kind on a radio transmitter.
B. To use profane, indecent or obscene language.
C. To willfully damage or permit radio apparatus to be damaged.
D. To cause unlawful or malicious interference with any other radio communications.
E. To intercept and use or publish the contents of any radio message without the express permission of the proper authorities of the Department.
F. To make unnecessary or unidentified transmissions.
G. To transmit without first making sure that the intended transmission will not cause harmful interference.
H. To make any adjustments, repairs or alterations whatsoever to a radio transmitter. It is required by law that only a professional radio technician, holding a second-class license or higher, may make adjustments and repairs.
I. To deny access to your radio equipment if a properly identified representative of the FCC asks to inspect it. The equipment must be made available for inspection at any reasonable hour.
J. To transmit a call signal, letter or numeral which has not been assigned to a station or unit.

Radio Call Signs

Refer to document in Communication Unit labeled "Radio Call Signs."

Phonetic Alphabet

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

10 Codes

10-1 Receiving Signals Poorly
10-2 Receiving Signals Well
10-3 Stop Transmitting
10-4 Ok, Affirmative
10-5 Relay
10-6 Busy
10-7 Out Of Service
10-8 In Service
10-9 Repeat
10-10 Out Of Service, Subject To Call

10-11 Dispatching Too Rapidly
10-12 Officials Or Visitors Present
10-13 Weather And Road Conditions
10-14 Escort
10-15 Prisoner In Custody
10-16 Pick Up Prisoner At
10-17 Pick Up Papers At
10-18 Complete Present Assignment As Quickly As Possible
10-19 Return To Station
10-20 What Is Your Location
10-21 Call By Telephone, Number
10-22 Take No Further Action Last Information
10-23 Officer On Trouble, Location
10-24 Trouble At Station, Units In Vicinity Report At Once
10-25 Do You Have Contact With?
10-26 Motorist Assist, Location
10-27 Any Answer Our Message
10-28 Check Full Vehicle Registration Information
10-29 Check For Stolen Or Wanted
10-30 Does Not Conform To Rules And Regulations
10-31 Breathalyzer Operator To Report To
10-32 Is Breathalyzer Available
10-33 Emergency Traffic
10-35 Confidential Information
10-36 Correct Time?
10-37 Operator On Duty?
10-39 Your Message Delivered
10-40 Advise If Officer Available For Radio Call
10-42 Complete Driver License Record
10-43 Driver License Status Check
10-44 Check For Record / Wanted With
10-45 Meet For Coffee
10-46 Meet For Vehicle of DL Check
10-47 Subject In Question Possible Armed And Dangerous Or Wanted
10-48 NCIC Hit, Is It Safe To Copy Information
10-49 10-28 With Amount Of Registration And Weight Paid
10-50 No Calls
10-51 Pick Up A Partner For Roadblock Assignment At
10-52 Set Up A Roadblock At
10-53 Discontinue Roadblock, Authority
10-54 Estimated Time Of Arrival
10-60 Traffic Stop, Location
10-61 Clear Traffic
10-63 This Frequency Directed To
10-64 This Channel / Frequency Clear For Normal Use
10-69 Any Traffic For This Unit
10-70 Stopping Vehicle, May Be Dangerous. Location, Vehicle, Description and License Information
10-71 Officer Is Clear From 10-70
10-72 Information Is Incomplete - No Action Will Be Taken Until Further Information Is Furnished
10-73 Information Not In Proper Form, Rewrite Information And Re-transmit
10-80 Private Vehicle Making Emergency Run
10-83 Am I Clear For Dinner - Away From The Radio (Will Call In With Phone Number)
10-84 Am I Clear For Dinner - In Car Or Near Radio
10-85 Keep Vehicle Under Surveillance, Do Not Stop
10-86 Pick Up Partner

10-87 Aircraft Assignment, Location and Time
10-88 Advise Phone Number For Station To Station Call For Officer
10-90 Officer Welfare Contact
10-97 Arriving At Scene
10-98 Last Assignment Completed

Signal Codes

7	DOA
8	Mental Patient
9	Bomb Threat
10	PD Response To 911 Hangup
11	Call Spouse At Home
12	Call Spouse At Work
30	Fatality Accident
31	Drowning
76	Non-injury Accident
82	Injury Accident
83	Department Vehicle Involved In Accident. State Number Of Vehicles, Any Injuries And Location
87	Intoxicated Pedestrian (Reported)
88	Intoxicated Driver (Reported)
89	Hit And Run Accident - State Whether Property Damage Or Personal Injury
93	Report To Garage For Repairs

Activity Types and Codes

50	1st Degree Burglary
51	2nd Degree Burglary
911F	Abandoned 911 Call (Fire)
911P	Abandoned 911 Call (Police)
911L	911 Language Line Call
911WP	911 Wireless/ PD Response
162	Abandoned / Abused Child
82	Accident With Injury
74	Agency Assist
CRASH	Airplane Crash
33	Armed Robbery
43	Assault
73	Assist a Citizen
13	Attempt Suicide
53	Auto Burglary
40	ADW
303	Officer Assist - Priority
72	Check Welfare
21	Child Molesting
93	Defrauding an Innkeeper
75	Deliver Emergency Message
182	Disturbance
181	Domestic
31	Drowning
88	Drunk Driver
EM	Emergency Medical
81	Explosive Device Found
34	Extortion
200	Extra Patrol

30	Fatal Vehicle Accident
183	Fireworks
FIRE	Fire
161	Found Child
60	Grand Larceny
23	Harassing / Obscene Calls
120	Kidnapping
62	Stolen Vehicle
174	Littering Complaint
102	Lost Property
164	Lost / Missing Adult
160	Lost / Missing Juvenile
192	Loud Alarm
140	Morals Violation
76	Non-Injury Accident
300	Officer Assist
55	Other Type Calls
65	Petty Larceny
100	Pick Up Property
152	Prowler
132	Public Drunk
20	Rape
63	Recover Stolen Vehicle
32	Robbery By Force / Fear
163	Runaway Juvenile Report
NWS	Severe Weather
22	Sex Offenses
61	Shoplifter
7	Signal 7 DOA
8	Signal 8 Mental Patient
9	Signal 9 Bomb
10	Signal 10 PD Response To 911 Hang Up
190	Silent Holdup Alarm
191	Silent Intrusion Alarm
150	Suspicious Act
205	Traffic Arrest
175	Traffic Trouble
70	Transport Prisoner
184	Trouble Unknown
166	Truancy Violation
110	Vandalism
90	Financial Crime

ACTIVITY CODES MAY BE FOLLOWED BY:

EM	Emergency Medical
IM	Important
IP	In Progress
JO	Just Occurred
R	Report Taker

Radio Console Phone Numbers

The following numbers provide direct access to the radio dispatcher. These numbers are for business related calls only. Calls to these numbers should be brief and concise to allow the dispatcher to devote full time and attention to radio transmissions.

Hefner	316-6821
Springlake	316-6823
Santa Fe	316-6826
Southwest	316-6824
Bricktown	316-6825
RACOM	316-6832
Supervisor	316-6831
Future Console	316-6822

VESTA Address Lookup Function

The VESTA 911 telephone has a feature allowing for a manual address lookup using a telephone number. This feature accesses 911 Automatic Location Identification computers and should only be used for law enforcement purposes to determine a valid address. Address information obtained by manual lookup is considered confidential and will not be released without the appropriate legal authority to do so.

Emergency Radio Alert Tones

The radio consoles are equipped with "Alert Tones" used in the event of an emergency. These tones are activated by the dispatcher and should alert officers of an emergency broadcast or situation. The tones are described as:

A. EMERGENCY TRAFFIC TONE - This tone is used in the event of emergency traffic (10-33) or when requested by a field officer. The tone is a "short beep" and will activate once every eleven seconds. Officers should refrain from unnecessary transmissions during the time the tone is activated.
B. ALERT TONE - This tone will precede the broadcast of an armed robbery or silent holdup alarm. The tone is a three to four second continuous high-pitched sound.
C. OFFICER NEEDS ASSISTANCE TONE - This tone will precede the broadcast of an officer down or officer needs assistance call. The tone is a three to four second "high-low" sound.

2-314.4 Incident Assignment Priority

Event priorities are pre-programmed into the Computer Aided Dispatch System (CAD). These priorities are based upon the average call for a common set of circumstances. The dispatcher has the ability to override the pre-programmed priority and raise or lower the priority depending upon the circumstances or using their best judgment. The following are the dispatch priorities to be used in the Police Communications operation.

Priority 1 Calls

Priority 1 calls will normally require one or more back-up officers and possibly the notification of other divisions or field supervisors.

A. Criteria:
   1. There is immediate danger to a person's life or safety.
   2. A crime is in progress in which a person's life or safety may be in danger.
   3. There is a possibility of extreme or major property loss.

B. Priority 1 call types include but are not limited to:
   1. Abused Child IP
   2. Armed Robbery IP
   3. Assault IP
   4. ADW JO/IP

5. Burglary, 1st Degree IP
6. Burglary, 2nd Degree IP
7. Check Officer Welfare
8. Child Molested JO/IP
9. Defrauding An Innkeeper IP
10. Disturbance IP
11. Domestic IP
12. Explosive Device Found IM
13. Grand Larceny IP
14. Kidnapping JO/IP
15. Mental Patient IP
16. 911 Hang-ups IM
17. Officer or Agency Assists IP
18. Prowler IM/JO/IP
19. Rape or Attempt Rape JO/IP
20. Robbery By Force or Fear IP
21. Shoplifter IP
22. Silent Hold-Up Alarm
23. Trouble Unknown IM

C. Time Limits: All Priority 1 calls will be dispatched immediately. If not possible, it will be brought to the immediate attention of a 911 supervisor and a field supervisor.

D. Call Assignment: Priority 1 calls will be assigned in the following manner:
1. District officer
2. Adjacent district officer
3. Closest district officer within the division
4. Division supervisor
5. Officer from an adjoining division

Priority 2 Calls

Priority 2 calls will normally require one or more back up officers.

A. Criteria:
1. An emergency response MAY BE necessary to protect life or property.
2. A crime is in progress (those not priority 1).
3. The suspects may still be in the area of a crime.
4. A crime has just occurred in which a persons life, safety, or property was placed in jeopardy.

B. Priority 2 call types include but are not limited to:
1. Abused Child IM/JO
2. Accident W/Injury/Fatality IM
3. ADW IM
4. Agency Assist IM
5. Armed Robbery IM/JO
6. Assault IM/JO
7. Assist Citizen IM
8. Auto Burglary IP
9. Burglary, First Degree IM/JO
10. Burglary, 2nd Degree IM/JO
11. Child Molested IM
12. Defrauding an Innkeeper JO
13. Disturbance IM
14. Domestic IM

15. DOA IM
16. Found Child IM
17. Kidnapping
18. Larceny of Auto IP
19. Lost or Missing Juvenile IM
20. Mental Patient IM
21. Petty Larceny IP
22. Rape or Attempt Rape IM
23. Robbery By Force or Fear JO
24. Runaway Report IM/IP
25. Sex Offense IP
26. Shoplifter IM/JO
27. Silent Intrusion Alarms
28. Streetcar
29. Suicide JO
30. Suspicious Act IP
31. Transport Prisoner IM
32. Trouble Unknown
33. Vandalism IP

C. Time Limits: All Priority 2 calls will be assigned within 3 minutes. If unassigned after that period of time, they will be brought to the immediate attention of a 911 supervisor and a field supervisor.

D. Call Assignment: Priority 2 calls will be assigned in the following manner.
   1. District officer
   2. Adjacent district officer
   3. Closest district officer within the division
   4. Division supervisor
   5. Officer from an adjoining division

Priority 3 Calls

One or more officers will be dispatched to Priority 3 events if they are readily and immediately available or after all Priority 1 and 2 calls in that district have been processed. These calls will not be held unnecessarily for the district officer. Effective and efficient utilization of adjacent officers will be made to ensure prompt response.

A. Criteria:
   1. Time is a factor in proper handling of the call.
   2. Danger to life or property does not appear imminent.
   3. All major crime scenes except those in which there is no longer a threat to lives or property.

B. Priority 3 call types include but are not limited to:
   1. Abandoned Calls
   2. Abused Child
   3. Agency Assist
   4. Assault
   5. Attempt Suicide IM
   6. Auto Burglary IM
   7. Burglary, 1st Degree
   8. Burglary, 2nd Degree
   9. Check Welfare
   10. Deliver Emergency Message IM
   11. Disturbance
   12. Domestic
   13. Drunk Driver

14. Forgery IM/JO
15. Found Child
16. Grand Larceny IM/JO
17. Hit and Run
18. Larceny of Auto JO
19. Lost or Missing Adult
20. Loud Alarms IM/JO/IP
21. Morals Violation IM/IP
22. 911 Hang-ups
23. Non-Injury Accident IM
24. Prowler
25. Public Drunk
26. Recovery of Stolen Vehicle IM
27. Robbery By Force or Fear JO
28. Sex Offenses JO
29. Suspicious Act IM/JO
30. Traffic Trouble
31. Transport Prisoner
32. Vandalism IM/JO

C. Time Limits: Priority 3 calls will normally be assigned within 20 minutes. If unassigned after that period of time, they will be brought to the immediate attention of a 911 supervisor and a field supervisor.

D. Call Assignment: Priority 3 calls will be assigned in the following manner:
1. District officer
2. Adjacent district officer
3. Closest district officer within the division
4. Division supervisor
5. Officer from an adjoining division

Priority 4 Calls

A. Criteria:
1. Time is not a factor in handling of the call.
2. Misdemeanor crimes where suspects are not present.
3. Some non-violent felonies where suspects are not present.

B. Priority 4 call types include but are not limited to:
1. Assist Citizen
2. Auto Burglary
3. Defrauding an Innkeeper
4. Embezzlement
5. Forgery
6. Grand Larceny
7. Harassing/Obscene Calls
8. Indecent Exposure
9. Juvenile Problem
10. Larceny of an Auto
11. Littering IP
12. Petty Larceny
13. Recover Stolen Property IP
14. Recover Stolen Vehicle
15. Runaway Report
16. Sex Offense Report
17. Transport Prisoner

18. Vandalism
19. Financial Crimes

C. Time Limits: Priority 4 calls will normally be assigned within 30 minutes. Calls unassigned after that time limit will be brought to the immediate attention of a 911 supervisor and a field supervisor.

D. Call Assignment: Priority 4 calls will be assigned in the following manner:
   1. District officer
   2. Adjacent district officer
   3. Closest district officer within the division
   4. Division supervisor

Priority 5 Calls

Criteria: Time is not a factor in handling the call.

A. Priority 5 Call types include but are not limited to:
   1. Deliver Emergency Message
   2. Fireworks
   3. Found Property
   4. Morals Violations
   5. Truancy
   6. Mental Health Consumer Transport

B. Time Limits: As officers become available.

C. Call Assignment: Priority 5 calls will be assigned in the following manner:
   1. District officer
   2. Adjacent district officer
   3. Closest district officer within the division
   4. Division supervisor

Priority 6 Calls

Criteria: Reports that may be taken over the telephone, when a citizen does not insist on having an officer respond in person.

A. Priority 6 call types include but are not limited to:
   1. 102 R - Lost Property
   2. 110R - Vandalism
   3. 150R - Suspicious Acts
   4. 163R - All Runaway Juvenile
   5. 165R - Juvenile Problem
   6. 174R - Littering Complaint
   7. 182R - Disturbance
   8. 23R - Harassing/Obscene Calls
   9. 53R - Auto Burglary
   10. 60R - Grand Larceny
   11. 65R - Petit Larceny
   12. 73R - Assist a Citizen
   13. 93R - Defrauding an Innkeeper
   14. 90R – Embezzlement

B. Exceptions are:
   1. If a prisoner is in custody

2. If a citizen specifically requests that an officer respond to the scene
3. If a unit is needed to safeguard a scene or preserve evidence
4. If evidence or property is to be recovered and placed in police custody
5. If witnesses are involved and cannot be interviewed over the telephone
6. If it is necessary that the complainant or victim sign complaints
7. In incidents where a detailed description of suspect(s), their addresses, names, etc. is available
8. If a citizen's welfare is in danger or jeopardy

C. Call Assignment: Report call taker in the division of occurrence.

2-314.5 Police Deployment According to Priority

The assignment of police officers to (non-traffic related) calls for service occur in the following manner:

A. When available, the officer assigned to the district of occurrence will always be dispatched, regardless of the priority.
B. When the district officer is not available, any available adjacent district officer will be dispatched.
C. When the district officer and adjoining district officers are not available, the closest district officer within the division will be dispatched.
D. When there is no officer available within the division of occurrence, a division supervisor will be dispatched.
E. When there is no officer or supervisor available within the division of occurrence, an officer from an adjoining division will be dispatched to Priority 1, 2 and 3 calls. Priority 4, 5 and 6 calls will not be dispatched out of the division and will hold for the first available officer or supervisor within the division.
F. When any officer desires a back-up unit, the dispatcher will honor the request without exception, using any available officer, regardless of assignment.
G. The need for, and the number of back-up officers is primarily determined by:
   1. Circumstances as derived from information given by a complainant or inferred by previous incidents and;
   2. Knowledge of a specific situation by officers in the field.
H. Police officers are considered available for dispatch (i.e., in service) while on a break or eating meals. Officers are responsible for monitoring their radios during meals and breaks.

2-314.6 Emergency Notifications

Tactical Unit

When determined by the watch commander or shift commander that it may be necessary for a Tactical Unit response, the 911 Communications shift supervisor will implement the following procedures.

A. Ascertain from the watch commander or shift commander the location of the incident.
B. Contact the Tactical Unit commander or assistant commander by telephone, advising them of the event.
C. If a tactical response is necessary, directing all Tactical Unit members on duty to respond to the incident.
D. Enter the designated information into CAD messaging to complete the call-out.
E. Contact the on-call Public Information Officer.

Emergency Response Team

When determined by the watch commander or shift commander it may be necessary to activate the ERT, the 911 Communications shift supervisor will implement the following procedures:

A. Contact the on-call ERT commander;
B. If activation is approved, enter the designated information into CAD messaging to complete the call-out; and
C. Monitor and clear a specific radio channel when so notified by the ERT commander or a designee.

Bomb Squad Unit

When determined by the watch commander or shift commander it may be necessary for a Bomb Squad response, the 911 Communications shift supervisor will contact the on-call Emergency Services commander and on-call PIO.

Air Support Unit

Call Out Request by OCPD: Authorization to call a flight crew from home will be given by the watch commander or shift commander. 911 Communications will contact the available unit supervisor who will contact the appropriate personnel to respond. If the unit supervisor is unavailable, the on-call emergency services commander will be contacted.

Call Out Request by Another Agency: 911 Communications supervisor receiving the request will obtain all possible information on the situation including name and phone number of the requesting party. Requesting agency should be informed of the time delay if a flight crew is called from home. The 911 Communications supervisor will then contact the watch commander on duty for authorization. When authorization is received, the call-out procedure is the same as that of an in-house request.

Canine Unit

When an OCPD Canine unit is unavailable or a Canine unit from another agency is requested, the on-call emergency services commander will be contacted for direction.

Crisis Intervention Team (CIT)

CIT officers will be assigned to mental health calls when requested according to current directives. CIT officers are not limited to geographical boundaries; however, the urgency and distance of a particular call may dictate a non-CIT officer responding until a CIT officer arrives. CIT officers will be designated on the line-ups submitted by the divisions prior to the beginning of each shift.

If a CIT officer completes a Threat Assessment Triage Worksheet, they may be called to participate in the Threat Assessment Team in order to provide vital context to their observations and interactions with a Person of Concern.

Investigations Notification

When a member of an investigative unit is requested (i.e., Homicide, Sex Crimes, etc.) during non-duty hours, the on-call Investigations supervisor will be contacted. The on-call Investigations supervisor will contact the unit supervisor who will furnish the names of the persons to be notified and assigned the incident. If the on-call Investigations supervisor is unavailable, the unit supervisor will be contacted directly.

Staff and Command Notification

Certain incidents will occur which require specific command personnel to be notified. The 911 Communications supervisor will be responsible for making the appropriate notification as determined by the watch commander. Events requiring notification include:

A. Employee injury;
B. In-custody death;
C. Intentional discharge of a firearm;
D. Unintentional discharge of a firearm; or
E. Major crimes involving multiple deaths, kidnapping and hostage incidents.

Public Information Officer (PIO)

911 Communications will notify the PIO their presence is needed at the scene of an incident when requested by a field supervisor.

Communications Unit Supervisor

When notified of an incident involving serious injury or a shooting involving officers, the 911 Communications supervisor will ensure all necessary units have been notified and dispatched to the scene. In addition, they will ensure notification of the watch commander. As soon as practical, the supervisor will ensure all digital evidence is maintained for investigators.

2-314.7 Emergency Contingency Plan

Should the Communications Unit experience a loss of one radio frequency, the Communications supervisor will notify CIU that channel 5 will be utilized temporarily. The units assigned to the down frequency will be instructed to use the alternate channel.

If a total loss of radio communication is experienced, the following plan will go into effect.

A. When the field units are advised on an alternate frequency (CIU) or (hand held radios) that Communications is down, all field units will proceed to the nearest fire station or briefing station and telephone the Communications Unit. If so equipped, the unit may provide Communications with a cellular phone number.
B. The units will stand by at the fire or briefing station unless equipped with a cellular phone. When the unit is needed, Communications will contact the unit by phone and assign the call.
C. All units without cellular phones will report back to the respective fire or briefing station after completing the call.

This plan will remain in effect until power is restored and normal radio communication can be resumed.

2-314.8 Management and Preservation of Records

The procedure for handling, storage, preservation and release of evidentiary and non-evidentiary records generated by the Communications Unit is subject to the approval of the Chief of Police or their official representative.

Communications Records Officer

The Division Commander may designate a person to serve as the Communications Records Officer. The records officer will take charge of all 24-hour communications logging tapes to ensure they are secured at all times.

A. In addition, the records officer will keep each tape intact for a period of ninety days. At the end of this period, the tape will be re-used unless an evidentiary hold has been placed on the tape.
B. When a tape has been placed on hold, the records officer will remove the tape from service and will place it in a locked, secure place for future review.
C. Subject to police authorization, the records officer will furnish copies of logging tapes to police personnel for dissemination.
D. In addition to these duties, the records officer also functions as the Mobile Data Terminal (MDT) System Coordinator with the following duties:
    1. Maintain liaison between the Police Department, Fire Department Radio Maintenance and Management Information Systems for problems relating to the MDT System.
    2. Maintain and update MDT and CAD user accounts.
    3. Maintain inventory and maintenance records for individual MDTs.
    4. Coordinate MDT maintenance services on a 24-hour basis (Digital Pager 647-5690).
    5. Be responsible for MDT unit configuration and records.
    6. Inspect and inventory MDTs as required.

2-314.9 Requesting Holds or Copies of Communications Records

The Communications 24-hour logging tapes are rotated and reused approximately every 90 days. These master tapes are kept intact up to that period of time. The following procedures will apply when any employee requests a copy or a hold on a communications tape:

A. The requesting employee will fill out a Communications Record Request Form. It must be signed by the officer's supervisor (Lieutenant or above).
B. The completed form will be sent to the Communications Center to the attention of the Records Officer. This may be accomplished by personal delivery, City mail or FAX.
C. A temporary hold may be authorized by police personnel through the Dispatch supervisor or the Communications Records Officer.
    1. However, the verbal request must be followed by a written request from a police supervisor within three working days for the hold to become permanent.

2-314.10 Records Officer

The Records Officer locates the information requested and notifies the requesting officer. If a cassette tape is requested, the Records Officer will locate the information and make the tape. The requesting officer will proceed to the Communications Unit to receive the information requested.

If a request is made for copies of Public Safety Communications audio records or tapes by persons not members of a law enforcement agency, the following procedures will be followed:

A. The requesting person will go to the OCPD Records Bureau and complete a Public Safety Communications audio records release form. The requesting person must supply as much specific information as possible (exact dates, times, unit numbers, summary of conversation, etc.) to facilitate locating the requested material.
B. The completed form will be approved by the Superintendent of Records and forwarded to the Public Safety Communications Records Officer who will review the request with their supervisor.
C. If necessary, the Records Officer will contact the requestor for clarification of the specific information being sought. Upon locating the desired information, the information will be copied onto a cassette tape and forwarded to a Communications Unit supervisor who will review it for accuracy and to ensure the requesting parties' instructions were followed.
D. The cassette tape and the audio record release form will be forwarded to the Superintendent of Records or their designee for dissemination.

2-314.11 Impounded Records

All master logging tapes which have been placed on HOLD will be impounded by the Communications Records Officer and held in a secure place for a period of ninety (90) days, unless litigation is pending. Only a Police supervisor can authorize a HOLD on a logging tape. The Police supervisor must contact the Communication Records Officer to request the impound.

After 90 days, the Communications Records Officer will forward an impoundment release form to the Division Commander of the requesting supervisor. The Division Commander will indicate on the form if the tape is to remain in impoundment or released back into rotation. If litigation is involved, the release must be signed by the Municipal Counselor's Office in addition to the supervisor's Commander.

2-314.12 Attaching a Premise to CAD

Under certain conditions, a premise may be attached to a particular address for future reference. The conditions of this premise may vary, but a matter of public or officer safety will be the most prevalent.

A. Field officers requesting a premise attachment to an address will notify their supervisor.

B. Field supervisors, if in agreement, will forward the request on a premise attach form to the Communications Lieutenant.
C. The Communications Lieutenant will enter the premise and file the request.
D. It will be the responsibility of the officer submitting the request to notify Communications of any changes or cancellations.

Section 4: Office of the Chief

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

2-401 Office of Professional Standards

The Office of Professional Standards is commanded by two captains who are organizationally assigned to, and report directly to, the Chief of Police. Investigators assigned to the Office of Professional Standards shall hold the rank of lieutenant.

Purpose

The purpose of the Office of Professional Standards is to conduct investigations, as directed by the Chief of Police, concerning complaints and allegations of misconduct against employees of the Oklahoma City Police Department. These investigations can be either administrative or criminal in nature. The objective of these investigations is to determine the facts as they pertain to the employee's conduct. The Office of Professional Standards will also conduct investigations as directed by the Chief of Police concerning complaints and allegations of criminal misconduct of city officials and city employees.

Responsibilities

The Office of Professional Standards will conduct a thorough and objective investigation. When an investigator is assigned a complaint, contact shall be made with the complainant to acknowledge the investigation. This may be done at the time the investigator interviews the complainant. As needed, the investigator will update the complainant as to the status of the investigation.

Once all witnesses and/or complainants have been interviewed, the investigator will notify the affected employee that they have become the subject of an investigation. This notification may be delayed if the investigator reasonably believes that prompt notification to an employee may interfere with the investigation.
The investigation will be conducted in accordance with City, State and Federal laws and in accordance with applicable bargaining agreements and municipal policy.

An Office of Professional Standards commander may, with the approval of the Chief of Police, direct an employee to submit to a polygraph examination during an administrative investigation. The Office of Professional Standards commander shall have the responsibility for selection of a polygraph examiner and scheduling of the examination. The Office of Professional Standards commander will be notified of any conflicts between the employee and the polygraph examiner.

Photographs may be taken of an employee as part of on an Office of Professional Standards investigation. This will be conducted as needed at the discretion of the investigating supervisor.

An employee may be directed to have a photo taken for use in a photo line-up as part of an Office of Professional Standards investigation. This will be conducted as needed, and at the discretion of a supervisor assigned to the Office of Professional Standards. All line-ups will be conducted in accordance with Section 5-110.
An employee may be asked to provide financial disclosure statements as part of an administrative or criminal investigation.

At the conclusion of an administrative investigation, each individual complaint or allegation will be classified in one of the following categories:

A. "Unfounded" - when investigation shows the alleged act(s) did not occur;
B. "Exonerated" - when investigation indicates the act(s) occurred, but did not constitute misconduct;
C. "Not Sustained" - when evidence is inconclusive;
D. "Sustained" - when evidence indicates the employee did commit some or all of the acts alleged, and the act(s) constitute misconduct;
E. "Misconduct Not Based on Complaint" - when the evidence indicates the employee did commit acts which constitute misconduct which were not the basis of the complaint; or
F. "Withdrawn" - when the complainant withdraws the complaint and there is insufficient evidence to warrant further investigation.

Reports

Upon completion of the investigation, a confidential report will be made and submitted to the Chief of Police. All disciplinary actions shall be made at the discretion of the Chief of Police. At the conclusion of an Office of Professional Standards investigation and review process, the employee under investigation will be notified of the findings in writing regardless of the outcome. This notification may come from the Chief of Police, or designee. Upon review of the report, the Chief of Police, or designee, will notify the complainant that the investigation has concluded.

Presentation of Evidence

When directed by the Chief of Police, the Office of Professional Standards will present evidence to a departmental review board.

Records

An administrative file will be maintained by the Office of Professional Standards for the Chief of Police.
This file will be kept confidential and secured by the Office of Professional Standards. The contents of this file will be released only upon order by the Chief of Police.

Review

A periodic review of the administrative files in the Office of Professional Standards will be conducted by an Office of Professional Standards commander. Administrative files will be purged in accordance with time limits directed by Oklahoma State Statute and the current records retention policy of the City of Oklahoma City. The destruction of these files shall commence upon approval of the Chief of Police and will follow procedures set forth by the current records retention policy of the City of Oklahoma City provided that:

A. There is currently no pending litigation on the case; and
B. The grievance period has lapsed for any employee disciplined as a result of the investigation.

2-402 News Media Relations

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

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

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

2-402.1 Office of Media Relations

The primary duty of the Office of Media Relations is to assist members of the news media in gathering information about cases investigated by the department. The Office of Media Relations is directed by the Public Information Officer.

Responsibilities and Functions of the Public Information Officer

The Public Information Officer:

A. Serves as the central source of information about the department and responds to such requests by members of the media;
B. Conducts press briefings as necessary;
C. Arranges press conferences when directed to do so by a member of the Command Staff;
D. Writes formal press releases for review by the Chief of Police, and distributes them;
E. Arranges interviews with investigators and other department members at the request of the media;
F. Initiates contact with the media for special announcements, for appeals for witnesses in difficult cases and for similar matters when requested to do so by department members;
G. Confers regularly with other unit commanders to keep abreast of cases, which may be of interest to the media; and
H. Assumes a proactive role in contacting the media with information that might not otherwise come to their attention.

Call Out of the Public Information Officer

When notified of major crimes or incidents in accordance with Section 5-108, the Public Information Officer, or designee, shall determine whether to respond to the scene, unless directed by the Watch Commander or a member of Command Staff.

2-402.2 Crime Stoppers

Crime Stoppers is designed to give citizens of Oklahoma City an avenue to provide information to the Police Department and remain anonymous. Crime Stoppers is funded through private donations. Crime Stoppers is not only a repository for criminal information but actively solicits media support in helping the Department solve crimes.

2-402.3 Conflicts with Media

In any event wherein a conflict arises between a member of the department and a member of the press, a supervisor and the public information officer shall be notified as soon as practical and informed of the circumstances.

2-403 Police Chaplain

The Chaplain and staff interact and assist police department personnel under a wide variety of circumstances. The Chaplain, or designee, is called out each time the Tactical Unit is activated or an officer is injured and transported to the hospital. They perform weddings, conduct funerals, make hospital visits, assist officers with death notifications, instruct at the Oklahoma City Police Academy, conduct marriage and family workshops and serve as the point of contact for employees and their families during periods of military deployment. They also spend numerous hours riding with officers, responding to on-scene calls and attending many other police functions.

2-404 Office of Finance

The department's Office of Finance provides fiscal and statistical services, prepares and executes the annual and capital budgets, coordinates purchasing, plans for future fiscal needs, and works closely with the command staff and Office of Management and Budget to ensure compliance with the City's policies and procedures.

2-404.1 Department Business Manager

The department's business manager serves within the Office of Finance as its director and is a primary source of information regarding the interpretation of departmental directives and City policies and procedures regarding financial matters. The business manager is responsible for ensuring asset forfeiture funds are expended in accordance with state and federal laws and regulations. The business manager conducts financial operations and/or other assignments at the direction and discretion of the Chief of Police.

Revised 6/25

2-404.2 Annual Budget Preparation

The City of Oklahoma City operates on a fiscal year annual budget from July 1 to June 30. Bureau and division commanders will prepare and coordinate requests for capital and operating budget items with appropriate justification. The Office of Finance and Planning and Research will consolidate these requests and present them to the Chief and/or staff for evaluation and priority status. The department's approved budget will be finalized by the department's business manager and presented to the Chief and then the City for appropriate action.

Revised 6/25

2-404.3 Petty Cash

A petty cash fund is maintained to enable personnel to purchase items costing $25.00 or less if they are not available in the Supply Room and are needed immediately. Prior approval must be received from the Office of Finance, along with divisional and bureau approval before the purchase can be made.

2-404.4 Purchase Requests

A Purchase Request Form will be completed in order to obtain merchandise, services or equipment. The quantity, description (to include model, type, etc.), cost and suggested vendor are all necessary to enable the Office of Finance to process a request. All purchase requests must have the approval and initials or signature of the division commander or a designee and the bureau chief or a designee.

2-404.5 Travel / Training

All travel/training requests shall be completed on the department "Request for Travel/Training" form by the employee(s) that is to attend the training. The form is forwarded by the employee through their chain-of-command to the bureau chief. The bureau chief completes the required information and may approve or deny the request. If approved, the form is forwarded to the Office of Finance, where the required budget information is completed and funds for the request are approved. The Chief of Police or a designee receives the form and may either approve or disapprove the request.

Revised 6/25

2-405 Office of Personnel

The Office of Personnel provides personnel services for Oklahoma City Police Department employees, including personnel transfers, terminations, promotions, new hires, payroll, and other employment procedures as needed. The office also maintains files and records and collaborates with the City of Oklahoma City Human Resources Department to ensure adherence to all City policies and procedures.

Revised 6/25

2-405.1 Payroll

Payroll information, including authorized overtime and court forms, is gathered from records maintained by supervisors or commanders of other organizational units within the Police Department. Overtime will not be paid unless properly authorized. Payroll checks are distributed by the Office of Personnel on a bi-weekly basis.

Revised 6/25

Section 5: Training and Recruiting

Police officers are frequently required to make decisions affecting human life and liberty in difficult situations where there is no opportunity to seek advice and little time for reflection. Law enforcement in a free and complex society requires an officer to have the stamina, intelligence, moral courage, and emotional stability necessary to fairly and impartially deal with human beings in the many complicated and potentially explosive situations, which they encounter. To obtain the caliber of personnel necessary to provide the public with professional law enforcement, it is essential that the Department participate in the recruitment and selection of potential officers. Thereafter, the Department must constantly strive to maintain and perfect the quality of its officers through education and training and must also strive to promote the most qualified.

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

2-501 Recruitment

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

2-501.1 Recruiting and Employment of Sworn Personnel

The purpose of this directive is to establish uniform and standardized procedures for the recruitment and selections of police officers for the Oklahoma City Police Department. The Recruiting Unit of the Oklahoma City Police Department is responsible for recruiting and screening applicants for police officer positions. Recruitment of sworn personnel will be for entry-level positions only. Other positions will be filled by promotion according to the conditions set forth in the current Collective Bargaining Agreement between the City of Oklahoma City and the Fraternal Order of Police.

Recruitment Incentive for Officers

Sworn personnel are important resources for a successful recruiting program. Officers are encouraged to participate in the recruiting effort by recommending qualified individuals and initiating an employment application. The department reserves the right to change or discontinue the recruiting incentive based on needs.

A. A recruiting incentive of three days off with pay has been established to stimulate officer participation in the employment process.

1. To be eligible for the incentive, an officer must be directly responsible for an individual applying to become an Oklahoma City police officer.
2. Only one officer per applicant may be eligible to receive the incentive.
3. In addition, the applicant must graduate from the Police Academy as well as successfully complete the Field Training and Evaluation Program before the incentive is awarded.

B. A recruiter will ask each applicant if the decision to apply as a police officer was a direct result of encouragement from an Oklahoma City police officer.
   1. The name of the recommending officer will become a part of the applicant's file.
   2. If hired, and upon completion of the Field Training and Evaluation Program, the training staff will generate to the officer's Division Commander a memo recommending three days off with pay.

Minimum Hiring Qualifications for Police Officer

A. Be a citizen of the United States;
B. Be 21- 45 years of age;
C. Possess a high school diploma or GED certificate;
D. Possess a valid driver's license;
E. Possess good moral character;
F. Must have suitable emotional stability;
G. Meet the requirements of the Oklahoma Police Pension and Retirement System;
H. Must be able to safely perform essential functions of the position of police officer with or without reasonable accommodation; and
I. Must be able to safely perform essential functions without posing a direct threat to the safety of themselves, fellow police officers or the public.

Vacant Positions

The Chief of Police or a designee will notify the Human Resources Unit of intent to fill vacant positions. The Human Resources Unit will request a fill date from City Personnel.

Recruiting Unit Responsibilities

The Recruiting Unit has the responsibility to interview, test, and evaluate police applicants.
After completion of an employment application, a police recruiter will review the application to determine if the applicant meets the minimum requirements for the position of police officer. In addition, the police recruiter will evaluate the applicant's suitability for proceeding to successive selection steps. Applicant screening may include the following progressive steps:

A. Job related tests
B. Background investigation book
C. Stability rating procedure
D. Polygraph
E. Physical fitness evaluation
F. Personal history questionnaire
G. Psychological evaluation
H. Background investigation
I. Employment assessment board
J. Medical examination
K. Academy induction

Employment Assessment Board

Recruiting investigators will provide board members with results of background investigations. Candidates will be interviewed by board members, who will make an employment recommendation to the Chief of Police.

2-501.2 Confidentiality of Applicant Hiring Board

Members of the Department serving on applicant hiring boards shall not discuss results of the examination with the applicant or any other person (excluding board members) except by authority of the Chief of Police.

2-501.3 Confidentiality of Selection Process

Information obtained during all phases of the employee selection process including polygraph, psychological and background investigation is strictly confidential and shall not be discussed or divulged except upon proper authority.

2-502 Professional Staff Employee Hiring Process

The Police Human Resources Unit and City Personnel share responsibility for the screening and hiring of professional staff employees in a full-time capacity. The Department shall be in compliance with the governing City Personnel Policies, labor contracts, Personnel Services Bulletins, etc. The Oklahoma City Police Department is an equal opportunity employer and complies with all federal, state and local regulations.

2-502.1 Minimum Qualifications

To be eligible for employment in any full-time professional staff position, applicants must be at least 18 years of age, unless a higher minimum age is required by the nature of the work performed as specified by Federal and/or State law. All applicants must have a legal right to live and work in the United States, be a resident of the State of Oklahoma or shall be moving to the State to establish residence. The applicant must possess the minimum skills, abilities and knowledge required by the position description as approved by City Personnel.

2-502.2 Additional Qualifications

Periodically, Departmental preferences may be added to any management position as well as the restrictions a state or federal grant might impose when using state or federal grant funds for salaries. Departmental preferences are not allowed for general pay plan positions. General pay plan preferences are restricted to the Department/Division preference specifically stated in the AFSCME contract.

2-502.3 Applicant Defined

An applicant is any person who applies or makes formal application for employment and completes the pre-hiring stage identified in Section 2-502.6.

2-502.4 Candidate Defined

A candidate is any person who has met the minimum requirements of the pre-hiring stage and placed on the candidate eligibility list provided to the hiring supervisor.

2-502.5 Vacant Positions

The affected Bureau Staff (Deputy Chief or Division Commander) will notify Police Human Resources that a vacant professional staff position in the Bureau should be filled. Police Human Resources will obtain approval from the Chief of Police to fill the vacancy and request a fill date from the HRIS Unit (Human Resources Information System) located in City Personnel.

2-502.6 Pre-Hiring Stage

Police Human Resources will initiate the hiring process by contacting City Personnel City Personnel will in turn advertise the vacancy, screen the applicant(s), conduct the selection procedures and prepare a candidate eligibility list to be forwarded to the hiring supervisor. Documented contact with applicants will be maintained throughout the selection process.

2-502.7 Background Investigation

Once the hiring supervisor receives the candidate eligibility list from City Personnel, the hiring supervisor will forward the list to the Police Recruiting Unit to begin the background investigation including:

A. Records check
B. Schedule polygraph examination
C. Schedule fingerprinting and photograph
D. Background investigation
E. Identify any disqualifying criteria as listed in the Recruiting Unit S.O.P. for professional staff employees.

Once the background investigation has been completed, the investigator will prepare and submit a report to the Recruiting Unit Lieutenant for review. The Recruiting Unit Lieutenant will forward the completed report to the appropriate hiring supervisor.

This directive will apply to all persons applying for a full-time professional staff position with the Oklahoma City Police Department. This directive will also include all City of Oklahoma City employees that work for other City Departments wanting to transfer to the Police Department.

2-502.8 Hiring Supervisor

The hiring supervisor will review the summary report on each candidate. The hiring supervisor will notify the Bureau Commander or designee of the results of the background investigation(s). The Bureau Commander or designee will direct the hiring supervisor to notify City Personnel with final recommendations for hire from the candidate eligibility list.

2-502.9 Professional Staff Selection Procedure

The employment interview method may vary depending on the classification of the position to be filled. The hiring supervisor and City Personnel will determine the appropriate method to be used prior to advertising a vacant position.

The recommended candidate, if approved by City Personnel, will proceed to the final step, which is the employment physical, including drug screen, and orientation.

A. The candidate shall be given a conditional offer of employment before being required to provide medical information or take a physical examination.
B. Should information be revealed resulting in a potential withdrawal of the employment offer, City Personnel will advise the Police Department of the withdrawal in compliance with Federal and State law.
C. The employer must show the candidate cannot perform the essential functions of the job, with or without reasonable accommodation, and must demonstrate there is no reasonable accommodation available to enable the candidate to perform the essential functions of the job.
D. If a situation arises in which a determination is reached to withdraw the offer of employment, the candidate eligibility list will be reviewed again and a replacement will be recommended to City Personnel.
E. The Police Human Resources Unit will notify a candidate, in writing, that they are no longer eligible for the position.

The candidate eligibility list will be in effect for the time period listed on the vacancy announcement. Once a candidate has expired from the candidate eligibility list, the candidate will be notified in writing.

2-503 Training

The Department has an obligation to provide a professional standard of law enforcement service to the community. In fulfilling that responsibility, it is essential that Department personnel be properly trained. This is true not only at

the entrance level where officers must receive basic training prior to their assumption of police responsibilities, but it is a continuous process throughout their careers. Training is provided to accommodate Department needs and to actualize the interest and concern which the Department has for the self-improvement and personal development of its employees.

2-503.1 Recruit Training

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

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

2-503.2 Field Training and Evaluation Program

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

Field Training Evaluation Unit

Administrates and coordinates the Field Training and Evaluation Program. Monitors the progress of recruit officers assigned to the program and insure that each recruit is receiving consistent training.

Field Training and Evaluation Program

The Oklahoma City Police Department Field Training and Evaluation Program combines field training with ongoing evaluation to assure the highest degree of training of Police Academy graduates. The Field Training and Evaluation Program, operating in the Operations Bureau, under the administrative direction of the Director of Training, is designed to achieve this goal through the use of comprehensive and standardized guidelines. All aspects of the Field Training and Evaluation Program are outlined in the Field Training Manual.

2-503.3 Investigator Training and Evaluation Program

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

2-503.4 In-Service Training

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

Attendance

It is the responsibility of both the employee and their supervisor to ensure all employees are scheduled for and complete mandatory in-service training.

Excused Absences

Employees may be unable to attend regularly scheduled in-service training due to an excused absence. The training staff will provide a make-up class for each training session. Supervisors will ensure that employees who missed training due to an excused absence listed below, but have since returned to duty, will be present for the scheduled make-up sessions.

Examples of excused absences may include, but are not limited to:

A. Administrative leave;
B. Medical leave;
C. Military leave;
D. Sick leave;
E. Other approved training which conflicts with scheduled in-service; and
F. Mandatory court appearances.

Unexcused Absences

All employees who have been notified and fail to complete scheduled training without proper authorization may be subject to corrective or disciplinary action. If the unexcused absence occurs as a result of failing to supervise, the employee's supervisor may also be subject to corrective or disciplinary action.

Upon completion of in-service training, the training staff will provide division commanders or designee with a list of those who failed to complete in-service training. Division commanders will then provide their bureau chiefs with a list identifying employees who failed to complete the training requirements due to an unexcused absence. See Sections 3-403 and 3-405 for further action. These employees will still be required to attend a make-up session to meet training requirements.

Failure to Meet Mandatory CLEET Training Requirements

Any officer who is subject to a CLEET reinstatement fee as a result of failing to meet the CLEET minimum training requirements due to an unexcused absence, will be responsible for paying the fee directly to CLEET. The officer is personally required to communicate with CLEET and provide documentation of their reinstatement to their division commander. All CLEET reinstatement notices will be sent to the Director or Training by the officer's division commander. If an officer's license is suspended as a result of failing to complete CLEET required training due to an unexcused absence, they will be subject to a change in duty status and may receive a temporary transfer based on the needs of the department until their license has been reinstated. The officer's assigned days and hours may be involuntarily changed.

Specialized Training

Division Commanders are responsible for identifying and notifying the Director of Training of the specialized training needs of their assigned personnel. Specialized training should enhance the employee's knowledge, skills and abilities relative to their assignment. Specialized training may also be provided for career development purposes. Upon completion of specialized training, the appropriate documentation will be forwarded to the Training Center, which is responsible for maintaining training records.

Training for Specialty Units

Specialized training may be provided to employees assigned to specialized units. Examples of such units include, but are not limited to, the Tactical Unit, Crisis Negotiation Unit, Solo Motorcycle Unit and the Emergency Response Team. The division commander in charge of each specialized unit is responsible for identifying training needs. Upon completion of specialized training, the appropriate documentation will be forwarded to the Training Center, which is responsible for maintaining training records.

Individual Training Records

The In-Service Training Unit will maintain an accurate personal training record for each current and retired sworn employee.

A. All Department sponsored training and training obtained outside the Training Center must be recorded as soon as possible.
    1. It shall be the responsibility of the employee to provide documentation of the training to the In-Service Training Unit.
    2. The In-service Training Unit will assist in obtaining accurate outside training documentation when necessary.
B. The information contained in the training record should include:
    1. Title of the course
    2. Name of the instructor
    3. Date of the training
    4. Copy of completion certificate (if issued)
    5. Test scores (if applicable)
    6. Corresponding CLEET course numbers.

2-503.5 Promotional Training

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

2-503.6 Specialized Training

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

2-503.7 Supervisors as Teachers

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

2-503.8 Command and Staff in Formal Training

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

2-503.9 Detached Duty for Advanced Education or Training

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

2-503.10 Encouragement of Further Education

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

2-503.11 Outside Training

The Oklahoma City Police Department provides training opportunities outside the department to police employees and encourages participation when possible. Outside training is training provided by any instructor who is not a department employee. These training opportunities provide valuable information and experience to police employees and may present opportunities to improve our department. Regardless of the information presented at outside training, police employees are required to adhere to Oklahoma City Police Department training and written directives. Employees that desire to modify department training or written directives shall draft a proposal and submit it to their immediate supervisor in accordance with Section 2-203.10.

2-503.12 Training of Professional Staff Personnel

Where formalized training of professional staff is required by State law, the Department will ensure the attendance by those employees. Where formalized training is not required, the Department will make every effort to ensure adequate training is provided. Specialized training in technical fields will be made available to designated professional staff personnel as arranged by the Director of Training.

2-504 Firearms Range

The firearms range is open from 8:00 AM to 4:00 PM weekdays and is available for use by sworn personnel of the Oklahoma City Police Department. Use of the range by other agencies must be requested in advance. The Range Master may approve such requests based on availability. The range safety rules are posted and shall be followed at all times. A member of the Firearms Training Unit staff must be present anytime the range is in use.

2-504.1 Safety Rules

In order to prevent accidents and injuries, the strictest discipline will be maintained on the range at all times. Carelessness and thoughtlessness cannot and will not be tolerated. The following safety precautions and rules will be followed at all times:

1. All weapons brought to the range will be unloaded before entering the range area. Shotguns and rifles will be carried at port arms with the actions open. Carrying a loaded firearm onto the range property can result in disciplinary action.
2. All weapons will be inspected by the Range Master, their assistant or designee before any firing. Even a new handgun can malfunction, and an officer should not attempt to fire it until it has been inspected.
3. Snapping or dry firing behind the firing line is strictly prohibited except in the designated dry fire area and with permission of the Range Master or their assistant.
4. Blank ammunition or ammunition of uncertain origin will not be allowed on the range unless authorized by the Range Master or designee.
5. Officers not on the firing line will not speak to anyone on the firing line other than a Range Officer or a coach, except to call attention to immediately hazardous situation. Conversation behind the firing line will be kept to a minimum. Those not shooting must remain at a safe distance behind the firing line.
6. If you are spoken to while on the firing line, listen, but do not turn around. If you do not understand a command, raise your off-gun hand.
7. In case of a misfire with a revolver, continue firing until that round has been struck again. If it does not fire a second time, the cylinder may be safely opened, and the misfired cartridge removed. In case of a misfire with a semi-auto, Tap the magazine base, Rack the slide to the rear, and Fire.
8. In case of a light recoil, or squib load, cease firing immediately and have the barrel checked for obstructions by the Range Officer.
9. No firearm will be laid down without first unloading it.

10. Upon picking up a firearm, you must immediately determine if it is loaded.
11. If a firearm is dropped or damaged, it must be brought to the range for inspection before returning to duty. Even a drop from a short distance can make a weapon inoperable.
12. All weapons having fired wadcutter ammunition must be cleaned before firing magnum ammunition or returning to duty. Cleaning equipment should be brought to the range by each individual officer. Never leave patches or rags in the barrel or cylinder. If the shooter forgets they are there, injury to the shooter and damage to the gun may occur if the gun is fired.
13. All weapons will remain holstered and secured, or slung, behind the firing line.
14. When drawing the weapon, the trigger finger or any finger, WILL NOT be inserted into the trigger guard and/or on the trigger until the weapon is pointed down range and is ready to be fired. Speed is not as important as first shot accuracy when drawing and firing the gun in a rapid manner.
15. No one will proceed from the firing line to the targets until all firearms are holstered and the command to go forward has been given by the tower or the principle line officer. NO ONE is to bend down on the line or turn away from the line until the command is given.
16. All shooters and observers will wear hearing and eye protection during any firing.
17. Upon hearing anyone other than the tower operator during normal firing commands shout "CEASE FIRE," everyone will repeat the command loudly and immediately holster their weapons. It is the responsibility of anyone who observes anyone entering the line of fire or sees some other condition, which is immediately hazardous to life or property to call out the command.
18. During any course of fire, if a round/ magazine falls out of reach, do not go in front or behind the firing line to retrieve it. Let the round/ magazine remain on the ground until the command to go forward is given. Never bend down on the line with the weapon out of the holster.
19. Pick up all brass after firing and return all range equipment to the appropriate location.
20. Transfer a revolver by opening the cylinder, unloading it and presenting it grip first.
21. Transfer a semi-auto by removing the magazine, unloading the chamber, placing the weapon on safe, locking the slide open and presenting it grip first.
22. Transfer a rifle or shotgun by removing or unloading the magazine, unloading the chamber, placing the weapon on safe, opening the action and presenting it port arms.
23. When loading or unloading any firearm, all fingers will remain off the trigger and the weapon will be pointed in a safe direction.
24. No alcoholic beverages will be allowed on the range.
25. It is the duty of any shooter to notify the Range Master, before shooting, of any personal impairment, which might prevent them from carrying out safety rules or instructions. This could include impairments caused by broken bones, vision problems, hearing problems, effects of medication.
26. All officers must check in with Range Officers before any firing.
27. No unsupervised minors will be allowed on the range. Only certified law enforcement officers will be allowed to shoot on the OCPD Range unless they have permission from the Chief or Range Master to be exempt.
28. No unauthorized persons in marked restricted areas of the range. This includes the arms room.
29. The use of tobacco products is prohibited inside all range buildings. Smoking is permitted only in the parking area. Any person smoking tobacco must be at least 25 feet from all range buildings.
30. All firing on the same range will be done at the same distance.
31. Ammunition on the firing line shall be kept in its box, or otherwise covered, to prevent primers from being exposed.
32. Officers from other agencies are welcome to use the OCPD Range. All safety rules apply and OCPD training takes precedence. Other agencies must provide their own ammunition, targets, staples, etc.

Any violation of any safety rule can result in expulsion from the range.

2-504.2 Recruit Training

Scheduling of firearms training for recruits is the responsibility of the Director of Training. The range officers will be responsible for providing recruits complete firearms instruction and firearms safety. Recruits are required to qualify on all courses of fire with a minimum score of 70% on each course. Recruits must also take a written firearms safety test prior to firing a weapon and pass the test with a score of at least 75%.

Chapter 3: Personnel

Section 1: General Provisions

All employees are responsible for the proper performance of their assigned duties. All officers are also responsible for the safety of the community and their fellow employees. All employees shall faithfully and diligently perform their assigned duties. Performance that does not meet this standard violates the trust of the community and will not be tolerated by the department.

3-101 Attention to Duty

Employees shall keep themselves informed on departmental activities and police problems as published by the roll call information board, memorandums, special bulletins, and all other official police information dissemination methods.

3-101.1 Neglect of Duty

No employee shall fail to give suitable attention to the performance of duty. Examples include but are not limited to:

A. Failure to take appropriate action on a crime scene;
B. Disorder or other act or condition deserving attention;
C. Absence without leave;
D. Failure to report to duty at the time and place designated;
E. Unnecessary absence from one's assignment during a tour of duty;
F. Failure to perform duties or comply with any police department directive, law, or special order.

3-101.2 Refusal to Work

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

3-101.3 Duty to Report Misconduct

Every employee shall report to a supervisor any incident which is detrimental to the good order, integrity, efficiency and discipline of the department which one observes or has knowledge of.

3-102 Employee Performance

3-102.1 Performance Evaluations

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

A. Supervisors shall complete an evaluation report for the employees they are directly responsible for, at least thirty (30) days prior to the date of the employees' pay anniversary dates.

B. Rating supervisors will discuss the results of the evaluation with each employee, communicate their expectations for the employee, and establish goals for the next rating period.
   1. Supervisors are encouraged to coach employees on how to obtain those goals and should discuss career development opportunities with the employee, such as advancement, specialization, and training opportunities.
C. If an employee's performance is unsatisfactory in any category during the rating period, the supervisor must advise the employee in writing 90 days prior to their pay anniversary date.
   1. Supervisors must substantiate the rating of any category found to be unsatisfactory and define actions the employee should take to improve their ratings.
   2. If the unsatisfactory performance continues, the information should be included in the evaluation report at the end of the 90-day period.
D. Each employee will review their Performance Evaluation Form with their rating supervisor and sign the form. An employee may make written comments on the form.
E. The rating supervisor will sign the Performance Evaluation Form and forward it to their immediate supervisor. The rater's supervisor shall review and sign the form indicating completeness. The rater's supervisor will then forward the report to either their division commander or bureau chief.
F. The completed original Performance Evaluation Form will be submitted to the Office of Personnel to be placed in the employee's permanent personnel file. The report shall be maintained in this file in accordance with the City Records Retention Manual.
G. The employee shall receive a copy of their completed Performance Evaluation Form.

Newly Hired Employee Evaluation

Newly hired sworn employees will be evaluated by guidelines set forth by the Police Training Academy and the Field Training and Evaluation Program. Upon completion of the Field Training and Evaluation Program, Probationary Police Officers (PPOs) in a probationary status will be evaluated monthly by their lieutenant. The lieutenant will forward the completed Probationary Officer 30 Day Progress Report to their shift captain and major. After the shift captain and major have reviewed the report, they will update their portion of the report and sign it. The completed reports will be forwarded monthly by the division major to the FTO coordinator (FTOC) for packet collection.

Newly hired professional staff employees will be evaluated a minimum of every 90 days until the end of their probationary period.

Specific Subordinate Performance Objectives

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

Revised 6/25

3-102.2 Commendations, Appreciations, & Awards

The Oklahoma City Police Department expects a very high level of professional conduct from all employees; however, members of the department frequently perform their duties in a manner exceeding the highest standards of the department. The official commendation of such performance and the arrangement of appropriate publicity may be provided by the department to give recognition to those who have brought honor to themselves and the department. This recognition will be in the form of Departmental Letters of Commendation, Letters of Commendation from residents, commendations by civic groups, or an award as voted on by the Meritorious Conduct Review Board.

Departmental Letters of Commendations

A request for a departmental Letter of Commendation does not require submission to the Meritorious Conduct Review Board. A Letter of Commendation may be requested by a member of the department that believes another employee deserves recognition for the outstanding performance of an assignment, task, or event the employee was involved in. The request for a Letter of Commendation shall be submitted through the recipient's chain of command for review. A Letter of Commendation shall be approved by a member of the department holding the rank of deputy chief or above. A copy of the Letter of Commendation shall be provided to the Chief of Police and forwarded to the recipient's supervisor and Division Commander. An electronic copy of the letter shall also be forwarded to Office of Personnel to be included with the recipient's file.

Letters of Commendation / Appreciation from Residents

If a Letter of Commendation or Appreciation is received by an employee from a resident, the letter will be forwarded through the employee's chain of command to the Office of Personnel to be placed in their file. If a supervisor believes the employee's actions in the resident's letter is exemplary, the supervisor should consider submitting a nomination to the Meritorious Conduct Review Board.

Commendations by Civic Groups

When the department is asked by a civic group to nominate an employee for an external commendation or award, the Chief of Police or designee will send a request to division heads for nominations. Supporting documentation shall be provided with the name of the nominated employee. The Chief of Police will review all submissions and will forward the name of the nominated employee to the originating civic group.

Submission of External Awards

Awards being submitted on behalf of employees to an outside entity that would require travel accommodations shall be reviewed and approved by the employee's chain of command. All travel requests shall be submitted following Section 2-404.5 (Travel/Training), and travel orders shall be issued in accordance with Section 2-206 (Travel Orders).

Meritorious Conduct Awards

The Meritorious Conduct Review Board reviews all nominations for the departmental awards listed below. Any officer receiving the same award more than once during their career will be presented the additional regular size uniform bar stamped with the numeral indicating the number of times awarded. At no time will an officer wear more than one bar for the same award. This also would prohibit an officer from wearing the lapel size bar with the regular size uniform bar. The following awards are ranked in prominence and have been approved for presentation:

A. **The Police Cross -** To be awarded to an Oklahoma City Police Officer who lost their life in the performance of duty under honorable circumstances. The Police Cross may be awarded in addition to any other award the officer may be entitled to in making the supreme sacrifice.

B. **The Police Medal of Valor -** To be awarded to an Oklahoma City Police Officer or sworn member of another law enforcement agency while working in conjunction with an Oklahoma City Police Officer who distinguishes themselves by an act of heroism or bravery The act must be in excess of normal demands and of such a nature the officer was fully aware of the imminent threat to their personal safety. They must have acted above and beyond the call of duty at the risk of personal injury or their life.

C. **Purple Heart Award** - To be awarded to a department employee who was seriously or critically injured during the course of their duties excluding accidental injuries. The injuries must have required immediate medical attention or hospitalization. If injury did not occur due to the use of protective equipment, the employee will still be eligible to receive the award. This award may be given in conjunction with the Police Medal of Valor unless the employee is a professional staff member.

D. **Police Officer of the Year Award** – To be awarded to an Oklahoma City Police Officer who displays outstanding achievement in their job duties. The sworn officer distinguishes themselves in a commendable manner whether through an act of heroism, life-saving measures, or routinely going above and beyond the call of duty performance all while exemplifying the department's core values.

E. **Professional Staff Member of the Year Award** – To be awarded to a professional staff department employee whose superior performance goes above and beyond normal expectations and demonstrates exceptional skills while performing their job duties. The employee maintained professionalism while performing their job-related duties and showed a willingness to help others and promote teamwork. Examples of commendations, projects, or work-related accolades may be included in the award submission packet.

F. **The Medal for Meritorious Service -** To be awarded to a department employee who is primarily responsible for the successful implementation of a difficult and/or long-term police project, program, large-scale or significant criminal investigation, or similar professional accomplishment.

G. **The Life-Saving Award -** To be awarded to any department employee for the saving of a human life.

1. This award is intended for all employees responsible for the saving of a human life.
2. Documentation and supporting evidence must be included to substantiate the award, such as statements from witnesses, physicians and/or supervisors.
3. The employee's actions must be a determining factor in whether or not the person survives the incident.
4. The use of a drug antidote, chest seal, tourniquet or other department issued and trained equipment utilized in standard practice may not necessarily qualify an employee for this award.
5. May be awarded simultaneously with a higher medal when the facts are apparent the recipient is entitled to such award.
6. This award may be issued to a sworn member of another law enforcement agency when working in conjunction with a member of the Oklahoma City Police Department to save a human life.

H. **Emergency Response Award** – To be awarded to a dispatcher/call-taker whose outstanding performance on a single, difficult event or an accumulation of events went above and beyond the call of duty performance.

1. During this incident, the dispatcher/call-taker worked through a priority incident in a professional manner without sacrificing critical decision making and work quality.
2. The dispatcher/call-taker exhibited innovation, initiative, courage, and dedication that goes beyond what normally would be expected.
    a. This may include lifesaving, rescuing measures, or a display of extraordinary judgment.

I. **The Certificate of Achievement -** To be awarded to:

1. Any department employee for outstanding performance of duties under unusual, complicated or hazardous conditions over any period of time.
2. Any department employee for outstanding or superior performance of any assignment over a prolonged period of time, but such performance to be clearly defined as exceptional, placing them well above their peers.
3. This award may be given to any sworn officer from another law enforcement agency who meets the above-mentioned requirements if they assisted members of the Oklahoma City Police Department.
4. Under no circumstances will the Certificate of Achievement be awarded in conjunction with another award for the same service outlined in this directive.

J. **The S.R. Bryant Community Service Award -** To be awarded to:

1. A department employee, while acting in the capacity as a member and representative of the department, while displaying courtesy, professionalism and respect; and
   a. Going above and beyond what is normally expected in demonstrating a superior commitment to quality or caring service within the community over a prolonged period of time; or
   b. Providing volunteer community service above and beyond what is normally expected over a prolonged period of time, which results in favorable recognition of the department and has a significant positive impact on the community or residents.

K. **"Kye" Memorial Service Award -** To be awarded posthumously to a service animal who loses their life while performing public safety duties under honorable circumstances. The award honors exceptional service above and beyond what is normally expected, which results in protection of their handler and/or members of the community. The award may be presented to the handler or their family members in addition to any other award the officer may be entitled to.

L. **Citizen Medal of Bravery -** To be awarded to any resident who demonstrates bravery under emergency or hazardous conditions at the risk of personal injury or death to assist another resident or police officer.

M. **The Certificate of Appreciation -** To be awarded to any resident who assists in bringing favorable recognition to the department, through their cooperation or involvement over a prolonged period of time.

Cash/Property or Other Awards

Employees may accept cash rewards offered by official governmental agencies and awards of either cash or property presented by a bona fide civic club or organization. Other awards may be received by employees with prior approval of the Chief of Police.

Revised 9/24; 6/25

3-103 Job Descriptions

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

3-104 Promotion of Employees

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

3-104.1 Promotional Review Period

Supervisors should strive to exemplify the department's core values and uphold the highest standards of performance. In order to provide direct feedback and opportunities for development, newly promoted employees shall be placed in a one-year promotional review period. This one-year period will begin on the effective date of their promotion and will allow the department time to measure the efficiency and productivity of the newly promoted employee.

During the promotional review period, the employee's direct supervisor (the "rater") shall meet with the newly promoted employee monthly to provide feedback on their performance. Each quarter, the rater will complete the appropriate probationary supervisor performance evaluation (PSPE). The goal of these evaluations is the prompt identification and documentation of deficient and/or exemplary performance, as well as the communication of such assessments between the rater and the employee.

The newly promoted employee will remain in their same work assignment for the duration of their promotional review period; however, a transfer prior to completion of the promotional review period may be effected at the discretion of the Chief of Police.

The final PSPE will be completed prior to the one-year anniversary of the employee's date of promotion. The Chief of Police will make the final determination if the employee will retain their rank as a permanent status in accordance with the current Collective Bargaining Agreement.

Responsibilities of the Rater

It shall be the rater's responsibility to meet with the employee monthly to provide feedback on their performance.

At three-month intervals, the rater, the rater's supervisor, and the employee will meet to discuss that quarter's PSPE and, if necessary, to create a performance development plan for any categories rated not acceptable. The rater shall schedule these quarterly meetings no more than seven days before or after the final day of the quarter, excluding the fourth quarter. If a PSPE meeting must be rescheduled at a later date due to time away from supervisory duties it is the responsibility of the rater to ensure the PSPE meeting takes place within the appropriate adjusted timeframe. See below for scheduling reviews subject to time away from regular supervisory duties.

At the conclusion of the quarterly PSPE meeting, the PSPE will be signed by the employee, the rater, and the rater's supervisor.

No less than 21 days prior to the final day of the employee's promotional review period, the rater will complete the final quarterly PSPE. This will include the rater's recommendation of whether the employee should or should not retain their rank as a permanent status. Justification must be documented to support the recommendation. The rater will also complete an annual performance evaluation no less than 21 days prior to the final day of the employee's promotional review period.

The rater, the rater's supervisor, and the employee will meet to discuss the final quarterly PSPE, the annual performance evaluation, and the rater's final recommendation. At the conclusion of the meeting, both evaluations will be signed by all three.

The annual performance evaluation and all four PSPEs will be submitted through the rater's chain of command to the Chief of Police 14 days prior to the end of the probationary period.

Responsibilities of the Rater's Supervisor

Prior to or during each quarterly meeting, the rater's supervisor will ensure the PSPE and the annual evaluation (if applicable) is complete, accurate, and include**s** all appropriate documentation. Following each meeting, the rater's supervisor will ensure a copy of the PSPE and the annual evaluation (if applicable) are filed and forwarded to the appropriate personnel in accordance with this directive.

For the purpose of this directive, review of all quarterly PSPE and annual performance evaluations will conclude with the Chief of Police. For newly promoted supervisors reporting directly to the Chief of Police, the responsibilities of the rater's supervisor will be waived.

Documentation

Documentation to support the rating shall be included for all categories, regardless of rating. For categories which are marked as not applicable, the rater should include documentation justifying the category is not applicable.

Approval and Document Retention

The PSPE and all associated attachments and documentation will be submitted quarterly through the chain of command immediately after receiving all required signatures. The quarterly PSPE and all associated attachments and documentation will be retained by the rater's supervisor until the promotional review period is complete.

If at the end of the promotional review period the supervisor retains their rank, all PSPE and associated documentation shall be purged pursuant to Section 3-106. If the supervisor does not retain their rank, all PSPE and associated documentation shall be retained with the letter of demotion for twelve months following the end of the promotional review period. The annual performance evaluation shall be maintained in accordance with the City Records Retention Manual.

Revised 08/24

3-105 Employee's Right to Privacy

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

3-106 Personnel Files

Each supervisor will maintain a documentation file for each employee under the supervisor's command. This file should include articles to be used for evaluating the employee's performance on an annual basis. At the time of the annual performance rating, the supervisor should use this file to document the factor rating and should attach copies of those documents as evidence to support the rating. Once the performance evaluation has been completed, the documentation file should be purged of documentation used to support the performance evaluation. After the purge, the supervisor should initiate a new file to document the employee's performance for the next rating period.
The division and OCPD Personnel files should contain articles such as letters of commendation, letters of appreciation, training certificates, training assignments, and letters of reprimand. All files must be maintained in a locked-file cabinet or other secure area.

3-107 Employee Telephone and Address Information

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

3-107.1 CLEET Requirements

Oklahoma state statutes mandate that on or before the first day of October of each calendar year the Department shall submit to CLEET a complete list of all commissioned employees including their current mailing address and telephone number. Statutes also require each officer to maintain a current residential street address with CLEET and to notify CLEET in writing of any change of address or name within 10 days of the change. A notification of change of name shall require certified copies of any marriage license, divorce decree or other court document which reflects the change of name. Appropriate forms for a name or address change and related instructions can be found on CLEET's website. CLEET will not accept notices of address or name change by telephone, fax or email.

3-107.2 Confidentiality

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

3-108 Financial Obligations

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

3-108.1 Personal Financial Affairs

Employees will conduct their personal financial affairs in such a way that creditors and collection agencies do not use the office of Chief of Police or other commanding officers to attempt to make collections.

3-109 Political Activity

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

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

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

3-110 Information Systems Acceptable Use Policy

All department employees shall adhere to the city's current Information Systems Acceptable Use Policy.

3-110.1 Computer Security

Security of departmental computer systems and the data they contain is the responsibility of all department employees.

A. Employees will not leave terminals logged on, while unattended.
B. Employees will not share their system passwords.
C. Employees will change their password if they feel the password has been compromised.
D. Employees will report unauthorized access immediately to their immediate supervisor.
E. Any software installed on a city-owned computer must be legally licensed and approved through a supervisor in the Data Systems Unit.
F. All removable media must be scanned for viruses prior to use.

3-110.2 Inappropriate Email and Internet Content

For the purposes of this directive, inappropriate content includes, but is not limited to, nudity, racially derogatory language, profane or sexually explicit language, and morally offensive digital media. This directive does not apply to employees accessing material for official investigative purposes that would otherwise be prohibited.

A. Employees shall not send emails or access any internet website that contains inappropriate content, using any city computer, email, or otherwise utilizing the city's computer network system.

B. Employees shall not access any site that may violate federal, state, or local laws, or could cause embarrassment to the city.
C. Employees shall not open and shall immediately delete any email received on their city email account if it obviously contains inappropriate content in the subject heading or if so directed by a supervisor or a member of the Data Systems Unit due to a potential security threat.
D. Employees shall not forward and shall immediately delete any email received on their city email account containing inappropriate content.

3-111 Social Media

This directive governs employee use of social media which affects the department and its ability to accomplish its mission or its relationship with the public.

Engaging in speech or activity prohibited by this directive may result in discipline for an employee.

Employees are prohibited from accessing social media through the city computer network, unless they are granted permission through the following procedures. Access to social media on the city network is limited to those employees with a legitimate law enforcement need and for official purposes only. Employees seeking authorization to access social media on the city network shall complete an Access Account Request Form and submit it through their chain-of-command. Employees will not be granted access unless/until their request form is approved and signed by their immediate supervisor, their division commander, and the chief of police or designee.

General Prohibition

Employees shall not post, publish or otherwise disclose any information they know to be confidential, privileged, or prohibited from release. This applies to business, investigative, department and personal social media profiles and accounts.

Definitions

A. Business Social Media Profile (Business Profile) - A social media profile established by the department that openly identifies the user as an employee of the Oklahoma City Police Department and is used for communicating with residents and accessing social media sites for official purposes.
B. Comment(s) – Response(s) to a blog post, news article, social media entry or other social networking post.
C. Department Social Media Profile (Department Profile) - A social media profile established by the department that officially represents the Oklahoma City Police Department as a whole.
D. Investigative Social Media Profile (Investigative Profile) - An undercover social media profile established by the department used to access, monitor, or investigate social media content or communicate on social media in an undercover capacity for official purposes.
E. Personal Social Media Profile (Personal Profile) - A social media profile voluntarily established, used, or maintained by employees for entirely personal reasons and not a product of the City of Oklahoma City.
F. Post – The act of creating, uploading, editing or adding to any social media outlet. This includes text, photographs, audio, video or any other multimedia file.
G. Official Purposes - For purpose of this directive, any reason related to, necessary for, or involving the carrying out of police functions and duties in a lawful manner; does not include any personal reasons or motivations.
H. Social Media - Third-party websites and applications which allow for the creation and sharing of content and dialogue. This includes, but is not limited to:
    1. Facebook;
    2. Flickr;
    3. Instagram;
    4. Snapchat;
    5. TikTok;
    6. Youtube; and
    7. Twitter.

I. Speech – Expression or communication of thoughts or opinions in spoken words, in writing, electronic format, by expressive conduct, symbolism, photographs, video, or any other method of communication.

Use of Business Social Media Profiles

Employees are prohibited from accessing any social media site through the City Computer Network until they request and obtain a business social media profile from the Criminal Intelligence Unit. A business profile identifies the user as an employee of the Oklahoma City Police Department and serves as a virtual business card.

Once an employee is assigned a business profile, the employee may begin accessing their authorized social media site(s). Employees assigned a business profile, shall:

A. Only use the assigned profile for official purposes;
B. Not use the assigned profile for the purpose of entertainment, private gain, or any personal reasons;
C. Not access social media sites for the purpose of providing any personal, non-official commentary or commentary on behalf of others or the Oklahoma City Police Department;
D. Only use the private messaging function when contacting residents for official purposes;
E. Not post anything to a social networking wall or timeline;
F. Not change any information, passwords, or images on their account; and
G. Abide by Oklahoma City's Information Technology Acceptable Use Policy.

Use of Investigative Social Media Profiles

Employees shall not establish, access, manage, post, or communicate using any investigative social media profile, unless they have the approval of the chief of police or designee. Once approved by the chief of police, the use of investigative social media profiles shall be established and coordinated through the Special Operations Division.

Use of Department Social Media Profiles

Unless approved by the chief of police, all department social media accounts shall be managed by the Office of Media Relations. Employees shall not establish, manage, or update any department social media profiles, unless they have the approval of the chief of police. Employees granted such approval shall:

A. Only use a department profile for official purposes;
B. Not use a department profile for purposes of private gain;
C. Not post, communicate, or share any personal, non-official commentary or any confidential, medical, or other information protected by law on a department profile, unless specifically approved to do so by the Office of Media Relations;
D. Abide by Oklahoma City's Information Technology Acceptable Use Policy; and
E. Abide by Oklahoma City's Social Media Policy.

Use of Personal Social Media Profiles

Precautions:

A. Employees should be aware that social media sites are constantly changing and privacy settings may be modified without notifications to users. Employees should never assume personal information posted on such sites is protected.
B. Employees should carefully consider the implications of their speech and expression when using social media and expect that anything posted may ultimately reflect upon their capacity as a law enforcement officer, as well as the department as a whole.
C. Employees forfeit any expectation of privacy regarding all content that is published or maintained through social media or other internet sites if they have identified themselves as City employees.
D. Employees are cautioned against disclosing their employment with this department on social media sites, for safety reasons.

E. Employees should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be viewed by the department at any time.
F. Employees are cautioned that any information or content that is posted, accessed, shared, or expressed by the employee on any social media platform becomes public content and may be used to discredit, compromise, or impeach the credibility of that employee or the employee's testimony in legal proceedings.

Prohibitions:

A. Employees will not post, transmit or disseminate any information to which they have access as a result of their employment (e.g., photographs of or stories about their interactions with persons they contacted as a result of their work assignment; CAD call screen data or images; details of active investigations; photographs taken at crime scenes or in areas where evidentiary items may inadvertently be captured in the background; etc.) without the consent of any involved persons and authorization of the Office of Media Relations.
    1. Authorization may be obtained from the Office of Media Relations by submitting the suggested post content to the unit e-mail at police.pio@okc.gov. If the post is approved, the employee may share the Office of Media Relations post to their personal page. If the post is not approved, the employee may not share the post content to any social media outlet.
B. Employees will not post, transmit or otherwise disseminate any information that the employee knows will, or has a reasonable likelihood to, compromise or jeopardize the safety of police operations or personnel.
C. Employees are prohibited from any conduct on social media, whether intentional or not, which disrupts the workplace and/or interferes with another employee's performance or creates an intimidating, hostile or offensive work environment.
D. Employees are prohibited from posting comments or information that could be reasonably construed as representing the official position of the department.
E. Employees who have personal social media profiles shall not post, communicate, upload, or share any words, information, images, pictures, documents, or files to their profile or other social networking sites that would otherwise be a violation of federal or state law or departmental written directives if they were communicated in any other manner. Employees have the same right as any other person to access the official OCPD social media site using their personal social media profile.

Reporting Violations

Employees who have knowledge of a comment, post, picture, website, web page, etc., that may be in violation of the above prohibitions should notify their supervisor immediately.

Use of Department-Created Social Media Profiles on Personal Devices

Employees should avoid using their personal devices to utilize department-created social media profiles. Employees that choose to do so risk having their personal device and/or communications on the device disclosed and/or subpoenaed.

3-112 Relationships between Department Employees

Definitions

Close proximity – The same work unit, the same patrol division regardless of shift or assignment, or same work area if multiple distinct units share a workspace or office.

Extended family member – Uncle, aunt, nephew, or niece of the employee or employee's spouse, mother-in-law, father-in-law, son-in-law, daughter-in-law, sister-in-law or brother-in-law of the employee.

Immediate family member – Current spouse or domestic partner, parent, child, sibling, grandparent, grandchild, legal ward, or dependent of the employee. Step relations will be considered the same as blood relatives of the same type.

Nepotism

The police department shall adhere to the nepotism policy set forth in the City of Oklahoma City Personnel Policies.

3-112.1 Relationships Between Extended Family Members

Extended family members may work in close proximity, provided the work relationship does not violate the City of Oklahoma City's nepotism policy. If the work relationship is in violation of the nepotism policy, one or both employees may be subject to mandatory transfer to an alternate work location.

If a situation arises where the family relationship begins adversely impacting relationships with other employees in close proximity or a discernible concern regarding the employee's ability to perform their job functions arises, the matter should be reported to the employee's division commander immediately. One or both employees may be required to transfer at the discretion of the appropriate bureau chief.

3-112.2 Relationships Between Immediate Family Members

Immediate family members will not be allowed to work in close proximity after the recruit training academy is complete.

In order to avoid complicated personnel issues which may arise from immediate family members working in close proximity, employees who are immediate family members or become immediate family members during the course of their employment will not be allowed to work in close proximity.

Exceptions to these parameters can be made by the Chief of Police.

Immediate family members may work in the same bureau, provided they do not share a work area, have overlapping assignments, or have an assignment that violates the City's nepotism policy.

If employees working in close proximity become immediate family members during their employment, they are required to notify their supervisor(s) immediately. One or both employees will be required to transfer to an alternative work assignment. Every effort will be made to accommodate the affected employees' preferred scheduling request to include retaining their take home vehicle or home storage vehicle when applicable; however, assignment selection will be subject to current manpower needs and shift availability in other work areas.

Overtime shifts and special events, such as but not limited to the State Fair and Arts Festival, are not subject to this directive; however, immediate family members shall not be assigned together.

Immediate family members will not receive any special consideration because of their relationship. For example, normal procedures will be followed for determining initial work assignments and scheduling leave.

3-113 Disclosure of Domestic Violence

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

A. Any officer with a VPO against them, but does not have a conviction of domestic abuse or other related crimes, may be in violation of Title 18, U.S.C.A., Section 922 (d)(8)&(9) while acting in an off-duty status.
    1. Officers with a VPO may possess a firearm when acting in an official, on duty capacity, and in an "On Call" status with the approval of the Chief of Police.

2. Off-duty officers with a VPO are prohibited from possessing a firearm even for such events as hunting.
3. This includes the purchase of firearms while a VPO is in effect.

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

3-114 Personnel Confirmed to Have AIDS

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

3-115 Departmental Boards and Committees

3-115.1 Department Review Board

The Department Review Board will be convened at the discretion of the Chief of Police. The affected employee, sworn or professional staff, will be notified in writing of the date and time the board is to convene and of the allegations to be heard by the board. Such notification will be made at least 48 hours prior to the convening of the board and will be in compliance with existing contracts.

A. The board is the employee's opportunity to be heard and to be presented with and to respond to the department's evidence. The board will be conducted under the following general guidelines:

1. The board is an informal administrative hearing board and the rules of evidence prevailing in judicial proceedings are not binding. Any and all documentary, testimonial or other evidence deemed relevant may be received in evidence.
2. The board is an administrative board which the employee has been ordered to attend relating solely to the employee's performance, ability and fitness as an employee of the department; statements, information or other evidence obtained solely from this proceeding cannot and will not be used against the employee in any subsequent criminal proceeding.
3. The employee will be allowed to be present during the presentation of the department's evidence and be allowed to ask questions of the witnesses and/or to respond to any evidence presented.
4. The employee will be allowed to present witnesses, documentation, and other relevant evidence in their own behalf.
5. Board members will be allowed to ask questions of witnesses with regards to any evidence presented.
6. After the evidence has been presented, the board will deliberate in executive session and make findings of fact in determining whether the allegations shall be sustained, not sustained, exonerated or unfounded.
7. The board will report its findings to the Chief of Police in a confidential report. The Chief of Police shall make the final decision on the allegations and disciplinary action.
8. The employee may appeal any action taken through either the Oklahoma City Personnel Policy Grievance Procedure, the FOP Collective Bargaining Agreement, or the AFSCME Collective Bargaining Agreement.

B. The membership of the Department Review Board shall be determined by the employment status of the affected employee.

1. For sworn employees, the board shall consist of:

a. One (1) deputy chief assigned by the Chief of Police;
b. Two (2) majors assigned by the Chief of Police;
c. Two (2) employees of the same rank as the involved employee to be assigned by the board chair;
d. One (1) representative of the City Manager's office; and
e. One (1) FOP Executive Board member chosen by the Chief of Police.

2. For professional staff AFSCME employees, the board shall consist of:
   a. 1 - Hearing Officer – (Assigned by the Chief of Police)
   b. 1 - Recording Officer
   c. 1 - Labor Relations Representative
   d. 1 - Union Representative or 1 Legal Counsel (Optional, the collective bargaining agreement allows AFSCME to reserve the right to provide legal counsel)

C. The collective bargaining agreement allows AFSCME to reserve the right to provide legal counsel to professional staff employees.

D. For professional staff, non-union management employees, the board shall consist of:

1. One (1) hearing officer assigned by the Chief of Police;
2. One (1) recording officer;
3. One (1) labor relations representative;
4. In addition, the professional staff, non-union management employee is entitled to one (1) city employee representative or one (1) legal counsel on the board.

E. In addition, witnesses may be allowed to present testimony on behalf of the employee. Witnesses should only be allowed in the hearing when introducing testimony.

Revised 8/24

3-115.2 Probation Review Board

A probationary officer review board will be convened in accordance with the current collective bargaining agreement.

Revised 3/25

3-115.3 Police Merit Board

The Police Merit Board is an advisory board to the Chief of Police. It hears initial appeals of an employee's disagreement with job performance evaluations and promotional testing procedures. Exact responsibilities, functions, and composition can be found in the prevailing labor contract.

3-115.4 Screening Committee

The Screening Committee is responsible for reviewing response to resistance assessments for compliance with written directives. The Screening Committee is also responsible for reviewing all intentional uses of vehicles as force, such as instances of ramming. The Screening Committee shall consist of three majors assigned by the Chief of Police on a rotating schedule.

3-115.5 Meritorious Conduct Review Board (MCRB)

The Oklahoma City Police Department recognizes that its employees routinely perform commendable deeds as well as acts of heroism and outstanding work that greatly exceeds normal performance expectations. The department also recognizes there are times where members of the public aid department employees in the performance of their duties through immediate and spontaneous assistance, sometimes at a great personal risk.

The purpose of the Meritorious Conduct Review Board (MCRB) is to review all submitted incidents involving meritorious service from employees of the police department and members of the community.

The MCRB will convene on an annual basis. A deputy chief, appointed by the Chief of Police, will chair the board. Members from the Planning and Research Unit will be non-voting participants of the board for record keeping purposes. Voting board members will consist of 15 sworn and professional staff representatives and are listed as follows:

1. The Office of Media Relations captain
2. One professional staff member from the Office of Finance Unit
3. One professional staff member from the Logistical Support Division
4. One sworn member from the Wellness Unit
5. One sworn member from the Training Division
6. One sworn member from the Investigations Division
7. One professional staff member from the Laboratory & Support Services Division
8. One sworn member from the Hefner Division
9. One sworn member from the Springlake Division
10. One sworn member from the Operations Administration Division
11. One sworn member from the Santa Fe Division
12. One sworn member from the Southwest Division
13. One professional staff member from the 911 Communications Unit
14. One sworn member from the Special Operations Division
15. One sworn member from the Uniform Support Division

Any employee may submit a nomination to the board on any departmental employee(s) or community member(s) they believe meet the criteria of a listed award. Award submission packets shall include the Meritorious Conduct Recommendation form, a detailed account of the incident, the names and actions of all employees involved in the incident, and any supporting documentation. Award submission packets are accepted year-round and shall be sent through the employee's chain of command to the Planning and Research Unit for dissemination to the board.

The board will review submissions from incidents that occurred between January 1st and December 31st of the award year. The board will review and vote on each award submission to determine if the individual meets the criteria for the requested award. If the board concurs with the nomination, a recommendation will be presented to the Chief of Police for final approval. If the board disagrees with the nomination they may suggest an alternate award that better meets the criteria, suggest a letter of commendation, or recommend no award be given. All discussion and votes by the board are to remain confidential. In the event of a tied vote, the board chair will be the tiebreaker.

The board chair will submit the list of recommendations and a brief synopsis to the Chief of Police on each incident. The Chief will consider all submissions and make the final decision. The Planning and Research Unit shall digitally archive all award submissions and results for future reference.

Awards will be presented to the recipients by the Chief of Police, or designee, at the annual Oklahoma City Police Department Awards Banquet.

Revised 8/24

3-115.6 Uniform, Dress, and Appearance Regulations Committee

This committee meets to review uniform, dress and appearance regulations for all personnel, and makes recommendations concerning those regulations to the Chief of Police. The committee is chaired by one deputy chief. Membership is comprised of:

A. 1 Operations North officer;

B. 1 Operations South officer;
C. 1 Special Operations Bureau sworn employee;
D. 1 Investigations Division sworn employee;
E. 1 patrol division major;
F. 1 professional staff employee;
G. 1 officer or lieutenant from the Reality Based Training Unit;
H. 1 officer or lieutenant from the Recruit Training Unit;
I. The department quartermaster; and
J. The Planning and Research unit captain.

Members of the committee will remain for one calendar year.

The Planning and Research Unit will announce and convene the committee as necessary.

Revised 8/24; 6/25

3-115.7 Collision Review Board

The Collision Review Board will convene on an as needed basis each month. The board will be comprised of six members selected by the Special Operations deputy chief or designee, including:

1. One (1) major, who will chair the board;
2. One (1) captain;
3. One (1) lieutenant;
4. Two (2) peers; and
5. The LEDT coordinator or an alternate LEDT instructor, who will serve in an advisory capacity and will be a non-voting member of the board.

The board will review only those collisions involving department-utilized vehicles where the affected division commander is unable to determine an appropriate classification for the incident or otherwise believes the incident requires further review. The board will recommend a classification for each collision and will forward it to the bureau chief of the involved employee.

All aspects of a collision reviewed by the board will be taken into consideration in determining the appropriate classification. This will include, but not be limited to, the amount of total damage incurred, injuries sustained, and violations of state **s**tatutes, municipal ordinances, or department directives.

The Collision Review Board will not determine discipline for an involved employee. The board's purpose is only to recommend an appropriate classification for the collision. The bureau chief of the involved employee will determine the final disposition of the collision and issue appropriate discipline, if applicable, in accordance with the discipline structure set forth in Section 5-404. All Class III reprimands will require the approval of the Chief of Police and will be processed in accordance with Section 3-403 Disciplinary Action.

Majors will chair the Collision Review Board on a rotating basis. The Operations Administration division secretary will be responsible for scheduling the board, ensuring appropriate personnel are assigned to serve on the board, and completing administrative duties to prepare and process materials for the board.

3-115.8 Project Development Committee (PDC)

The department recognizes that many innovative ideas surrounding policing often begin with front line employees. While the department currently utilizes the Proposal Tracking Form for employees to submit proposed changes to written directives and business changes, it is understood that often these ideas are not adequately presented through memorandums and forms alone.

The Project Development Committee (PDC) was established to allow officers an opportunity to fully develop ideas that can have a positive impact on the department, while simultaneously providing an opportunity to present these ideas in a formal setting.

The purpose of the PDC is to review projects and ideas submitted by officers and, upon selection, provide those officers with guidance and resources to fully develop the ideas to ultimately be presented to the Executive Staff.

The PDC will convene on an as needed basis each month. The PDC will review ideas / proposals submitted through the PDC portal on SharePoint. The PDC will review submissions and determine which proposals will be presented on a bi-monthly basis. Once a proposal has been selected for review, the submitting officer and their immediate supervisor will be notified of the date of their proposal presentation. The Investigations lieutenant will post on the SharePoint portal proposals that have been submitted.

Following the presentation of the proposals, the PDC will vote on whether to select a proposal for further development. A simple majority will determine whether a proposal is selected. Once a proposal has been selected by the PDC for further development, the submitting officer will be provided access to resources to assist with completed staff work, subject matter experts, etc.

Once a proposal(s) has been selected by the PDC, and the staff work is completed in its entirety, it will be presented to the Executive Staff twice annually. The Chief of Police will have the final say on the project's disposition.

The PDC will be chaired by the Planning & Research captain and comprised of seven members selected by the Administration Bureau deputy chief or their designee. PDC members will be selected from all areas of the department and any rank, including, but not limited to:

1. One (1) Investigations lieutenant
2. One (1) Investigations Bureau representative
3. One (1) Operations North Bureau representative
4. One (1) Operations South Bureau representative
5. One (1) Special Operations Bureau representative
6. One (1) Administration Bureau representative
7. One (1) Planning and Research sergeant
8. One (1) Professional Staff employee

Members of the PDC will retain their position for one calendar year. While the PDC will have the final say on approving or rejecting proposals for further development, submitting employees will still retain the ability to utilize the Proposal Tracking Form should they choose to.

Adopted 8/24

3-116 Department Support Organizations

Oklahoma City Police Association

The Oklahoma City Police Association is a private, not-for-profit corporation that has established by-laws. Membership is limited to employees of the department and is voluntary. The board of trustees of the association is elected from the membership and have principal responsibility for managing the affairs of the association. The association functions primarily in support of its members by providing certain benefits such as service recognition, parking lots, group insurance, assistance to those in need, scholarships, and special projects on a case-by-case basis.

Oklahoma City Police Foundation

The Oklahoma City Police Foundation is a nonprofit organization with a board of directors who are committed to enhancing the endeavors of the Oklahoma City Police Department. Through donations, they provide both financial and non-monetary resources to the department and its employees. The foundation provides support with essential

equipment, specialized training facilitation, and financial backing. They help bridge resource gaps within the department's annual budget, sponsor various department events and offer wellness resources for employees.

Department Grant & Donation Request Forms

Department Grant Request Form – To be utilized for requests related to equipment, training, and wellness supplies/resources for the department.

Donation Request Form – To be utilized for requests made by the affected employee for the purpose of wellness reasons because of a critical incident/emergency.

The following instructions will be followed for both the department grant request and donation request forms:

A. Complete the top portion of the form with the relevant information.
B. Complete the middle portion of the form by providing a general description of the item(s) requested.
C. Complete the itemized request portion by providing a line-by-line description of items requested and attach any applicable quotes or documentation.
D. Sign and date the form.
E. Submit the form through the requesting employee's chain of command.
F. The second page of the form must be signed by each level of command up to the Chief of Police (or their designee) then forwarded to the department's deputy chief liaison for submission to the foundation.

Any communication to the foundation should be made through the department liaison or designee. Employees are prohibited from contacting the foundation directly for assistance.

Decisions regarding the allocation of support are made by the foundation's board of directors in line with their mission and vision.

Revised 12/24

3-117 College Tuition Reimbursement Program

Officers are encouraged to pursue educational advancement while they are employed by the Police Department. This program was established to help ease the financial burden of tuition and to demonstrate the department's support for employees who choose to pursue higher education.

Program Regulations

The department will participate in the reimbursement of costs for courses associated with an approved degree plan. The Police Department and the FOP will jointly determine the degrees which qualify for reimbursement.

A. Tuition reimbursement will be limited to the three traditional semesters during the calendar year. The three semesters are:
    1. Spring (First of January through the last of May)
    2. Summer (First of June through the middle of August)
    3. Fall (Last of August through the middle of December)

B. Intersession courses which fall outside of the three traditional semesters are eligible for reimbursement; however, the total amount reimbursed for a particular semester, including the intersession course(s) which precedes it or immediately follows it, will not exceed the maximum amount set forth in the Collective Bargaining Agreement.

C. The maximum amount for which an officer may be reimbursed per semester is established in the current collective bargaining agreement. The employee may receive a maximum total benefit per year of three times the maximum amount established per semester in the collective bargaining agreement.

D. In order to participate in the Tuition Reimbursement Program, officers must submit a copy of their degree plan to the Director of Training using the Degree Submission Form.
   1. The degree plan must include a list of the courses and electives that must be completed to receive a particular degree.
   2. The officer's degree plan is to be submitted only once for each degree as long as the officer remains in the Tuition Reimbursement Program. In the event of a degree change, the officer shall submit a new Degree Submission Form.
   3. The officer will be notified if their degree plan meets the requirements for reimbursement.
   4. Officers should not anticipate reimbursement until they receive notification that their degree plan has been approved.
   5. The Degree Submission Form should be submitted at least 15 calendar days prior to the first day of the first semester in which the officer plans to begin a new degree program.

E. Officers must submit a Reimbursement Application prior to the first day of the semester. Should any change occur in enrollment (e.g., withdrawal from a course), the officer must immediately submit a new form.

F. Upon completion of the semester for which reimbursement is sought, the officer must submit a Request for Reimbursement form with supplemental documentation. Requests for reimbursement must be submitted to the Director of Training within 45 days after the end of the semester for which reimbursement is sought. Any exceptions should be addressed in a memorandum to the Director of Training but may result in failure to qualify for tuition reimbursement.

G. The request for reimbursement should contain the following items:
   1. A completed Request for Reimbursement form, with the Reimbursement Affidavit section completed and notarized;
   2. A copy of the official school transcript listing the grades for each course completed;
   3. An itemized receipt from the college or university indicating the amount paid for tuition and mandatory fees; and
   4. Proof of payment.

H. Proof of payment must meet the following criteria:
   1. For payments made by check, copies or originals of the front and back of the canceled check used for payment must be provided. If the officer does not receive canceled checks from their financial institution, the officer must provide a copy of the check receipt and a copy of the bank statement on which the payment is noted. The payment record should be highlighted so it is easily identifiable.
   2. For cash payments, the officer must provide a receipt reflecting cash payment and the receipt must show that it was prepared by the educational institution.
   3. For card payments, a copy of the receipt of payment and a copy of the monthly statement showing that the payment was processed must be provided.
   4. If payment for the course(s) was made with a loan, the officer must provide a copy of the loan contract reflecting the officer's obligation to repay the loan.

I. The officer shall verify the information on the Request for Reimbursement form is accurate prior to submitting their request for reimbursement.

J. The Director of Training shall notify the employee of their reimbursement approval, denial, or modification within 20 days of when the officer submits the requisite documentation showing satisfactory completion of the coursework. The officer will receive their notification via departmental email.

Eligibility

Tuition and mandatory fee reimbursement are available only to officers who have successfully completed the Oklahoma City Police Department's Field Training and Evaluation Program prior to the start of the semester for

which reimbursement is sought. Professional staff employees may take advantage of the tuition reimbursement program administered by the City Personnel Department.

A. Courses to be reimbursed should be offered for college credits on a term or semester basis by an accredited college, university, or junior college. Online or correspondence courses are eligible for reimbursement if the courses are part of an approved degree plan. Reimbursement is not available for vo-tech courses.
B. Officers must attend the college course(s) on their own time. Courses offered through the Police Department or through the City of Oklahoma City will not be reimbursed.
C. Officers who are the recipients of educational financial assistance (scholarships, grants, etc.) or other remuneration are not eligible to receive tuition reimbursement from the department, except as to the amount of tuition not covered by the financial assistance, up to the amount established in the current collective bargaining agreement. This restriction is not applicable to loans that must be repaid by the officer.
D. Each approved course must be completed with a grade of "C" or better, or with evidence of "Satisfactory" completion in a non-graded course.
E. The retirement, resignation, discharge or leave without pay status of an officer automatically terminates eligibility for the Tuition Reimbursement Program.
F. The Chief of Police or designee will review all Tuition Reimbursement Applications, Degree Submission Forms, and Requests for Reimbursement and approve or deny each one.

3-118 Employees as Parties in Lawsuits

Employees will notify the Chief of Police in writing prior to suing for, seeking, soliciting, or agreeing to accept, any money or other compensation for damages sustained or expenses incurred, as a result of actions arising from their employment with the City of Oklahoma City.

Employees will notify the Chief of Police in all instances in which that employee is being sued as a result of their employment with the Department or in police related off-duty employment.

3-119 Departmental Communications

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

3-120 Employee Grievances

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

3-121 Confidential Reports

When an employee determines the need to make a confidential report, they may choose from the following options:

A. The report may be made in-person, with the typing being done by a Report Clerk or other clerical personnel in a private office.

1. The report will NOT be entered into the computer; it will instead be typed on a typewriter.
2. Only one copy will be typed, and this original will be given to the employee making the report.

B. The employee may elect to type or hand-write the report.
1. The employee may make a copy of the report to retain for their own records.
2. The report will normally be delivered by the employee to the appropriate command personnel, which usually is their Division Commander.
3. In unusual cases, the employee may direct that the Report Clerk deliver the report. In unusual circumstances, the report may be delivered to other command personnel.

Section 2: Employee Conduct

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

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

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

3-201 Conduct Unbecoming a Police Employee

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

3-201.1 On/Off Duty Conduct

Police employees are prohibited from engaging in conduct, on or off-duty, which:

A. Adversely affects the morale or efficiency of the department;
B. May undermine the officer's credibility;
C. May adversely affect the ability of the officer or the department as a whole to perform their official duties;
D. May diminish public respect for the department or its employees; or
E. May reduce confidence in the overall operation of the police department's services by either the department or the public.

Employees are often called upon to answer questions related to the functions of the police department and this behavior is encouraged; however, employees are prohibited from representing the views of the department and/or the chief of police in any formal setting (i.e., committee, board, etc.) without the expressed authorization of the chief of police or designee. Employees who serve as a department representative in any formal setting without the expressed authorization of the chief of police or designee are not authorized to use or display any part of the police uniform, to include the police badge or patch, and may not use a department-utilized vehicle when serving in that capacity.

This prohibition does not preclude employees from speaking at department-sanctioned events or events which officers are regularly called upon to attend, such as neighborhood meetings, school classes or assemblies, or other

events hosted by the community. In such cases, employees are still prohibited from speaking or commenting in any manner which can be construed to be on behalf of the department or the chief, unless granted the authority to do so.

3-201.2 Prohibited Association

Frequenting or associating with persons, organizations, or places with a reputation for criminal or immoral behavior, unless necessary for law enforcement business, where such association or frequenting would be detrimental to the image of the Department or the City, is prohibited.

3-202 Integrity

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

3-202.1 Gifts, Gratuities and Donations

A. Employees shall not accept any gift, gratuity, loan, reward, fee, or anything of value where the acceptance of such**:**
   1. Would influence directly or indirectly, the actions of the employee or any other member or employee in any matter of police business;
   2. Would cast an adverse reflection on the Department or any of its employees;
   3. Where the receipt of the gift would either compromise impartial performance, or would be viewed by the public as compromising impartial performance;
   4. As a condition for the rendering or not rendering of police services; or
   5. In violation of City Personnel Policy 305.

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

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

D. Employees shall submit a request through their chain of command and receive approval prior to accepting any gifts, gratuities, or donations with a fair market value of more than $50.
   1. However, employees are not required to notify their supervisor regarding the following:
      a. Gifts or gratuities unrelated to an employee's status as a police employee;
      b. Gifts from a relative;
      c. Discounts offered by businesses available to all officers;
      d. Donations of food or non-alcoholic beverages;
      e. Awards from genuine civic clubs or organizations; or
      f. Gifts, gratuities or donations authorized by the Chief of Police.
   2. In the event an employee is presented with or offered a donation that is intended to be a gift for the City or Police Department (as opposed to a donation to an individual employee), the employee shall contact their division commander through their chain of command. The division commander shall determine if the gift meets the acceptance criteria established in City Manager's Bulletin 14-2 and then initiate the process of accepting the gift by completing a Donation Receipt and Information Form and forwarding it through their chain-of-command. The donor will maintain possession of the gift until a decision is made by the appropriate authority to accept it. The Chief of Police will review the Donation Receipt and Information Form prior to submission to City Finance.

3-202.2 Solicitations

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

3-202.3 Solicitation of Favorable Acts

Soliciting anyone to intercede with the Mayor, legislative body, City Council, City Manager or any elected or appointed official in relation to promotions, departmental assignment or findings in a disciplinary proceeding is prohibited. Nothing in this section shall be construed to prohibit such intervention as is established by approved procedures.

3-202.4 Recommending Attorneys, Bail Bondsmen, and Wrecker Services Prohibited

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

3-202.5 Notification of Attorneys or Bondsmen

Employees will not initiate the giving to any attorney or bondsman notice of service of a warrant, arrest of, or intent to arrest, any person.

3-202.6 Recommending Services to Citizens

Employees will refrain from suggesting or in any other manner recommending to citizens a particular wrecker or taxi company, alarm or security company, or any other category of business or service, which is regulated, controlled, commissioned or licensed by the Department.

3-202.7 Private Benefit from Departmental Association

Use of prestige or influence of one's official position or the use of the time, facilities, equipment or supplies of the Department for the private gain or advantage to oneself or another is strictly prohibited.

3-202.8 Prohibited Purchases of Property

Employees are prohibited from purchasing property from any person, where:

A. The property is associated with a crime scene or a call for service;
B. The employee has knowledge or should have knowledge that the property had previously been booked into the Oklahoma City Police Department Property Room;
C. The employee has knowledge or should have knowledge that the property is evidence or potential evidence; or
D. The property is otherwise related to official police business.

3-202.9 Truthfulness / Cooperation

Testifying, making reports, or conducting business in a less than truthful and cooperative manner is prohibited.

3-202.10 Frivolous Complaints / Gossip / Rumors

Employees will refrain from starting or spreading idle or malicious gossip or rumors, and will refrain from making frivolous or slanderous complaints about other employees or the Department.

3-203 Courtesy

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

3-203.1 Behavior Towards Other Department Employees

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

3-203.2 Supervisor Conduct

Supervisors shall treat subordinates in a professional, courteous and respectful manner.

3-203.3 Employee Identification

No member of the Oklahoma City Police Department shall refuse to identify themselves by name when asked by a citizen nor shall any member intentionally remove or conceal their nametag or badge while in uniform, unless specifically authorized by a supervisor.

3-203.4 Telephone Courtesy

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

3-204 Prohibition Against Discrimination, Retaliation, and Harassment

The Oklahoma City Police Department is committed to the City's policy of non-discrimination which states that no person or employee shall benefit or be discriminated against, in any manner inconsistent with the Constitution, federal law, state statutes, the City Charter, ordinances, resolutions, policies, rules, or regulations. All department employees shall adhere to the City's policy that employment with the City will be free of conduct that is discriminatory, abusive, disorderly, disruptive, or retaliatory.

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

Police Department employees shall adhere to all policies set forth by the City of Oklahoma City prohibiting discrimination and EEO-related harassment, including sexual harassment, general harassment, bullying and retaliation. Refer to current city personnel policies (section 400) as well as city human resources bulletin(s).

3-204.1 Reporting Procedures

The Chief of Police has designated the Director of Training as the EEO officer for the Police Department, who will serve as a liaison with the City Personnel Department on all EEO matters. The Office of Professional Standards will

investigate all EEO-related complaints and issue fact-finding reports, unless otherwise directed by the Chief of Police.

Any employee who believes they have been subjected to any form of discrimination, retaliation or harassment must immediately report such activity to any of the following:

A. Department EEO officer – Director of Training,
B. Non-involved supervisor
C. Shift or unit captain,
D. Division commander
E. Bureau commander / chief;
F. The Chief of Police, or
G. Directly to the Labor Relations Division of the Human Resources Department.

Any supervisor or employee desiring to file a discrimination, retaliation or harassment complaint directly with the Labor Relations Division may do so by calling (405) 297-2567 twenty-four (24) hours a day, seven (7) day a week. Complaints may be made anonymously, if so desired.

Any EEO officer, supervisor, captain, division commander, bureau commander or the chief having knowledge of, or information regarding discriminatory, retaliatory or harassing conduct, is required to immediately notify the Labor Relations Division of the Human Resources Department regardless of how the information was obtained (e.g., verbal or written complaint, direct observation, overhearing conversations, information from non-involved persons, etc.).

The Office of Professional Standards and/or a representative of the Labor Relations Division, in conjunction with the department or division EEO Officer, and/or any other appropriate personnel, will immediately initiate a confidential investigation, and submit a report containing findings of facts and recommendations for action to the respondent's and/or complainant's department director. If the Chief of Police is the subject of the investigation, the report will be submitted to the City Manager. This report is considered to be a Human Resources Investigation and is not subject to the Oklahoma Open Records Act.

Employees conducting an investigation of discrimination, retaliation or harassment will attempt to protect the privacy of individuals involved and maintain confidentiality. Employees interviewed during the course of an investigation are required to maintain the confidentiality of the investigation and failure to do so will be considered a violation of this directive.

The results of the investigation will be communicated to both the complainant and the respondent by the Chief of Police or designee or a representative of the Labor Relations Division.

Employees have the right to make a complaint of discrimination, retaliation, EEO-related harassment or sexual harassment with the State Office of Civil Rights Enforcement, Equal Employment Opportunity Commission, or with a court of law. This directive does not restrict the rights of employees secured by the laws of the State of Oklahoma or the United States.

3-204.2 Corrective Action

Any employee found in violation of the City's policy, or who provides false information in the complaint or investigation process, is subject to corrective action, including disciplinary action. Disciplinary action may include any range of discipline, up to and including termination.

3-204.3 Responsibility of the Office of Professional Standards

Upon receipt of the complaint, the Chief of Police or a designee may assign the matter to the Office of Professional Standards for investigation.

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

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

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

3-204.4 Responsibility of the Office of the Chief of Police

The Chief of Police will receive all information and recommendations before making a final disposition of the incident. The Office of Professional Standards will maintain the completed file. The file shall not be open to inspection except to provide documentation for subsequent complaints of discrimination or harassment involving the same employee(s).

3-204.5 Responsibility of the Department Equal Employment Opportunity Officer

The Department's Equal Employment Opportunity Officer is responsible for ensuring the Police Department follows the City of Oklahoma City's Equal Employment Opportunity/Affirmative Action Plan. The Department's EEO officer shall also be responsible for the enforcement of all directives regarding discrimination, retaliation and harassment and other laws related to equal employment opportunity.

The department's EEO Officer will:

1. Ensure all complaints received are documented and forwarded to the Chief of Police or other appropriate party within City Personnel, if the complaint involves the Chief of Police;
2. Ensure the investigating entity conducts a follow-up review with the complainant after the resolution of the incident;
3. Document the outcome of the complaint to include the classification of the allegation(s) and discipline, if applicable;
4. Communicate with the offending employee's division commander (or supervisor) to periodically assess any progress in behavior, if corrective action is taken; and
5. Conduct a 30-day, six-month and one-year follow-up with the complaining employee and/or other involved employees to ensure they are not subjected to any form(s) of retaliation.

3-205 Use of Intoxicants

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

3-205.1 For Cause Testing

If objective evidence exists establishing reasonable belief that an employee's work performance is impaired due to drug or alcohol abuse or there has been a violation of department directives related to the use of intoxicants, testing will be conducted in accordance with the current appropriate collective bargaining agreement. Refer to the current version of the collective bargaining agreement in effect for procedures.

3-205.2 Consumption and Purchase of Intoxicants by Employees

An intoxicant is any drug or substance which, when introduced into the body, may cause impairment within an individual. Intoxicants may include, but are not limited to, alcohol, medications, controlled substances, and

inhalants. With the exception of medicine prescribed by a licensed physician, employees shall not consume any intoxicant to an extent that would render the employee unable to report for the next regular tour of duty. Employees should refer to Section 3-205.4 for guidance regarding medications.

No employee will possess or store any alcoholic beverages, beer, or marijuana within any police facility, nor store, transport, or possess any alcoholic beverage, beer, or marijuana in any police vehicle, except when necessary to carry out official police business.

Employees, whether on or off-duty, shall not purchase or consume any alcoholic beverage, beer, or marijuana while wearing a department uniform or any part of the department uniform. Employees, whether on or off-duty, shall not be present at any dispensary, store, or location where medical marijuana is primarily sold while wearing a department uniform or any part of the department uniform unless on official police business.

No employee shall report for duty, or be allowed to remain on duty, when the employee has used any intoxicant, unless such intoxicant was consumed under conditions related to their police employment and specifically authorized by the employee's supervisor. Even with supervisor approval, employees shall not consume any intoxicant to the extent it is readily detectable or apparent in behavior or appearance.

3-205.3 Intoxicants and Firearms

Officers of this Department shall not carry, handle, or use firearms while under the influence of any intoxicant. O.S. 21-1289.9.

3-205.4 Employee Use of Medications

No employee shall report for duty, or be allowed to remain on duty, when the employee has taken medication that impairs their ability to perform regular job responsibilities required by their position. Employees are prohibited from operating any department-utilized vehicle or equipment while under the influence of a medication which causes impairment to the employee.

The employee shall notify a supervisor if they are taking any medication which impairs their ability to perform their regular job responsibilities or operate department-utilized vehicles or equipment. Upon notification by the employee, or observation of impairment, no supervisor shall permit an employee to remain at work or allow the employee to operate any department-utilized vehicle or equipment until the employee notifies the supervisor that they have discontinued the use of that medication. The employee will be required to use personal leave for medications taken as a result of non-work-related injuries or illness.

3-205.5 Use of Tobacco

Employees will restrict their use of all forms of tobacco products to common courtesy and good manners at all times. Employees are prohibited from using tobacco products while in contact with the citizenry carrying out official police business or functions.

3-206 Recording Police Employees

A person has a right to photograph or audio or video record police employees in the performance of their duties, unless the person is interfering with lawful police activity or is otherwise violating the law. For the purpose of this directive, police employees are defined as any sworn or professional staff employee of the City assigned to the police department.

3-206.1 Interfering with Individuals Photographing or Recording Police Employees

Officers shall not interfere with, restrict, or inhibit, in any way, a person from photographing or audio or video recording police employees in the discharge of their duties, unless:

1. the person is subject to arrest; or
2. it is reasonably necessary to:
   a. secure a crime scene or incident;
   b. prevent injury; or
   c. prevent obstruction with official police duties.

In the event it is necessary for officers to direct a person photographing or recording to another location, they shall not order the person to stop photographing or recording.
For purposes of this directive, taking photographs of or audio or video recording police employees, by itself, shall not constitute a reason to question, detain, or arrest a person.

3-206.2 Seizing Devices Used to Photograph or Record Police Employees

Officers shall not seize any device that is being used to photograph or audio or video record police employees in the discharge of their duties, unless:

1. an officer has a valid warrant to seize or search the device;
2. the person in possession of the device is under arrest; or
3. an officer has probable cause to believe the device contains evidence of a crime and
   a. the person in possession of the device consents to the seizure; or
   b. the officer has probable cause to believe (i) failure to seize the device would lead to destruction of the evidence of a felony crime or (ii) delay would endanger the life of another.

3-206.3 Searching Devices Used to Photograph or Record Police Employees

Officers shall not search a device that was being used to photograph or audio or video record police employees in the discharge of their duties, unless:

1. an officer has a valid warrant to search the device;
2. the person in possession of the device signs a consent to search waiver; or
3. an officer has probable cause to believe (i) failure to search the device would lead to destruction of evidence of a felony crime or (ii) delay would endanger the life of another.

Merely because the person in possession of the device is under arrest does not authorize officers to search the device.

3-206.4 Deleting Images/Recordings Prohibited

Officers are prohibited from deleting any images, recordings, or contents from any device that was being used to photograph or audio or video record police employees in the discharge of their duties.

3-206.5 Professional Staff Police Employees

Professional Staff police employees are subject to the same restrictions in this directive as officers. This directive does not in any way grant professional staff police employees the authority to make an arrest or serve a warrant.

3-207 Interference by Employees

A. Employees shall not engage in conversation with prisoners or suspects who are in the custody of another officer without obtaining the prior approval of that officer. Physical confrontations with the prisoners of other officers are strictly prohibited unless the prisoner initiates an act of aggression toward that officer or others.
B. Employees will not interfere with cases that are assigned to other employees without the knowledge and consent of the assigned employee or a supervisor.

C. Employees are prohibited from obstructing or interfering with criminal or administrative investigations, to include those investigations where the employee is the subject of the investigation or was involved in the circumstances that initiated the investigation.
D. Employees shall not harass, intimidate, or threaten parties involved in criminal or administrative investigations or engage in any conduct that could reasonably be construed as an attempt to influence the outcome of the investigation.
E. Employees will not attempt to interrupt the legal process in a case unless gross injustice might otherwise occur.
F. Employees will not attempt to have any traffic citation or other case reduced, voided or stricken from the docket unless it is in the best interests of the Department and the community. In those instances, proper procedures are to be followed.

3-208 Flag and National Anthem Decorum

While outside, when the National Anthem is played and/or when the Flag is passing or is being raised or lowered:

A. Uniformed personnel will render the military salute.
B. Non-uniformed personnel (and uniformed personnel not wearing a hat) place their right hands over their hearts.

While inside, when the National Anthem is played and/or when the Flag is passing or is being raised or lowered:

A. Uniformed personnel will place their hats over their hearts.
B. Non-uniformed personnel (and uniformed personnel not wearing a hat) place their right hands over their hearts.

If the Flag is displayed during the playing of the National Anthem, personnel should face the Flag; if it is not displayed, personnel should face the source of the music.

When the Pledge of Allegiance is given, employees will stand at attention and recite it. Uniformed employees will remove their hats and place them over their hearts during the reciting of the Pledge; non-uniformed personnel will place their right hands over their hearts.

Employees need not salute the President of the United States.

If the Chief of State of a friendly foreign nation is present, and the flag of that nation is hoisted, employees will show the same respect as for the Flag of the United States.

3-209 Sleeping on Duty

Employees shall remain awake while on duty or shall report their inability to do so to their supervisor.

3-210 Confidentiality

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

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

Security and privacy shall be assured all individuals whose records are maintained in order that such records shall be used only in criminal justice proceedings. Only those with a legal right of access shall have access to any criminal justice agency records or record systems.

3-210.1 Disclosure of Medical Information

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

3-210.2 Confidential Information

Employees shall not communicate or impart confidential police information either in writing or verbally to unauthorized person except as required by law.

3-211 Public Criticism

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

A. Is defamatory,
B. Is obscene,
C. Is unlawful or,
D. Tends to impair the operation of the Department by impairing its efficiency, interfering with the ability of supervisors to maintain discipline or having been made with reckless disregard for truth.

3-211.1 Internal Grievance Procedure

Employees shall exhaust all internal remedies available before making grievances known to the public or outside persons or agencies.

3-212 Interference with the Justice Process

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

3-213 Funeral Decorum

When entering a church, all uniformed personnel will remove their hats. When passing by a casket to pay last respects, personnel will carry the hat in a position under the left arm.

When Taps is played inside, uniformed personnel will place their hats over their hearts; non-uniformed personnel will place their hands over their hearts. When Taps is played outside, uniformed personnel will salute; non-uniformed personnel will place their hands over their hearts.

At an interment service, employees will remove their hats and place them over their hearts during all prayers.

As the casket is moved from the church to the hearse, uniformed employees will follow the commands of the Honor Guard Commander to come to attention and salute until the casket is in the hearse.

At the cemetery, if the hearse passes by, uniformed personnel who are outside of their vehicles will salute as it passes.

3-214 Gathering in Public Places

No more than two marked police vehicles or four uniformed officers will be allowed to gather in a public place, unless on official business or specifically authorized by a supervisor.

Section 3: Secondary Employment

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

3-301 Definitions

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

A. Employment: The provision of a service, whether or not in exchange for a fee, other service, or any other valuable consideration.
B. Extra-Duty Employment: Is defined as any off-duty employment, volunteering or charity work that is conditioned by the wearing of the police uniform or the actual or potential use of law enforcement powers by the police officer employee. All extra-duty employment must be approved prior to working the extra-duty. While working extra-duty, officers must comply with all OCPD Written Directives as defined by Section 2-203.
    1. A request for approval to work extra-duty employment where the work is within the corporate limits of the City of Oklahoma City must be submitted as outlined in this directive.
    2. A request for approval to work extra-duty employment where the work is outside the corporate limits of the City of Oklahoma City must be submitted to the Chief of Police.
C. Outside Employment: Any off-duty employment that does not include wearing of the police uniform or will not require the use, or potential use of law enforcement powers by the employee.

3-302 Extra-Duty Employment

Any police officer may be secondarily employed with an individual or business where the condition exists for the actual or potential use of law enforcement powers. Police officers may engage in extra-duty employment where a profit or not-for-profit entity requests the services of an off-duty Oklahoma City Police Officer(s) to provide security services.

Types of approved extra-duty services include:

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

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

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

3-302.1 Permission to Engage in Extra-Duty Work

Under no circumstances will an officer engage in extra-duty work until permission has been granted.

Approval or Denial for Extra-Duty Required

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

Non-Approval of Services

A. Permission for extra-duty employment may be denied if:
    1. The officer is either on new hire or disciplinary probation, medical leave, temporary disability, injury on duty, restricted duty (anything other than full duty), administrative leave, or disciplinary suspension; or
    2. If the extra-duty employment is outside the corporate limits of the City of Oklahoma City.
B. Permission will not be granted for extra-duty employment if:
    1. The employment involves collecting bills or checks;
    2. The employment involves domestic difficulties;
    3. A person or entity engaged in a labor dispute or in a political or ideological controversy where the officer's off-duty employment reasonably may be construed as an endorsement or condemnation by the Department of a position taken by either party to the dispute or controversy;
    4. The work involves surveillance for a private security and/or investigative agency, or private individual;
    5. The work is for a private detective agency and involves services other than providing security for a business or individual to prevent theft, burglary, or robbery;
    6. The employment involves process serving, bail bonding, repossessing, eviction from premises notices, towing of vehicles, or in any other employment in which police authority might tend to be used to collect money or merchandise for private purposes;
    7. If the employer requires the police officer to have access to police information, files, records, or services as a condition of employment;
    8. If the employer requests a police uniform and the task requested is not of a police nature;

9. The establishment sells pornographic books or magazines, sexual devices, videos, or otherwise provides entertainment or services of a sexual nature;
10. If the employment involves the sale, manufacture, or transport of alcoholic beverages as the principal business;
11. If the employment involves the sale, manufacture, cultivation, or distribution of:
    a. Any marijuana product or any other Schedule I drugs under federal law; or
    b. Any CBD or hemp products;
12. The employment is a gambling establishment;
13. Employment is, in any capacity, in or upon premises licensed as a tavern, club, or retail liquor store;
14. Employment for contractors doing business with the City in accordance with Article 4, Section 11 of the Oklahoma City Charter, as amended; or
15. An employee engages in any private business or employment where their official position might be used to obtain or use information not publicly available.

3-302.2 Procedures for Requesting Outside and Extra-Duty Services

Application for Extra-Duty Employment Paid by the City

Any officer wishing to perform extra-duty services paid by the City will contact the supervisor or employee responsible for scheduling the specific city-paid extra-duty job to request permission. Officers do not need to submit an Application for Extra-Duty when the extra-duty job is paid by the City.

Application for All Other Extra-Duty Employment

Any officer wishing to perform extra-duty services (other than those paid by the City) will submit an original and one copy of a completed Application for Extra-Duty through the appropriate channel at least twenty-four (24) hours prior to working the off-duty job. The officer will:

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

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

Review

Upon the Division, Shift/Unit Commander, or Watch Commander's approval or denial, both copies will be forwarded to the Division Commander of the officer's assigned Division. The original will be returned and marked either "Approved" or "Denied" to the requesting officer. The second copy will be kept in the Division file, appropriately marked.

Maintenance

Applications for Extra-Duty will be maintained in the division for one calendar year. A designated employee(s) of each division will be responsible for the maintenance of the monthly records.

3-302.3 Extra-Duty Employment Limitations

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

Those include:

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

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

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

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

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

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

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

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

3-302.4 Uniform

Employees working extra-duty jobs will conduct themselves in a manner that will not discredit the uniform, the Department, or the individual employee. Employees performing extra-duty employment shall comply with Uniform, Dress, and Appearance Regulations. The Class C Uniform is not authorized for extra-duty employment. Any exceptions must be approved by the Chief of Police.

3-302.5 Extra-Duty Response Procedures

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

Note: If the police action is such that the officer cannot continue to perform the extra-duty employment, they will be considered on-duty and compensated according to the current FOP contract. An officer will be required to document that compensation from the secondary employer ceased at the point they began being compensated for the police

action. Completing all reports required for offenses occurring at an officer's extra-duty location will be the responsibility of the transporting or booking on-duty officer. Prisoners will be transported by on-duty officers.

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

3-302.6 Extra-Duty Services Requiring Eight or More Officers

An officer who is below the rank of Captain must:

A. Obtain approval from their Division Commander/Bureau Commander before agreeing to arrange for off-duty police officers to provide extra-duty services if eight or more officers are needed for one occasion, regardless if the facility is City owned. The Division Commander/Bureau Commander will determine the number and the ranks of the supervisors needed for the job. The function of the supervisor shall be to take command should any police action be necessary.
B. The officer submitting the request to arrange for eight or more officers to provide services must indicate on the application whether they are included in the arrangement. The officer must also state the type of duties they will perform.
C. A supervisor (Lieutenant or above) must be assigned to any event or occasion requiring eight or more officers. The Commander who authorizes the work shall determine the number and ranks of officers needed for supervision.
D. In any case where an officer is arranging for eight or more officers to provide extra-duty services, the same procedure applies as in Procedures for Requesting Extra-Duty Services.
E. If a permit is required, the officer submitting the request will determine if a permit has been issued. If a permit does not exist, (when one is required) the event will not be worked by extra-duty officers.

3-302.7 Extra-Duty Employment Requiring Special Approval

Employees desiring to work at a shopping center, mall, or any location where a private club, liquor store, or bar is located must receive written permission from their Bureau Chief prior to accepting such employment. Extra-duty police officers may direct traffic by voice, hand, or signal, provided the officers have obtained written approval to direct traffic from the Bureau Chief or their designee. Officers will submit form #PD-137 to the Uniform Support Division. The completed form will be forwarded to the City Traffic Engineer who will make their recommendation and return it for final approval.

3.302.8 Department Overtime Programs that Overlap Regular Duty Assignment Hours

When department employees wish to work a department overtime program that overlaps with their regular duty schedule, they must obtain permission from their division commander to work the extra-duty employment. All employees will request permission from their supervisor to utilize personal leave for the period of time their regular duty assignment hours overlap with the hours of the overtime program assignment. Supervisors will ensure the leave time to work the overtime program assignment is accurately documented on the employee's timecard.

3-302.9 Licensing Requirements

All employees (sworn or professional staff) wanting to engage in extra-duty employment as a security guard, armed security guard, private investigator, security agency, or investigative agency shall comply with the applicable licensing requirements of the Oklahoma Security Guard and Private Investigator Act (59 O.S. § 1750 et. seq.). Sworn employees do not need to obtain a license:

A. While they are engaged in the performance of their official duties within the course and scope of their employment with The City of Oklahoma City;

B. If they receive compensation for private employment on an individual or an individual independent contractual basis as a patrolman, guard, or watchman if they are employed in an employer-employee relationship or are employed on an individual contractual basis; or
C. If they receive compensation from an employer-employee relationship or an individual independent contractor basis with any licensed security agency as defined in the Oklahoma Security Guard and Private Investigator Act or any private business or person to perform security or investigative services.

Otherwise, all employees (sworn or professional staff) shall be required to obtain a license from CLEET prior to being eligible to engage in extra-duty work as a security guard, armed security guard, private investigator, security agency, or investigative agency, as defined by the Oklahoma Security Guard and Private Investigator Act.

Any issues on licensing shall be addressed through the requesting employees' chain-of-command.

3-302.10 Other Off-Duty Employment Provisions

Any sworn employee participating in the Take-Home Car Program shall not drive the police vehicle to or from a job as a security guard employed by a private security agency.

An officer must immediately report to the Division Commander, in writing, any incident arising from off duty service, which might adversely affect the Police Department or the City of Oklahoma City. This includes any incident, which would require the presence of a police supervisor if the incident had occurred while the officer was on extra-duty.

Complaints received regarding police related extra duty employment will be forwarded to the appropriate Bureau Commander in accordance with established procedure. The Chief of Police will have the final determination if the allegation is a violation of department written directives or training. If the allegation is determined to be a violation, it will be investigated and adjudicated appropriately.

Employees working police related extra-duty jobs have the same responsibility to provide professional and competent service to the secondary employer as to the department.

3-303 Outside Employment

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

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

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

3-303.1 Application for Outside Employment

Officers engaging in outside (non-Police related) services shall submit a notice to their supervisor, on the approved form, that they are engaged in such services. Prior approval is not needed before the employee engages in outside services; however, the employee shall comply with all other applicable directives on off-duty employment.

3-304 Privately Owned Businesses and Off-Duty Work

Employees who work off-duty will not use Department telephones, equipment or other facilities in the furtherance of that employment. Nor will they schedule their off-duty work or make other related arrangements while on duty, or while using Department facilities and equipment. Exceptions to this will only be with the approval of the Chief of Police.

Section 4: Disciplinary Process and Programs

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

The Oklahoma City Police Department documents and investigates all allegations of employee misconduct. Disciplinary action, excluding termination, is a tool intended to give the employee the chance to correct unsatisfactory performance and/or behavior.

All employees are required to cooperate fully with the investigation of personnel misconduct and no employee will withhold information. Disciplinary actions shall be in accordance with the provisions of the Personnel Rules of the City of Oklahoma City and Departmental directives established in Section 3-403.

3-401 Objectives of Personnel Investigations

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

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

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

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

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

3-402 Complaints against Police Department Employees

Each complaint or allegation of misconduct by an employee of the Oklahoma City Police Department, whether from a resident, anonymous source, or another employee, will be investigated and the results will be reported to both the complainant and accused employee. Employees are reminded that administrative investigations are confidential in nature.

Employees receiving a verbal complaint will refer the complaint to the affected employee's supervisor. If a satisfactory disposition cannot be reached with the complaining party, the supervisor will document the complaint in a memorandum and forward the complaint through the chain of command of the employee(s) against whom the allegation is made, or if appropriate, the Chief of Police.

Formal complaint forms, requiring the signature of the complainant may be taken 24-hours a day at any division, or at a police facility (including the Information Desk and Headquarters) and City Hall, regardless of where the alleged incident took place. Formal complaint forms are available on the department's website or may be mailed to residents, if requested, and can be returned by mail or in person.

In the event an employee receives a submitted formal complaint form, it shall be forwarded through their chain of command. The Chief of Police, or designee, will determine if the formal complaint will be investigated by the Office of Professional Standards or referred back to the bureau. A supervisor at the unit, division or bureau level will investigate all formal complaints not investigated by the Office of Professional Standards. The findings of these investigations will be forwarded to the Chief of Police. The Chief of Police may direct the Office of Professional Standards to review any investigation.

In order to maintain a record of all formal complaints, the investigating supervisor will contact the Office of Professional Standards at the onset of the investigation to receive a Professional Standards' IA number. The investigation will be conducted in accordance with City, State and Federal laws and in accordance with applicable bargaining agreements and municipal policy.

After the investigating supervisor has received the complaint, they will contact the complainant as soon as possible. The complainant will be notified that the complaint has been received and an investigation into the alleged misconduct has begun. Photographs may be taken of the employee(s) at the discretion of the investigating supervisor when necessary for the investigation. In the event a final disposition cannot be made within 90 days, the investigating supervisor will contact the complainant with a status update unless directed otherwise.

At the conclusion of an administrative investigation, each individual allegation will be classified in one of the following categories:

A. "Unfounded" - when investigation shows the alleged act(s) did not occur;
B. "Exonerated" - when investigation indicates the act(s) occurred, but did not constitute misconduct;
C. "Not Sustained" - when evidence is inconclusive;
D. "Sustained" - when evidence indicates the employee did commit some or all of the acts alleged, and the acts constitute misconduct;
E. "Misconduct Not Based on Complaint" - when the evidence indicates the employee did commit acts which constitute misconduct which were not the basis of the complaint; or
F. "Withdrawn" - when the complainant withdraws the complaint and there is insufficient evidence to warrant further investigation.

Once the complaint has been investigated and a finding has been reached, the formal complaint along with supporting documentation will be submitted through the chain of command to the Chief of Police, or designee. All disciplinary actions shall be made in accordance with Section 3-403. The Chief of Police may refer a completed investigation to the departmental review board and/or direct further review of written directives related to the investigation.

After the completed investigation has been reviewed by the Chief of Police, or designee, the investigative file will be forwarded to the Office of Professional Standards where it will be recorded on a complaint register and stored in a secure area to maintain confidentiality. The investigative file and register will be maintained for administrative use only and will be kept confidential with information disseminated only by order of the Chief of Police. Administrative files will be purged in accordance with time limits directed by Oklahoma State Statutes and the current records retention policy of the City of Oklahoma City provided that:

A. There is currently no pending litigation on the case.
B. The grievance period has lapsed for any employee disciplined because of the investigation.

The destruction of these files shall commence upon approval of the Chief of Police and will follow procedures set forth by the current records retention policy of the City of Oklahoma City.

3-402.1 Complaints of a Criminal Nature

In the event a complaint is found to be of a criminal nature, the Chief of Police, or designee, will determine whether the complaint will be investigated by the Investigations Bureau or the Office of Professional Standards. In general, criminal allegations should be assigned to the Investigations Bureau unit that customarily investigates or has expertise in the particular criminal allegations at issue. However, criminal allegations may be assigned to the Office of Professional Standards by the Chief of Police or designee.

3-403 Disciplinary Action

Discipline, used as a corrective tool, is designed for helping the employee become more responsible, reliable and productive. Discipline should be constructive and positive and encourage the employee to correct unsatisfactory performance.

3-403.1 Action Pending Official Discipline

A supervisor shall take whatever steps and issue whatever orders are necessary to temporarily alleviate a difficult or dangerous situation, pending official disciplinary action by the appropriate authority.

3-403.2 Discipline Determination

Discipline shall only be issued for cause. Discipline shall only be issued in accordance with department directives and the appropriate collective bargaining agreement, including arbitrator interpretations.

Discipline shall be evaluated on a case-by-case basis and determined based on the totality of the circumstances. Elements that shall be taken into consideration include, but are not limited to: seriousness of the violation, the employee's past work record, the employee's past discipline record, the employee's length of service, mitigating circumstances, and comparative discipline for other employees in similar situations.

It is not necessary that lesser disciplinary forms be employed before more severe forms are used. Repeated offenses of a minor nature may be addressed by imposing a disciplinary action of a more severe nature. In addition, more than one form of discipline may be employed at the same time for the same incident when appropriate.

Where department directives or a collective bargaining agreement provide a specific discipline structure, those terms should be followed.

3-403.3 Authority to Issue Discipline

The authority to issue discipline is as follows:

A. Lieutenants
   1. Lieutenants shall have the authority to issue Class I reprimands, but only after obtaining the approval of their captain and division commander.
   2. Lieutenants shall have the authority to issue Class II reprimands, but only after obtaining the approval of their captain, division commander, and bureau commander.

B. Captains
   1. Captains shall have the authority to issue Class I reprimands, but only after obtaining the approval of their division commander.
   2. Captains shall have the authority to issue Class II reprimands, but only after obtaining the approval of their division commander and bureau commander.

C. Division Commanders

1. Division commanders shall have the authority to issue Class I reprimands without obtaining approval from their bureau commander.
2. Division commanders shall have the authority to issue Class II reprimands, but only after obtaining the approval of their bureau commander.

D. Bureau Commanders
   1. Bureau commanders shall have the authority to issue Class I and II reprimands without obtaining the approval of the Chief of Police.

E. Chief of Police
   1. The chief of police shall have the authority to issue Class I and II reprimands and Class III reprimands in compliance with the collective bargaining agreement and due process procedures.

3-403.4 Discipline Process for Sworn Employees

This section shall not apply to investigations conducted by the Office of Professional Standards.

When a supervisor conducts an administrative investigation involving sworn employees, the supervisor will determine whether discipline is appropriate as to each involved employee. The supervisor will document the investigation and their discipline recommendation(s) in Blue Team. The supervisor will forward the investigation up their chain of command. Each supervisor in the chain of command will review the matter and document their recommendation in Blue Team. The investigation shall proceed up the chain of command until it reaches a supervisor with the authority to approve a recommendation (hereinafter referred to as "approving authority"). The threshold authority levels are as follows:

1. If the disposition of a follow-up investigation results in a recommendation to not issue discipline, the decision shall be approved by at least a division commander;
2. Class I reprimands require the approval of at least a division commander;
3. Class II reprimands require the approval of at least a bureau commander; and
4. Class III reprimands require the approval of the chief of police in compliance with due process procedures.

Unless otherwise directed by the approving authority or a superior supervisor, the investigating supervisor will:

1. Notify the employee of the outcome of any administrative investigation in which allegations are presented, even when it results in a decision not to issue discipline; and
2. Draft, deliver and explain any approved reprimands to the affected employee.

Once a Class I or II reprimand has been delivered or a decision not to issue discipline is made, the approving authority will immediately forward the investigation and reprimand(s) (if any) up their chain of command.

Where the chief of police recommends a Class III reprimand, the appropriate bureau commander will ensure the involved employee is provided with notice of the department's intent to issue a Class III reprimand, the basis of that decision, and the employee's rights. The bureau commander will also ensure the involved employee is provided with their due process options and given a reasonable period of time to make their decision. Once the involved employee makes their decision, the bureau commander will schedule and coordinate the process for the employee's option. Once the chosen process is complete and a determination has been made, the bureau commander will ensure the employee is issued or not issued discipline in accordance with the determination.

Reprimands for Sworn Employees

All reprimands must be in writing and describe the employee's misconduct and the directive that was violated. The employee receiving discipline shall read and sign the reprimand. The employee's signature shall only signify that the employee received the document. The employee may file a letter of response. If the employee files a letter of response, it will be attached to the reprimand. Reprimands for sworn employees are structured into three categories. The classifications below are intended to serve as a guide when making discipline recommendations and

determinations. Supervisors should consider the criteria set forth under the Discipline Determination section of this directive when determining discipline.

A. Class I
   1. A Class I reprimand is the lowest level of written discipline that may be issued to a sworn employee.
   2. A Class I reprimand may be issued for minor violations of any written directive that has minimal impact on the operations or professional image of the department.
B. Class II
   1. A Class II reprimand is written discipline that may be issued to a sworn employee for a mid-level infraction or violation of a written directive.
   2. A Class II reprimand may be issued for, but is not limited to:
      a. Acts that have a significant negative impact on department operations;
      b. Acts that involve flagrant unprofessional behavior;
      c. Acts which demonstrate a lack of integrity or ethics; or
      d. Repeated infractions that occur after other means of corrective action have been utilized.
C. Class III
   1. A Class III reprimand is the highest level of written discipline that may be issued to a sworn employee for a serious infraction or violation of a written directive.
   2. A Class III reprimand may be issued for, but is not limited to:
      a. Acts that seriously undermine community trust, public safety, or the professional image of the department;
      b. Acts which demonstrate a serious lack of integrity or ethics;
      c. Acts that constitute a willful and wanton disregard for constitutional rights or department values; or
      d. Repeated infractions that occur after other means of corrective action have been utilized and were determined to not be effective.

3-403.5 Discipline Process for Professional Staff Employees

The discipline process for professional staff employees mirrors the process for sworn employees, except that:

1. Reprimands for professional staff employees are issued utilizing a Specific Occurrence Performance Report;
2. Any reprimand that involves a loss of pay, demotion, or discharge shall follow the same process as a Class III reprimand; and
3. All other reprimands shall follow the same process as a Class II reprimand

Reprimands for Professional Staff Employees

All reprimands must be in writing and describe the employee's misconduct and the directive that was violated. The employee receiving discipline shall read and sign the reprimand. The employee's signature shall only signify that the employee received the document. The employee may file a letter of response. If the employee files a letter of response, it will be attached to the reprimand. Reprimands for professional staff employees will be issued utilizing a Specific Occurrence Performance Report.

3-403.6 Transfer

The assignment of employees is a management right specifically reserved by the department. An employee may be transferred as a corrective measure or for any other reason when it is in the best interest of the employee or the department.

3-403.7 Disciplinary Suspension without Pay

An employee may be suspended without pay for a period not to exceed 160 working hours upon approval of the Chief of Police. The Chief of Police or appropriate bureau commander shall notify the employee, in writing, prior to

the date the suspension is made effective. Such notice shall include the reason for, and the duration of, such suspension. Employees may not perform extra-duty employment while under suspension nor operate a city-owned vehicle.

3-403.8 Probation

A newly hired professional staff employee shall be on probation for a period of six months from the date of hire. A newly hired sworn employee shall be on probation for one year from the date of graduation from the academy. The probationary period of these employees may be extended at any time during the original period of probation by agreement of the City and the appropriate collective bargaining agent. Employees whose original probation has not been completed at the time a new probation is imposed or whose original probation is extended will be required to sign an agreement accepting the probation as a condition of continued employment.

The effect of disciplinary probation will be the same as the original probationary period in that an employee on disciplinary probation may be disciplined, up to and including termination, for violating the terms of the probation at any time during the probationary period. Employees on disciplinary probation may grieve their discipline in accordance with the guidelines established by the appropriate collective bargaining agreement.

For sworn new-hire probationary employees, a Probationary Officer Review Board will hear all allegations of misconduct and/or unsatisfactory performance issues that may result in a Class III reprimand, loss of pay, disciplinary probation, or termination.

The employee will be notified, in writing, of the reasons for and duration of the probation or extended probation. All probation or extended probation must be approved by the Chief of Police and agreed upon with the appropriate collective bargaining agent.

3-403.9 Demotion to a Designated Rank or Classification

An employee may be demoted to a lower rank or classification for cause. The employee will be informed in writing of the reason for a disciplinary demotion. The demotion order will specify the classification or rank and pay step to which the employee is being demoted and the effective date of the demotion. All demotions must be accompanied by a decrease in salary. The chief of police must approve all demotions.

3-403.10 Termination of Employment

Employees may only be terminated for cause and only in accordance with all written directives and collective bargaining procedures. All terminations must be approved by the Chief of Police. When an employee is terminated for cause, the employee shall receive a written statement citing the reason(s) for termination, the directives which were violated, and the effective date of termination. All terminated employees shall be advised to contact the Police Personnel Office in reference to the status of their benefits. The employee will also be advised to contact their respective pension system regarding any retirement benefits.

3-403.11 Records

A. ***Sworn***

All Class I reprimands will be maintained in an officer's bureau file and the employee will receive a copy of the reprimand when it is issued. Class I reprimands related to a collision will also be maintained in the officer's OCPD personnel file. All Class II and Class III reprimands will be maintained in in an officer's bureau file, OCPD personnel file, and City personnel file and the employee will receive a copy of the reprimand when it is issued.

Class I reprimands related to a collision shall be removed from the employee's bureau file and OCPD personnel file upon request of the employee one year after the date of issuance. For Class I reprimands not related to a collision, an officer may submit a written request to their bureau commander one year after the date of issuance

to have the reprimand removed from their bureau file. If the bureau commander declines the removal at that time, the employee may re-submit the request after an additional year, and the reprimand shall be removed if the affected employee has not received any additional discipline within the preceding 24-month period. If the employee has received additional discipline within the preceding 24-month period, the affected bureau commander will review the request and determine whether or not the reprimand should be removed. For Class II and Class III reprimands, officers may submit a written request to the Chief of Police three years after the date of issuance to have the reprimand removed from the officer's bureau file and OCPD personnel file. In all cases, officers will be notified whether their request was approved or denied.

If a request for removal is approved, the request form and any copies of the reprimand in the employee's bureau file and OCPD personnel file shall be removed and destroyed. If the request is denied, the request form shall be filed in the employee's bureau file and OCPD personnel file.

B. ***Professional Staff***

All Specific Occurrence Performance Reports will be maintained in a professional staff employee's bureau file, OCPD personnel file, and City personnel file. A professional staff employee may submit a written request to the chief of police two years after the Specific Occurrence Performance Report was issued to have the report removed from the professional staff employee's bureau file and OCPD personnel file. In all cases, a professional staff employee will be notified whether their request was approved or denied.

If a request for removal is approved, the request form and any copies of the Specific Occurrence Performance Report in the employee's bureau file and OCPD personnel file shall be removed and destroyed. If the request is denied, the request form shall be filed in the employee's bureau file and OCPD personnel file.

3-403.12 Appeals

Appeals from disciplinary actions may be made as provided by city personnel policies or the appropriate bargaining unit contracts with the City of Oklahoma City.

3-404 Early Intervention Program

The Early Intervention Program (EIP) is a resource to assist supervisory personnel in evaluating and guiding employees to perform at their best level. The Early Intervention Program utilizes the information collected from response to resistance investigations, formal complaints, administrative investigations, and officer-involved shootings. The program relies upon the understanding that individual incidents may be justified, but when reviewed collectively, they may indicate a pattern of behavior which may warrant intervention.

3-404.1 Criteria

The EIP uses quarterly and annual reports to identify possible employees for early intervention.

Quarterly Reporting

The quarterly report will contain the names of employees who meet one or more of the following criteria during a calendar quarter:

1. Four or more combined incidents to include response to resistance levels II or III, formal complaints, and/or administrative investigations. Investigations involving a discharge of a firearm by an officer are excluded as a criterion.

Annual Reporting

The annual report will contain the names of employees who meet one or more of the following criteria during a calendar year:

1. Ten or more combined incidents to include response to resistance levels II or III, formal complaints, and/or administrative investigations. Investigations involving a discharge of a firearm by an officer are excluded as a criterion.

Revised 8/24

3-404.2 Responsibilities of the Office of Professional Standards

The Office of Professional Standards is responsible for collecting and maintaining data from all response to resistance investigations, formal complaints, administrative investigations, and officer-involved shootings.

Once that data has been entered into their records management system, the Office of Professional Standards will:

A. Generate quarterly and annual EIP reports, listing employees identified for possible intervention;
B. Distribute EIP reports to the appropriate division/ bureau commanders and the Wellness Unit;
C. Ensure all investigative files are available for review at the request of the affected employee's supervisor; and
D. Forward all recommendations to the Chief of Police.

3-404.3 Supervisor's Responsibilities

Once an employee is identified for possible intervention, the employee's supervisor and the next higher-ranking authority will:

A. Complete an analysis of the documentation provided in the EIP report and, if necessary, the investigative files maintained in the Office of Professional Standards. The analysis of the facts should:
    1. Consider the totality of the circumstances surrounding each incident and/or complaint;
    2. Determine if there are any similarities among the incidents;
    3. Consider other possible indicators of stress (e.g., an unusual amount of sick leave, tardiness, personal problems);
    4. Determine if a trend or pattern of inappropriate behavior is indicated; and
    5. Recognize there are circumstances when a physical response is necessary and proper.
B. Complete an analysis report including the supervisor's findings and conclusions based on a review of each incident and/or complaint.
C. Forward the completed analysis report through their chain of command.

3-404.4 Responsibilities of the Division Commander

The division commander of an employee who is identified for possible intervention will:

A. Obtain the analysis report from the employee's supervisor detailing the findings of their review;
B. Forward the analysis report to the director of training. The Reality Based Training (RBT) Unit will review the analysis report and incidents. Any concerns will be addressed through training reviews. The results will be forwarded back to the division commander; and
C. Submit a recommendation to the affected bureau chief within 30 days of receiving the analysis report. The recommendation to the affected bureau chief should include an assessment of whether the employee would benefit from intervention and specific intervention recommendations, if applicable.
    1. Appropriate assessments may include:
        a. No referral necessary, indicating there is not an issue that needs to be addressed; or
        b. Referral recommended, indicating the employee might benefit from intervention.
    2. Intervention recommendations may include, but are not limited to, the following:
        a. Training review;
        b. Fitness for duty evaluation;
        c. Transfer to another assignment either temporary or permanent; and

d. Provide information to the employee for voluntary referral to the Employee Assistance Program (EAP) for counseling or referral assistance.

Revised 8/24

3-404.5 Responsibilities of the Bureau Chief

The appropriate bureau chief shall review the division commander's assessment and/or recommendations(s) and submit a recommendation(s) to the Chief of Police.

3-404.6 Responsibilities of the Chief of Police

The Chief of Police will review the bureau chief's recommendation(s) and decide what course of action, if any, will be taken with the affected employee.

3-404.7 Post-Analysis Notifications

Finalized analysis reports for employees identified by the EIP will be forwarded to the Office of Professional Standards and the Wellness Unit.

3-405 Non-Disciplinary Corrective Actions

The corrective actions described in this section are not disciplinary. These actions, standalone or in conjunction with discipline issued in accordance with Section 3-403, are intended to improve employee performance.

3-405.1 Verbal Counseling

Frequently, inappropriate behavior by an employee can be corrected without disciplinary action. Supervisors are encouraged to employ informal counseling as a method to inform employees that their actions do not conform to acceptable standards or to obtain improvements in the quality or quantity of an employee's job performance. When appropriate, supervisors shall add routing comments to the administrative tracking portal indicating the employee was counseled. They should only maintain documentation of the counseling in their personal files for future consideration in the employee's performance evaluation. The supervisor shall provide notification to the employee that the counseling was documented in the administrative tracking portal.

3-405.2 Debriefings

A debriefing is a gathering of employees for the purpose of analyzing the objectives and results of an incident. Debriefings shall not be recorded, and any officer involved in an officer-involved shooting shall not participate in a debriefing of the incident prior to their interview with investigators. Debriefings should be used to identify successful tactics and methods, as well as areas for self-correction and opportunities for improvement. Debriefings should be a matter of practice for all department employees. Supervisors should convene a debriefing with employees when they are involved in a significant incident, as determined by the supervisor, or when they believe a debriefing would benefit the involved employees. Training staff may also convene a debriefing for purposes of determining whether particular training techniques are effective. All staff, regardless of rank, are encouraged to convene debriefings within their respective units or request one be convened through their supervisor any time they determine a debrief would be beneficial to the unit or department as a whole.

An effective debriefing should contain the following elements:

1. Prompt Timing – A debriefing of an incident should occur immediately after the incident, or as close to the incident as possible, and should be brief and concise.
2. Content and Spirit –The debriefing environment should foster positive communication among all ranks of employees with an ultimate goal of shared learning. Members of a debriefing, whether a select group of officers or an entire shift, should feel comfortable discussing the incident in front of their peers and

supervisors without fear of ridicule. Though proper debriefings can lead to uncomfortable lessons learned at times, it is each employee's responsibility to foster a judgment-free environment conducive to learning. Harmful or malicious criticism or targeting of individuals will not be tolerated. Disciplinary actions involving individuals should never be addressed in a group debriefing, but should be addressed only with the affected individual(s).

3. Discussion of Execution vs. Objectives – The debriefing should include a discussion of the original objective for a given incident and a review of the results, including successes and operational deficiencies. To be successful, a debriefing must reveal the full truth and accuracy of what took place–operational deficiencies cannot be overlooked.
4. Analysis of Execution – One goal of analysis is to examine what was supposed to happen and what actually happened.
5. Lessons Learned – Prominent or recurring root causes identified in the analysis of the execution should be turned into actions that can be used to improve future executions of similar incidents.
6. Transfer Lessons Learned – Critical gaps in training or directives may be identified by debriefings. Those should be communicated through the chain of command to determine if dissemination throughout the organization is needed.
7. Positive Summary – A debriefing should end by highlighting the successes of the incident.

When debriefing is used to address minor issues with an employee's performance during an incident, it should be noted in the routing comments in the administrative tracking portal under the applicable incident number, if the incident type is tracked in the administrative tracking portal.

A debriefing may be used for self-correction in lieu of a training review, but employees may still be subject to discipline for violations of written directives.

3-405.3 Training Reviews

Training reviews are non-disciplinary corrective actions that are intended to provide focused training to address employee performance issues. Training reviews should be specific and provide a measurable opportunity to correct employee performance regarding an incident or issue.

A supervisor of any rank may conduct a training review at the division when deemed appropriate. If a supervisor conducts a training review that does not accompany written discipline, they shall add routing comments to the administrative tracking portal indicating the employee received a training review but should retain any documentation of the training review in their personal file for future consideration in the employee's performance evaluation.

An employee in need of improvement in any aspect of job performance may be required to successfully complete a training review. Training reviews shall be completed as soon as is practical. Failure of the affected employee to successfully complete the mandated training review may result in disciplinary action.

A training review should be documented in a memo and uploaded to administrative tracking portal when it:

1. Is recommended by the Screening Committee or Collision Review Board;
2. Is conducted by Training Center staff or a qualified instructor at the direction of Training Center staff; or
3. Accompanies written discipline.

The memo should contain a description of what initiated the training review, in addition to a detailed description of what additional training was provided to the employee.

3-406 Administrative Tracking Portal

The Oklahoma City Police Department utilizes administrative tracking portals to report specific incidents involving officers to the proper channels to store and track reports related to those incidents.

Supervisors shall utilize the administrative tracking portal for reporting the following types of incidents:

A. Administrative Investigations
B. Citizen Complaints
C. Response to Resistance
D. De-Escalation Reviews
E. Vehicle Pursuits
F. Vehicle Collisions
G. Dangerous Animal Shootings

All available evidence or documentation will be uploaded into the administrative tracking portal. Each incident will be forwarded through the chain of command for review through the administrative tracking portal. Each supervisor in the chain of command will review the report utilizing the administrative tracking portal. Once the review process is complete, the report will be forwarded through the administrative tracking portal to the Office of Professional Standards where it will be accepted and archived in the administrative tracking portal.

Section 5: Employee Health and Safety

In addition to insurance benefits, which cover medical expenses, certain direct medical services are also made available to Police Department employees who are injured while on-duty. It shall be the employee's responsibility to report ALL on-the-job injuries to their supervisor within 24 hours of the occurrence, regardless of the degree of injury.

3-501 Health and Safety Officer

The Operations Administration division commander will be designated as the coordinator for all health and safety matters for the police department. The lieutenant in the Operations Administration division will serve as the Health and Safety Officer. As health and safety concerns which may impact employees are identified, they shall be forwarded through the chain of command to the Operations Administration division commander or the Health and Safety Officer. It will be the Health and Safety Officer's responsibility to review, investigate, and make recommendations to the Operations Administration division commander and the executive staff regarding ways to alleviate potential or identified health and safety problems.

The Health and Safety Officer shall also be responsible for coordinating with Risk Management, Personnel, and other City departments as needed regarding health and safety issues. Any safety inspections of the Police Department conducted by another department or agency should include an entrance and exit briefing of the Operations Administration division commander and/or the Health and Safety Officer by the inspection team. Subsequent compliance reports should be prepared and submitted by the Health and Safety Officer to the Operations Administration division commander to be forwarded to the executive staff.

3-502 On-the-Job Injury

To remain in compliance with the Oklahoma State Workers Compensation Law, an Official Job Injury Report (IOD) shall be completed by the injured party and received by Risk Management within five (5) working days of the occurrence of the injury.

Once an injured employee has been returned to full duty by a competent medical authority, the employee may not receive further treatment or care for the injury at City expense, unless approved by the Risk Management Division. When an employee sustains re-injury on-the-job to the same part of the body for which treatment and a release has been given previously, the employee will follow medical service and reporting procedures as though it were an initial injury.

3-502.1 Non-Serious Injury

A non-serious injury is defined as a minor injury where treatment is not needed.

A. Responsibility of Employee:
   1. Notify a supervisor of the incident.
   2. Complete an Official Job Injury Report and Narrative Continuation Form (if needed) giving specific attention as to how the injury occurred.
   3. Forward all completed reports to a supervisor.

B. Responsibility of Supervisor:
   1. Submit Quick Fax to Risk Management the same day of the incident. Failure to Quick Fax may result in a denial of the claim or an untimely payment.
   2. Complete a Supervisor's Investigation Report.
   3. Forward the Official Job Injury Report, the Narrative Continuation Form (if used), the Supervisor's Investigation Report and the original Quick Fax to Police Human Resources. This should be completed within 48 hours from the time of the injury.

3-502.2 Less-than-Serious or Serious Injury

A less-than-serious injury is defined as a minor injury where treatment is needed (strains, sprains, abrasions, etc.) A serious injury is defined as all other injuries.

A. Responsibility of Employee:
   I. Notify supervisor of the incident and obtain a Medical Authorization Form from the supervisor.
   II. Employee seeks treatment with a Certified Workplace Medical Plan (CWMP) facility; one of the authorized clinics/physicians, if during normal business hours. If a less-than-serious injury occurs after normal business hours, it is recommended the employee go to the Bone and Joint Occupational Health Clinic, 1110 N. Dewey Ave., which is open 24 hours a day. If a serious injury occurs after normal business hours, the employee may report to any Emergency Room for treatment.
   III. Complete an Official Job Injury Report and Narrative Continuation Form (if needed) giving specific attention as to how the injury occurred.
      a. An arrest report will not suffice as necessary documentation needed for risk management or human resources.

B. Responsibility of Supervisor:
   I. Give the employee a Medical Authorization Form.
   II. Submit a Quick Fax to Risk Management the same day of the incident. Failure to Quick Fax may result in a denial of the claim or an untimely payment.
   III. Complete Supervisor's Investigation Report.
   IV. Forward the Official Job Injury Report, the Narrative Continuation Form (if used), the Supervisor's Investigation Report and the original Quick Fax to Police Human Resources. This should be completed within 48 hours from the time of the injury.

C. In those cases where an employee is injured and/or incapacitated, the supervisor shall complete all necessary forms and forward them to the Police Human Resources Office immediately.

D. The supervisor may require an employee to report to a CWMP Clinic or the Bone and Joint Occupational Health Clinic for evaluation if the supervisor feels the injury warrants action for the employee's safety.

3-502.3 Failure to Report within 24 Hours

Failure to notify a supervisor of an on-the-job injury within 24 hours that results in a Quick Fax to Risk Management may result in a denial of the claim or an untimely payment. If Risk Management denies the claim the employee shall:

A. Be notified in writing by the Risk Manager and the Personnel Director of the Police Department.

B. Have all associated medical costs on the denied claim directed for payment to the employee's health insurance by Risk Management.
C. Be carried on personal sick leave until exhausted, then on LEAVE WITHOUT PAY as directed by the Personnel Department.

3-502.4 Accredited Leave

To ensure leave is accurately credited for the injury, all personnel must furnish a doctor's statement to Police Human Resources once a month. Failure to provide the doctor's statement will result in that time being credited to the employee's personal sick leave or leave without pay.

3-503 Workers' Compensation for Secondary Employment Injury

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

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

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

3-504 Occupational Exposure to Communicable Disease Pathogens

The Oklahoma City Police Department is committed to the protection of its employees from the health hazards of occupational exposure to communicable diseases. To this end, the following employer's exposure control plan is to be adhered to by all employees. Since there is no population that is risk free for human immunodeficiency virus (HIV), hepatitis C virus (HCV), hepatitis B virus (HBV), tuberculosis, or meningococcal meningitis infectivity, any employee who has occupational exposure to potentially infectious material will adhere to the following directive.

3-504.1 High Risk Job Classifications

The job functions performed by employees of the Police Department in which there are high risks of occupational exposure include, but are not limited to:

A. All law enforcement activities in which employees come into daily contact with people and crime scenes by making arrests and conducting criminal investigations;
B. Cleaning and maintenance of vehicles that may have become contaminated by blood or other infectious material;
C. Traffic enforcement and the investigation of collisions;
D. Polygraph exams of individuals who may have infectious diseases;
E. Laboratory analysis of blood, drug syringes, and other materials that may be contaminated with infectious diseases;

F. Collection of fingerprints and body samples, such as hair and saliva, from subjects who may have infectious diseases;
G. Identification, collection and preservation of physical evidence which may be contaminated with infectious material;
H. Acceptance, storage, and retrieval of physical evidence which may be contaminated with infectious material; and
I. Booking and release of individuals who may have infectious diseases.

The specific job titles within the Police Department that have the greatest potential for occupational exposure to any communicable disease due to the tasks and procedures performed as previously listed are:

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

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

3-504.2 Personal Protective Equipment (PPE)

The following shall be considered personal protective equipment that shall be made available by the Police Department to all employees. Personal protective equipment will be issued to officers and carried in their vehicle. The following PPE (A) through (F) should be issued for everyday use and shall be made available from the Supply Room and each briefing station:

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

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

A. Disposable gown or coveralls
B. Disposable foot covers
C. Laboratory smock
D. Sharps containers
E. Germicidal Spray

3-504.3 Respiratory Protection Program

The Oklahoma City Police Department is committed to ensuring that all personnel are protected from respiratory hazards they may encounter during the course of their employment. Hazards may include, but are not limited to,

harmful dusts, fogs, fumes, mists, gases, smokes, sprays, or vapors. Protection shall be accomplished by adhering to accepted engineering control measures, safe work practices, and the appropriate use of self-contained breathing apparatus' (SCBA) and air purifying respirators (APR). For the purpose of this directive, a respirator can either be a SCBA or an APR.

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

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

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

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

Responsibilities include:

A. Ensuring compliance with federal, state, and local regulations on respirator use.
B. Selection and issue of proper respirators/filters.
C. Annual review of the Respiratory Protection Program.
D. Periodic monitoring of worksite conditions.
E. Periodic consultation with respirator users to assess needs.
F. Ensure implementation of a Respiratory Training Program.
G. Periodic consultation with Oklahoma City Risk Management/Safety Office.
H. Overall program administration.

Supervisor and/or Worksite Incident Commander: Supervisors and Incident Commanders are responsible for the following:

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

Equipment Maintenance: Each employee who is issued a respirator is responsible for the following:

A. Completing the annual medical evaluation and fit test for respirators.
B. Proper use of the issued respirator.
C. Periodic inspection of the respirator including before and after each use.
D. Performing positive and negative face piece seal checks before each use.
E. Ensuring the proper filter or cartridge is used.
F. Immediate evacuation of the worksite if a problem is suspected with the respirator or if any discomfort is felt while wearing the respirator.
G. Cleaning, disinfecting, inspecting, and storing the respirator after any use.
H. Notifying a supervisor for any needed replacements of a respirator or filter.

I. Reporting any respirator malfunctions to supervisor.
J. Proper storage of the respirator in a safe and accessible place.
K. Reporting the damage, theft, or loss of their respirator.
L. Completing the monthly respirator inspection form.

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

Replacement of Respiratory Equipment: The Respiratory Program Administrator or designee will maintain a supply of replacement respirator filters and a limited supply of replacement respirators. The reporting officer will be issued replacement equipment each time a respirator and/or a filter is used, lost, or damaged.

3-504.4 Universal Precautions

The Oklahoma City Police Department recognizes the term "universal precautions" refers to the concept of blood and air borne disease control which requires that all human blood, all human body fluids, and other potentially infectious materials be treated as if known to be infectious for human immunodeficiency virus, hepatitis B virus, hepatitis C virus, tuberculosis and meningococcal meningitis or other pathogens regardless of the source.

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

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

3-504.5 Work Practice Controls

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

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

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

In the event an employee's uniform, clothing or equipment has come in contact with blood borne pathogens, bodily fluids, or hazardous materials, the clothing and/or equipment will be removed immediately after contamination, placed in a red biohazard bag, and dropped inside the labeled biohazardous container located in the Property

Management Unit. The container is located underneath the counter in the lobby area. No contaminated clothing or equipment will be taken to an employee's home for cleaning/decontamination.

The bag will be labeled with the incident number as well as the name and commission number, if applicable, of the involved employee. If possible, a copy of the corresponding report should be placed under the Supply Room door, so the circumstances involved are known. The Supply Room staff will check the box daily (Monday-Friday) and have the clothing/equipment professionally cleaned by our contract vendor.

If the uniform, clothing, or equipment is beyond repair, it will be destroyed under the direction of Supply Room personnel, the employee will be notified**.** Uniform, Dress, and Appearance Regulations Section 1-400 will become applicable.

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

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

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

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

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

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

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

All contaminated sharp material (needles, razor blades, knives, glass, etc.) shall be disposed of in an approved "sharps" container. These materials should be retrieved with tongs, broom and dustpan, etc. and never by hand. The "sharps" container must be closable and labeled or color-coded. It should be leak-proof as well as puncture resistant.

Self-sheathing needles must be disposed of in a "sharps" container. Employees shall ensure that the "sharps" containers are inspected, disposed of appropriately and replaced in a timely manner.

3-504.6 Blood Borne Pathogen Exposure Control Plan

Any employee experiencing an exposure to any potential blood borne pathogen by contacting blood, bodily fluids or a needle stick will take appropriate action in accordance with this directive:

Responsibility of Exposed Employee

Immediately after an exposure, the affected employee should make every effort to:

A. Secure the source of the exposure, including the use of detention, if necessary.
B. Report the exposure to a supervisor immediately.
C. Go directly to the designated hospital, when medically possible, for evaluation of the exposure and treatment. Information regarding the designated hospital can be obtained from the Department Safety Officer or the 911 Communications Unit. In the event of a life-threatening injury, to either the employee or source patient, the nearest hospital will be utilized.
D. Assist in completing the Oklahoma State Department of Health (OSDH) Form 207.
E. Complete all necessary injury on duty reports.

Responsibility of Employee's Supervisor

A. The supervisor will accompany the employee to the designated hospital with the appropriate exposure forms and a Physician Authorization Form.
B. The supervisor will ensure, when medically possible, that the source patient is simultaneously transported to the same hospital as the employee and:
    I. A licensed healthcare professional will determine if an exposure has occurred.
    II. The supervisor will complete the applicable portions of OSDH Form 207, including the pertinent specific information of the exposed employee, and then sign in the space provided under "Employee Designee."
    III. A licensed healthcare professional will confirm the employee's exposure status by signing the applicable portion of Form 207. The healthcare professional must place a checkmark in the appropriate box indicating there was or was not an exposure.
C. If the licensed healthcare professional makes a determination that there was not an exposure, the yellow copy shall be placed in an envelope and forwarded to OCPD Personnel to be placed in the employee's medical file. The green copy of the form should be destroyed.
D. In all cases where it is determined an exposure occurred, the supervisor will:
    1. Deliver the green copy of OSDH Form 207, a metered envelope and instruction page to:
        a. A designated person at the health care facility to which the source patient was transported;
        b. An attending physician, if the source patient was being cared for outside of a health care facility; or
        c. A health care provider who last had responsibility for the source patient or the medical examiner, if the source patient is deceased.
E. Mail the yellow copy to the OSDH HIV/STD Service in the self-addressed, metered envelope provided, by no later than the next business day.
F. The supervisor will call the assigned CompCHOICE case manager the following business day to report the location of the source patient, confirm successful delivery of OSDH Form 207 (green copy) to that site, and when source patient blood test results are expected. The case manager's telephone number can be obtained from the Department Safety Officer or the 911 Communications Unit.
G. The supervisor will ensure the exposed employee receives the provided packet of information concerning medications and general CDC information regarding blood borne pathogens. The emergency room personnel will offer appropriate medical attention upon determination of exposure including prophylactic treatment and follow-up care as necessary.

H. The supervisor will instruct the employee to contact CompCHOICE to discuss follow-up care on the day of exposure or the next business day if after normal business hours.
I. The supervisor will ensure the following forms are completed as soon as possible:
   1. OJI/IOD Quick Fax to Risk Management
   2. City of OKC Official Injury Report Form
   3. Police Department Supplemental IOD Report
   4. City of OKC Supervisor's Accident Investigation Report Form.

Source Patient Procedure

When an appropriate licensed healthcare professional has determined an exposure has occurred, the supervisor will contact the involved source patient as soon as possible. The supervisor will request consent from the patient for them to be tested for any communicable diseases requiring immediate treatment, such as hepatitis B virus, hepatitis C virus, or human immunodeficiency virus.

C. If the source patient voluntarily consents to have their blood drawn and signs the Consent for Blood Test form, the source patient shall be tested.
D. If consent is refused or otherwise unobtainable, the supervisor shall immediately notify an on-call investigations supervisor of the need for a search warrant to withdraw the source patient's blood and have it tested for the above listed diseases.

Obtaining a Search Warrant to Draw Blood

Blood may be drawn from a source patient without their consent if a licensed healthcare professional determines an exposure has occurred. If a search warrant is necessary to draw blood from a source patient, the field supervisor shall notify the on-call investigations supervisor. The 911 Communications Unit will have a list of the on-call investigations supervisors if the event occurs after hours.

The type of incident being investigated will determine which investigations supervisor will be contacted. For example, if the exposure occurs during the officer's response to a crime where the appropriate on-call investigative supervisor should be contacted, that unit will assist with the search warrant. The units include:

A. Homicide;
B. Sex Crimes;
C. Crime Against Children;
D. Robbery; or
E. Domestic Violence.

If the exposure occurs as a result of any other incident, then the Assault Unit's supervisor should be contacted.

The investigations supervisor will assign a detective according to the unit's procedures to type a search warrant to withdraw blood from the source patient and have it tested for the above listed diseases. Once the search warrant is signed by the judge, the warrant will be given to the field supervisor to be served. A copy of the warrant shall be given to the source patient upon the blood draw. The assigned detective will be responsible for completing a return of the search warrant and an order to seal the affidavit, search warrant and return to protect the confidentiality of all parties.

If there are any questions concerning this directive, the supervisor should contact a dispatch supervisor to obtain contact information for the Department Safety Officer.

3-504.7 Airborne Pathogen Exposure Control Plan

Any employee experiencing an exposure to any potential airborne pathogen (i.e. tuberculosis or meningitis) by breathing contaminated air will take appropriate action in accordance with this directive.

Responsibility of Exposed Employee

Immediately after an exposure, the affected employee should make every effort to:

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

Responsibility of Exposed Employee's Supervisor

A. The supervisor will supply the employee with the appropriate exposure forms and a Physician Authorization Form.
    1. A licensed healthcare professional will determine if an exposure has occurred by signing the applicable portion of OSDH Form 207. The healthcare professional must place a checkmark in the appropriate box indicating there was or was not an exposure.
    2. The supervisor will complete the applicable portions of OSDH Form 207, including the pertinent specific information of the exposed employee, and then sign in space provided under "Employee Designee."
B. If the licensed healthcare professional makes a determination that there was not an exposure, the yellow copy shall be placed in an envelope and forwarded to OCPD Personnel to be placed in the employee's medical file. The green copy of the form should be destroyed.
C. In all cases where it is determined an exposure occurred, the employee will return the OSDH Form 207 (green copy) to the supervisor who will:
    1. Deliver the green copy of OSDH Form 207, a metered envelope and instruction page to:
        a. A designated person at the facility to which the source patient was transported (e.g., the County Jail Health Service Nursing Director);
        b. The attending physician, if the source patient was being cared for outside of a health care facility; or
        c. The health care provider who last had responsibility for the source patient or the medical examiner, if the source patient is deceased.
    2. Mail the yellow copy to the OSDH HIV/STD Service in the self-addressed, metered envelope provided, by no later than the next business day.
D. The supervisor will call the assigned CompCHOICE case manager the following business day to report the location of the source patient, provide the source patient's personal information and confirm successful delivery of OSDH Form 207 (green copy).
E. The medical personnel will offer appropriate medical attention upon determination of exposure and follow-up care as necessary.
F. The supervisor will instruct the employee to contact CompCHOICE to discuss follow-up care on the day of exposure or the next business day if after normal business hours.
G. The supervisor will ensure the following forms are completed as soon as possible:
    1. OJI/IOD Quick Fax to Risk Management
    2. City of OKC Official Injury Report Form
    3. Police Department Supplemental IOD Report
    4. City of OKC Supervisor's Accident Investigation Report Form.
H. If there are any questions concerning this directive, the supervisor should contact a dispatch supervisor to obtain contact information for the Department Safety Officer.

3-505 Line of Duty Death or Serious Injury of an Employee

The purpose of this directive is to ensure the appropriate emotional and tangible support for the families of officers who are seriously injured or killed in the line of duty. This directive is intended to provide guidelines for addressing serious injury or line of duty deaths of police officers; however, these guidelines may be applicable to any agency member regardless of whether or not the death is duty related. The Chief of Police has the discretion to institute parts of this directive for cases of any employee's death.

It will be the Oklahoma City Police Department's responsibility to provide liaison assistance to immediate survivors of the officer who is seriously injured or dies in the line of duty. This assistance is provided when an officer dies while performing a police-related function on or off duty, whether their death is the result of an accident or a criminal act. The tangible assistance shall include, but is not limited to, ensuring appropriate notification, providing emotional support, coordinating memorial/funeral activities, and clarification of survivor benefits.

In the event of a line of duty death, the officer's family shall have final authority on all decisions regarding funeral arrangements for the deceased officer. The role of the department is to support and facilitate those decisions.

3-505.1 Definitions

Line of Duty Death - The death of a sworn employee occurring as a result from their duty or from complications resulting from their duty.

Non-Line of Duty Death - Any death of an employee, other than a Line of Duty Death, such as the death occurring as a result of illness or an accident not directly related to their duty.

Line of Duty Serious Injury - For the purpose of this directive, a line of duty serious injury shall be serious enough that the employee is incapacitated or hospitalized for an extended amount of time or time away from the department is ordered by a physician for an indefinite period.

Professional Staff Employee - Any employee who holds a position that is not mandated to be licensed by the Oklahoma Council on Law Enforcement Education and Training (C.L.E.E.T.) as a condition of their employment.

Retired Sworn Employee - A former employee who retired from a sworn position with the Oklahoma City Police Department, and remains in good standing, as determined by the Chief of Police.

Employee Designated Representative (EDR) - A person, pre-identified by the officer before their death, who may act as a liaison between the survivors, the Family Liaison Officer, and the Oklahoma City Police Department.

Survivors - Immediate family members of the deceased officer to include, spouse, children, grandchildren, parents, grandparents, siblings and/or domestic partner.

Benefits - Financial payments made to the family upon the death or serious injury of the employee.

3-505.2 Responsibilities and Roles of Department Employees

A line of duty death will have a significant effect on the officer's family, fellow employees, and the community. The Oklahoma City Police Department will use a coordinated response to maintain order and respectfully prevent duplication of efforts by members wishing to assist. Professionalism and compassion must be exhibited at all times to the officer's family.

Employees are encouraged to maintain an up to date "Confidential Employee Line of Duty Death Information" Form. This information may help alleviate some stress and trauma of a line of duty death and provide comfort to the employee's surviving family by communicating the deceased officer's wishes. The confidential information in this form will be accessible only to full-time members of the Wellness Unit, the Chief of Police, or their designee. Police Personnel will send out an annual reminder to update the form during open enrollment.

Responsibilities of the Officer on the Scene

The first officer on scene is responsible for ensuring an on-duty supervisor is notified immediately upon the discovery of a line of duty serious injury or death.

When possible, the officer shall:

A. Render first aid when appropriate and call for medical attention;
B. Secure the scene;
C. Identify witnesses; and
D. Preserve Evidence.

Responsibilities of the Field Supervisor

The supervisor responding to the scene will be responsible for:

A. Ensuring there are sufficient officers assigned to the incident to adequately protect the scene and identify any witnesses;
B. Notifying the watch commander and 911 Communications Unit supervisor;
C. Communicating with the Office of Media Relations; and
D. Monitoring involved/witnessing officers who were on the scene or arrived moments after an officer was seriously injured or killed. First responding officers may need to be relieved as quickly as possible.

Responsibilities of the 911 Communications Supervisor

When notified of any incident defined as a line of duty serious injury or death, the 911 Communications Unit Supervisor will ensure that all necessary units listed below have been notified:

A. Chief of Police or designee;
B. The involved employee's bureau chief or designee;
C. The division commander:
D. The wellness unit coordinator;
E. A crime scene investigations supervisor;
F. The public information officer;
G. The investigations division commander; and
H. The watch commander.

Responsibilities of the Watch Commander

When contacted by a supervisor, the watch commander shall respond to the scene and will be responsible for ensuring the 911 Communications Unit supervisor has contacted the required personnel. The watch commander will ensure the Wellness Unit is notified to assist.

Responsibilities of the Wellness Coordinator

In the event of a line of duty death, the wellness coordinator or designee will review the employee's Line of Duty Death Information Form.

At the discretion of the wellness coordinator, members of the department may be assigned specific tasks which will provide the best possible services and support for the employee's surviving family.

In the event neither the wellness coordinator nor a senior member of the Wellness Unit is available to assign these responsibilities, the Chief of Police will designate a member of the department to coordinate the below efforts.

The Wellness Coordinator will coordinate responses to the needs of the employees affected in the aftermath of a critical incident.

Notification Liaison Team

The wellness coordinator or designee may assign a notification liaison team including, but not limited to the deceased officer's Employee Designated Representative, an officer, and chaplain. The notification liaison team will respond and make proper notifications to the surviving family.

When making a line of duty death or serious injury notification, the notification liaison team should ask to be allowed into the residence, or a private room, if done at a place of business. If young children are present, the team should ask the family member if they can speak in private, away from the children. It is important to use the officer's name during the notification. The team should inform the family members slowly and clearly of the information and must be prepared for unexpected responses to include anger, physical or verbal reactions, fainting, etc. They must also be prepared to request medical services for family members in the event of an emergency.

If the family requests to visit the hospital, they should be transported by police vehicle. If the family member insists on driving, someone should accompany them in the family vehicle. The notification liaison team must arrange for babysitting needs in the event young children are at home and the family member requests to visit the hospital without them. Prior to departing for the hospital, the notification liaison team will notify the hospital liaison of their estimated time of arrival.

The Chief or their designee should respond to the residence or hospital to meet with the family as soon as possible.

If the family is located outside of the greater Oklahoma City metro area, a member of the notification liaison team will call the appropriate law enforcement agency and coordinate an in-person response to make notification to the family.

Hospital Liaison

The wellness coordinator or designee may assign a hospital liaison to coordinate activities at the hospital and assist family upon arrival.

The hospital liaison may be responsible for the following duties including, but not limited to:

A. Arranging with hospital personnel to provide an appropriate waiting area for the surviving family;
B. Arranging with hospital personnel to provide an area for fellow police officers to assemble;
C. Coordinating with the OCPD Solo Motors Unit, Honor Guard, Medical Examiner's Office, and other appropriate personnel to arrange for the transport of the deceased officer from the hospital; and
D. Arranging transportation for the surviving family back to their residence.

Family Liaison

The wellness coordinator or designee may assign a family liaison to communicate with and assist the surviving family. The family liaison will be constantly available to the family.

The family liaison may be responsible for the following duties including, but not limited to:

A. Assisting the surviving family with food, lodging, transportation, and tangible needs;
B. Communicating with the family to learn the deceased officer's wishes for funeral arrangements;
C. Accepting and coordinating all donations made to the officer and/or their family in accordance with Section 3-202.1; and
D. Working in close contact with the department liaison and benefits coordinator to ensure the family's needs are met as they prepare for funeral arrangements and the explanation of survivor benefits.

Department Liaison

The wellness coordinator or designee may assign a department liaison to work closely with the family liaison to coordinate resources throughout the department.

The department liaison may be responsible for the following duties including, but not limited to:

A. Coordinating and maintaining communication with the Chief of Police, chaplain, Honor Guard, Air Support, Solo Motors, and other commanders of specific units in order to prepare funeral arrangements as requested by the surviving family.

Benefits Coordinator

The wellness coordinator or designee may assign a benefits coordinator, who should be a full-time Office of Finance and Personnel employee. The benefits coordinator will contact the family as soon as practicable to answer questions the family may have.

The benefits coordinator may be responsible for the following duties including, but not limited to:

A. Gathering information on benefits available to the family;
B. Filing benefit paperwork and following through with the family;
C. To avoid confusion, only personnel of the Wellness Unit or the assigned benefits coordinator are authorized to discuss what benefits the family may be eligible to receive.

Survivor's Liaison and Continued Support

A chaplain or officer may be assigned as a liaison to the surviving spouse/immediate family member of the seriously injured officer or deceased officer after funeral activities have concluded. The days ahead for the surviving spouse and children may be difficult to maneuver as they grieve the loss of a loved one. It should be the department's goal to ensure survivors are not forgotten, and they continue to feel part of the "police family," if they desire.

It is important the department provides tangible and intangible emotional support to the survivor and surviving children during this traumatic period of re-adjustment for the family.

The liaison may provide support services including, but not limited to:

A. Accompanying the surviving family to criminal court proceedings related to the serious injury or line of duty death, if applicable;
B. Assisting with mentorship or support for children of the survivor (e.g., first day of school, graduation, holidays, sporting events or activities);
C. Assisting with questions and resources as provided by the Wellness Unit; and
D. When appropriate, inviting surviving family members to department related activities (e.g., police awards banquet, police memorial service, etc.)

Close contact and communication should be maintained between the department and survivors for as long as they feel the need for support.

3-505.3 Release of Line of Duty Serious Injury or Death Information

The release of the identity or information that may identify the officer is strictly prohibited until authorized and agreed upon by the Chief of Police, or their designee. The name of the deceased officer will not be released before the immediate family is notified.

3-505.4 Home Security Detail (Sworn LODD or Special Circumstances Only)

A 24-hour security detail may be established at the deceased officer's home following the notification of a line of duty death. The primary purpose is to afford a sense of security for the surviving family and to prevent the news media and others from entering the personal space of the family without invitation. The Chief of Police, or their designee, will approve the length of the security detail based on the circumstances.

3-505.5 Officer's Personal Effects

Unless investigative or evidentiary, the personal effects of the deceased officer will be left in place in their workplace (e.g., desk, locker, vehicle, etc.) until the surviving family determines what they want to do with them. The division commander, or their designee, may survey the workspace and secure any sensitive materials (e.g., case files or weapons) or items of value.

3-505.6 Funeral Arrangements and Honors

Funeral arrangements may be arranged and coordinated by the department liaison and family liaison.
Police honors for a deceased officer's funeral are outlined in the OCPD Honor Guard's Standard Operating Procedures. For more information, refer to that document. Police Honors are broken down into classification of service to include:

Full Police Honor Funeral - When an Oklahoma City Police Officer is killed while in the performance of duties.

Department Honors Active Officer Funeral - When an active-duty Oklahoma City Police Officer dies in a manner not associated with an official performance of duty.

Department Honors Retired Officer Funeral - When an officer dies after retirement from the department.

3-505.7 Benefits and Assistance Resources

The following are potential benefits and resources that may be available to the surviving family of a deceased officer. The benefits coordinator and/or survivor liaison may assist the surviving family member with further information.

City of Oklahoma City Life Insurance

The City of Oklahoma City provides basic life and accidental death and dismemberment insurance for every employee. The death benefits are payable to the beneficiaries named on the insurance enrollment documentation and dismemberment is payable to the employee. In addition to the basic coverage some employees are enrolled in optional coverage insurance. The Oklahoma City Police Department Personnel Office will provide specific and current benefits. They can be contacted at 405-297-1105.

City of Oklahoma City Payroll

The City of Oklahoma City provides payment of the following funds to the survivors of a police officer killed in the line of duty:

A. The unused portion of the officers accrued compensatory time;
B. The unused portion of the officers accrued vacation leave; and
C. The unused portion of the officer's sick leave balance if the death occurs when suffered in the performance or discharge of a duty required of the employee as a member of the police department as stated in the collective bargaining agreement.

Concerns of Police Survivors (COPS)

Concerns of Police Survivors, Inc. provides resources to assist in the rebuilding of the lives of surviving families of law enforcement officers killed in the line of duty as determined by federal

criteria. COPS is a non-profit tax-exempt organization and receives substantial grant support from the Bureau of Justice Assistance, the Office of Justice Programs, and the U. S. Department of Justice.
Some of the benefits that may be available from COPS include:

A. COPS education scholarships for surviving children;
B. National police survivors' seminars; and
C. COPS Kids counseling for dependent children of officers killed in the line of duty.

The national COPS organization can be contacted at telephone number 573-346-4911 to ascertain the contact person and telephone number for the Oklahoma Chapter or the regional representative.

Education Benefits for Dependent Children (Oklahoma)

Dependent children of Oklahoma law enforcement officers killed in the line of duty may attend any Oklahoma state university or college tuition and general enrollment fee free. This provision is explained in Title 70, Oklahoma Statutes, Chapter 50, Article II, § 3218.7.

National Law Enforcement Officers Memorial

Each year, during police week, thousands gather at the national memorial to salute all of America's law enforcement heroes, past and present. Special tribute is given to the officers who have lost their lives in the line of duty. The annual new additions are formally dedicated during this ceremony.

The Oklahoma City Police Department is responsible for submitting the name of its fallen officer for inclusion in the Memorial.

Oklahoma City Fraternal Order of Police Lodge 123

If the employee is a member of the Fraternal Order of Police, they will receive death benefits in accordance with the Constitution and Bylaws in Article XI Section 4. The Oklahoma City Fraternal Order of Police Lodge 123 can be reached at 405-236-4631.

Oklahoma City Police Association

Members of the Oklahoma City Police Association may be enrolled in a life insurance policy. The death benefits are payable to the beneficiary named on the enrollment documentation. The Oklahoma City Police Association can be contacted at 405-609-1675.

Oklahoma Law Enforcement Officers Memorial

The state memorial is sponsored by a committee of six state law enforcement organizations including the Association of Oklahoma Narcotics Enforcers (A-ONE), the Oklahoma Association of Chiefs of Police (OACP), the Oklahoma Sheriffs Association, the Oklahoma Sheriffs and Peace Officers Association, the Oklahoma State Lodge of the Fraternal Order of Police, and the Oklahoma State Troopers Association. New names are dedicated and added at the memorial service each year during police week.

The Oklahoma City Police Department is responsible for submitting the name of its fallen officer for inclusion on the Memorial.

Oklahoma Police Pension and Retirement System

The Oklahoma Police Pension and Retirement System may provide payments to the beneficiaries upon the death of a member or retired member of the system. Additionally, the system may pay a disability benefit to a member who incurred a permanent total disability or a permanent partial disability while performing the duties of a police officer provided the officer has complied with the conditions as set forth in the statutes. See Title 11, Chapter 1, § 50 – 113

through 117 of the Oklahoma State Statutes for specific details of these benefits. They can be contacted at 405-840-3555.

Personal Life Insurance

Claims for insurance benefits available through private personal life insurance are filed by the family. The Oklahoma City Police Department will provide whatever assistance is deemed by the family and the department to be appropriate in these matters. A complete list of insurance companies and individual policy numbers should be maintained by the family to help ensure that the maximum benefit is obtained. Additionally, policies that may be an added as a benefit of credit cards, bank accounts, or memberships in other organizations should be examined.

Public Safety Officers' Benefits Program (PSOB)

Federal statute may provide the following benefits:

A. A one-time death benefit to the survivors of a public safety officer who is killed in the line of duty;
B. Payments to officers who are permanently or totally disabled due to an injury sustained in the line of duty;
C. Education benefits to dependents of public safety officers who are kill or disabled in the line of duty.

Forms will be completed by the Oklahoma City Police Department and forwarded to the U.S. Department of Justice for processing and payment. See 42 U.S. Code 3796 for specific details of this benefit.

The Claims Examiner of the Public Safety Officers' Benefit Program may be contacted at 888-744-6513 or 202-307-0635.

State of Oklahoma Victims Compensation Program

Injured victims, including police officers, or dependents of deceased victims may be eligible to receive payment from the Oklahoma Crime Victims Compensation Board for medical expenses, income loss, replacement services and funeral expenses resulting from a crime. The process for this benefit begins by contacting the victim/witness coordinator at the appropriate county district attorney's office.

Social Security

The United States Social Security Administration may provide benefits for members or their beneficiaries in case of death of disability of the member. Survivors or their liaison should contact the Oklahoma City Police Department Personnel Office or the local Social Security office.

Veteran's Administration Benefits

The United States Veterans Administration may provide disability or death benefits to officers who are eligible veterans. In addition, the officer's dependents may be eligible for an education benefit. The United States Department of Veterans Affairs, Benefits and Claims Office can be contacted at 800-827-1000.

Worker's Compensation

Worker's compensation benefits are payable to the beneficiaries of the fallen officer or to an officer injured in the line of duty. The City of Oklahoma City Attorney's Office will provide specific information. They can be contacted at 405-297-3844.

Section 6: Scheduling, Leave and Retirement

3-601 Scheduling Procedure

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

3-601.1 Reporting for Duty

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

3-601.2 Reassignment

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

3-601.3 Tardiness

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

Tardiness Defined:

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

Disciplinary Actions

First occurrence: Counseling
Second occurrence: Class I reprimand
Third occurrence: Class II reprimand
Fourth occurrence: Class III reprimand and three days suspension
Fifth occurrence: Class III reprimand and five days suspension
Sixth occurrence: Termination

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

3-601.4 Overtime Work

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

3-601.5 Meals and Coffee Breaks

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

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

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

Officers shall adhere to the following provisions:

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

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

3-602 Daily Roster

In order to accurately identify on duty personnel and their assignment for a tour of duty, a Daily Roster will be utilized. The Daily Roster will be completed by an on-duty supervisor and will be distributed in accordance with directives of the respective Bureau Commander.

3-603 Illness or Medical Condition

Employees who are ill and unable to report for work must notify a supervisor prior to the start of their regularly scheduled shift. Employees who become aware of any illness or medical condition which would prevent them from performing duties within the scope of their employment must notify their supervisor immediately.

It is the responsibility of each employee to bring to the attention of a supervisor any condition they observe in another employee, which might make that employee unfit for duty or unable to properly perform their duties.

When a supervisor is notified that an employee may be unfit for duty or unable to properly perform their duties, whether by the involved employee or another employee, the supervisor will report that information through their chain of command. The supervisor will be responsible for taking appropriate action if that situation may prove dangerous to the employee or to others or may prove detrimental to the image and efficiency of the department.

3-603.1 Sick Leave

Any employee who is on sick leave for three consecutive tours of duty may be required to submit a doctor's release in order to return to work, at the discretion of their supervisor.

3-603.2 Sick Leave Abuse

The use of sick leave for other than illness or injury is prohibited. Any employee suspected of sick leave abuse may be required to submit a doctor's release in order to return to work.

3-604 Leave of Absence

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

Prior to beginning the leave, the employee will turn in all equipment, including their commission card, if applicable. While on leave, the employee's police powers and authority are suspended; they cannot carry a department weapon at any time, nor identify themselves as a police officer.

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

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

3-604.1 Military Leave

All actions regarding an employee's military service shall conform to applicable federal and state statutes. Approved military leave shall be counted toward continuous service. An employee of the city who is a member of the military is entitled to thirty (30) working days of military leave per federal fiscal year (October 1 through the following September 30).

Employees who are ordered to active military service shall provide a copy of their orders to the employee's supervisor as soon as possible. The supervisor will then forward the orders to the Police Human Resources Office, the training center, and the Wellness Unit without delay. Employees are not to perform any law enforcement function or work extra duty employment as an Oklahoma City Police Officer, or attend department training while on active military duty status.

When an employee receives military orders for a period of time longer than 30 consecutive calendar days, the following shall apply:

A. The employee will be required to return all city issued firearms, including a KEID shotgun (with all less lethal rounds), and/or a patrol rifle, if issued, to the firearms range for safekeeping or reissue during the time the employee is under military orders.
B. If the employee has been issued a conducted electrical weapon (CEW), the employee will be required to return the CEW (including all CEW cartridges) to the training division as well.
C. If the employee has been assigned a take-home or home storage vehicle, they will follow the requirements outlined in Section 3-700.

The Chief of Police or designee may grant exceptions to any of the above.

Prior to deployment of more than 180 days, the employee shall meet with the Wellness Unit. The Wellness Unit will provide contact information to the employee in order to maintain communication while the employee is on active military duty status. The employee and their immediate family may elect to exchange contact information with the Wellness Unit. The employee may also provide information regarding the potential needs of their family during the deployment period. The Wellness Unit will serve as the departmental point of contact for the employee's family during this time as well. The Wellness Unit will document this meeting and forward such documentation to the Police Human Resources Office.

Upon return from deployment, the following shall apply:

A. The employee shall meet with the Wellness Unit to assess any needs the employee may have prior to returning to duty. The Wellness Unit will document this meeting and forward documentation to the Police Human Resources Office.
B. The employee will verify the training center has received any orders showing the beginning and end date of their activation.

C. Upon their release from military duty, employees shall makeup all required training within 60 days of their return to employment with the Oklahoma City Police Department.
D. Upon completion of training, the employee will be issued current equipment in use by the department. The employee's city issued handgun will be reissued to the employee upon successful completion of firearms qualification.
E. The employee will schedule a return to duty training day with the Reality Based Training Unit to be completed prior to release to full duty.

3-605 Sworn Personnel Retirement

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

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

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

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

A retired officer denied a retired commission card or denied the privilege to wear the Oklahoma City Police Department uniform may appeal the decision of the Chief of Police by written request to the City Manager's Office. Sworn personnel retiring will sign a checklist indicating they have received a copy of sections 1750.1 through 1750.13 of Title 59 of the Oklahoma Statutes, also known as the Oklahoma Security Guard and Private Investigator Act, and the applicable 1992 West Publishing Company Supplement provisions. They will also return their commission card and, with the approval of the Chief of Police, will receive a Retired Officer commission card.

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

3-606 Professional Staff Employees' Retirement

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

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

3-607 Voluntary Termination

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

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

Section 7: Department Equipment

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

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

3-701 Care of Vehicles/Equipment

Employees of the Oklahoma City Police Department shall be responsible for the care, cleanliness and appropriate utilization of all vehicles/equipment issued or assigned to them. The employee shall immediately report to a supervisor any new damage to the vehicle/equipment.

Car Washes for Department Vehicles

Police Department Fuelman cards may be utilized to purchase car washes at participating Fuelman stations. When purchasing a car wash, employees are only authorized to purchase the basic (least expensive) level of car wash. Vehicles may only be washed once per calendar week using the Fuelman cards.

Fuelman provides a mobile phone application that displays the location of fuel stations in the area that accept the fuel card. The Fuelman website has a fueling site locator that allows the viewer to download an Excel spreadsheet with the name and address of each station. A location map is also available on the website.

3-701.1 Equipment Additions / Alterations

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

An employee may request additions or alterations to their assigned vehicle by forwarding a memorandum request through their chain of command to the Fleet Management supervisor. The request should contain at least an introduction, description of the problem, and cost analysis. The Fleet Management supervisor will retain a copy of the memorandum if changes are approved.

For safety reasons, nothing will be hung from the rear-view mirror of the car. Also, nothing will be placed on the dash or in the rear window except for a properly mounted radar, video camera, and/or emergency lights. No decals or bumper stickers will be affixed to the vehicle without the approval of the Chief of Police.

3-701.2 Vehicle Inspections

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

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

not available for inspection due to a mechanical condition, the vehicle will be inspected as soon as it becomes available. Employees are expected to maintain vehicle appearance standards, which are deemed appropriate to weather conditions and public contact. Failure to provide proper care and maintenance of the vehicle may result in discipline and suspension or revocation from the take-home or home storage vehicle program.

3-701.3 Firearm Maintenance

Officers are responsible for the periodic inspection, cleaning, and lubrication of their assigned firearms in accordance with their training. Officers shall immediately report all malfunctions, defects, damage, or potential damage to a department-issued firearm or a department-approved personally owned firearm being used to the range master or designee.

3-701.4 Required Equipment

For marked police vehicles, the following equipment must be carried within the vehicle at all times when the vehicle is in operation:

A. Department approved firearm;
B. Proper police identification;
C. Handcuffs;
D. Flashlight;
E. Department approved vest; and
F. Citation and report forms.

For unmarked vehicles driven by sworn employees, the following equipment must be carried within the vehicle at all times when the vehicle is in operation:

A. A department approved firearm;
B. Proper police identification; and
C. Handcuffs

It is recommended that the employee also carry a flashlight, a department approved vest, and documents necessary to their current assignment.

3-701.5 Security of Department-Utilized Vehicles

Employees shall lock and remove keys from any department-utilized vehicles or equipment when left unattended, except in emergency situations. Employees shall not disengage or turn off any security or anti-theft device on a department-utilized vehicle. Officers shall remove all firearms from department-utilized vehicles while off duty, unless actively working an extra-duty job.

Canine officers may leave a vehicle running while unattended when necessary for the health of their police dog if they engage the vehicle's anti-theft system that prevents the vehicle from being driven.

3-701.6 Security of City Equipment

Officers shall not leave any of the following equipment in any vehicle while off duty:

A. City-issued firearms;
B. City-issued portable radio; or
C. City-issued conducted electrical weapons.

While off duty, officers shall remove from any vehicle or secure in the trunk the following equipment:

A. City-issued body armor; or

B. Any uniform items with OCPD markings.

Officers may leave any other city equipment in a vehicle while off duty, but shall secure the vehicle if it is left unattended.

3-701.7 Cost of Damaged / Lost Equipment

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

3-701.8 Return of Departmental Property

Members shall return all equipment and property owned by the Department when they retire, resign, or otherwise leave the Department, and shall return any equipment when ordered to do so because of suspension or other absence from work.

3-701.9 Testing of Equipment, Services, and Products

Officers shall not solicit any equipment for testing, accept any equipment for testing, or offer to test any equipment in their capacity as an employee of the Oklahoma City Police Department without approval from the appropriate bureau commander responsible for purchasing that equipment or their designee. This would also apply to any service or other product that may be tested or evaluated.

3-701.10 Contacting Equipment, Service, or Product Vendors

Employees shall not contact equipment or service vendors in reference to police department equipment, products, or services without the approval of the appropriate bureau commander responsible for purchasing that equipment, products, or services, or their designee.

3-702 Vehicle Programs

The department currently maintains the following vehicle programs:

A. Take-Home Vehicle Program
B. Home Storage Vehicle Program

For the purpose of these directives, a take-home vehicle is a marked unit assigned to an officer within the Operations Bureau.

A home storage vehicle is defined as a vehicle, marked or unmarked, that is stored at a police employee's declared residence after normal working hours.

Employees participating in the Take-Home or Home Storage Vehicle Programs will be issued a city vehicle for commuting to and from their on-duty law enforcement assignment. Off-duty use is restricted to official police business (i.e., court appearances, training sessions, neighborhood group meetings, vehicle maintenance, etc.) and driving to and from extra-duty employment. The assigned employee(s) will be responsible for the care and use of the vehicle in accordance with current written directives.

3-702.1 Take-Home City Vehicles

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

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

3-702.2 Eligibility for Vehicle Programs

In order to be considered eligible to participate in the Take-Home Vehicle Program, officers assigned to the Operations Bureau must:

A. Perform law enforcement duties to the minimal performance standards for the preceding six (6) months;
B. Have satisfactorily completed the required Field Training and Evaluation Program and the recruit probationary period; and
C. Permanently reside within the corporate limits of the City of Oklahoma City.

Officer selection for the Take-Home Vehicle Program will be at the discretion of the Chief of Police or designee and may be dependent on vehicle availability and/or vehicle distribution needs.

The Chief of Police or designee will determine the assignments which are eligible for a home storage vehicle, marked or unmarked. Home storage vehicles may be issued to individual employees based on assignment, call-out status, or any other relevant factors.

A home storage vehicle may be assigned to an employee who resides outside the City limits at the discretion of the Chief of Police.

3-702.3 Revocation from Take-Home or Home Storage Vehicle Program

An employee's participation in the Take-Home or Home Storage Vehicle Program requires adherence to all applicable written directives. The employee's supervisor will recommend corrective action for minor infractions, as they occur. All infractions must be documented. The Chief of Police may revoke or suspend an officer's participation in the program.

The following are examples of actions that may result in suspension from the program, in addition to disciplinary action:

A. Abuse of the car through neglect or carelessness	Minimum of 14 days per infraction
B. Violation of provision of vehicle program	Minimum of 14 days per infraction
C. Involved in three or more preventable collisions in year	Two 28-day work cycles per infraction
D. Temporary VPO/Domestic Violence against the officer	Duration of VPO
E. Administrative leave, with or without pay	Duration of the leave
F. Injured on duty/light duty assignments	Duration of the leave/assignment

The following are examples of actions that may result in revocation from the program in addition to disciplinary action:

A. Multiple violations of the provisions of the vehicle program within a year
B. Serious abuse of the car through neglect or recklessness
C. Serious preventable collision resulting in injury or death
D. Falsify home address for program eligibility
E. Move outside city limits of Oklahoma City, unless a home-storage vehicle is authorized by the Chief of Police
F. Permanent VPO/Domestic Violence conviction against the employee
G. Personal use of the vehicle

3-702.4 Take-Home and Home Storage Vehicle Agreement

As a vehicle is assigned to an employee, a Take-Home and Home Storage Vehicle Agreement will be signed and dated by the participating employee and a supervisor.

The original form will be maintained in the employee's division file. Copies will be provided to the employee and the Fleet Management Unit.

3-702.5 Vehicle Distribution

The maximum number of marked vehicles that can be designated as take-home vehicles shall be 302. As they are available, vehicles will be distributed as directed by the Chief of Police. The current distribution, which can be amended, includes a certain percentage assigned to each of the Operations Bureau divisions based on authorized staffing. The take-home vehicles are then equitably allocated to the shifts within each division as determined by the Division Major. One vehicle per set on each shift in each of the geographical divisions will be reserved for officers/sergeants who choose to reside in certain City Council wards identified as having disproportionately fewer take-home vehicles than other Council wards. The vehicles will remain within the wards and officers who move from the wards will relinquish the vehicle. The Division Majors can determine what is best for their division by deciding if unassigned ward vehicles can be assigned as temporary take-home vehicles. The Division Majors will take into account the status of their fleet and the availability of vehicles and personnel. The assignment of the temporary take-home vehicle will be documented on the Take-Home and Home Storage Vehicle Agreement.

Home storage vehicles are distributed based on the needs of the department at the discretion of the Chief of Police. There is no maximum number of vehicles that can be designated as home storage vehicles.

3-702.6 Vehicle Transfers Prohibited

Once take-home vehicles have been assigned to shifts within divisions they will not be transferred from one shift to another nor will they be transferred from one division to another without the expressed authorization, in writing, from the Chief of Police. The number of take-home vehicles authorized for a division will not be exceeded unless approved, in writing, by the Chief of Police.

If a home storage vehicle is assigned to a specific position, the vehicle will not be transferred to any other position without the authorization of the Chief of Police. Fleet Management will be notified when any home storage vehicle is transferred.

3-702.7 Personnel Transfers

Take-Home Vehicle Program

When an employee participating in the Take-Home Vehicle Program voluntarily or involuntarily transfers to another shift, division, or bureau, their status within the program will be handled as described in the following section:

A. An assigned take-home vehicle will be relinquished when:
   1. An employee transfers from the Operations Bureau to any other bureau;
   2. An employee transfers from one division to another division within the Operations Bureau; or
   3. An employee transfers from one shift to another shift within the same division.
B. An employee who relinquishes a take-home vehicle will return the vehicle to their shift. Following inspection and acceptance by the employee's shift captain, the return of the vehicle will be documented on the Take-Home and Home Storage Vehicle Agreement and a copy of the agreement will be provided to the relinquishing employee. The vehicle will be retained by the shift at the division until it is reassigned. If not immediately reassigned to an eligible employee, the vehicle will be utilized as a pool car for the shift until an eligible employee is available for assignment.
C. Employees who transfer into the Operations Bureau or from one division to another division within the Operations Bureau will not be eligible for a take-home vehicle in the new division for a period of six months. The employee will then be placed on the eligibility list for a take-home vehicle in order of

department seniority, only after maintaining minimal performance standards on the new shift for the preceding six months.

D. Employees who transfer from one shift to another within the same division will immediately be placed on the eligibility list for a take-home vehicle on the new shift. Employees will be placed on the list in order of department seniority.

Home Storage Vehicle Program

When an employee participating in the Home Storage Vehicle Program voluntarily or involuntarily transfers to another unit, division, or bureau, their home storage vehicle will be relinquished. The employee may be reassigned a home storage vehicle based on the employee's new assignment and eligibility for the program.

Temporary Transfers / Assignments

Employees who are temporarily transferred or assigned to a different unit or bureau may retain a take-home or home storage vehicle for the duration of the assignment with the approval of the Chief of Police.

3-702.8 Vehicle Assignment and Reassignment

Any time a take-home or home storage vehicle is assigned or reassigned to another employee, Fleet Management will be promptly notified by e-mail. The e-mail notification should contain the following information:

A. Assigned employee's name and commission number, if applicable;
B. Vehicle equipment number; and
C. Bureau, unit, and shift assignment.

3-702.9 Key Control

In keeping with the assigned employee's responsibility for the sole care and maintenance of the take-home or home storage vehicle, Fleet Management will maintain a master key with a tag bearing the assigned city equipment number. No duplicate keys may be provided and no locks will be changed, unless authorized in writing by the Fleet Management supervisor.

3-702.10 Additional Restrictions

In addition to the previously mentioned restrictions on the use of the take home or home storage vehicles, the following also apply:

A. Only the assigned employee may operate the vehicle. Authorized exceptions include city employees or approved vendors as required for vehicle maintenance, equipment outfitting, and other official purposes.
B. Vehicles will be legally parked at all times and the employee will obey all traffic and parking ordinances, unless responding to an official emergency police call.
C. All employees will strictly adhere to the written directives as set forth in the Oklahoma City Police Department Operations Manual.
D. Personal use of the vehicle is strictly prohibited.

3-702.11 Off-Duty Regulations

Parking and Conditions for Return of Take-Home or Home Storage Vehicle

A. Take-home and home storage vehicles will be primarily parked at the residence of the assigned employee during off-duty hours. Off-street parking is preferred, but the vehicle should remain visible to the community. There may be incidents where neighborhood covenants dictate where a vehicle may be parked. Employees should abide by those covenants as set forth. Marked vehicles should not be garaged except in inclement weather or as indicated below.

B. Except when granted an exemption by the Chief of Police or their designee, take-home and home storage vehicles will be returned and stored at a secure police facility when the employee:
   1. Will be away from their residence for more than 72 hours and the vehicle cannot be garaged or placed out of public view;
   2. Will be away from their residence longer than 30 consecutive days;
   3. Has been placed on light duty, whether as the result of an injury on duty or any other injury, illness, or medical condition;
   4. Has been prohibited from driving a city vehicle as a condition of restricted duty; or
   5. Has been placed on administrative leave, with or without pay.

Off-Duty Activity Records

Officers in a marked vehicle are encouraged to respond to calls or incidents requiring a law enforcement response while commuting to and from their work site and in the course of conducting official police business while off-duty. Official police activity, regardless of the nature, must be recorded on a departmental activity tracker. Citations and reports are to be turned in to the nearest police station on the same day they are issued or written.

Overtime / Exchange Time

Officers responding to calls during off-duty hours will not normally be required to remain on the call as the primary unit; however, should the officer's presence be required for an extended period of time, any compensation will be provided in accordance with the current agreement between the City and the Fraternal Order of Police. An on-duty supervisor must approve any overtime compensation at the time of its occurrence.

Unit Numbers for Off-Duty Officers

Permanent unit numbers will be provided to each officer depending on current program requirements and constraints within the computer aided dispatch system. In the event an officer has not been assigned a permanent unit number, the four-digit commission number of the officer will be used as the off-duty unit designation.

Geographical Limitations

Take-home and home storage vehicles are restricted to travel within the corporate limits of Oklahoma City and the surrounding suburban communities. The use of the take-home or home storage vehicle while conducting official police business off-duty beyond the prescribed boundaries would require the written authorization of the Chief of Police, except in an emergency situation.

Dress Requirements

Employees who are driving a take-home or home storage vehicle off duty will wear the Class A or B uniform, an approved special-duty uniform, or appropriate non-uniformed attire in accordance with Uniform, Dress, and Appearance Regulations.

A. However, employees who are driving a take-home or home-storage vehicle may dress:
   1. In accordance with current dress-down directives on days the Chief has authorized dress-down or if transporting/using the vehicle for maintenance purposes or firearms training;
   2. As directed by the Director of Training for any particular training; or
   3. As otherwise authorized by the Chief of Police.
B. When an officer exits the vehicle to conduct any official police function, a full size Oklahoma City Police badge, department-approved weapon, and handcuffs must be worn. The badge will be readily visible on the outer garment.

Transporting Passengers

Passengers in the take-home or home storage vehicle are not permitted during off-duty operation, with the exception of transporting stranded individuals.

Dispatcher Notification

Although officers are not required to notify the police dispatcher when the vehicle is in operation while off-duty, they are required to notify the dispatcher whenever responding to a police call or when conducting any business that is police/public service related.

Vehicle and Equipment Security

The vehicle will be locked at all times when not in use. All weapons and portable radios will be removed from the passenger area of the vehicle when it is parked and out of service. In the event of theft, employees found to be negligent in securing the vehicle and/or its contents may be required to reimburse the City for the cost of the stolen item(s).

Damage to Equipment / Traffic Collisions

Damage to take-home or home storage vehicles incurred off-duty due to vandalism or traffic collisions will be reported in accordance with current department directives. Any vehicle deadlined, or otherwise not repairable as a result of vandalism or a traffic collision, will be replaced when approved. The involved employee will be placed in a pool car, when applicable and available, which is not to be used as a take-home or home storage vehicle.

Depending on the circumstances surrounding the damage to the vehicle, the employee may receive the next take-home or home storage vehicle that becomes available on that shift within the assigned division. If a take-home or home storage vehicle does not become available prior to the arrival of a replacement vehicle, the employee will be assigned the replacement vehicle.

Off-Duty Employment

The vehicle may be used, while off-duty, by an officer in a Class A or B uniform or appropriate attire as mandated by OCPD for travel to and from an extra job that requires the performance of law enforcement related duties. The take-home or home storage vehicle may be used during that employment only in a fixed-post capacity. The use of the vehicle in a patrolling or moving capacity is prohibited, unless prior authorization is received by the officer from the Chief of Police.

Use and Transportation of Alcohol and Medical Marijuana in Vehicles

As pertains to the use and/or transportation of alcoholic beverages and beer, off-duty officers in take home vehicles will adhere to the following restrictions:

A. Vehicles will not be utilized by officers who are under the influence of alcohol or drugs, who have the odor of an alcoholic beverage or beer on or about the breath or person, or who have taken prescription drugs that would impair the ability of the driver to operate the police vehicle.
B. Vehicles will not be parked directly in front of liquor stores, bars, or locations where alcoholic beverages or beer are primarily consumed or sold unless on official police business.
C. No alcoholic beverages or beer will be transported in a police vehicle unless it is in conjunction with official police business.
D. Vehicles will not be parked directly in front of any dispensary, stores, or locations where medical marijuana is primarily sold unless on official police business.
E. No medicinal marijuana will be transported in a police vehicle unless it is in conjunction with official police business.

Answering Calls for Service

Whether assigned or self-initiated, sworn employees in a marked vehicle are expected to provide assistance to any and all persons in need, including stranded motorists and citizens involved in collisions. Vehicle police radios and/or MDCs will be turned on at all times when the vehicle is in operation. Officers will monitor the appropriate radio channel for the area in which they are traveling. Officers operating a marked police vehicle will adhere to the following rules regarding dispatched calls:

A. Priority Calls – Off-duty sworn employees are required to respond to any life-threatening police call in their immediate vicinity. Once at the scene, the officer will remain at the location of the call until properly relieved by an on-duty officer or until the problem is concluded. An immediate report may be required and submitted, if necessary.
B. Routine Calls – Sworn employees may voluntarily respond to routine calls while operating the vehicle in an off-duty capacity.
C. Traffic Violations – Sworn employees may stop and cite motorists for traffic violations. Officers should keep in mind that the general public expects an officer in a marked police vehicle to take enforcement action when a flagrant and hazardous violation is committed in the officer's presence.

3-703 Firearms Regulations

3-703.1 Definitions

Back-Up Firearm - a department-approved firearm carried by an officer while on duty in addition to a primary firearm.

Duty Firearm - any department-issued firearm or department-approved personally owned firearm used in an on-duty capacity.

Off-Duty Firearm - a department-approved firearm carried by an officer while off duty.

Primary Firearm - any department-issued firearm or department-approved personally-owned firearm required to be worn while wearing the police uniform or while on duty.

Primary Non-Uniform Firearm - a primary optional duty firearm carried by an officer not wearing the police uniform while on duty.

Primary Uniform Firearm - a primary firearm carried by an officer wearing any police uniform, whether on or off duty.

3-703.2 General Carry Regulations

Officers are only authorized to carry a firearm on duty or while wearing the police uniform if:

A. The firearm is on the list of approved firearms maintained by the range or has otherwise been approved in accordance with this directive;
B. The officer has successfully completed firearms training;
C. The officer has successfully qualified with the firearm in accordance with this directive; and
D. The officer has been provided written directives related to use of lethal force.

Only firearms authorized in accordance with this directive may be carried by an officer or in a police vehicle.

Officers shall remove all firearms from city-owned or department-utilized vehicles and any city-owned firearms from personal vehicles while off duty, unless actively working an extra-duty job.

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

3-703.3 Use Regulations

Officers may discharge firearms under the following circumstances only:

A. When permissible as a use of lethal force, in accordance with Section 4-306;
B. To kill a dangerous animal or euthanize an injured animal in accordance with Section 5-208; or
C. For purposes of firearms training, practice, or qualification.

All discharges of firearms by Department employees while on duty, other than for practice or training where permitted, shall be reported immediately to an on-duty supervisor.

Any recreational use of a city issued firearm, other than where practice is permitted or a sanctioned competition, is prohibited.

All discharges of firearms by Department employees while off-duty, other than for practice or training where permitted or for hunting game, shall be reported immediately to an on-duty supervisor.

3-703.4 Carrying Firearms on Airlines

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

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

3-703.5 Department-Issued Firearms

The department may issue one department-owned primary firearm to officers as availability permits. New firearms obtained for the purpose of original issue to recruits will be issued only to recruits. Prior to issue, all firearms must be inspected for safety and approved by the range master. The issuance of all department-owned firearms will be processed by the range master or a designee.

Any officer who desires to exchange a currently assigned primary firearm for another or obtain an additional department-owned firearm may submit a written request to their bureau commander outlining the justification. Upon approval by the bureau commander, the request will be forwarded to the director of training. The range master will then exchange the firearm or issue an additional firearm based upon availability and other considerations.

3-703.6 Primary Firearms

Department-Approved Primary Firearms

The range master will maintain a list of department-approved primary firearms for uniformed officers and non-uniformed officers. All department-approved primary firearms must be approved by the Chief of Police.

Employees of this Department shall not carry any firearm, which is not registered with and approved by the Department; only ammunition approved by the Department will be carried in such firearms.

Officers on new hire probationary status will carry only the firearm issued to them in the academy as their primary weapon until such status is completed.

Carry Regulations for Uniformed Officers

Uniformed officers shall carry a department-approved primary uniform firearm on duty or while wearing a police uniform. Officers are prohibited from carrying a firearm in a shoulder holster while wearing a police uniform with the exception of personnel assigned to the Air Support Unit.

Carry Regulations for Non-Uniformed Officers

Non-uniformed officers shall carry a department-approved primary firearm while on duty along with an extra magazine or speed loader, unless granted an exception by their immediate supervisor. Non-uniformed officers required to carry a primary firearm may carry either a department-approved primary uniform firearm or they may carry a department-approved primary non-uniform firearm but must carry an extra magazine or speed loader for the firearm.

A. While on duty, non-uniformed officers may carry their primary firearm exposed if they:
   1. Prominently display their department badge next to their firearm or on a lanyard over their chest; and
   2. Secure their firearm to prevent accidental loss or discharge.
B. Non-uniformed officers are prohibited from carrying a firearm in a shoulder holster, unless expressly authorized by the Chief of Police.

Choice of Authorized Primary Firearm

Officers required to carry a primary firearm may carry their department-issued primary firearm or they may carry a personally owned primary firearm that is on the list of department-approved primary firearms.

Primary Firearm Ammunition

Officers shall only carry department-issued duty ammunition with their primary firearm. Department-issued practice ammunition, referred to as a practice round, is only authorized for use in practice or training sessions at the range.

Primary Firearm Qualification Requirements

Officers must qualify with their primary uniform firearm prior to carrying it on or off duty and requalify at least once a year. All officers are required to first qualify with an authorized primary uniform firearm during each firearms in-service qualification and will be required to qualify using their duty belt and department approved duty holster.

Primary Non-Uniform Firearm

Any other approved firearm carried while on duty will be considered an optional duty firearm. Officers must qualify with an optional duty firearm prior to carrying it on or off duty and requalify at least once a year. Officers will be allowed to qualify with an optional duty firearm only after they have qualified with their primary uniform firearm.

Transition/Weapon Familiarization Course

Any officer who chooses to carry a primary uniform or primary non-uniform firearm other than their academy issued firearm may be required to attend a transition/weapon familiarization course if the firearm possesses any of the following features:

1. Manual safety;
2. Grip safety;
3. Decocker; or
4. Any combination of these.

Officers will not be allowed to qualify with any firearm with the above listed features until successful completion of the transition/weapon familiarization course. The course will be offered and scheduled by the Firearms Training Unit as needed. Officers may contact the Firearms Training Unit to schedule a course. If a firearm does not possess the above-listed features the course is not required. Normal qualification is still required prior to carrying any firearm on or off-duty. The range master has final authority on which firearms would require successful completion of transition/weapon familiarization course.

3-703.7 Back-Up and Off-Duty Firearms

Department-Approved Back-Up and Off-Duty Firearms

The range master will maintain a list of department-approved back-up and off-duty firearms. All department-approved back-up and off-duty firearms must be approved by the Chief of Police. Officers may also carry primary firearms in a back-up or off-duty capacity.

Carry Regulations for Back-Up Firearms

Officers may carry a department-approved back-up firearm while on duty. Back-up firearms shall be concealed and be carried in such a manner as to be secured from accidental loss or discharge.

Carry Regulations for Off-Duty Firearms

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

A. When not wearing the prescribed uniform of their department, the police officer will have their official badge, commission card, and CLEET certification card on their person at all times when carrying a weapon certified and approved by the employing agency.
B. The officers will keep the authorized weapon concealed from view at all times, except when the weapon is used within the established guidelines, rules, and regulations of this department.
C. Officers electing to carry off-duty weapons as authorized by statute shall be responsible at all times for complying with all applicable departmental guidelines, rules, and regulations and Municipal, State, and Federal Law.
D. Officers of The Oklahoma City Police Department may be prohibited from carrying off-duty weapons while on administrative leave or suspension.

Back-Up and Off-Duty Firearm Ammunition

All ammunition for practice, qualification, or carry for back-up or off-duty firearms will be supplied by individual officers unless stocked by the Firearms Training unit. The ammunition must be approved by the range master before it is carried on or off duty.

Back-Up and Off-Duty Firearm Qualification Requirements

Officers must qualify with their back-up or off-duty firearm prior to carrying it and requalify at least once a year.

3-703.8 Pistol Mounted Optics

Officers approved by the Firearms Training Unit to carry a pistol mounted optic (PMO) equipped handgun may do so subject to the following requirements:

A. Officers shall only use an approved PMO with an approved primary, back-up, or off-duty firearm(s).
   1. The range master will maintain a list of approved PMO devices.
   2. An approved firearm will be one from an approved list of firearms maintained by the range master;
B. Only weapon slides that have been milled by the weapon's manufacturer with a PMO ready cutout will be approved.
   1. Slides milled by any other person or entity will not be accepted.
   2. City issued weapons may not be altered to accept PMO devices;
C. Officers must use a duty holster that is approved by the Firearms Training Unit and designed for use with PMO equipped handguns;
D. Officers must have suppressor height sights or the Leupold rear sight attachment installed on the handgun;
E. Officers will be required to qualify annually with their PMO device and back-up iron sights;
F. Officers must conduct a zero confirmation after mounting or re-mounting a PMO device; and
G. Officers should conduct a function test of their PMO device before each shift.

To be approved to carry a PMO equipped handgun, officers must attend a PMO transition school through the Firearms Training Unit and must qualify with the PMO equipped handgun. Officers will also be required to qualify with iron sights before being allowed to qualify with a PMO device.

It will be the officer's responsibility to obtain all suggested manufacturer items to mount the PMO device. The PMO device will be mounted by a member of the Firearms Training Unit after the officer is selected to the transition school. All costs for the firearm, magazines, holsters, magazine pouches, maintenance, parts, any additional equipment, and repair will be the responsibility of the officer.

3-703.9 Shotguns

Department-Approved Shotguns

The range master will maintain a list of department-approved shotguns. All department-approved shotguns must be approved by the Chief of Police.

Carry Regulations for Shotguns

Officers may carry a department-issued or department-approved personally owned shotgun in their patrol vehicle while on duty or working in an extra or off-duty capacity.

A. All shotguns carried by officers must be equipped with rifle sights or ghost ring sights. Shotguns equipped with "bead" sights are not authorized.
B. Unless being deployed, officers shall secure their shotgun in a "cruiser safe" or "car ready" condition with the chamber empty, hammer down, magazine loaded and safety on.
C. Officers carrying a shotgun are responsible for ensuring their shotgun is in proper working order.
D. At no time will a shell be chambered in the shotgun except when being deployed. After the conditions justifying deployment have ceased, officers shall ensure the shotgun is returned to a "cruiser safe" or "car

ready" condition with the chamber empty, hammer down, magazine loaded and safety on. In the event that a shotgun has been discharged during its deployment, employees shall follow the procedures set forth in Section 4-307.

E. No officer shall attempt to search any person while holding a shotgun.
F. In all instances except in actual or potential combat situations, shotguns will be carried in a port arms position (the muzzle pointing upwards) or slung over the shoulder in either a "muzzle up" or "muzzle down" configuration.

Deployment of Shotguns

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

Shotgun Ammunition

Officers shall only carry department-issued ammunition with their shotgun. Officers may carry 00 buck, 000 buck, or slugs.

Shotgun Qualification Requirements

Officers must qualify with their shotgun prior to carrying it and requalify at least once a year.

3-703.10 Patrol Rifles

Eligibility to Attend Patrol Rifle School

Sworn employees may request consideration to carry a patrol rifle by applying to their division commander through that employee's chain of command. Division commanders will provide a list of eligible officers that want to participate in the Patrol Rifle Program to the range master. The range master will schedule the officers for a pre-qualification course. If the officer passes the course, they may attend the next available Patrol Rifle School. Officers will not be able to attend a Patrol Rifle School until they have successfully completed a pre-qualification course. To be eligible to carry a patrol rifle, officers must:

A. Be assigned to an Operations Bureau, the Special Operations Bureau, or permanently assigned to the Firearms Training Unit, unless granted an exception by the Chief of Police;
B. Not be on disciplinary probation; and
C. Have the ability to fully participate in all aspects of the training curriculum.

Authorization to Carry Patrol Rifles

Only those officers that have successfully completed the Patrol Rifle School and are currently eligible to carry a patrol rifle in accordance with this directive are authorized to carry a patrol rifle. Eligible officers that have successfully completed the Patrol Rifle School will be assigned a department-owned patrol rifle as availability permits. The Firearms Training Unit is authorized to maintain one rifle for use by the unit.

Carry Regulations for Patrol Rifles

Patrol rifles shall be transported in a department-approved case in the trunk of the officer's assigned vehicle or in a department-approved rifle mount in the vehicle cabin. Automatic trunk release devices must be modified so that they can only be activated when the vehicle ignition is in the "on" position.

A. Unless being deployed, officers shall secure their patrol rifles with the bolt forward on an empty chamber, magazine inserted, dust cover closed, and the selector switch on "Safe." When being deployed, officers will place their patrol rifle in ready condition—magazine inserted, round chambered in the rifle, and selector switch on "Safe" until ready to fire. After the conditions justifying deployment have ceased, officers shall secure their patrol rifle with the bolt forward on an empty chamber, magazine inserted, dust cover closed, and the selector switch on "Safe," unless the rifle has been discharged during its deployment. In the event that a rifle has been discharged during its deployment, employees shall follow the procedures set forth in Section 4-307.
B. No officer should attempt to search or handcuff any person while holding a patrol rifle. If an officer chooses to search or handcuff a person, strong justification will be required to justify their actions.
C. In all instances, except in actual or potential combat situations, rifles will be carried slung or in a port arms position (the barrel pointing upwards).

Deployment Criteria for Patrol Rifles

Officers must evaluate the need for the rifle against the possible problems that might be encountered, such as if the situation might result in a foot pursuit, a physical confrontation where the use of lethal force would not be justified, assuming control of prisoners, or a close quarters search or confrontation.

A. Officers shall not surrender or abandon their rifle.
B. Authorized officers may deploy patrol rifles in the following situations:
    1. Incidents where suspects are or may be wearing body armor;
    2. Perimeter/containment situations involving a hostage or barricaded subject;
    3. Response to an active threat, as defined in Section 8-110;
    4. High risk traffic stops or events where an officer has a reasonable expectation there is a potential for an armed subject encounter requiring capabilities exceeding those of the officer's primary duty firearm;
    5. To provide cover for a police canine unit or another officer in the search for an armed subject; or
    6. At the direction of a supervisor.

Storage of Patrol Rifles

Patrol rifles must be removed from police vehicles, unloaded, and properly secured when the vehicle is not being utilized. The magazine will be removed, and the chamber checked to ensure no live rounds are in the rifle. A locking device will be provided for all department-owned patrol rifles. Officers must store their rifle either by using the provided locking device or by locking the rifle in a gun safe.

Patrol Rifle Ammunition

Officers authorized to carry a patrol rifle shall only carry and use department-issued duty ammunition with their patrol rifle.

Rifle Mounted Optics

Officers shall only use an approved rifle mounted optic (RMO) on their patrol rifles. The range master will maintain a list of approved RMOs. Officers must first complete the Patrol Rifle School using iron sights before being allowed to qualify with an RMO.

Patrol Rifle Qualification Requirements

Officers must qualify with their patrol rifle prior to carrying it and requalify at least once a year. Officers that utilize a rifle mounted optic must qualify with both the iron sights and the RMO device at least once a year.

Ineligibility to Carry a Patrol Rifle and Removal from the Patrol Rifle Program

A. Officers may be removed from the program or may be otherwise ineligible to carry a patrol rifle for reasons, which may include, but are not limited to the following:
   1. Failure to qualify with either their patrol rifle or primary firearm during re-qualifications;
   2. Inappropriate display, use, or storage of the patrol rifle based on training received;
   3. Any violation of the Patrol Rifle Program written directives or training;
   4. Improper maintenance of the patrol rifle;
   5. Unauthorized modification to the patrol rifle; or
   6. Transfer or promotion from the Operations or Special Operations Bureaus, unless authorized by the Chief of Police.
B. Any disciplinary action may be taken into consideration when determining removal from the program.
C. Upon notification of removal from the Patrol Rifle Program, those officers that were assigned a patrol rifle will immediately relinquish it to the range master or designee.
D. Removal from the Patrol Rifle Program for disciplinary or qualification reasons shall be no less than six months in duration. After six months, the officer may re-apply to participate in the program in accordance with the criteria established under the "Eligibility to Attend Patrol Rifle School" and may be required to attend the Patrol Rifle School.

3-703.11 Tactical Unit Firearms

Special weapons are authorized for use by OCPD Tactical Unit members and shall be carried in accordance with the Tactical Unit Standard Operating Procedures.

3-703.12 Requesting the Addition of a Firearm to the List of Authorized Firearms

Any officer requesting to add a firearm to a list of pre-authorized firearms must first submit a written request justifying the need for the firearm to the range master. The range master will review the request and provide a recommendation with justification to the director of training. The director of training will provide a recommendation through the chain-of-command to the Chief of Police. The final approval must be provided by the Chief of Police.

3-703.13 Authorized Ammunition

The range master will maintain a list of all department-approved firearm ammunition.

3-703.14 Inspections, Modifications, and Repairs

All weapons carried by officers are subject to inspection by the designated department armorer or a supervisor upon request to ensure that they are safe, clean and operationally functional, and to ensure that only Department approved ammunition is carried. All department-issued firearms and department-approved personally owned firearms being used shall be inspected for safety and operation by the range master or designee at least once a year.

The range master or designee is the only individual that may make repairs or modifications on department-owned firearms.

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

All firearms found to be unsafe will be immediately removed from duty use. In the event the firearm is unserviceable, the range master or designee will notify the officer's supervisor and the firearm disposition will be handled as follows:

A. Department-owned firearm: The officer will be assigned a different department-owned firearm.

B. Personally owned firearm: The officer is no longer authorized to carry the personally owned firearm.

3-703.15 Firearm Qualification Regulations

Qualification Requirements

Officers are required to qualify with department-issued firearms or department-approved personally owned firearms being used in any capacity in accordance with the frequencies required by this directive as scheduled by the director of training. Unauthorized failure to attend a scheduled qualifying session will result in corrective action. Subsequent failures to attend will result in progressive disciplinary actions being taken.

Proficiency will be demonstrated by firing a qualifying score on such course of fire as may be mandated by the director of training and the Chief of Police. Officers that fail to fire a qualifying score with their firearm on the first attempt will be given an immediate re-fire on the same course.

Exemptions

If an employee cannot shoot a firearm because of medical reasons, that employee will not be assigned police duties that require enforcement activities.

A. The officer's extra work authorization will be suspended until such time as their medical condition improves and they qualify with their firearm.
B. Permission not to attend a scheduled qualifying session will be obtained in writing from the officer's division commander and submitted to the range master. The permission will specify the reason for non-attendance and will request a later qualification date.

Presenting Tax Stamps

Officers qualifying with a short barrel shotgun or short barrel rifle shall show the tax stamp or a copy of the tax stamp to the range master or designee prior to each qualification.

Failure to Qualify with a Primary Firearm

An officer who fails to qualify with their primary uniform firearm on the second attempt will immediately be provided with remedial training by a certified firearms instructor as directed by the range master. Once the remedial training is complete, the officer will be allowed two additional attempts to qualify. If the officer still is unable to qualify, the officer will:

A. Not be assigned police duties that require enforcement activities;
B. Not be authorized to work any extra-duty assignments or police-related off-duty jobs;
C. Immediately return their city vehicle to the appropriate police facility and will not be authorized to drive it again until they have qualified; and
D. Not be authorized to carry a firearm on or off duty.

These restrictions will remain in effect until such time as the officer attends a retraining course and fires a qualifying score with their primary firearm.

Primary Firearm Retraining Course

The retraining course may last up to 40 hours in duration as determined by the range master. During this course, the officer will be allowed up to four qualification attempts per 8-hour day. If the officer fails to attend this retraining course as instructed, such failure will result in a Class II Reprimand. Subsequent failures to attend will result in progressive disciplinary actions being taken.

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

If an officer fails to shoot a qualifying score during the two pay periods, the range master shall report the failure to the Chief of Police, via the chain of command, for possible disciplinary action, up to and including termination.

Failure to Qualify with an Auxiliary Firearm

An officer who fails to qualify with their back-up firearm, off-duty firearm, shotgun, patrol rifle, or any other auxiliary firearm on the second attempt will not be permitted to carry, use, or be issued such a firearm until such time as they fire a qualifying score. A maximum of two qualification attempts are allowed per day.

Instructor Coaching

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

3-703.16 Inventory Requirements

The range master is responsible for maintaining:

A. A record of all department-owned firearms;
B. A record of all firearms officers have qualified with;
C. A record of all regularly scheduled inspections and repairs on department-owned firearms;
D. A record of all other inspections or repairs on firearms; and
E. A copy of federal tax stamps for all short barrel shotguns and short barrel rifles.

3-703.17 Transfer of Firearms into Department Inventory

As evidence disposition forms are received, authorizing the destruction or transfer of appropriate firearms, the property management unit supervisor and range master will select specific firearms for transfer to department inventory. The range master will inspect them and determine if they are safe (or can be made safe) for issuance. Only after a firearm has been certified as safe will it be transferred to department inventory.

3-703.18 Firearm Unloading Stations

Firearm unloading stations are available at Oklahoma City Police Department facilities. The unloading stations are rated to stop rounds from all firearms officers are authorized to carry. This includes handguns, shotguns, and rifles. The unloading stations are the only authorized containers to be utilized when loading and unloading firearms. Each unloading station has instructions posted on the front of it. Officers should follow instructions while loading or unloading any firearms in the stations and exercise caution at all times while handling any firearm.

Chapter 4: Police Operations

Section 1: General Provisions

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

4-101 Field Supervision

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

4-102 Command Responsibility at Police Situations

Command of Department resources at a police situation rest with the field commander or the assigned senior officer. Such person has the authority to direct the operation and is responsible for its outcome. A senior command officer at an emergency scene who does not choose to take command may be held accountable for unfavorable developments, which they could have prevented by assuming control. Appearance of a ranking officer at a scene by itself does not indicate they have assumed command, unless they make an announcement indicating otherwise.

4-103 Department-Utilized Vehicles and Equipment

For purposes of this directive, a department-utilized vehicle means a motor vehicle that is owned or leased by the City of Oklahoma City or otherwise being utilized by a police employee for official purposes. Employees of this department shall operate department-utilized vehicles and equipment in a lawful and proper manner at all times with due regard for the safety of all persons and with due regard for maintaining the proper condition of the vehicle or equipment itself. All drivers and front seat passengers occupying any department-utilized vehicle or equipment shall wear properly fastened restraint devices.

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

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

4-103.1 Employees Operating Department Vehicles

Professional staff personnel will operate unmarked vehicles only when required for their normal job duties. At no time will professional staff personnel operate marked vehicles unless an emergency situation exists or unless the employee is directed by a sworn Department supervisor to operate the vehicle. At no time, even during emergencies, will a professional staff employee operate a marked vehicle with emergency equipment activated, i.e. red lights, siren, etc.

EXCEPTION: Maintenance personnel may operate marked vehicles to and from service facilities, under the restrictions above.

4-103.2 Requirements

All personnel-operating Department owned vehicles must:

A. Hold a valid Oklahoma Driver's License.
B. Be on official Department Business.
C. Be properly authorized to operate Department vehicles.

4-103.3 Seat Belt Use

All front seat passengers in City or Department owned vehicles must wear a restraint device.

4-103.4 Transportation and Restraint of Children

Every driver when transporting a child under six years of age in a motor vehicle shall provide for the protection of said child by properly using a child passenger restraint system. "Child passenger restraint system" means an infant or child passenger restraint system that meets the federal standards for crash-tested restraint systems as set by the United States Department of Transportation. Children at least six years of age and less than 13 years of age shall be protected by the use of a child passenger restraint system or a properly secured seat belt. Any exception shall be documented in a report.

4-104 Oklahoma Department of Transportation Pikepasses

The Oklahoma City Police Department utilizes Pikepasses, provided by the Oklahoma Turnpike Authority, when employees operate Departmental vehicles on the Oklahoma Turnpike System.

4-104.1 Pikepass Mounting

When used, the Pikepass should be mounted on the interior of the windshield so effective communication with toll road sensors can occur. There are currently two types of Pikepasses in use; one of the devices is a portable hard plastic case with suction cups for mounting and the other device is a small adhesive mounted tag. The adhesive mounted Pikepass cannot be transferred from the vehicle it is installed on to another vehicle; however, the portable device can be moved from vehicle to vehicle. The portable device shall not be transferred from its assigned vehicle to any other vehicle in the fleet without authorization from the appropriate Division Commander or that commander's designee.

Employees are prohibited from using any department issued Pikepass in any vehicle that is not under the control of the police department. This includes, but is not limited to, personally owned vehicles and vehicles assigned to other city departments.

4-104.2 Pikepass Lost, Damaged, Stolen or Inoperable

Pikepasses are the property of the Oklahoma Turnpike Authority, and when any Pikepass is damaged, lost, stolen or is otherwise inoperable, the employee must notify their Division Commander and the Fleet Management Unit as soon as possible. The Fleet Management Unit will be responsible for notifying the Oklahoma Turnpike Authority.

4-105 Public Statements

Members of the general public tend to assign great credibility and weight to the word of police employees. As such, indiscreet, inaccurate, or incomplete statements made by police employees have great potential to cause irreversible damage to individual reputations, as well as to the reputation of the Department. For that reason, truth, accuracy,

objectivity, and due regard for the rights and privacy of individuals must characterize all statements of law enforcement employees who supply information to the public, either directly or indirectly.

4-106 Political Activities

Employees are prohibited from actively participating in any political activities while on duty, except as permitted to vote in elections in accordance with city policy and state law.

Current and former employees are prohibited from actively participating in any political activities while wearing an Oklahoma City Police Department uniform.

Employees are prohibited from using their official authority or influence for the purpose of interfering with any election or nomination for office or affecting the result thereof.

Employees are not prohibited from filing as a candidate for elective or public office. Employees should resign from the department prior to taking an oath of office (except for those offices specifically excluded by 51 O.S. § 6), as City employment shall terminate upon the taking of any such oath of office.

Because circulating an initiative petition is considered political activity, employees will engage in such activity only off-duty and never in uniform. Petitions will not be carried in police vehicles.

4-107 Attending Court and Hearings

Police employees are required to testify in court and hearings as a function of their employment. Employees are required to attend court and hearings regardless of their duty status unless circumstances beyond their control prevent their appearance.

Training, personal leave, or other personal matters are not valid reasons for failing to appear in court. If any conflict arises with an employee attending court, the employee will make every effort to resolve the conflict with the appropriate court liaison or the attorney prosecuting the case. If the employee cannot resolve the conflict, they shall notify a supervisor in their chain of command as soon as possible.

Employees who receive hearing notifications from an agency such as the Oklahoma Department of Public Safety are to appear or be available for a telephonic hearing on the date and time specified. The officer receiving the hearing notification is required to provide contact information to the requesting entity prior to the hearing if the hearing is telephonic. Training, personal leave, or other personal matters are not valid reasons for failing to appear at a hearing. If an emergency arises or there is a conflict with any other subpoena or notification of hearing, the employee shall notify both issuing entities as soon as possible. If any other conflict arises with an employee attending a hearing, the employee will notify a supervisor in their chain of command as soon as possible.

4-107.1 Subpoenas

Notification

Testimony in federal, state and municipal courts is a fundamental function of police employees. Employees are required to acknowledge subpoenas when they are received through the department's court notification systems (i.e., e-mail, Agency Web, divisional logs).

A. Employees should notify the court liaisons of any scheduled leave at least 90 days prior to the leave, when possible, or as soon as the employee is aware of the leave, if it is less than 90 days until the date(s) of leave. If the employee later becomes available on the date(s) the leave was originally scheduled for, they must notify the court liaisons of their availability.
B. In the event the employee's leave conflicts with a subpoena, the employee must attempt to resolve the conflict with the liaison or prosecuting attorney. An employee may still be called on a subpoena at the discretion of the court, even when it conflicts with personal leave. If the employee becomes available

during dates that previously conflicted with a subpoena, they shall notify the liaison of their change in availability.

Requirement to Appear when Summoned

Employees who receive subpoenas regarding incidents which occurred during their employment are required to appear to provide testimony when summoned.

A. When an officer is placed in on-call status to appear in court, they shall respond within 30 minutes upon notification that they are needed to appear.
    1. Should an employee have any type of circumstances that prevent their prompt appearance, they are required to notify the appropriate court liaison, the assigned prosecutor, and a supervisor in their chain of command immediately.
B. Employees will be placed in an on-call status for all preliminary hearings and seizure hearings.
    1. Employees will be on-call for the date of the subpoena unless otherwise notified by a court liaison or the assigned prosecutor.
    2. Employees who receive a subpoena for a preliminary hearing or a seizure hearing will not appear in court unless directed to do so by a court liaison or the assigned prosecutor.
C. Employees will be placed in an on-call status for all trial subpoenas, unless otherwise advised.
    1. Employees will be on call beginning the first day of the trial and will remain on call until released by the assigned prosecutor.
    2. Employees who receive a trial subpoena will not appear in court unless directed to do so by a court liaison or the assigned prosecutor.
D. Employees who are on call during off-duty hours shall notify the appropriate court liaison as to where they may be located and provide a contact number where they can be reached, if requested to appear by the prosecution.
E. Employees who receive a defense subpoena are required to appear on the assigned date or contact the defense attorney prior to the court date and make alternate arrangements.
    1. Court liaisons coordinate and schedule subpoenas issued on behalf of the prosecution only.
    2. They do not coordinate or schedule subpoenas issued by any other person or entity.
    3. All other subpoenas are the responsibility of the individual employee receiving the subpoena.
F. Court liaisons do not have the authority to excuse or exempt employees from appearing in accordance with any subpoena.
    1. Only the assigned prosecutor has the authority to excuse or exempt employees for prosecution subpoenas.
    2. For any other subpoenas, only the attorney who issued the subpoena may release an employee.
    3. Unless an employee is released by the assigned prosecutor or issuing attorney, the employee shall appear as directed.

Priority of Subpoenas

Employees shall respond to the first subpoena served when they are ordered to report to two separate courts of equal rank at the same time. For conflicting subpoenas, employees shall respond as follows:

1. Federal district court;
2. County district court;
3. Municipal court; and
4. Administrative hearing.

In all cases, employees shall promptly notify both entities of the conflict.

Subpoenas Outside of Oklahoma County

Employees are required to appear in district courts outside of Oklahoma County when subpoenaed to do so, unless they receive notification from the prosecutor that they do not need to appear.

Employees may use their personal vehicles for court appearances outside of Oklahoma County, or they may use department-utilized vehicles with the approval of their division commander. When department-utilized vehicles are used, travel orders, if required, will be obtained in accordance with Section 2-206.

If a department-utilized vehicle is used in making a court appearance outside of Oklahoma City, any monies received for mileage must be turned in to the City Treasurer's Office through the Office of Finance and Personnel.

4-107.2 Firearms in a Courtroom

Employees will adhere to the rules of the court regarding the possession of firearms within the court in which they are testifying.

4-107.3 Personal Appearance and Courtroom Demeanor

Employees are required to comply with department directives regarding clothing and appearance standards while appearing in court or hearings. Uniformed employees are encouraged to wear their uniform when testifying in court.

Employees shall remain professional and courteous when testifying in court or a hearing. Employees shall remain impartial during their testimony and avoid any statements which would indicate a special interest in securing a conviction.

4-107.4 Testimony by Police Employees

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

Before appearing in court, employees shall, at a minimum, read their reports or citations to prepare for their testimony. If a prosecutor requests an employee to meet with them to prepare prior to testifying in open court, the employee shall make every effort to meet with the prosecutor.

Employees should attempt to follow the guidelines listed below when testifying in court or hearings:

A. Tell the truth;
B. Use plain language;
C. Speak clearly, slowly and loudly enough to be heard and understood;
D. Ask for clarification if you do not understand the question being asked;
E. Correct any mistakes in testimony immediately;
F. Divide your attention between the jury and the person asking the question when testifying before a jury;
G. Divide your attention between the judge and the person asking the question when testifying before a judge;
H. Do not display animosity toward the defendant or their counsel;
I. Be respectful;
J. Answer questions as concisely as possible;
K. Do not distort or conceal any facts;
L. Sit or stand with good posture while testifying;
M. Take and leave the witness stand with dignity and confidence;
N. Avoid shortness or loss of temper;
O. Do not try to be humorous or sarcastic;
P. Should an objection be made by counsel for either party, stop speaking until the judge has ruled on the objections;
Q. During cross-examination, pause briefly after each question to allow the prosecutor time to object to the question; and
R. Avoid police jargon or slang.

4-107.5 Disclosure of Impeachable Information

Prior to testifying or serving as an affiant in any criminal court proceeding, employees shall fully disclose any potential impeachment information to the prosecutor assigned to the case. Potential impeachment information may include, but is not limited to:

A. Any opinion or reputation evidence regarding the employee's character for truthfulness;
B. Any specific instances of conduct that might be used to attack the employee's credibility or character for truthfulness;
C. Any felony convictions;
D. Any misdemeanor convictions that involved false statements or dishonesty;
E. Any statements made by the employee that are inconsistent with the testimony the employee will be providing in the case;
F. Any information that suggests the employee is biased in the case; or
G. Any information that either casts a substantial doubt upon the accuracy of any evidence (including witness testimony) or might have a significant bearing on the admissibility of prosecution evidence.

4-107.6 Compensation

Employees who are placed on-call for court proceedings or required to appear in court outside of their regularly scheduled work hours will be compensated in accordance with the applicable current collective bargaining agreement.

Employees testifying, appearing or retained in any capacity regarding an incident unrelated to their official police duties are regulated by existing written directives addressing secondary employment.

4-108 Language Assistance Plan

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

The purpose of this directive is to establish effective guidelines consistent with Title VI of the Civil Rights Act of 1964 and the Omnibus Crime Control and Safe Streets Act of 1968 for departmental personnel to follow when providing services to or interacting with LEP individuals.

4-108.1 Definitions

Bilingual Unit Member – Any approved and designated member of the Oklahoma City Police Department's Bilingual Unit who demonstrates a tested proficiency in a second language(s) other than English.

Exigent Circumstances – Situations requiring deviation from procedures such as immediate threat to life, safety, property, a fleeing suspect or the potential loss or destruction of evidence.

General Contacts – Only those interactions with LEP individuals that are both informal and non-confrontational in nature, such as giving directions.

Interpretation – The act of listening/viewing a communication in one language (source language) and converting it to another language (target language) while retaining the same meaning.

Limited English Proficiency (LEP) – Individuals whose primary language is not English and have a limited ability to read, write, speak, or understand the English language.

Primary Language – The language in which an individual is most effectively able to communicate.

Qualified Interpreter – A member of the Bilingual Unit or a language line interpreter.

Translation – The replacement of written text from one language (source language) into an equivalent written text of another language (target language), while retaining the same meaning.

Forms/Documents – Those documents used for official law enforcement purposes.

4-108.2 Restrictions on Use of an Interpreter

Family members, neighbors, friends, volunteers, bystanders, children or other department employees may be used to interpret for general contact situations.

If an exigent circumstance requires an employee to use family members, neighbors, friends, volunteers, bystanders or children for initial language assistance, the employee shall seek the assistance of a qualified interpreter to confirm or supplement the initial translation or interpretation as soon as practical.

If an employee believes a conflict of interest exists or identifies any other reason why a specific interpreter should not be used, the employee shall consult with their supervisor.

4-108.3 Using or Obtaining an Interpreter

When department personnel encounter a LEP individual, the following procedures shall be adhered to in the absence of exigent circumstances.

Identification of an Individual's Primary Language

A language reference list will be made available to all employees under the Bilingual Unit page on SharePoint to aid in the identification of the primary language spoken by an LEP individual.

Employees should display the language identification card to the LEP individual so they can identify their language prior to calling a Bilingual Unit member or the language line.

If the LEP individual does not appear to be able to read or understand the language identification card, the employee should contact the language line vendor and request assistance from a representative in identifying the language spoken.

Obtaining an Interpreter

When an individual's primary language is not English and officers are not able to communicate with the individual, the officer should follow the procedures below.

Use of the Bilingual Unit

When the services of an interpreter are needed, the officer should first determine if a Bilingual Unit member who speaks the individual's language and can assist is on-duty and available. The 911 Communications Unit will identify any on-duty, available Bilingual Unit members. If a unit member is not available, an on-scene supervisor

may contact an on-duty Bilingual Unit supervisor or the on-call Bilingual Unit supervisor for assistance. The Bilingual Unit supervisor will assist in obtaining the appropriate language services.

The Communications Unit will maintain a list of all Bilingual Unit members. The Bilingual Unit commander or their designee shall provide the Communications Unit with a call out schedule.

Use of the Language Line

The language line is a contracted 24-hour telephone interpretation service. The service is available to any employee who needs assistance communicating with LEP individuals. The language line provides a basic means of communication when Bilingual Unit officers are not available. It is not intended to be used as an interview or interrogation tool and should only be used as a last resort. Employees accessing the language line should be aware this line is not recorded.

In the event language line interpretation services are needed, employees shall follow these steps:

1. Contact the language line by referring to the language line card, utilizing SharePoint, or contacting 911 Communications; and
2. Provide one of the following classifications to identify where the language line use has originated from:
   a. OKC-EOC: For calls originating in 911 Communications;
   b. OKC-PAT: For calls originating in Operations; or
   c. OKC-INV: For calls originating in Investigations or Administration.
3. Prior to disconnecting with the language line personnel, employees should obtain the first name and numeric identifier of the interpreter for documentation purposes.

4-108.4 Contacts with LEP Individuals

During a general contact with a LEP individual in which the employee is experiencing difficulty communicating, the employee may use family members, neighbors, friends, volunteers, bystanders, children or other department employees to communicate with the individual.

Whenever an employee encounters a LEP individual who requests an interpreter, employees shall seek the assistance of an on-duty Bilingual Unit member or use the language line.

In the event a general contact with a LEP individual results in an incident report, the identity of the individual or resource used for the interpretation shall be documented.

Issuance of Traffic and Parking Citations

When a language barrier prevents an employee from effectively communicating the nature of the infraction, and any other necessary actions to be taken, to an individual, the employee shall access the authorized interpretation resources outlined above.

Formal Interviews

The accuracy of victim and witness statements is essential in investigations; therefore, only a Bilingual Unit member or other qualified interpreter shall be used when taking formal statements or conducting any formal interview of a LEP victim or witness.

Written forms shall be provided to the victim and/or witness in their primary language, when available. If the forms have not been translated into the LEP individual's primary language, or in the case of illiteracy, forms shall be read to the individual in their primary language by a qualified interpreter. While in a police facility, interviews of LEP individuals shall be conducted in accordance with Section 6-118.

If a conflict of interest with the assigned interpreter is identified, bias is apparent, or there is any other reason why the interpreter should be recused, a supervisor shall be contacted to determine if the use of a different interpreter is warranted.

Interrogations

Only a Bilingual Unit member or qualified interpreter shall be used in any interrogation.

The Miranda admonition and all other written forms shall be provided to the suspect in their primary language, when available. If the forms have not been translated into the LEP individual's primary language, or in the case of illiteracy, forms shall be read to the individual in their primary language by a qualified interpreter. While in a police facility, interrogations of LEP individuals shall be conducted in accordance with Section 6-118.

If a conflict of interest with the assigned interpreter is identified, bias is apparent, or there is any other reason why the interpreter should be recused, a supervisor shall be contacted to determine if the use of a different interpreter is warranted.

Complaints of Employee Misconduct

Any LEP individual who wishes to file a complaint of employee misconduct with the Oklahoma City Police Department shall be provided assistance in their primary language. Written forms shall be provided in their primary language, when available. If the forms have not been translated into the LEP individual's primary language, or in the case of illiteracy, forms shall be read to the LEP individual in their primary language by a qualified interpreter.

Notice of the disposition of any complaint filed by a LEP individual will be provided in their primary language.

4-108.5 Reporting

Whenever an employee encounters a LEP individual and an interpreter is used, the following information shall be documented in a report:

1. Identified language,
2. Bilingual Unit member contacted, interpretation service with the interpreter's identification, or any other individual used for interpretation, and
3. Summary of the information obtained.

An incident supplement should be completed by the interpreter if they are a police department employee; however, only one of the employees involved shall document the interview in a report.

4-108.6 Notifying the Public about Language Services

At each Oklahoma City Police Department building, signage shall be posted in the most commonly spoken languages stating interpreters are available at no charge to LEP individuals.

4-108.7 Monitoring and Updating Language Assistance Efforts

The Chief of Police has designated a Bilingual Unit officer or sergeant as the LEP Coordinator responsible for coordinating and implementing all aspects of the department's services to LEP individuals.

The LEP Coordinator shall annually assess demographic data, review contracted language access services, and consult with community-based organizations to determine if there are documents in need of translation to other languages.

Data Collection

To better serve LEP individuals it is important to track the number of contacts and their language. The contacts will occur in two major areas within the department, at the 911 Communications Unit and during field operations. The following shall be adhered to in order to accurately track the volume of LEP contacts.

1. The 911 Communications Manager or designee will be responsible for collecting dispatched LEP contacts and billing statements submitted by the telephonic language service provider.
2. Officers will document all contacts with LEP individuals occurring in the performance of their duties by entering those contacts in Police Activity Tracker patrol activity sheets. For officers who do not enter daily activity into Police Activity Tracker (including, but not limited to, officers assigned to School Resources, PCR, FACT, Street Narcotics Unit, Investigations, Special Operations, Criminal Intelligence, Vice Enforcement, CITCO, and Municipal Courts), they shall document their activity on the Bilingual Unit Activity Report and submit it to the LEP Coordinator, when requested.

4-108.8 Translated Police Forms and Documents

Numerous department forms and documents have been translated by a qualified interpreter into Spanish and Vietnamese. Forms and documents will be translated into languages in accordance with United States Department of Justice guidelines related to community demographics. Annually, department forms will be reviewed by the Bilingual Unit supervisor and the Planning and Research Unit supervisor to ensure all vital forms have been translated into the necessary languages.

Translated forms can be found on SharePoint under Departmental Forms. Printed forms are available at the patrol divisions or specific work areas which use them. Employees shall use translated forms for limited English proficiency individuals, when available.

In the case of illiteracy or languages in which written materials have not been translated, forms and documents shall be read to the LEP individual in their primary language by a Bilingual Unit member or the language line when a Bilingual Unit member is not available.

4-109 Use of Interpreters for Deaf or Hard of Hearing

Persons who are deaf or hard of hearing require reasonable accommodations to effectively communicate with police employees throughout the normal course of police work. Every police employee will provide the reasonable accommodations necessary to ensure the individual receives the same degree of service and due process of law as all other citizens.

4-109.1 Definitions

“Deaf person” or “hard-of-hearing person” means an individual whose sense of hearing is nonfunctional for the ordinary purposes of life, and also may include a person who is deaf-blind, meaning a deaf or hard-of-hearing person whose vision is also nonfunctional for the ordinary purposes of life.

4-109.2 When to Use an Interpreter

Officers shall obtain a legally qualified interpreter for persons who are deaf or hard-of-hearing, as defined in this directive, under the following circumstances:

A. As soon as reasonably possible upon being arrested, detained, or otherwise taken into custody;
B. Prior to giving an implied consent warning;
C. Prior to administering a blood-alcohol test;
D. Prior to interrogating the person;
E. Prior to interviewing the person as a witness;
F. Prior to detaining the person for a field show-up; or
G. Upon request to discuss any police matter.

No employee will assume written communication is an acceptable substitute for the services of a qualified interpreter. However, under circumstances other than those specified above, written communications may be used when the handicapped person clearly indicates they understand and does not need or request an interpreter. Employees who communicate without an interpreter will ensure both parties fully understand the information passing between them. Employees should be aware that vital information may not be admissible in court due to a lack of reasonable accommodation.

The right of a deaf person to an interpreter, in the instances specified above, may not be waived unless the deaf person is unable to communicate in sign language and initiates a written waiver of a qualified oral interpreter. A waiver of rights to an interpreter will be limited to this specific situation.

4-109.3 Obtaining an Interpreter

CIU is responsible for contacting the interpreting agency on contract with the department when a supervisor determines state law, federal law or department directives require a legally qualified interpreter be obtained. Employees should contact CIU only. Department employees, even those who are assigned to the bilingual unit, do not meet the requirements of legally qualified interpreters, as stated under law.

4-110 Immunity from Prosecution

No member of the Oklahoma City Police Department is authorized to grant immunity from prosecution to any suspect or defendant.

Section 2: Body-Worn and In-Car Camera Systems

4-201 Operations of Body-Worn and In-Car Camera Systems

Purpose

Body-worn and in-car cameras provide objective recordings of events that officers encounter. These recordings may provide valuable evidence for prosecution, assist officers with completing reports and protect officers from false allegations.

Body-worn and in-car camera recordings will only be used for official purposes and shall never be used to embarrass, exploit or harass an employee or the public.

Scope

The following directives govern the use and management of body-worn and in-car camera systems. These directives do not apply to undercover investigations and/or court-ordered or court-authorized electronic surveillance.

Oklahoma is a one-party consent state; therefore, when an officer is a party to a recorded conversation, they are not violating state law.

Definitions

Body-Worn and In-Car Camera System Administrator - The person assigned to manage and oversee the camera equipment and systems.

Body-Worn and In-Car Camera System - The hardware and software that comprises an audio and video recording system.

Body-Worn Camera (BWC) - A camera that is worn on the person of an officer to capture audio and video recordings.

Categorize - The process of labeling a recording for retention purposes.

Delayed Activation – When an officer begins recording after the time required by this directive but captures the incident within the pre-event video buffer.

Digital Evidence Management Unit - The unit responsible for management of the audio and video recordings obtained from body-worn and in-car camera systems. This includes, but is not limited to: copying, redacting or deleting the audio and/or video recordings.

Failure to Activate - When an officer does not activate the BWC as required by this directive.

Healthcare Facility - Any public or private authority, corporation or business where healthcare services are provided. Examples may include, but are not limited to, a hospital, emergency room, ambulance, health clinic, doctor's office, nursing home, pharmacy, dental office, drug or alcohol treatment facility or mental health facility, and shelters providing victim's services such as the YWCA.

Impact Activation – In-car cameras are configured to activate upon any substantial impact inside or outside of the vehicle.

In-Car Camera System – Cameras installed on the windshield and in the backseat area of the patrol vehicle to capture audio and video recordings.

Individually Identifiable Health Information - Any personal medical information whether oral or recorded in any form or medium, including demographic information collected from an individual that is created or received by a healthcare provider, health plan, employer or healthcare clearing house and relates to the past, present or future physical or mental health or condition of an individual, the provision of healthcare to an individual or the past, present or future payment for the provision of healthcare to an individual and identifies the individual or there is a reasonable basis to believe that the information can be used to identify the individual.

Official Purposes - Actions consistent with the duties and responsibilities of a police employee while adhering to the written directives of the police department. Other parties such as prosecuting or municipal attorneys and/or their staff will have access to camera recordings to carry out their official duties.

Operational Purposes - Review of an incident where a specific officer's performance is not the basis for the review.

Pre-Event Video Buffer - Body-worn and in-car camera systems are configured with a 30-second pre-event video buffer. When a camera is activated only the preceding 30 seconds of video (with no audio) will be captured and become part of the event recording. After the first 30 seconds, the body-worn camera will record both audio and video until it is deactivated by the officer.

Quarterly Review – A random review of each officer's camera recordings, conducted by a lieutenant once per quarter.

Sensor – The mechanism which triggers activation of the camera system. For the firearm holster, the sensor is mounted on the holster and will activate the camera systems within Bluetooth range when the firearm is removed from the holster. For a CEW, the sensor will activate the camera systems within Bluetooth range when the CEW is activated (i.e., turned on). For the overhead lights in the patrol vehicle, the sensor will activate the camera systems within Bluetooth range when the overhead lights are engaged.

Tagging – The process of adding incident and citation numbers to a recording.

Undercover Officer - An officer requiring anonymity based upon current law enforcement assignment where identifying the officer could jeopardize their safety and/or an on-going investigation.

Usage Audit - An audit performed once per quarter, on a randomly selected date, in which officers' activity is compared against body-worn camera recordings to verify compliance with recording requirements.

Voluntary Contact - A consensual encounter by a police officer with a person for official purposes. A voluntary contact can be initiated by an officer in a place where the public and the officer have a lawful right to be or in a place where a person has a reasonable expectation of privacy, such as a person's home. Consent by the person can be expressed or implied and must be freely and voluntarily given and be free of coercion. "Free of coercion" means a reasonable person would believe they are free to leave or not respond to the officer's questions and deny the officer's request. Consent can be revoked by the person at any point during the course of a voluntary contact.

4-201.1 Regulations for Body-Worn and In-Car Camera Systems

The police department will distribute camera systems appropriately as designated by the Chief of Police. Each officer must be trained in the operation of the camera systems and the applicable written directives prior to use. Only department-issued camera systems shall be used. Each officer assigned a body-worn camera is required to don the camera on their person and operate the assigned camera in accordance with current written directives during their shift. Each officer assigned a vehicle with an in-car camera is required to use it in accordance with current written directives. All department-issued cameras, associated equipment and recordings are the property of the Oklahoma City Police Department.

Maintenance and Care

Each officer is responsible for all camera equipment assigned to them and/or the vehicle they are driving. Prior to each shift, the officer shall ensure their assigned camera systems and all associated equipment are operating properly by verifying they have a green light on their body-worn camera and logging in to their in-car camera system. If at any time the officer discovers a camera or associated equipment is damaged or malfunctioning, the officer shall notify their supervisor as soon as practical. If the supervisor cannot resolve the issue, the supervisor will notify the Camera System Administrator by email and the officer will submit a Camera Damage/Malfunction/Lost Equipment Reporting Form through SharePoint. If a camera or associated equipment is physically damaged, the officer will also complete an incident report titled Damage to City Equipment. If a camera or associated equipment is damaged or malfunctioning, it shall not be used and will be returned to the Camera System Administrator.

Announcement of Recording

Except as required by Section 4-201.2, an officer is not required to advise a person they are recording their interaction unless the person specifically asks if they are being recorded, at which point the officer shall inform the person they are being recorded.

Livestream

The camera system has the capability to livestream, both on the in-car system and the body-worn cameras. The cameras must be recording to be able to livestream. As soon as the livestream begins, the user will be notified with a purple light illuminating on the camera. This function is controlled by permission levels.

The following personnel may authorize access to livestream for intelligence gathering, resource allocation, and/or tactical decisions:

1. Watch Commander;
2. Tactical Unit Commander;
3. Emergency Response Team Commander;
4. Real Time Information Center Commander;
5. Criminal Intelligence Captain;
6. Major;
7. Deputy Chief; or
8. Chief of Police.

911 Communications may livestream an officer's camera in the following circumstances after making an announcement over the air:

1. When made aware of an officer in distress;
2. When an officer engages their emergency button; or
3. When an officer is nonresponsive to radio traffic.

911 Communications shall stop the livestream once made aware the officer is not in need of assistance or advised by an on-scene supervisor.

During a pursuit, a managing supervisor may livestream the primary officer's in-car camera to observe the pursuit and shall notify 911 Communications if they elect to do so. If the managing supervisor is responding to the area of the pursuit, another supervisor in the same division may access livestream to observe the pursuit and provide information to the managing supervisor.

Prohibited Use of Body-Worn and In-Car Camera Systems

Camera recordings shall not be:

1. Used for personal gain or activities;
2. Copied, deleted, altered, uploaded, reviewed or released in any manner, except as authorized by written directives; or
3. Viewed by residents, unless authorized by a supervisor.

Body-worn and in-car cameras shall not be:

1. Used to record department employees, except as provided for by this directive;
2. Removed from the officer's person and left unattended while recording; or
3. Used to record any court proceeding or administrative hearing.

When a Camera May Be Activated

An officer may activate their camera system anytime the officer deems it appropriate to record for official purposes, except as prohibited under the section titled, When a Body-Worn Camera Shall Be Activated.

When an In-Car Camera Shall Be Activated

Most in-car camera systems will be triggered automatically; however, officers shall activate the rear-seat camera for the duration of any person being placed in the rear seat. During transport with the rear-seat camera activated, the officer may deactivate their body-worn camera. The body-worn camera must be activated prior to deactivating the rear-seat camera once the transport is complete and remain activated until the conclusion of the call.

Incident Identification and Reporting

The CAD call number, incident number, location and citation number are automatically tagged by the system. Officers are responsible for verifying recordings have been tagged by the system with the incident and citation numbers, if available, for each video recorded by the officer.

The officer shall make a notation, comment, or statement on all reports, citations, FI cards or CAD calls, if applicable, when a recording is made. The officer shall document the existence of a camera recording in all applicable reports and this documentation will take place in the first line of the narrative or immediately thereafter.

If an officer does not make a complete recording as required or interrupts a recording, the officer will document the circumstances of such action in the appropriate report.

The use of a camera does not alleviate the responsibility for an officer to complete a detailed report related to their involvement in an incident as required by written directives.

If any officer, detective, undercover officer, or supervisor is aware that an undercover officer or informant may have been captured in a camera recording, they will either notate this information in the camera database or ask a supervisor to do so.

Uploading

Each officer is responsible for preservation of recorded content on their assigned camera until uploaded. Camera recordings should automatically upload, but the officer can also manually upload recordings. If an officer has to manually upload their recording(s), the recording(s) will be uploaded no later than the end of their shift, unless authorized by a supervisor. The officer will upload recordings when the camera is nearing its storage capacity.

Overtime and Extra-Duty Employment

Officers (non-supervisors) working in uniform will use a department-issued camera when working an overtime shift. The officer will follow the same procedures as outlined in this directive.

An officer may use a department-issued camera during extra-duty employment. The officer will follow the same procedures as outlined in this directive.

Revised 3/25

4-201.2 Use of Body-Worn Camera Systems

Body-worn cameras contain configuration settings that are applied by the Camera System Administrator and settings that are configurable by the officer. The officer will not intentionally change or modify any of the Camera System Administrator's configuration settings.

When a Body-Worn Camera Shall Be Activated

Prior to each shift, the officer shall ensure the assigned body-worn camera and all associated equipment are operating properly as outlined in this directive.

Each officer shall activate their body-worn camera prior to and for the duration of:

1. Any voluntary contact (only in a public place or a place where the public and the officer have a right to be). If a voluntary contact is initiated in a location where a person has a reasonable expectation of privacy, and one of the criteria listed in numbers 2-10 below do not apply, the officer shall receive consent from the person prior to continuing to record the voluntary contact;
2. Any investigative detention, mental health detention, traffic or vehicle stop or custodial arrest;
3. Any physical response as defined in Section 4-307.1;
4. Any Code 3 response;
5. Any Priority 1 or Priority 2 call, to include activation prior to exiting the vehicle;
6. Any vehicle or foot pursuit;
7. Any Standardized Field Sobriety Test (SFST) or Drug Recognition Expert (DRE) evaluation;
8. Transporting any person, unless the assigned vehicle has an in-car camera system where the rear-seat camera has been activated;
9. Any interaction with a person who becomes uncooperative, agitated, combative, or threatening; or
10. Documenting a dying declaration.

Each officer will activate their body-worn camera when directed by a supervisor.

When Cameras Shall Not Be Activated or Shall Be Deactivated

An officer shall not activate or shall deactivate their body-worn camera:

1. In a healthcare facility, unless required by the section titled, Use of Body-Worn Cameras in Healthcare Facilities;
2. During a conversation with any supervisor or investigator to discuss details of an incident;
3. During activities, conversations or meetings with law enforcement employees while not on a call or incident;
4. During planning or briefing with the TACT Team, Bomb Squad or Hostage Negotiator Team at any time;
5. At the conclusion of a call or incident (a call or incident shall not be considered concluded for any officer assisting with, transporting, booking, or in the immediate presence of any person being detained or arrested); or
6. While maintaining a secured crime scene after an incident has been concluded, if approved by a supervisor.

Other than at the conclusion of a call or incident, the body-worn camera shall be reactivated immediately after the end of the above circumstances.

Use of Body-Worn Cameras in Healthcare Facilities

Federal law imposes severe restrictions on healthcare providers concerning the release of "Individually Identifiable Health Information." The definition of such information is very broad and includes patient identity by any means including clothing, event or a particular injury.

An officer shall activate their body-worn camera in a healthcare facility only under the following circumstances:

1. When conducting a voluntary contact;
2. Prior to any investigative detention, mental health detention, custodial arrest or physical response;
3. When interviewing anyone detained or arrested. The interview should be conducted in a private room or area where recording would not knowingly capture any "Individually Identifiable Health Information" of another person;
4. While involved in a foot pursuit;
5. When conducting a Standardized Field Sobriety Test (SFST) or Drug Recognition Expert (DRE) evaluation;
6. While transporting, guarding or coming into contact with any person who becomes uncooperative, agitated, combative, threatening or makes statements related to their arrest/protective custody;
7. For the purpose of documenting a dying declaration; or
8. When directed by a supervisor.

Announcement Prior to Deactivation

Prior to deactivating a body-worn camera and when safe to do so, the officer shall ensure an announcement is recorded as to the reason the camera is being deactivated, such as:

1. Contact completed;
2. Incident concluded; or
3. Ordered by supervisor (name) to end recording.

Revised 3/25

4-201.3 Failure to Activate a Body-Worn Camera

Delayed Activations

For the purpose of this directive, a camera activation will be considered delayed when an officer begins recording after the time requirements listed above. The incident must be fully captured within the pre-record buffer time to be considered a delayed activation. Activations delayed beyond that time frame will be considered failure to activate.

Grace Period for Failure to Activate a Body-Worn Camera

Upon initial issuance, or reissuance due to assignment, of a body-worn camera, officers will receive a 90-day grace period upon the following circumstances:

1. Completion of the required training to wear a body-worn camera;
2. Upgrade to a new body-worn camera; or
3. A change to body-worn and/or in-car camera directive(s) that necessitates updated training.

The grace period is related exclusively to incidents wherein an officer unintentionally fails to activate the body-worn camera at the required time. Once the grace period expires, the officer will be subject to corrective action and/or discipline for failing to activate a camera as required by this directive.

If an officer appears to have a consistent pattern of failing to activate their body-worn camera as required by this directive, the department may initiate an administrative investigation prior to the end of the grace period. If an administrative investigation identifies sustained allegations of failure to activate, any corrective action/discipline will be addressed in accordance with the section below. The grace period does not apply to any other violation of this directive, nor is the grace period an excuse for failing to activate the body-worn camera as required.

Corrective Action and Discipline for Failure to Activate a Body-Worn Camera

If an officer fails to activate a body-worn camera in accordance with the requirements of this directive, the following corrective actions/discipline will apply:

1. First failure to activate – Non-disciplinary corrective action;
2. Second failure to activate within 365 days of the first failure to activate – Class I Reprimand;
3. Third failure to activate within 365 days of the first failure to activate – Class II Reprimand;
4. Fourth failure to activate within 365 days of the first failure to activate – Class III Reprimand and other discipline; and
5. Fifth failure to activate within 365 days of the first failure to activate – will result in progressive discipline which may include termination.

After 365 days from the first failure to activate the body-worn camera, the time period for new corrective action/discipline will start over.

When reviewing a failure to activate incident, the following will be considered:

1. Whether there is clear evidence of a sudden attack on the officer or another person;
2. Whether a subject suddenly fled from the officer;
3. Whether the officer did later activate the camera and how much of the incident was captured.

For the purposes of this directive, a delayed activation shall be considered separately and shall not follow the discipline structure set forth above. However, if an officer demonstrates a consistent pattern of delayed activations, the department may initiate the process of corrective action or disciplinary action, if the behavior continues.

All other violations of this directive will be handled in accordance with Section 3-403 Disciplinary Action.

4-201.4 Camera System Access and Viewing

Access and Viewing of Camera Recordings

All access, viewing and activity related to camera recordings are logged and subject to audit at any time. Camera recordings may only be accessed and reviewed by authorized personnel in accordance with this directive.

Violations of this directive will be handled in accordance with Section 3-403 Disciplinary Action.

The Camera System Administrator and/or designee may access videos as needed to diagnose and resolve issues with camera system hardware and software. The reason for viewing the video(s) must be directly related to the scope of the hardware or software issue observed.

Officer Review of Camera Recordings

An officer will be allowed to review their camera recordings or the portion of another officer's recordings where that officer is captured:

1. To assist with an investigation and completion of reports;
2. Before making any statement or being interviewed. If the officer is the subject of a criminal investigation, which is outside the scope of their duties, the Chief of Police may restrict their ability to review any camera recordings. If the officer is the subject of an administrative investigation, they may have an employee representative/legal counsel present during the review. If the officer is the subject of a criminal investigation, they may have legal counsel present. If requested by the officer or their designated employee representative/legal counsel, the review of the recording shall be conducted privately so that the event may be discussed;
3. Prior to testifying in court; or
4. For other official purposes.

Investigator Responsibilities

An employee assigned to or assisting with a criminal investigation shall be granted access to and shall review any camera recordings related to and in furtherance of their assigned investigation(s).

Officer Involvement in Incidents Resulting in Death or Serious Injury

When an officer is involved in an incident that results in death or serious injury, the involved officer(s) and witnessing officer(s) body-worn camera(s) will be turned over to the first supervisor on the scene. That supervisor shall take possession of the camera(s) and secure the camera(s). The recordings will not be viewed unless approved by the watch commander. The supervisor will turn the camera(s) over to appropriate investigative personnel. The investigator shall review the recorded contents of all cameras related to the incident. Investigations personnel will be responsible for the body-worn camera(s) and camera system(s) installed in the officer's vehicle until they can verify the recording(s) have uploaded to the system.

Camera Recordings Used for Training

When a specific incident results in a training review or initiates evaluation of current training practices, the following personnel or their designee shall have access to observe the associated recording(s):

1. Law Enforcement Driver Training (LEDT) coordinator;
2. De-escalation Control and Defensive Tactics (D-CDT) coordinator;
3. Less lethal coordinator;
4. Reality Based Training Unit (RBT); and
5. Firearms Training Unit (FTU).

If the department desires to utilize a camera recording for training purposes, the Chief of Police or designee shall review the recommendation with the following considerations:

1. Identity of the officer(s) involved;

2. Sensitivity of the nature of the incident; and
3. Benefits of utilizing the recording as opposed to other ways to accomplish a training objective.

The involved officer(s) shall be notified the recording may be used for training purposes.

Other Parties Requiring Access to Camera Recordings

Camera recordings may contain evidence in criminal and/or civil proceedings. Appropriate prosecutors, municipal attorneys and their staff will have access to camera recordings for official purposes.

4-201.5 Supervisor Responsibilities and Review Requirements

Supervisors shall ensure each officer who is assigned a body-worn camera uses the camera throughout each shift and in accordance with this directive. To ensure compliance and effectively carryout their responsibilities, lieutenants shall review recordings under the following circumstances only:

1. When investigating allegations of misconduct concerning a specific incident involving any officer;
2. When a recording has been identified for departmental training or instructional purposes;
3. When a field training officer or field training supervisor is reviewing a recording for training or instructional purposes related to a specific probationary officer;
4. When periodic review is a condition of a Class III Reprimand;
5. When conducting a response to resistance assessment or a pursuit follow-up investigation; or
6. When conducting the quarterly review, as defined below.

When a supervisor is conducting an administrative investigation the supervisor will research the camera system for any relevant recording. Each relevant recording will be re-categorized to the appropriate administrative retention category, unless a higher retention category is already applied.

When conducting a collision review, pursuit investigation or response to resistance assessment, the supervisor may limit review of the video to the events preceding the incident through the point of conclusion, unless they have information of possible issues outside this timeframe necessitating further review.

A supervisor may have to tag an officer's camera recording(s) if the officer is unable to do so.

A captain or above may review a camera recording for reasons 1-5 listed above.

Quarterly Review of Recordings

Between the 1st and 15th of every January, April, July, and October, each lieutenant who supervises officers equipped with body-worn cameras will conduct a review of those officers' recordings for the preceding quarter. The lieutenant will access the camera database which will provide them with one randomly selected recording for the previous quarter for each officer under their span of control. While conducting this review, the lieutenant shall evaluate the actions of all officers captured in the recording for compliance with written directives. For each recording reviewed, the lieutenant shall complete a camera review within the database. Recordings reviewed by a lieutenant for any of the reasons listed above in Section 4-201.5, numbers 1-5, shall not fulfill this review requirement.

Recordings subject to random review shall only include recordings uploaded within the previous quarter that are greater than 60 seconds in duration, and shall exclude permanent recordings.

Captain Responsibilities and Usage Audit

Captains shall ensure their lieutenants comply with Section 4-201.5. Once each quarter, captains shall review the usage report solely for the purpose of determining whether the officers under their command that are assigned a body-worn camera activated their cameras when required to do so in accordance with the section titled, When a

Body-Worn Camera Shall Be Activated. The software program will randomly select one day per quarter and will compile a list of all officers that were assigned to a CAD call that would require a recording in accordance with the section titled, When a Body-Worn Camera Shall Be Activated.

Captains will audit each incident in which the software has determined that a recording should have been produced by an officer and was not. Captains shall complete a camera usage audit within the database for each incident audited.

If during the course of this audit, a captain requires access to any officer's body-worn camera video to make their determination, the video(s) will only be viewed up to the point it is determined if the officer was in compliance with directive or not.

Non-Disciplinary Corrective Action / Disciplinary Action Unrelated to Failure to Activate

An inconsequential occurrence that is not consistent with departmental directives or training identified during a review of a body-worn camera and/or in-car camera recordings may result in an employee receiving a non-disciplinary corrective action.

After the employee receives three non-disciplinary corrective actions for the same or similar allegation, a subsequent same or similar allegation within a period of 365 days from the first occurrence will be reviewed, documented, and discipline imposed, pursuant to Section 3-403 Disciplinary Action.

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4-201.6 Administrative Procedures

Administrative Responsibilities

The Camera System Administrator is responsible for:

1. Tracking and inventory of all cameras;
2. Maintaining all cameras and system components;
3. Repairing and replacing cameras and system components and/or sending them to the manufacturer for repair or replacement;
4. Ensuring officers are properly trained on camera use; and
5. Providing audit information.

The Digital Evidence Management Unit is responsible for:

1. Maintaining recordings in accordance with department retention directives;
2. Processing requests for redaction or deletion and maintaining records of these requests;
3. Providing recordings pursuant to Open Records requests;
4. Processing subpoenas and court orders for recordings; and
5. Processing requests for review from authorized personnel.

Open Record Requests

The Oklahoma City Police Department through the Records Unit will provide copies of recordings from cameras in accordance with federal and state law. The Records Unit and/or the Digital Evidence Management Unit will consult with the Municipal Counselor's Office as needed.

If an Open Records copy of an original recording is released, the retention period for the original recording and the Open Records copy will be permanent.

When an Open Records request is made for an officer's camera recording, the Digital Evidence Management Unit will send the recording officer an e-mail, through the City e-mail system, notifying the officer of the request. If the officer chooses to review the Open Records recording, it is the officer's responsibility to log into the system and review the Open Records recording, and they may review a copy of the Open Records request form as well.

Subpoenas and Court Orders

The Oklahoma City Police Department through the Records Unit will respond to subpoenas and court orders for all recordings from cameras in accordance with federal and state law. The Records Unit and/or the Digital Evidence Management Unit will consult with the Municipal Counselor's Office as needed.

Requests for Redaction or Deletion

An officer may request to redact or delete recordings (i.e., personal recordings unrelated to any law enforcement action) by submitting a Request for Redaction or Deletion of Camera Recording Form. This form will be submitted directly to the officer's division commander. If the division commander is unavailable, the form will be submitted to the officer's bureau chief. The division commander or bureau chief will review the recording and the request to authorize or deny the redaction or deletion. The division commander or bureau chief will include an explanation for their decision and will immediately send the form electronically to the Digital Evidence Management Unit. The officer will be notified of the decision.

The Digital Evidence Management Unit will review the request as soon as practical and may consult with the Municipal Counselor's Office prior to taking action on requests that involve redaction. All requests shall be stored electronically by the Digital Evidence Management Unit.

An original recording that may have evidentiary value will be maintained by the Digital Evidence Management Unit. If a redaction is made, a copy of the original recording will be made and only the copy will be redacted. The original and the copy will be maintained by the Digital Evidence Management Unit.

An original recording that has no evidentiary value may be deleted as provided above. However, prior to deletion of any non-evidentiary recording the Digital Evidence Management Unit shall consult with the Municipal Counselor's Office. When a recommendation from the Municipal Counselor's Office differs from the recommendation of the Digital Evidence Management Unit regarding deletion, the information will be forwarded to the Chief of Police or designee, for resolution.

Annual Review

The Administration Bureau Deputy Chief is responsible for ensuring an annual review of the department's camera program is conducted.

4-201.7 Retention

All recordings will be categorized. If a recording is not categorized by the appropriate officer or by the system, the recording will default to the 3-year retention category.

Recordings will initially be categorized in accordance with the following table:

	Retention Categories	Retention Time
1	**Function Tests** Functions test conducted by an officer prior to beginning a shift or at any other time	60 Days
2	**Non-Enforcement or No Contact CAD Call(s)** Calls which are assigned to an officer, but no action is taken by the officer	1 Year
3	**Traffic Contact and/or Issued Citation**	3 Years

	When an officer conducts a traffic contact and no arrest occurs, but citation(s) are issued **Incident Report** When an officer completes an incident report for any reason related to their official duties **Misdemeanor Arrest/Warrant** When an officer makes a misdemeanor arrest, regardless of if the person is booked into jail, field released, etc., or when an officer is assigned to or responds to a misdemeanor crime investigation and conducts an interview, inventory, search, prepares a crime scene log, crime incident/supplemental report etc. **Transporting of Any Person(s)** When an officer transports an adult to PIA, takes an adult/juvenile into protective custody, transports an adult/juvenile under emergency detention, or transports a juvenile to a shelter or responsible person for release. Also includes any adult or juvenile under arrest transported to any detention facility. **Investigative Detention** When an officer places a person under investigative detention for a short period of time, but ultimately releases the person and no citation is issued **Field Interview** When an officer initiates a field interview, voluntary contact, or a citizen assist, where there is no physical response, no citation is issued, and no arrest is made **Non-Injury Traffic Collision Investigation** When an officer is assigned to and/or investigates a non-injury traffic collision and completes a traffic collision report and/or incident report	
4	**Felony Arrest/Warrant** When an officer makes a felony arrest, regardless of if the person is booked into jail, hospitalized, etc., or when an officer is assigned to or responds to a felony crime investigation and conducts an interview, inventory, search, prepares a crime scene log, crime incident/supplemental report etc. **Homicide Incident** When an officer makes a homicide arrest, regardless of if the person is booked into jail, hospitalized, etc., or when an officer is assigned to or responds to a homicide investigation and conducts an interview, inventory, search, prepares a crime scene log, crime incident/supplemental report etc. **Administrative Incident (pursuit, response to resistance, complaint, internal investigation, or traffic collision)** When an officer is assigned to or is involved in a pursuit, response to resistance, formal complaint, internal administrative or criminal investigation or traffic collision involving department vehicles **Injury or Fatality Traffic Collision Investigation** When an officer is involved in investigating a great bodily injury or fatality collision regardless of if a citation is issued or an arrest is made and completes a traffic collision/incident report/supplemental, etc. **Open Records Release** If an Open Records copy of an original recording is released, the retention period for the original recording and the Open Records copy will be permanent.	Permanent

If a recording can be categorized under multiple retention times, it will be marked for the longest retention category. The initial categorization may change for investigative or administrative reasons.

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Section 3: Search, Seizure, and Arrest

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

4-301 Police-Citizen Encounters

There are three primary types of police-citizen encounters:

1. Consensual Encounters
2. Detentions
3. Arrests

These categories are not static and may convert from one to another. Officers must comply with the following requirements while participating in or conducting each type of encounter.

4-301.1 Consensual Encounters

A consensual encounter is the voluntary cooperation of a person in response to non-coercive questioning by a police officer. The encounter is consensual or voluntary as long as a reasonable person would believe they are free to disregard the officer's questions and walk away. A consensual encounter is not a seizure under the Fourth Amendment. Officers are free to initiate or participate in any consensual encounter, unless otherwise prohibited by law or department directives.

Officers shall permit a person to terminate and disengage from a consensual encounter at any time, except that officers:

1. May temporarily detain the person if officers have satisfied the requisite elements for an investigative detention, witness detention, or community-caretaking detention as provided for in this directive; or
2. May arrest the person if officers have satisfied the requisite elements for an arrest as provided for in this directive.

Absent these justifications, when the person expresses their desire to terminate and/or attempts to disengage from the consensual encounter, officers shall not:

1. Detain or keep the person against their will;
2. Unholster their firearm or display any other weapon or tool in a manner that an objectively reasonable person might find intimidating;
3. Touch or come into physical contact with the person;
4. Obstruct or restrain the person's movements;
5. Gather around the person in a threatening manner;
6. Use any commanding or threatening gestures or tone of voice that indicate compliance with a request might be compelled;
7. Engage in any accusatory, persistent, or intrusive questioning if it would convey to a reasonable person that compliance is required; or
8. Behave in any other manner that might lead an objectively reasonable person to believe they are not free to terminate the encounter.

4-301.2 Detentions

There are three categories of detentions:

1. Investigative Detentions
2. Witness Detentions

3. Community-Caretaking Detentions

All detentions are seizures and require officers to comply with the demands of the Fourth Amendment.

Investigative Detentions

An investigative detention is the detention of a person for the purpose of dispelling or confirming a reasonable suspicion that the person has been, is, or is about to be engaged in criminal activity.

Officers may stop and briefly detain a person for investigative purposes when they have reasonable suspicion to believe that the person has been, is, or is about to be engaged in criminal activity.

Reasonable suspicion is an objective standard and must be assessed based on the totality of the circumstances. Officers must have a particularized and objective basis for suspecting the particular individual stopped. Reasonable suspicion requires more proof of wrongdoing than an unparticularized suspicion or hunch, but less than probable cause.

All investigative detentions must be:

1. Justified at their inception; and
2. Reasonably related in scope to the circumstances which justified the detention in the first place.

An investigative detention must be temporary in nature and last no longer than necessary to effectuate the purpose of the stop. The reasonableness of the duration of any detention will vary with the particular circumstances of each case. Officers shall diligently investigate the circumstances justifying the detention and confirm or dispel their suspicions as soon as reasonably possible under the circumstances.

Officers may take objectively reasonable steps to protect their personal safety and to maintain the status quo during the course of an investigative detention. Officers may frisk the outer clothing of a person detained for investigative purposes only where they have reasonable suspicion to believe that the person may be armed and dangerous. See Section 4-302, Searches of Persons, for specific procedures on conducting a cursory weapons frisk.

If during the course of an investigative detention, officers develop additional evidence that establishes probable cause to believe the detained individual committed a crime, they may place the individual under arrest. If officers dispel their suspicions or fail to develop probable cause during the course of the detention, they shall release the suspect as soon as possible.

Witness Detentions

Officers may approach any person to:

1. Determine if the person was a witness to a crime;
2. Ascertain whether the person is willing to provide their identification if the person did witness a crime; and/or
3. Ascertain whether the person is willing to voluntarily speak about the witnessed crime.

If the witness is willing to voluntarily speak or interview with officers, the encounter remains consensual and may continue until the witness withdraws their consent. The interview may be conducted at the scene or at a department facility as long as the witness consents.

If the crime being investigated is a misdemeanor and the witness is unwilling to voluntarily speak about the witnessed crime and unwilling to provide their identification, officers shall immediately release the witness.
If the crime being investigated is a misdemeanor and the witness is willing to voluntarily provide their identification but is unwilling to voluntarily speak about the witnessed crime, officers shall record the witness's identification but shall immediately thereafter release the witness.

If the crime being investigated is a felony, officers may detain the witness, regardless of the witness's consent, if:

1. Officers have identified themselves as law enforcement and inform the witness of the grounds for detention;
2. The witness is not a victim of the underlying felony crime; and
3. Officers have probable cause to believe that the witness:
   a. Is a necessary and material witness to the felony crime; and
   b. Would be unwilling to accept service of a subpoena or may otherwise refuse to appear in any criminal proceeding.

If a person is detained as a material witness, they must be taken before a judge of the district court, without unnecessary delay, which shall be defined as taking the witness immediately to a judge, whether that judge is presiding over a court in session or otherwise.

If the above-listed criteria are not satisfied, the witness is unwilling to voluntarily speak about the witnessed crime, and the witness is unwilling to provide their identification, the officers shall immediately release the witness. If the above-listed criteria are not satisfied and the witness is unwilling to voluntarily speak about the witnessed crime but the witness is willing to voluntarily provide their identification, officers shall record the witness's identification and immediately thereafter release the witness.

When detaining a witness against their will, officers shall advise a supervisor immediately. The supervisor shall contact an on-call Homicide supervisor, regardless of the nature of the felony.

Community-Caretaking Detentions

A community-caretaking detention is a brief non-investigatory detention of a person for purposes of assuring the person's safety and/or the safety of the public.

Officers may effect a community-caretaking detention of a person where:

1. Officers have specific and articulable facts that the person's safety or well-being is in danger to the extent that an intrusion into the person's liberty is reasonably warranted;
2. The detention lasts no longer than necessary to effectuate its purpose; and
3. The scope of the detention is carefully tailored to its underlying justification.

Examples of permissible community-caretaking detentions may include, but are not limited to:

1. Checking the welfare of a person where officers have reason to believe the person may be in danger or need medical assistance;
2. Taking custody of or transporting a person for a mental health evaluation or care in accordance with Section 5-204;
3. Rendering assistance to, taking custody of, or transporting a person in apparent need of significant medical or emergency assistance; or
4. Taking custody of or transporting a runaway juvenile to the appropriate authority in accordance with Section 3-416.

Officers shall not use a community-caretaking detention as a subterfuge to conduct a search or seizure that would otherwise be unlawful or in violation of a written directive.

4-301.3 Arrests

An arrest is the taking of a person into custody to be held to answer for a public offense. An arrest may be made with or without a warrant in accordance with the following provisions.

When a Person Can Be Arrested by Police Officers

A. Officers may arrest a person based on a valid arrest warrant when they have a warrant or probable cause to believe a warrant has been issued or is being held by another peace officer commanding that such person be arrested.
B. Officers may arrest a person without a warrant:
    1. When they have probable cause to believe that a felony has been or is being committed and that the person to be arrested has committed or is committing it;
    2. For a misdemeanor not committed in their presence, when the misdemeanor is specified by state law to be one where the officer may arrest on probable cause (e.g., domestic violence violation, DUI, APC, VPO violation, or larceny of merchandise), and probable cause for the arrest is known to the officer at the time of arrest; or
    3. When they have probable cause to believe a misdemeanor was committed in their presence.

Citizen's Arrest Procedures

A. A citizen may arrest a person:
    1. When a felony or misdemeanor offense is committed or attempted in their presence; or
    2. When the citizen has probable cause to believe that the person committed a felony.
B. When a citizen has placed a person under arrest, officers shall take custody of the arrested person and process the person in accordance with written directives, unless:
    1. The officer reasonably believes, from their own knowledge, that no offense has been committed;
    2. The citizen has insufficient evidence to establish probable cause that the offense was committed; or
    3. The citizen making the arrest is incapacitated by mental illness, intoxication, or other effects to the extent that they are obviously incompetent to exercise reasonable judgment.
C. Officers shall make reasonable efforts to determine if the citizen satisfied the conditions to make a citizen's arrest.
D. If any of the above conditions apply, and officers do not have independent authority or additional charges to arrest the person, officers shall release the arrested person and complete a detailed report.

Probable Cause

Probable cause is an objective standard and must be assessed based on the totality of the circumstances. It is a flexible, common-sense, practical, and non-technical conception, not capable of being reduced to numerically precise degrees of certainty or a neat set of legal rules. The standard is based on probabilities, not certainties, of criminal behavior. Probable cause is a less-demanding standard of proof than beyond a reasonable doubt.

In the context of an arrest, probable cause is a set of facts that would warrant an officer of reasonable caution in the belief that a particular person has committed a particular crime.

Duty to Investigate When Determining Probable Cause

When determining whether probable cause exists to arrest a person or when independently verifying a citizen had probable cause to arrest a person pursuant to a citizen's arrest, officers must:

1. Investigate basic evidence or otherwise inquire if a crime has been committed at all;
2. Interview readily available witnesses; and
3. Evaluate easily accessible and undisputed facts, such as video evidence.

This directive does not prohibit or otherwise restrict an officer from detaining a suspect for investigative purposes in accordance with the law and department directives. See Section 4-301.2. Nor does this directive alter an officer's obligation to establish probable cause based on the totality of the circumstances that a suspect committed a particular crime prior to making any warrantless arrest.

Warrantless State Felony Arrests

When officers have probable cause to believe that a person arrested has committed a felony crime, they shall:

A. Contact a supervisor to request authorization for state charges prior to transporting to the detention center;
B. Complete a probable cause affidavit; and
C. Present the affidavit to the authorizing supervisor for review and signature.

Supervisors should meet the officer at the scene of the arrest or prior to arriving at the detention center if possible. Supervisors shall review the probable cause affidavit for accuracy and completeness and verify the elements of the crime have been met before signing it. At the time the arrested person is booked into the detention center, the arresting or transporting officer will provide the signed probable cause affidavit along with all required booking paperwork to the appropriate detention center personnel.

Warrantless State Misdemeanor Arrests

When officers have probable cause to believe that a person arrested has committed a misdemeanor crime for which there is a municipal and state charge, the person will be processed for the municipal charge unless the state charge is more appropriate.

When officers believe a state charge is more appropriate, they shall:

A. Contact a supervisor to request a hold for state charges;
B. Complete a probable cause affidavit; and
C. Have a supervisor review and sign the affidavit.

If the supervisor approves a hold for state charges, they should meet the officer at the scene of the arrest or prior to arriving at the detention center if possible. Supervisors shall review the probable cause affidavit for accuracy and completeness and verify the elements of the crime have been met before signing it. At the time the arrested person is booked into the detention facility, the arresting or transporting officer will provide the signed probable cause affidavit along with all required booking paperwork to the appropriate detention center personnel.

Even if the supervisor approves a request to hold for state charges, officers should still complete any relevant municipal complaints, but shall mark the hold for state charge (HFS) box before turning it in.

Municipal Arrests

See Section 5-306 for procedures on arresting a person for a violation of municipal ordinance.

NCIC Hits and Arrests

A person may be arrested based on a NCIC hit for a warrant or for a new crime based upon information obtained from a NCIC hit.

Arresting a Person Based on a NCIC Hit for a Warrant

A NCIC hit for a warrant on a person provides notice to officers that a person may be wanted by a law enforcement agency. Officers shall contact CIU after receiving a hit for a warrant on the person to confirm if the warrant is valid and the issuing agency is willing to extradite (if applicable).

The hit for a warrant alone does not establish probable cause to arrest the person. When officers receive a hit on a person that is not already under arrest, they may detain the person for a reasonable amount of time while confirming the warrant from the issuing agency. Once an officer confirms the warrant is valid and the issuing agency is willing to extradite (if applicable), the person may be arrested. If the warrant is not confirmed, the person shall be released, unless under arrest for an independent crime or violation.

If an officer receives a NCIC hit on a person that is already in custody and under arrest for an independent crime or violation, the officer must confirm the warrant prior to adding it to the person's list of charges.

A copy of the confirmed hit and/or warrant shall be submitted with the person's booking sheet.

Whether an arrest is made or not, the officer will complete an incident report.

Arresting and Transporting a Person with a NCIC Hit for a Warrant to an Outside Jurisdiction

When the issuing agency confirms the NCIC hit for a warrant but is not willing to extradite, CIU can still confirm whether the issuing agency will accept the person if the officer transports them to their detention center. If the issuing agency agrees to accept the person, the officer will contact their supervisor for permission to transport them.

The supervisor will contact the Watch Commander for approval of travel orders. Two officers will transport the person and if possible, they should be transported in a SUV. If a SUV is not available, then a newer model vehicle should be used.

Once the transport is complete, the officer will complete an incident report.

Arresting Persons for New Crimes Based on NCIC Hits

Officers may arrest a person for a new crime utilizing information obtained from an NCIC hit under the following circumstances only:

A. After having CIU verify the hit on the person or property is still valid; and
B. After establishing probable cause the person committed the crime.

A confirmed NCIC hit is but one fact that by itself may or may not establish probable cause to arrest a person for a new crime. A confirmed NCIC hit must be evaluated with the totality of the circumstances when determining whether probable cause to arrest exists.

If CIU is unable to confirm the NCIC hit, the person shall be released (if detained), unless under arrest for an independent crime or violation.

Confirmation of Arrest Warrants

When officers plan the service of an arrest warrant on a person in advance, they shall confirm the warrant prior to service. When officers run a person for warrants in the course of their duties, without advance notice the person has a warrant, they must confirm the warrant prior to placing the person under arrest for the warrant, unless the person is already under arrest for an independent violation.

A copy of the warrant(s) shall be submitted with the person's booking sheet.

Disposition of Arrested Persons

All arrested persons that are to be booked in jail on their charge(s) shall be transported and booked into the appropriate detention center as described in Section 3-411 Booking Procedures.

Serving an Arrest Warrant

Serving an Arrest Warrant in a Public Place

Officers may serve any arrest warrant at any time if the subject of the warrant is found in a public place or on a public roadway.

Serving an Arrest Warrant On a Person in Their Residence

A. Misdemeanor arrest warrants may only be served on a person in their residence between the hours of 6:00 AM and 10:00 PM, unless the warrant is endorsed for nighttime service. Prior to serving a misdemeanor warrant endorsed for nighttime service at a residence, officers must verify with the issuing authority that the endorsement is valid. Under no circumstances shall officers force entry into a residence to serve a misdemeanor warrant, even if officers have reason to believe the subject of the warrant is present.
B. In the event officers are conducting an investigation inside a residence, or are otherwise lawfully inside a residence, and have placed a person under arrest for an independent criminal violation, officers may add any warrants, including misdemeanor warrants, to the person's charges.
C. Felony arrest warrants may be served on a person in their residence any time. If officers have not received written or verbal consent, they may only enter the wanted person's residence to serve a felony arrest warrant under the following circumstances:
    1. Officers reasonably believe the subject of the warrant resides at the place to be entered;
    2. Officers reasonably believe the subject of the warrant is present;
    3. Officers have provided notice of authority and purpose; and
    4. Officers are refused admittance or receive no response.
D. These provisions in no way diminish an officer's authority to forcibly enter a residence based upon exigent circumstances.

Serving an Arrest Warrant in a Third-Party's Residence

If the subject of an arrest warrant is reasonably believed to be inside a third-party's residence (a residence other than their own), officers shall not enter into the residence to serve the warrant unless they:

A. Obtain consent from the third-party residents;
B. Are in hot pursuit of a fleeing felon; or
C. Obtain a search warrant for the third-party residence.

Entering a Residence without a Warrant to Effect an Arrest

A. Officers may enter a residence without a warrant to effect an arrest under the following circumstances only:
    1. When officers are given consent by a person with apparent authority to enter the residence, absent objection from another present person with apparent authority;
    2. When officers have probable cause to believe warrantless entry is necessary to prevent the destruction of evidence of a serious crime; or
    3. When officers are in hot pursuit of a fleeing felon.
B. Absent any of these conditions, officers are prohibited from entering a residence or crossing the threshold of any door, window, or other opening of the residence without a warrant.
C. Probable cause to believe a suspect is inside a residence, by itself, is insufficient grounds for entering a residence without a warrant. Even if a suspect opens a door or window, or is otherwise in plain sight within the residence, but remains in the residence, officers shall not cross the threshold of the residence to arrest the suspect, unless one of the above conditions apply.
D. Moreover, merely opening a door or window to a residence does not establish a resident's consent to enter the residence. Consent must be given voluntarily and must be unambiguous.

Officer Identification

When it becomes necessary for an officer to arrest a person, the officer will identify themself as a police officer, recognizing that some circumstances may exist that may make identification prior to the actual arrest impossible. Identification will not be necessary if the officer is in a department approved uniform and is clearly visible to the person to be arrested. A plain-clothes officer shall display their badge prior to making the arrest.

Miranda Warning

In all cases when an arrest has been effected, the arrested person shall be afforded all constitutional and statutory rights.

When advising a person of their Miranda rights, the Miranda warning should be read from a Miranda card, not recited from the officer's memory.

In cases where immediate interrogation is not necessary, or when it is likely that other investigators will need to interview an arrested person, routine Miranda warnings should not be given. If Miranda warnings are given, officers shall document the person's responses in the appropriate report. In all cases, any voluntary statements should be documented in the appropriate report.

Mass Arrest Situations

A mass arrest situation exists when, in the judgment of the supervisor, the number of persons to be arrested in a single incident exceeds the ability to perform normal arrest, booking and reporting procedures.

Sufficient police staffing is to be gathered before any enforcement action is taken at the scene of mass arrests, if possible. Police officers at the scene should remain together as much as possible. No police officer will leave the group to pursue a subject into or through a crowd.

A processing site will be established and staffed with a number of officers and supervisors sufficient to maintain order when handling arrested persons. Arrested persons will be immediately escorted to the processing site. The arresting officers shall complete (1) a municipal citation, if the person is being arrested for a violation of city ordinance, or (2) a probable cause affidavit, if the person is being arrested for a violation of state law. In addition, police employees shall adhere to the "Mass Arrest Procedures" provided in the Emergency Operating Procedures.

Persons who are not going to be taken into custody will be directed to leave in the safest manner possible. Only one police officer or supervisor will give instructions to a crowd at a given time if possible. The instructions given and the name of the person giving the instructions shall be documented in written reports.

The on-scene supervisor will account for all police personnel and equipment before leaving the mass arrest site.

4-301.4 Reporting Seizures

Officers shall complete a crime incident report after arresting a person, except where the arrest was made for a misdemeanor traffic violation and the arrested person is required to be released on their personal recognizance by state law, city ordinance, or written directive.

Transporting a person to the Public Inebriate Alternative is considered protective custody and not an arrest. If there are unusual circumstances that need to be documented, officers shall complete a report. In the report, officers shall identify the person as an involved person and shall not indicate or imply that the person was arrested or charged with a crime.

Officers shall also document any detention of a person in a crime incident report or on a field identification card, depending on the circumstances. See also Section 5-103.4.

4-302 Searches of Persons

There are six general categories of person searches:

A. Cursory Weapons Frisks
B. Searches Incident to Arrest
C. Consent Searches
D. Jail Booking Searches
E. Strip Searches

F. Body-Cavity Searches

4-302.1 Cursory Weapons Frisks

During the course of a voluntary contact or investigative detention of a person, officers may conduct a cursory weapons frisk (sometimes referred to as a pat search) if they have the person's consent. A cursory weapons frisk may be done without the person's consent only when the officer has reasonable suspicion the person is armed and dangerous. "Officer safety" alone will not justify a frisk. Not every armed person is automatically a risk to the officer. The officer must be able to articulate the reasons why the person is believed to be armed and to pose a danger to the officer.

Officers should conduct a weapons frisk from behind the person, in a position of control. To conduct the frisk, officers shall pat the person and any outer garments (e.g., coat, jacket, etc.) to determine if they possess any weapons or dangerous items. If an officer discovers what they reasonably believe to be a weapon or dangerous item, the officer may remove it depending on the nature of the contact as described below. The final disposition of the weapon or item shall be handled in accordance with written directives.

For procedures on conducting a cursory weapons frisk on a person of the opposite sex, refer to Opposite Sex Searches below.

Cursory Weapons Frisks During Voluntary Encounters

During a voluntary contact an officer may request to perform a cursory weapons frisk. If the person consents to a cursory weapons frisk, the scope of the frisk is limited by the scope of the consent given. If the person does not give consent and the officer does not have lawful grounds to detain or arrest them, no further enforcement action should be taken.

When an officer has voluntary contact with a person who states they have a firearm in their possession or who is visibly carrying a firearm, the officer may request the person's consent to disarm them for the duration of the voluntary contact. If no consent is given, the officer should use discretion in choosing to continue the voluntary contact, considering the potential threat posed by an armed person and the officer's reason for making contact with them.

During a voluntary encounter, an officer may request a person's identifying information. If that person refuses to provide their identifying information and the officer does not have lawful grounds to detain or arrest the person, no further enforcement action should be taken. If they do provide their identifying information, the officer should check for any criminal history which may disqualify that person from legally carrying a firearm.

Cursory Weapons Frisks During a Detention

When an officer has legal grounds to detain a person, they should perform a cursory weapons frisk as soon as possible. If a weapon or firearm is located, the officer should disarm the person for the duration of their detention.

4-302.2 Searches Incident to Arrest

When making an arrest, with or without a warrant, officers will first handcuff the person in accordance with Section 4-304 and then search the person and the person's immediate surroundings. The purpose of this search is to ensure the safety of the arresting officer(s) and to safeguard any potential evidence. A search incident to arrest will be conducted prior to placing the arrested person inside a police vehicle and prior to accepting an arrested person from any other officer or agency.

Officers shall thoroughly search prisoners for weapons, evidence of crime and other contraband prior to transporting them in any police vehicle.

When arresting a person who appears to be intoxicated, or not in control of physical functions, officers will examine the person to ascertain whether the person is wearing a medic alert bracelet or necklace or any other identifying device delineating a medical disability which could account for the person's actions. If discovered, the officer will take immediate steps to aid the afflicted person in receiving medication or treatment for the disability.

Prior to conducting a search incident to arrest, officers should secure any items the arrested person may be carrying, such as a bag or purse. To conduct a search incident to arrest, officers should search the arrested person from top to bottom, to include the following locations:

A. Hats;
B. Hair - especially females;
C. Back of the collar;
D. Shoulder blades in the center of the back;
E. Lapels;
F. Sleeves;
G. Neckties;
H. Palms of the hands;
I. Belts, waistbands, and surrounding body area;
J. Pockets
K. Groin area; and
L. Shoes.

The mouth may be searched for contraband at the beginning or end of the search depending on the arrest situation. For procedures on conducting a search incident to arrest on a person of the opposite sex, refer to Opposite Sex Searches below.

4-302.3 Consent Searches

Officers may conduct a search of any person that consents. The consent must be voluntary and uncoerced. Consent searches may be carried out in the same manner as a search incident to arrest. However, the scope of a consent search is limited by the scope of the consent given. If a person limits their consent, officers must limit their search accordingly, in the absence of alternative justification.

Officers may not seek consent to conduct a jail booking search; that type of search is reserved solely for jail personnel. Consent to conduct a strip search or a body-cavity search, by itself, is insufficient to conduct such a search; additional requirements must be met as described below.

For procedures on conducting a consent search on a person of the opposite sex, refer to Opposite Sex Searches below.

4-302.4 Opposite Sex Searches

Officers shall not conduct a search or a cursory weapons frisk on a person of the opposite sex unless they have articulable reasonable suspicion that the person possesses a weapon or other dangerous item.

In the absence of reasonable suspicion that a person of the opposite sex possesses a weapon or other dangerous item and the officer has received valid consent to a search from the person, the officer shall contact an officer of the same sex as the person to be searched.

When an officer has arrested a person of the opposite sex, the officer shall not search the person incident to arrest. Prior to transporting the person, the officer shall contact an officer of the same sex as the person to conduct the search.

If an officer has reasonable suspicion that a person of the opposite sex possesses a weapon or other dangerous item, the officer:

A. May handcuff the person for officer safety reasons;
B. May conduct a cursory weapons frisk of the person, using the back of their hand if possible;
C. May pat the pockets of the person's outer garments (e.g., coat, jacket, etc.);
D. Should have another person or officer witness the frisk or search, if possible, and only if waiting for a witness does not pose any further or unnecessary danger or risk; and
E. Shall document the justification for the frisk or search in a report.

If the person of the opposite sex is under arrest or the officer has reasonable suspicion the person possesses a weapon or other dangerous item, officers may search the person's immediate possessions.

Officers may search a person's possessions when they have received valid consent.

4-302.5 Jail Booking Searches

A jail booking search, commonly referred to as an inventory search, is a very thorough search conducted at the jail during the booking process, prior to admittance in the jail. The purpose of a jail booking search is to inventory an arrestee's property and to control contraband entering the jail. Jail booking searches are conducted by jail personnel. Officers shall not conduct jail booking searches.

4-302.6 Strip Searches

A strip search is a visual inspection of a naked or partially-naked person without scrutiny of the body cavities. A strip search may only be conducted by officers when they have the approval of the watch commander, and:

A. A warrant expressly authorizing a strip search, or
B. Probable cause to believe a person is concealing a weapon, controlled substance, stolen property, contraband, or evidence.

The person should be afforded as much privacy as possible during a strip search. A person of the same gender or, for a transgender person, the same gender expression as the person being searched must perform the search. The observer(s) must also be of the same gender or, for a transgender person, the same gender expression as the person being searched. The search must be conducted where it cannot be viewed by persons not directly involved in conducting or designated to observe the search. All employees present will be held strictly accountable for ensuring respect for the dignity of the individual being searched.

An officer should avoid touching persons being strip searched unless it is absolutely necessary.

Additional Requirements for Strip Searches of Juveniles

Strip searches will not be conducted on juveniles without:

A. Authorization from the watch commander or above;
B. The notification of the juvenile's legal guardian, unless:
    1. There is probable cause to believe the juvenile is concealing a weapon, controlled substance, stolen property, contraband, or evidence; or
    2. A search warrant is obtained and a reasonable effort is made to notify the juvenile's legal guardian prior to the search.

4-302.7 Body-Cavity Searches

A body-cavity search is either a visual search or manual internal inspection of body cavities. A body-cavity search may only be conducted when officers have the approval of the watch commander and:

A. A warrant expressly authorizing a search of body-cavities, or

B. Probable cause to believe a person is concealing a weapon, controlled substance, stolen property, contraband, or evidence, and a body sample consent waiver signed by the person.

Only medical personnel are authorized to perform body-cavity searches, excluding buccal swabs.

The search must be conducted where it cannot be viewed by persons not directly involved in conducting or designated to observe the search. All employees present will be held strictly accountable for ensuring respect for the dignity of the individual being searched.

For persons who are of differing gender identity/expression, the employees present during the search will be of the same gender identity/expression as the person being searched, if possible.

Additional Requirements for Body-Cavity Searches of Juveniles

Body-cavity searches of juveniles will only be conducted in accordance with the above directive when:

A. A reasonable effort has been made to notify the juvenile's legal guardian before any search authorized by a search warrant is carried out; or
B. A body sample consent waiver has been signed by the juvenile's legal guardian before any probable cause search is carried out.

4-302.8 Buccal Swabbing

Buccal swabbing is a type of body-cavity search. Buccal swabbing is defined as the collecting of epithelial cells by means of a gentle wiping with a cotton swab similar to a Q-tip of that part of the oral vestibule bounded anteriorly and laterally by the lips and cheeks, posteriorly and medically by the teeth and/or gums, and above and below by the reflections of the mucosa from the lips and the cheeks to the gums.

Officers may collect buccal swabs from a person when they have:

A. A warrant expressly authorizing the collection of buccal swabs;
B. Obtained a signed body sample consent waiver from the person; or
C. Authorized by state law.

Additional Requirements for Buccal Swabs of Juveniles

The collection of buccal swabs for juveniles will be subject to the same additional requirements as other body-cavity searches of juveniles.

4-302.9 Searching Persons Prior to Transport

Officers must search every arrestee, prisoner, or person in protective custody prior to transporting the person inside a police vehicle.

Officers should seek consent prior to searching any person not lawfully being detained prior to transporting them inside a police vehicle. If the person refuses to consent to a search, the person should not be transported inside the police vehicle.

4-302.10 Documenting Searches

Officers that conduct any of the above-listed searches shall document the following information in a report:

A. The circumstances justifying the search,
B. Any witnesses to the search,
C. The location of any items discovered during the search and their disposition (if applicable), and

D. Any other significant actions, incidents, or results of the search.

4-303 Alternatives to Physical Arrest or Detention

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

4-304 Physical Arrests

An arrest is a very traumatic event for most people. Obviously, people will react differently and many times unexpectedly. All arrested persons should be handcuffed. Any person who is arrested for a felony crime or an act of violence shall be handcuffed. When an arrest is made, the person should be handcuffed first and then searched for maximum officer safety.

Prior to or at the time of arrest or issuance of a citation, the officer shall advise the person being arrested or cited of the reason for the arrest or citation.

4-304.1 Handcuffing

Prisoners should be handcuffed in the manner which affords the most safety for the officer and the most immobilizing effects on the prisoner without inflicting unnecessary pain or injury. This is with hands behind the back, palms facing outward, and the handcuffs double locked. If the prisoner is wearing a belt, the handcuffs may be entwined with the belt. If a person is required or needs to be handcuffed and is injured or has a physical disability/limitation, the handcuffs shall be applied in a manner that provides the most safety for the officer and the person but to the degree possible does not inflict additional injury. The handcuffs will not be removed unless there are two officers present. If a second officer is not available, the handcuffs will remain on until removed at the jail.

When transporting prisoners of the opposite sex together in the same vehicle, the prisoners shall be handcuffed. A decision made by an officer not to handcuff other arrested persons shall require strong justification and the officer will be held responsible for their decision.

4-304.2 Hobble Restraints and Sit-Belts

A hobble restraint or a hobble restraint used in conjunction with a sit-belt are intended to prevent a subject from kicking, thrashing their body, or banging their head during transport.

Application

Only officers that have received department training on hobble restraints and sit-belts may utilize the restraints. Officers will only use department-issued hobble restraints and sit-belts.

Officers may utilize a department-issued hobble restraint and sit-belt on a subject who is in custody and handcuffed and continues to be combative and/or attempts to damage city equipment.

A subject must be handcuffed before attempting to apply a hobble restraint or sit-belt and a minimum of two officers should apply the restraints. Officers applying the hobble restraint and sit-belt are responsible for coordinating and ensuring the proper application of the restraints. The hobble restraint shall be placed around the subject's legs or ankles and the sit-belt shall be placed around the subject's waist.

While the sit-belt is being placed on the subject, the end of the hobble restraint may be temporarily attached to the handcuffs, but only if there is a minimum of 24" of space between the subject's feet and hands. Once in place, the hobble restraint shall be attached to the sit-belt.

Officers shall monitor a subject for signs of physical distress once the subject is restrained with both a hobble restraint and sit-belt. Difficulty breathing, increased pulse rate and/or excessive perspiration are indicators of distress. Any loss of consciousness will be considered critical. In the event the subject loses consciousness, officers will immediately disconnect the hobble restraint from the sit-belt, remove any handcuffs, request emergency medical personnel and initiate first aid procedures.

Officers may utilize a department-issued hobble restraint by itself (without a sit-belt) where they believe a subject may become combative or resistive, or attempt to damage city equipment. The hobble restraint may be secured around the subject's legs or ankles and secured through the rear door of the police vehicle, with the clip end of the restraint inside a front door of the vehicle.

Reporting Requirements

Officers who apply a hobble restraint or hobble restraint and sit-belt on a subject shall:

A. Notify their supervisor; and
B. Document their justification for and actions taken while applying a hobble restraint or hobble restraint and sit-belt in an appropriate report.

4-304.3 Violent Prisoner Transport Restraints

A violent prisoner transport restraint is intended to prevent a combative or resistive subject from thrashing their upper body or banging their head during transport.

Application

Only officers that have received department training on violent prisoner transport restraints may utilize the restraint. Officers will only use department-issued violent prisoner transport restraints.

Officers may utilize a department-issued violent prisoner transport restraint on a subject that may become combative or resistive or attempt to damage city equipment. A violent prisoner transport restraint may be used in conjunction with or separate from a hobble restraint and/or sit-belt.

A subject must be handcuffed before attempting to apply a violent prisoner transport restraint and a minimum of two officers should apply the restraint. Officers applying a violent prisoner transport restraint are responsible for coordinating and ensuring the proper application of the restraint.

Reporting Requirements

Officers that apply a violent prisoner transport restraint on a subject shall:

A. Notify their supervisor; and
B. Document their justification for and actions taken while applying violent prisoner transport restraints in an appropriate report.

4-304.4 Ankle Hobbles

Ankle hobbles provide officers with a means to restrain detained persons in medical facilities who are combative, uncooperative, or a flight risk. Ankle hobbles allow a person to walk but prevent them from running or kicking.

Application

Only officers who have received department training on ankle hobbles may use them. Officers will only use department-issued ankle hobbles and are responsible for ensuring proper application.

Ankle hobbles shall be used only in a medical facility.

Ankle hobbles shall be used when a detained person under hospital guard:

A. Is being moved from one point to another; and
B. Has been charged with a violent crime or demonstrated they are combative, uncooperative, or a flight risk.

Ankle hobbles may be used when an officer can reasonably articulate that further restraint is necessary based on the actions or known conduct of the detained person.

Ankle hobbles should be applied in a manner which affords the most safety for the officer and others and the most immobilizing effects on the person without inflicting unnecessary pain or injury. Ankle hobbles shall not be applied if their use would further complicate an existing injury or medical condition that is known to the officer.

Ankle hobbles shall only be applied to a detained person's ankles and never to any other body part. Ankle hobbles will not be used for prolonged periods of time. They shall not be used in conjunction with the violent prisoner transport system, hobble restraints, or sit belts.

Prior to applying ankle hobbles to a combative person, two officers will assist in the application of the ankle hobbles.

After the detained person has left the medical facility or the ankle hobbles are no longer needed and without undue delay, officers will clean the restraints, inspect them for any signs of damage, and return them to the division where they were checked out.

Reporting Requirements

Officers who apply an ankle hobble on any person shall:

A. Notify their supervisor;
B. Document in an appropriate report:
    1. Their justification for and actions taken while applying the ankle hobble; and
    2. The approximate duration of time the person spent with the hobble applied; and
C. Complete the remarks section on the Officer's Watch Log if under hospital guard.

In the event an officer discovers any damage to ankle hobbles after use, the officer will document the incident in a supplemental report and the division will notify Operations Administration.

Administration

Operations Administration will control the inventory and issuance of all ankle hobbles and must ensure all damaged or inoperative devices are properly disposed of or replaced when notified by the reporting division.

4-305 De-Escalation

De-escalation tactics and techniques are actions taken by an officer that seek to minimize the need to use force during an incident and to increase voluntary compliance by a subject. These tactics improve the safety of the officer and the subject, reduce the likelihood of injury, improve community relations, reduce citizen complaints, and are consistent with the department's procedural justice philosophy.

De-escalation tactics shall be used whenever possible, and when such delay will not compromise the safety of the officer or a citizen, and when it is not immediately necessary for an officer to take action to prevent the officer or a citizen from being assaulted or injured. De-escalation shall also be used when time and circumstances reasonably permit, to respond to a person who is attempting to escape or to respond to a person who is committing a crime. When considering the totality of the circumstances, an officer shall use de-escalation tactics by attempting to slow down or stabilize a situation so that more time, options, and resources may become available for incident resolution. The totality of the circumstances may include, but is not limited to, the seriousness of the crime, danger to the public, and threat to officers and citizens.

It must also be recognized that when de-escalation techniques are applied, force may still be required to resolve an incident. However, de-escalation may result in lower levels of force, than if no de-escalation tactics/techniques are utilized.

When dealing with a non-compliant subject and time and circumstances reasonably permit, the officer shall consider whether the subject is affected by conditions such as:

A. Medical issues;
B. Mental impairment or mental health crisis;
C. Developmental disability;
D. Physical limitation;
E. Communication barrier;
F. Alcohol and/or drug use; and/or
G. Behavioral/emotional crisis.

When time and circumstances allow for de-escalation, an officer's awareness of the above conditions shall be balanced against the totality of the circumstances when determining which de-escalation option(s) are the most appropriate to attempt to bring the situation to a safe resolution. Options to de-escalate a situation include, but are not limited to:

A. Calling for more resources, such as:
    1. Additional officers/supervisors;
    2. A CIT officer;
    3. Officers equipped with less-lethal devices;
    4. A bi-lingual officer;
    5. Emergency Medical Services; and/or
    6. Other specialty units.
B. Utilizing available barriers between the non-compliant subject and the officer.
C. Containing and/or limiting the movement of the subject.
D. Reducing the officer's threat of danger or exposure by moving to a safer position, considering:
    1. Distance;
    2. Cover; and
    3. Concealment.
E. Communicating with the subject from a safe position by:
    1. Using verbal persuasion and explanation to promote rational decision making; and/or
    2. Giving clear direction and allowing the subject time to comply.
F. Short term disengagement from the situation to create more time to observe the subject and plan for re-deployment.
G. Complete disengagement when it is in the best interest of justice.
H. Any other tactics that attempt to achieve law enforcement objectives by gaining the compliance of the subject.

To properly de-escalate a situation an officer must also consider other factors when determining what techniques will lead to resolution of an incident. These factors include:

A. Recognizing factors that increase subject and officer escalation rather than de-escalation;

B. Environmental considerations;
C. Identifying limitations to the officer's ability to communicate with the subject; and
D. Creating a plan for resolving the incident and communicating the plan to other officers/supervisors, etc.

Each officer has a responsibility to attempt tactical de-escalation efforts consistent with their training. Circumstances are unique to each event and may dictate if an officer can reasonably de-escalate. De-escalation and related tactics will be evaluated as part of a departmental administrative investigation, response to resistance assessment follow-up by supervisors, and the Screening Committee. Supervisors must explain why de-escalation would not have been appropriate or how it was used. When related to a response to resistance assessment, the findings of this evaluation will be addressed as a separate matter from the incident resulting in the investigation. De-escalation will not be used to determine whether the physical response is reasonably necessary. If the Screening Committee determines de-escalation and related tactics were not utilized appropriately, the matter will be referred to a Deputy Chief for final review.

4-306 Physical Response to Resistance

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

Officers shall only use the degree of force permitted by law to:

A. Effect a lawful arrest or detention;
B. Protect themselves or others; or
C. Otherwise carry out their lawful duties.

4-306.1 Definitions

As used in this directive:

Chokehold – a maneuver that applies direct pressure to the front of an individual's neck and/or trachea with a reasonable likelihood of restricting that individual's ability to breathe.

Excessive force - any force that exceeds the degree of physical force permitted by law as set forth in this directive.

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

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

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

Imminent - ready to take place, or likely to occur at any moment.

Lethal force - force which is intended to cause death or serious bodily harm, or which is likely to cause death or serious bodily harm, regardless of intent; discharging a firearm in the direction of a person is an application of lethal force; however, lethal force is not limited to the use of a firearm.

Misdemeanor - every crime, which is not a felony.

Non-violent felony - a felony crime, which does not pose a danger of death or serious bodily harm.

Probable cause - a set of facts and circumstances known to an officer and of which the officer has reasonably trustworthy information that are sufficient to lead a person of prudence and caution to believe that an offense has been or is being committed.

Reasonably necessary - means all other means to accomplish the desired action have been reasonably exhausted or would be ineffective under the circumstances.

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

Vascular neck restraint – a maneuver which compresses the vascular tissue along the lateral aspects of the neck to temporarily decrease blood flow to the brain, resulting in a temporary loss of consciousness.

Violent felony - a felony crime, which poses a danger of death or serious bodily harm.

Revised 9/24

4-306.2 General Physical Response Guidelines

All physical responses – lethal or not – must be reasonably necessary based on the totality of the circumstances.

The reasonableness of a particular physical response will be judged from the perspective of a reasonable officer on the scene. The reasonableness will not be judged with the benefit of hindsight. Any information learned after the physical response is irrelevant to determining the reasonableness of the physical response used. The calculus of reasonableness must embody allowance for the fact that police officers are often forced to make split-second judgments—in circumstances that are tense, uncertain, and rapidly evolving—about the physical response that is necessary in a particular situation. The reasonableness inquiry is an objective one. An officer's underlying intent or motivation is irrelevant to the determination.

When determining whether to engage in a physical response or the appropriate degree of or type of physical response, the following factors may apply:

A. Whether the person is posing an imminent threat to the safety of officers or others;
B. Whether a person is suspected of a crime;
C. The severity of the crime or problem at issue;
D. Whether the person is actively resisting arrest or attempting to evade arrest by flight; and
E. Any suspected or obvious medical or mental conditions.

These factors are not exclusive. Officers shall ultimately consider the totality of the circumstances. A physical response must be reasonably necessary both at its inception and in scope.

Officers are still required to utilize de-escalation tactics in accordance with OM Section 4-305.

Revised 3/25

4-306.3 Weapons

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

A. Physical strength and skill;
B. Department issued or approved baton and approved firearms; and
C. Less lethal devices.

Officers choosing to use these devices should not compromise their safety.

Flashlights or other non-approved items should not be used as weapons, except in exigent circumstances.

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

4-306.4 Use of Lethal Force

Officers may use lethal force against a person only if it is reasonably necessary based on the totality of the circumstances, and it is being used:

A. To protect themselves or others when the officers reasonably believe that they or others are in danger of death or serious bodily harm; or
B. To effect the arrest of a person who:
    1. Officers have probable cause to believe has committed a crime involving the infliction or threatened infliction of serious bodily harm;
    2. Is attempting to escape by use of a deadly weapon; or
    3. Otherwise indicates they will endanger human life unless arrested without delay.

The use of any chokehold or vascular neck restraint is not authorized as an approved custody and/or control tactic. Officers shall not use any chokehold or vascular neck restraint unless lethal force is authorized by law.

Revised 9/24

4-306.5 Lethal Force Restrictions

If circumstances permit, a warning should be given prior to the use of lethal force. Mere suspicion is not sufficient to justify the use of lethal force. Prior to discharging a firearm, officers must be able to identify the threat and be aware of the area behind or around the threat. Officers shall not fire a warning shot.

Mere contact between two vehicles does not constitute a violent felony for the purposes of this directive. A collision involving an occupied vehicle does not justify the use of lethal force unless:

1. All of the elements necessary to use lethal force in the preceding section are satisfied; and
2. The intent to injure the officer or others is reasonably apparent.

Where authorized to use lethal force in accordance with this directive, officers may discharge a firearm:

1. From a moving vehicle only if the officer or others are being fired upon or threatened to be fired upon; and
2. At an occupant of a moving vehicle only if the officer has considered the presence of other occupants in the vehicle and:
    a. The officer or others are being fired upon or threatened to be fired upon;
    b. Another person is being actively pursued or targeted by the suspect vehicle; or
    c. The officer is being actively pursued or targeted by the suspect vehicle and:
        i. The officer has exhausted all means to avoid and move out of the path of the moving vehicle; and
        ii. The officer has not intentionally placed themselves in the path of the moving or stationary suspect vehicle.

Officers shall not use lethal force under the following circumstances:

A. Solely to effect any misdemeanor or non-violent felony arrest;
B. When its use clearly constitutes a greater threat to innocent lives than apprehending a suspect; or

C. When a person's actions present a threat only to themselves.

4-306.6 Duty to Intervene and Report Excessive Force

Where officers observe another officer using excessive force (as defined in this directive) and they have a realistic and safe opportunity to stop the other officer from using the excessive force, they should attempt to stop the other officer.

Officers who witness another officer using excessive force (as defined in this directive) shall report it to their supervisor.

4-306.7 Use of Less Lethal Devices

Less lethal devices include OC Spray, Conducted Energy Weapons (CEWs), impact munitions, and the police baton. These devices are additional police tools and are not intended to replace firearms or control and defensive tactics. Less lethal devices shall be used in accordance with the department's written directives, Use of Force Options Matrix and training guidelines. Less lethal devices shall not be used to punish. Officers choosing to use these devices should not compromise their safety.

Definitions

Cooperative Subject – a subject who follows the directions given by a police officer.

Passive Resistor – an uncooperative subject who is not controlled by the officer's verbal direction but who does not resist an officer in any physical way.

Active Resistor – an uncooperative subject who uses physical force to resist an officer in a defensive manner, or who attempts to flee apprehension, but shows no signs of attempting to strike or harm the officer.

Subject Aggressively Offensive without a Weapon – when a subject shows or displays physical aggression towards an officer but appears to have no weapons.

Subject likely to harm others – when a subject becomes aggressive to the point they are likely to harm others with or without a weapon.

Subject places life and limb in jeopardy – when a subject becomes aggressive to the point they place the officer or another person at risk of serious bodily harm or death.

Less Lethal Announcements

Just prior to arriving at an incident that needs or is likely to need a less-lethal platform, operators of the following less-lethal devices shall announce on the incident radio channel they are arriving with one of the following:

A. 12-gauge beanbag shotgun;
B. 40mm impact munition launcher; or
C. Conductive Energy Weapons.

Prior to discharging or activating one of these less-lethal platforms, operators shall make a verbal announcement of their intent which is audible to the involved person and any officers nearby. A decision not to make either of these announcements shall require strong justification.

The primary purpose of these announcements is to alert all officers and supervisors at an incident or en route to an incident of the availability and presence of less-lethal options. Officers are still required to utilize de-escalation tactics in accordance with Section 4-305.

Less Lethal Devices

Officers shall only carry department issued OC Spray, CEWs, and impact munitions.

Conducted Energy Weapon

A CEW uses propelled wires, or direct contact, to conduct energy to affect the sensory and motor functions of the nervous system. A CEW enhances an officer's ability to neutralize a situation. This decreases the chance of injury to officers, subjects, and others.

Officers who have successfully completed department-approved training in the use of a CEW and have been issued a CEW must carry it while performing uniformed field duties and while performing extra-duty employment while wearing the authorized departmental uniform. Exceptions may only be granted by the Chief of Police.

A. **Usage Criteria – CEW**

1. The CEW may be used:
   a. To subdue a subject who:
      i. Actively resists in a defensive manner;
      ii. Is aggressively offensive without a weapon;
      iii. Is likely to harm others; or
      iv. Places life or limb in jeopardy.
   b. When it is objectively reasonable to conclude that the circumstances present a risk of immediate danger to officer(s), the general public, or themselves that could be mitigated by CEW use; or
   c. Against dangerous animals to protect the officer or others from serious injury.

2. The CEW shall not be used:
   a. On a person who is cooperative or passively resisting;
   b. When the fact the subject is fleeing is the sole justification for the use of a CEW;
   c. When flammable liquids, gases, blasting material or other highly combustible materials are present.
      i. Some self-defense sprays are flammable and would be extremely dangerous to use in conjunction with the CEW. Officers should not activate a CEW near or in the area of a clandestine drug lab, as the environment may be extremely flammable and volatile; or
   d. Against subjects operating or attempting to operate a vehicle, including, but not limited to automobiles, trucks, motorcycles, ATV's, scooters, bicycles, etc.

B. **Activation Guidelines**

1. Verbal Warning - Officers should give a verbal warning prior to activating a CEW unless to do so would place the operator or another person at risk.
2. Preferred Target Zones - The preferred target areas for probe discharge are the back below the neck and the front below the chest. Officers should avoid targeting the head, throat, chest/breast, groin or known pre-existing injuries. Back shots remain the preferred target area when possible.
3. Multiple CEWs - Officers should not intentionally activate more than one CEW at a time against a subject.
4. Duration of Activation - Each use of the CEW should not normally exceed three activations. Prior to each activation, the CEW operator must evaluate the totality of the circumstances to determine if additional activations are reasonably necessary to accomplish the officer's lawful objectives.
   a. If the individual does not seem to be affected by the CEW, officers should consider other force options. The decision to use more than three activations on any one subject will require strong justification, as this can significantly increase the risk of serious bodily injury or death to the subject.
5. Drive Stun Mode - Officers should not utilize a CEW as a pain compliance technique, unless necessary as a countermeasure to gain separation between the officer and the subject so that officer may consider

another force option. The cartridge on drive stun mode should be used only to supplement the probe mode to cause neuromuscular incapacitation (NMI).

6. Subjects in the Backseat of a Police Vehicle - A CEW should not be used on a subject in the back seat of a police vehicle unless all other reasonable alternatives to gain control of that subject have been exhausted or would likely be ineffective under the circumstances.
7. High Risk Groups - CEWs should not generally be used against known pregnant women, elderly persons, young children, and visibly frail persons. Officers should evaluate whether the use of the CEW is reasonable, based upon all circumstances, including the subject's age and physical condition. In some cases, other control techniques may be more appropriate as determined by the subject's threat level.
8. Elevated Subjects - CEWs should not be used when the subject is in an elevated position where a fall may cause substantial injury or death.
9. Handcuffed Subjects - CEWs should not be used on handcuffed subjects unless doing so is necessary to prevent them from causing serious bodily harm to themselves or others and if all other reasonable means to accomplish the desired action have been exhausted or would likely be ineffective under the circumstances.
10. Law Enforcement Use Only - Authorized CEW users will deploy CEW only for law enforcement purposes; at all other times, the CEW will be properly secured.
11. Mental Health Consumers - Officers must consider mental illness as a factor before activating a CEW on a known mental health consumer. Officers shall not activate a CEW on a known mental health consumer who is not a danger to others and who poses a risk of self-harm which is not likely to be life-threatening. CEWs should only be activated on a known mental health consumer when it is objectively reasonable to conclude that the circumstances present a risk of immediate danger that could be mitigated by its use. In such circumstances, officers will take actions consistent with Section 5-204.6.
12. Fleeing/Running Subjects - An officer may activate a CEW on an actively fleeing subject under the following conditions:
    a. To prevent or stop an assault on an officer or other person;
    b. To prevent a subject from escaping when the officer has probable cause to believe the individual is an immediate danger to themselves;
    c. To apprehend a suspect the officer has probable cause to believe has assaulted another person; or
    d. To prevent the escape or aid in the apprehension of a known or suspected felon.
    e. When making the determination to activate a CEW on a fleeing subject, officers should consider the immediate surrounding area (e.g., curbs, concrete, potential obstacles, etc.).

C. **Medical Follow-Up**

In all CEW discharges where a probe has penetrated the skin, the subject will be transported as soon as possible to a hospital. Supervisors will ensure an officer accompanies the subject to the hospital. Only medical personnel will remove probes which have penetrated the subject's skin.

If more than three activations are used on a subject, emergency medical personnel will be called to the scene immediately and will transport the subject to a hospital.

D. **Notification and Follow-Up**

1. Whenever an officer has discharged a CEW on a subject, the officer will immediately notify their supervisor, who will respond to the scene and complete a response to resistance assessment. The investigating supervisor will take photographs whether visible injuries are present or not.
2. In level III response to resistance incidents where serious bodily injury has occurred involving the discharge of a CEW, the Office of Professional Standards Commander will be notified and determine if the Office of Professional Standards will assume responsibility for conducting a response to resistance assessment.

3. Each and every discharge and/or contact use shall be reported and documented in the administrative tracking portal. This excludes training, demonstration of the device, and situations in which an in-custody death occurs.
4. Supervisors will obtain a data download report for all CEWs discharged during an incident. The data download report will be included in the administrative tracking portal.
5. Each arc display, laser display, and/or visual display not resulting in any other type of report will be documented by completing a CEW/Impact Report and forwarding it to the Less Lethal Coordinator.
6. In incidents where serious bodily injury or death has occurred, the Watch Commander shall be notified and will respond to the scene.
7. In-Custody Deaths – When an in-custody death occurs the report in the administrative tracking portal will be completed by the commander of the Office of Professional Standards or designee as part of the administrative investigation. A data download report of all CEW devices at the scene, whether deployed or not, will be obtained by the Homicide Unit. The Less Lethal Coordinator will be notified of any in-custody death incident in which a CEW was activated.

E. **Booking CEW Cartridges and Probes**

After any CEW activation that does not occur as part of training, the spent cartridges and probes shall be booked into the property room under the case number for the incident.

F. **Training**

Only officers who have satisfactorily completed the department's approved training course are authorized to carry CEWs. Training in the use of the CEW will consist of the department approved training and annual re-certification.

Impact Munitions

Impact munitions are primarily less lethal extended range impact devices. They are intended to incapacitate or disorient a subject. Impact munitions enhance an officer's ability to neutralize a situation and decrease the chance of serious injury to officers, subjects, and others. Impact munitions can be discharged from either a 12-gauge shotgun platform or a 40mm launcher. 40mm impact munitions may also carry a payload of Oleoresin Capsicum (OC) powder. More specialized munitions may be carried and utilized by appropriately trained members of the Tactical Unit and Emergency Response Team.

No dedicated less lethal device capable of firing conventional ammunition shall be loaded with such ammunition at any time, including training.

A. **Usage Criteria – Impact Munitions**

The discharge of impact munitions against an individual is considered a response to resistance. Discharges against intermediate barriers or illumination (i.e., windows, streetlights, etc.) that in and of themselves do not constitute a response to resistance should be documented in an incident report and an Impact Munitions Usage Form shall be completed and submitted to the Less Lethal Weapons Coordinator. Usage of impact munitions with an OC payload as an area denial tactic, not intended to target the suspect, would fall under guidelines for OC spray. All usages shall be discharged in a manner consistent with the Department's written directives, Use of Force Options Matrix and training guidelines.

Impact munitions may be discharged under the following circumstances:

1. When a subject becomes aggressively offensive without a weapon, is likely to harm others, or places life or limb in jeopardy;
2. When it is objectively reasonable to conclude that the circumstances present a risk of immediate danger to officer(s), the general public, or themselves that could be mitigated by their use;
3. To prevent individuals from seriously harming themselves or others.

B. **Targeting/Subject Impact Areas**

1. Zone 1: Consists of large muscle groups and the least amount of vital organs. When the threat level is appropriate and this zone is viable, it should be considered first. Appropriate Zone 1 areas include, but are not limited to: Buttocks, thigh, and calf. The groin should not be intentionally targeted.
2. Zone 2: Consists of medium muscle groups, predominantly in the abdominal area. Impacts to this zone offer a greater probability of causing incapacitation. The spine and kidneys should not be intentionally targeted.
3. Zone 3: Greatest potential for serious or fatal injury. This target area should be avoided unless lethal force would be appropriate. Zone 3 areas include: Head, neck, spine and center chest.
4. When engaging a target, the officer should evaluate the effectiveness of each round before discharging additional rounds.

C. **Medical Follow-Up**

When an officer discharges impact munitions on a subject, and the subject is struck by a projectile, the subject will be transported to a hospital as soon as possible. Supervisors will ensure an officer accompanies the subject to the hospital.

D. **Notification and Follow-Up**

Incidents where impact munitions are used shall be investigated as follows:

1. Response to Resistance assessments will be worked in accordance with Section 4-307.
2. Each discharge shall be reported and documented in the administrative tracking portal. This excludes training, demonstration of the device, and situations in which an in-custody death occurs.
3. In incidents where serious bodily injury or death has occurred, the Watch Commander shall be notified and will respond to the scene.
4. In-Custody Deaths – When an in-custody death occurs the incident report will be completed in the administrative tracking portal by the commander of the Office of Professional Standards or designee as part of the administrative investigation. The Less Lethal Coordinator will be notified of any in-custody death incident in which impact munitions were discharged.
5. Use of impact munitions to disable a light, break windows or barriers does not, in and of itself, constitute a response to resistance. An operator will complete an incident report and an Impact Munitions Usage Form and forward it to the less lethal coordinator any time impact munitions are discharged.

E. **Training**

Training in the use of impact munitions will consist of the department-approved training and annual re-certification.

Oleoresin Capsicum (OC) Spray

All officers will be trained in the use of OC Spray. Officers who have successfully completed department-approved training in the use of OC Spray must carry it while performing uniformed field duties and while performing extra-duty employment while wearing the authorized departmental uniform. Exceptions may only be granted by the Chief of Police.

A. **Usage Criteria – OC Spray**

OC Spray is considered a response to resistance and shall be deployed in a manner consistent with the Department's written directives, Use of Force Options Matrix and training guidelines. OC Spray may be used on a person who is passively resisting, actively resists in a defensive manner, is aggressively offensive

without a weapon, likely to harm others, or places life or limb in jeopardy and when all other reasonable means to accomplish the desired action have been exhausted or would likely be ineffective under the circumstances. OC Spray shall not be discharged at any other time except for conducting a periodic test or training.

B. **Medical Follow-Up**

In any case where an officer uses OC Spray on a subject, the officer will:

1. Take the affected subject to an area of clear ventilation. OC Spray swells mucus membranes and constricts the airway. Breathing complications should dissipate rapidly in clear ventilation. If breathing complications persist seek medical aid immediately; and
2. Assist in flushing the subject's facial area with water as soon as possible; and
3. Ensure that the subject is kept where the condition can be monitored by observation until the debilitating symptoms associated with OC Spray have dissipated; and
4. The arresting officer will notify jail personnel or any other officer, who may come in contact with the subject, that OC Spray was used on the subject.
5. The symptoms associated with OC Spray normally dissipate within 15 to 45 minutes. If redness, irritation, or other symptoms persist, the officer will be responsible for transporting the subject to a medical facility for treatment.

C. **Notification And Follow-Up**

Section 4-307 covering Response to Resistance Assessments shall be adhered to in all instances where OC Spray is discharged (excluding a periodic check of the equipment or when used in training).

When an officer uses OC Spray against a dangerous animal, the officer will contact a supervisor immediately and shall complete a report. Witnessing officers shall also complete a report.

D. **Police Baton**

1. The baton may be used as a mechanical control device on a person who is:
   a. Passively resisting;
   b. Actively resisting in a defensive manner;
   c. Aggressively offensive without a weapon;
   d. Likely to harm others; or
   e. Placing life or limb in jeopardy
2. The baton may be used as an impact weapon on a person who is:
   a. Aggressively offensive without a weapon;
   b. Likely to harm others; or
   c. Placing life or limb in jeopardy.

Officers must successfully complete department-approved training in the use of the baton and carry it while performing uniformed field duties and while performing extra-duty employment while wearing the authorized department uniform. Exceptions may only be granted by the Chief of Police.

The Training Division commander will maintain a list of authorized batons.

Less Lethal Proficiency Qualifications

Personnel who are authorized to carry the Conducted Energy Weapon (CEW) and impact munitions will demonstrate proficiency with these weapons on an annual basis. Employees will demonstrate proficiency biennially (every second year) with all other less lethal weapons they are authorized to carry.

4-307 Response to Resistance Assessments

The sanctity of human life is the foundational principle of the Oklahoma City Police Department. Therefore, a response to resistance assessment will be conducted for qualifying physical response incidents involving a department employee. The purpose of the assessment is to determine the circumstances surrounding the physical response, what level of resistance the officer encountered, and if the response was reasonably necessary to detain or arrest the subject. However, a response to resistance assessment need not be conducted for incidents in which no resistance was encountered or for the following situations:

A. Routine handcuffing, escorting, or searching where no physical resistance occurred;
B. The application of an ankle hobble restraint or sit belt, provided the two are not connected;
C. The application of a violent prisoner transport restraint by itself or in conjunction with a hobble restraint only;
D. The application of the Humane System Ankle Hobble;
E. The application of a spit sock hood;
F. Discharge of a firearm by an officer only in response to animal euthanasia or a dangerous animal shooting; or
G. Display of less lethal device, to include arc display or laser display.

In any response to resistance assessment, regardless of circumstances, the applicability of each specific de-escalation tactic and technique in Section 4-305 will be evaluated and explained. This shall include explaining if de-escalation tactics and techniques were not used due to it being immediately necessary for an officer to take action to prevent the officer or a resident from being assaulted or injured. The findings of this evaluation will be addressed as a separate matter from the incident resulting in the response to resistance assessment. De-escalation will not be used to determine whether the physical response was reasonably necessary.

4-307.1 Definitions

Injury incident – Any physical response by an employee that results in a complaint of an injury, and/or an injury is apparent, other than from the discharge of a firearm, which requires less than in-patient hospitalization.

Intentional discharge of a firearm – When an employee intentionally discharges a firearm at a suspect or vehicle regardless of whether an injury or death occurs.

Involved employee – Any department employee whose independent participation in a physical response constitutes a Level I response to resistance or higher.

Physical response – Engagement by an employee beyond verbal control.

Resistance – Any refusal to comply with an officer's lawful order or control. This may include but is not limited to: verbal refusal, passive resistance, active attempts to take physical action to defeat an officer's attempts to control a subject, or any other aggressive act toward the officer.

Response to resistance assessment – An investigation into a qualifying physical response.

Response to resistance – Any physical response by an employee involving qualifying criteria as defined in Section 4-307.2.

Witnessing employee – Any department employee who:

A. Observed or was present during the physical response; or
B. Was directly involved in the events leading up to, during, or after the incident, but did not participate in the physical response.

4-307.2 Response to Resistance Levels

Response to Resistance Level I

Defined as any physical response that is reasonably likely to cause no more than momentary pain where no individuals need or ask for medical treatment and no injury is apparent. Examples may include, but are not limited to:

A. Use of O.C. spray by itself resulting in the normal expected physical reactions with no injury;
B. Use of sit belt and RIPP hobble together;
C. Bodyweight stabilization;
D. Compliance techniques;
E. Mechanical control with or without department device such as a baton;
F. Pressure point activations; or
G. Takedowns.

Response to Resistance Level II

Defined as any physical response resulting in:

A. Injury incident as defined under Section 4-307.1;
B. Use of strikes;
C. Discharge of CEW;
D. Discharge of impact munitions such as 12-gauge shotgun platform or 40 mm launcher;
E. Baton strikes; or
F. The involved officer(s) failing to activate their body-worn camera during the incident or deactivating prior to the conclusion.
    1. If a camera malfunctions, is knocked off the officer's body, or some other circumstance prevents the camera from recording the physical response, as long as the incident was captured by dashcam or another officer's camera, it is not necessary to work the response as Level II.

Response to Resistance Level III

Defined as any physical response resulting in:

A. Death or injury resulting in in-patient hospitalization;
B. Discharge of a firearm by an officer, except under the conditions outlined in Section 4-307; or
C. A call out response from the Office of Professional Standards.

4-307.3 Notification Requirements

Any time an on-duty employee is involved in a physical response, an on-duty supervisor will be notified immediately and will respond to the scene of the incident.

Any time an off-duty employee is involved in a physical response, the employee shall:

A. Immediately notify an on-duty supervisor; or
B. In the circumstances of extra duty employment, the response to resistance assessment may be conducted by an off-duty OCPD supervisor if one is employed and present at the extra duty assignment. The off-duty supervisor will notify the watch commander.

If a supervisor is involved in the physical response, a supervisor of the next highest rank shall be notified to complete the assessment unless otherwise directed by the watch commander.

4-307.4 Responsibilities of the Involved/Witnessing Employee

Response to Resistance Level I, II, & III

The involved/witnessing employee, whether on or off-duty, shall:

A. Render aid when possible and summon medical attention when needed;
   1. Medical follow-up from the use of a less-lethal device shall follow Section 4-306.8.
B. Secure the scene;
C. Identify any witnesses and evidence;
D. Ensure an on-duty supervisor is notified;
E. Upon the supervisor's arrival, the involved/witnessing employee shall inform the supervisor briefly of the circumstances surrounding the incident;
F. Submit an incident report of all facts and circumstances surrounding the incident prior to the end of their shift. If an arrest report is not applicable, the involved/witnessing employee will submit an incident supplement containing the following:
   1. Date, time, and place of occurrence;
   2. The identity and description(s) of all known persons at the scene; and
   3. A full and detailed description of events and all response to resistance used or witnessed. This should include whether or not an injury was sustained by the suspect and/or by the involved/witnessing employee.

Any exceptions to the above shall be authorized by the investigating supervisor.

Additional Responsibilities for Incidents Involving Intentional Discharge of a Firearm and Unintentional Discharges

Employee(s) who intentionally or unintentionally discharge their firearms at a suspect will complete the responsibilities listed above. Additionally, the following steps shall be taken to properly secure and process the involved firearm:

A. The involved firearm shall not be unloaded unless it is necessary to continue the incident for the employee's and other's safety.
B. If the involved firearm is a handgun, the employee shall holster the weapon to secure it.
   1. The assigned crime scene investigator or the firearms examiner shall be the only individuals authorized to receive and/or examine the involved employee's weapon.
   2. The employee shall transport the firearm to the firearms examiner for examination and testing as directed by the investigators on scene.
   3. The firearms examiner will be the only individual authorized to test the weapon.
C. If the involved firearm is a rifle or shotgun, the involved employee(s) shall immediately engage the safety on the firearm and secure it in a rifle or shotgun lock. No one will remove a round from the chamber, remove a magazine from the firearm, or remove ammunition from the magazine until instructed to do so by the crime scene investigator.
   1. In the event that a rifle or shotgun lock is not available, the firearm shall be secured in a locked compartment of a vehicle, free from debris or clutter that could cause an unintentional discharge.
      a. The vehicle shall not be moved if an unsecured rifle or shotgun has been placed inside it.
   2. The firearm should remain in the custody of the involved officer, when possible, and shall remain secured until a crime scene investigator arrives.
      a. Once a crime scene investigator arrives, the involved officer shall make the rifle or shotgun safe in the presence of the crime scene investigator.
      b. The crime scene investigator shall document this process.
   3. Once unloaded and properly documented by the crime scene investigator, the unloaded firearm shall be transported to the firearms examiner for examination and testing.
      a. When possible, the involved employee should accompany the weapon to the testing site and witness the examination and testing.
      b. The firearms examiner will be the only individual authorized to test the weapon.

This process should be completed by the involved employee(s) unless they are physically unable to complete the process. If an employee is physically unable to perform this process, the employee's supervisor shall designate an officer to ensure the process is completed. The designated officer will submit an incident supplement documenting their actions and the supervisor who authorized them to act on behalf of the involved officer.

4-307.5 Responsibilities of the Supervisor

Once notified, the supervisor will respond to the scene and determine whether a response to resistance assessment should be completed. If an assessment is necessary, the supervisor will be responsible for the actions listed below for each response to resistance level.

Response to Resistance Level I

The supervisor responding to the scene will be responsible for:

A. Conduct a basic investigation, to include, but not limited to:
    1. Obtaining statements and contact information from all suspects, and witnesses;
    2. Ensuring photographs are taken of any property damaged including uniforms or police equipment;
    3. Ensuring photographs are taken of the suspect(s) and involved officer(s); and
    4. Reviewing and approving all relevant reports.
B. Complete the assessment in the administrative tracking portal:
    1. Place comments in the notes section of the administrative tracking portal indicating the physical response should be classified as a response to resistance level I.
    2. If camera video is available, it will be reviewed and categorized appropriately.
C. Submit assessment to their captain for review and attach the employee's report and all other pertinent documentation.

Response to Resistance Level II

The supervisor responding to the scene will be responsible for:

A. Interviewing all employees, suspects, and witnesses;
B. Collecting and reviewing all relevant reports;
C. Ensuring photographs are taken of the involved officer(s), suspect(s), and any injury or area of complaint of injury;
D. Ensuring photographs are taken of any property damaged including uniforms or police equipment;
E. Completing the assessment in the administrative tracking portal; and
    1. If a conducted electrical weapon (CEW) is activated, the supervisor will obtain a CEW Data Download Report.
    2. If camera video is available, it will be reviewed and categorized appropriately.
F. Submit assessment through their chain-of-command to the division commander and attach the employee's report and all other pertinent documentation.

Response to Resistance Level III

The supervisor responding to the scene will be responsible for:

A. Obtaining a statement of the incident from the involved/witnessing employee(s);
B. Ensuring there are sufficient officers assigned to the incident to adequately protect the scene and to identify and separate all witnesses including employee(s);
C. Notifying the watch commander and the 911 Communications Unit supervisor of the incident;
D. Ensuring all employees responding to the scene and/or assigned to complete any action related to the incident complete a detailed report of all their activities and observations;
E. If a conducted electrical weapon (CEW) is activated, the supervisor will obtain a CEW Data Download Report;

F. Moving the involved employee(s) outside the scene;
   1. The involved employee(s) shall only be accessible to necessary personnel (supervisor, watch commander, and those listed in Section 4-307.10) and may be required to return to the scene.
   2. Any witnessing employee(s) should be removed from the scene as soon as practical.
G. Ensuring compliance of Section 5-209 by the officer(s)/employee(s);
H. Communicating with the Office of Media Relations; and
   1. If the Office of Media Relations is not on the scene, any news releases and/or interviews will be made by their designee.
I. Completing the assessment in the administrative tracking portal only if directed to do so by the Office of Professional Standards.
   1. If the Office of Professional Standards is to investigate, the supervisor will complete an incident supplement detailing a synopsis of the incident, their actions at the scene, and specific assignments of each officer.

Response to Resistance Involving CIT Officers

If a call involving a CIT officer dispatched outside of their assigned division results in a response to resistance, a supervisor in the division where the response to resistance occurred will conduct the assessment.

4-307.6 Responsibilities of the 911 Communications Unit Supervisor

When requested by a supervisor, the 911 Communications Unit supervisor will ensure that call out procedures are followed.

4-307.7 Responsibilities of the Watch Commander

When contacted by a supervisor, the watch commander shall respond to the scene and will be responsible for ensuring the 911 Communications Unit supervisor contacted the required personnel. The watch commander will also assist the assigned investigating supervisor in coordinating the involved/non-involved and witnessing employee's duties with the assigned investigators.

The watch commander should ensure the involved employee has had an opportunity to contact family and/or arrange for support personnel. The watch commander will ensure the Wellness Unit is notified to assist in identifying appropriate support resources for the involved employee.

The watch commander shall relieve the involved employee of duty after a response to resistance level III.

The watch commander will complete an incident supplement detailing any actions taken.

4-307.8 Responsibilities of the Office of Professional Standards in Response to Resistance Level III

When contacted by the watch commander, the commander of the Office of Professional Standards or designee will make the initial determination as to whether the unit will assume responsibility for completing the assessment process in the administrative tracking portal and notify the supervisor, the investigations bureau chief, and other appropriate personnel.

4-307.9 Responsibilities of the Investigations Supervisor

Upon arriving on the scene, the investigations supervisor will take charge of the criminal investigation. In the absence of the supervisor, the senior investigator will be in charge upon arrival.

Investigations personnel will conduct a criminal investigation and upon completion of the investigation, it will be presented to the appropriate district attorney's office for review.

The investigations supervisor will be responsible for notifying the injured or deceased person's next of kin, if possible, in person.

All reports shall be submitted to the chief of the Investigations Bureau as soon as the investigation is complete.

In cases when the investigation is presented to prosecuting authorities, the investigations supervisor will accompany the investigators to the appropriate district attorney's office.

4-307.10 Procedures for Response to Resistance Level III

All employees involved in the use of lethal force or a physical response resulting in injuries requiring in-patient hospitalization or death shall be aware of the following:

A. The 911 Communications Unit is responsible for notifying the on-call FOP representative.
B. The FOP representative will be allowed to contact the employee(s) solely for the purpose of offering to provide legal representation.
C. If an employee(s) chooses to have legal representation, that representation may be provided by the FOP or through other private counsel retained by the employee.
D. The employee(s) will be allowed an opportunity to meet privately with an attorney prior to participating in a voluntary walk-through of the crime scene with investigators. The purpose of the walk-through is not to obtain a statement from the employee(s). The purpose of the walk-through is to assist investigators in locating areas where a physical response occurred as well as the possible location of any evidence. The employee(s) may, at any time, consult the attorney who must remain outside the scene.
E. Photographs of employee(s) will be taken, and uniform items may be collected as evidence when necessary.
F. Employees' weapons will be examined and/or tested by appropriate departmental personnel as outlined above in Section 4-307.4 under discharges of weapons. Other employees' weapons may be examined if deemed appropriate.
G. The appropriate bureau commander, or designee, may place involved employee(s) on administrative leave.
H. Investigators will request employee(s) to voluntarily submit to an audio and video recorded interview, which will occur no earlier than 48 hours after the use of lethal force or physical response involving death incident. However, during the investigation there may be circumstances that require an investigator to contact the employee(s) or counsel, if represented, and request information prior to the formal interview.
I. During the criminal portion of the investigation, it is the employee(s) decision to voluntarily participate in a formal interview or provide information to investigators. Employees will be granted the same constitutional rights and protections as any other person involved in a criminal investigation.
J. Any employee(s) who did not engage in the physical response, as defined in Section 4-307.1, are compelled by departmental directives to cooperate in any investigation.
K. Once the criminal investigation has been completed, it will be presented to the appropriate district attorney. After a disposition has been received from the district attorney's office, an administrative investigation of the incident will be conducted to determine if the actions of the employee(s) complied with the directives of the police department.

4-307.11 Response to Resistance Assessment Procedures

Responsibilities of the Involved Employee's Supervisor

All response to resistance assessments will be completed by the appropriate supervisor and forwarded for review. The language describing rank in the following subsections pertains to the protocol to be followed when an officer, sergeant or lieutenant is involved in a response to resistance, but if a captain or above is involved in the physical response, an appropriate supervisor will complete each step of the assessment procedures.

Responsibilities of the Involved Employee's Captain

The captain will be responsible for reviewing the assessment, with the supervisor's comments, to classify the physical response.

A captain will classify the physical response as a response to resistance level II and forward it to the division commander if:

A. Any of the qualifying criteria identified in Section 4-307.2 under Response to Resistance Level II are met; or
B. The physical response was inconsistent with applicable law, department directives, or training.

All other response to resistance assessments may be classified as a response to resistance level I and the captain will complete an assessment in the administrative tracking portal and select the appropriate Response to Resistance category. The captain will forward the completed response to resistance assessment to the Office of Professional Standards which will close out the incident.

Responsibilities of the Division Commander

The division commander will review all assessments classified as a response to resistance level II to ensure the completeness of the investigation and of the reports. If the division commander finds the physical response was reasonably necessary for all personnel involved, they shall forward the completed investigation to the Screening Committee.

For physical responses which may not be consistent with applicable law, department directives, or training, the division commander will request feedback from the Reality-Based Training Unit supervisor. Members of the Reality-Based Training Unit are the only authorized personnel who may provide feedback pertaining to Response to Resistance incidents.

The division commander will place any comments regarding the reasonableness of the physical response directly into the administrative tracking portal, along with the feedback received from the Reality-Based Training Unit. The comments shall not include a recommendation as to discipline. The investigation will then be forwarded to the Screening Committee for review.

If the personnel involved in the incident are assigned to a work group that does not fall under a division commander, the captain in charge of the work group will perform this function.

Responsibilities of the Screening Committee

The Screening Committee will convene primarily for the purpose of reviewing and evaluating all reports and other evidence of a forwarded physical response to determine if it was consistent with applicable department directives, training, and laws. If necessary, the Screening Committee may send the investigation back to the affected division commander for further investigation.

The Screening Committee may consult with the Reality-Based Training Unit to provide feedback as needed.

If the committee unanimously decides the physical response or other employee's actions were not reasonably necessary, the incident will be referred to the affected division commander to take appropriate action.

If the committee is unable to reach a unanimous decision, the response to resistance assessment will be forwarded to the affected bureau chief.

Responsibilities of the Bureau Chief

Investigations from the Screening Committee

The involved employee's bureau chief will review all investigations forwarded from the Screening Committee and make a determination as to whether the employee's actions were consistent with all department directives. If a determination is made that an employee's actions were inconsistent with department directives, the bureau chief will take appropriate action.

Upon appropriate disposition, all investigations will be forwarded to the Office of Professional Standards.

Injury Incident Requiring Hospitalization, Discharges of Firearms at Suspects, and/or In-Custody Deaths Resulting from a Response to Resistance

The Investigations Bureau chief will review all reports, excluding those reports where a Traffic Fatality Investigations officer is the primary investigator, and may:

A. Initiate further investigation from the bureau level; and/or,
B. When applicable, direct investigators to present the case to the appropriate district attorney's office.

The Special Operations Bureau chief will review the Traffic Fatality Investigations report and all additional reports and may:

A. Initiate further investigation from the bureau level; and/or,
B. When applicable, direct investigators to present the case to the appropriate district attorney's office.

Responsibilities of the Chief of Police

The Chief of Police will make a final disposition on all response to resistance assessments they receive.

4-307.12 Review of Response to Resistance Directives

The Administration Bureau Deputy Chief will ensure a documented review of all response to resistance directives and training is completed on an annual basis with input from the Reality-Based Training Unit to determine if any updates or changes are necessary.

Revised 3/25

4-308 Transporting Prisoners in Police Vehicles

Once a person has been taken into custody, their safety and well-being becomes the responsibility of the arresting officer. A unit with a prisoner in custody will not engage in a pursuit at any time, nor will a unit with a prisoner engage in a Code 3 run, except when necessary to secure emergency medical treatment. Units that are transporting a prisoner should not engage in traffic stops or any other police related activity unless the severity of the offense dictates immediate action by the officer. Units transporting prisoners will not respond to any situation where there is a possibility that the prisoner could be injured. Units transporting prisoners will not allow cellular or other electronic communications by the prisoner.

4-308.1 Safety Barriers

Prisoners should be transported in vehicles equipped with safety barriers. If a prisoner must be transported in a vehicle without a safety barrier it shall be done utilizing two officers. The prisoner will be positioned in the back seat passenger side with the second officer seated behind the driver. The prisoner will be handcuffed and restrained utilizing a seatbelt to further minimize the movement in the seat.

If the officer believes the prisoner may become combative, resistant or attempt to damage city equipment, the prisoner will be transported in a vehicle with a safety barrier.

4-308.2 Transporting More Than Two Prisoners

A one-man unit should not transport more than two prisoners at one time unless no other units are available to assist.

4-308.3 Transporting Prisoners of the Opposite Sex

If prisoners of the opposite sex are transported in the same vehicle, the prisoners will be properly handcuffed and should be secured with a seat belt. The prisoners will be kept under close observation.

4-308.4 Prisoners Escaping Custody

In any situation where a prisoner escapes, the officer shall notify 911 Communications and request appropriate assistance immediately. A thorough and systematic search of the area shall be conducted, and all surrounding jurisdictions notified with a complete physical description and information regarding the threat level the escapee poses if known. Upon apprehension or termination of the search, a report detailing the circumstances of the escape shall be completed.

4-308.5 Prisoners Not Allowed to Smoke

Transporting officers shall not allow prisoners to smoke, chew, or ingest any food, drink or any other substance while in the vehicle.

4-309 Medical Treatment for Persons in Custody

Whenever an officer reasonably suspects a person in police custody requires medical attention, the officer's first priority is to ensure medical attention is received as rapidly as possible. Whether the injury was a result of the detention or arrest of the person or was sustained prior to being taken into custody, the following information shall be documented in the report or call comments:

1. Name of the treating facility;
2. Attending physician; and
3. Extent of injuries.

Officers must allow trained medical personnel to make all medical treatment decisions for persons in police custody. For persons in police custody, officers shall not:

1. Interfere with a medical treatment plan;
2. Suggest any medical treatment plan;
3. Suggest any changes to a current treatment plan; or
4. Suggest medical personnel chemically sedate, subdue, or otherwise incapacitate the person.

This directive does not prohibit an officer from administering naloxone in accordance with department directives or applying life saving measures prior to the arrival of medical personnel on a scene.

4-309.1 Hospital Selection Guideline

This guideline applies to all persons in custody who reasonably appear to require medical attention of a non-emergency nature. In emergency situations where the person will be transported by ambulance, hospital selection is the responsibility of the ambulance service.

If an injury or illness occurred prior to detention or arrest, first priority will be given to the hospital of the person's preference. Persons in custody will be asked which hospital they prefer, and this preference will be honored provided the hospital is within the Oklahoma City limits.

When the person expresses no preference, they will be transported to the nearest or most appropriate hospital.

Arrestees who have already been released into the custody of the Oklahoma County Sheriff's Office who require medical attention will be transported to an appropriate facility for treatment. Transportation of arrestees who have been booked for state charges is the responsibility of the Oklahoma County Sheriff's Office. Transportation of prisoners held on municipal charges only is the responsibility of the police department.

4-309.2 Injured Before Booking

If the jail refuses to accept an arrestee because of the prisoner's health, the officer shall transport the arrestee to a hospital emergency room for treatment.

If the arrestee consents to treatment, the officer shall:

1. Remain with the arrestee until they are released, unless specifically authorized otherwise by a supervisor; and
2. Provide a completed hospital release form to jail personnel upon booking the arrestee.

If the arrestee refuses medical treatment, the officer shall:

1. Complete a refusal of treatment form provided by the hospital;
2. Obtain the appropriate signatures from hospital personnel;
3. Obtain a signature from the arrestee, if possible; and
4. Provide the completed form to jail personnel upon booking the arrestee.

4-309.3 Processing to Book Out of Custody

When the Watch Commander authorizes an arrested subject to be booked out of custody, it is the responsibility of the original arresting officer to ensure the following documents are delivered to an OCPD Data Entry Clerk in the Inmate Processing Unit:

1. Booking Sheet;
2. Probable Cause Affidavit, if applicable; and
3. Copy of any warrants or radiograms, if applicable.

The transporting officer will notify hospital security when an arrestee is brought to their facility for medical treatment. The arresting officer shall request the hospital staff to notify the Police Department when the arrestee is to be released.

The officer shall complete an arrest report prior to the end of their shift. If another officer transports the arrestee to the jail for booking after their release, the transporting officer should complete a supplemental report under the original case number.

4-309.4 Guarding of Prisoners in the Hospital

The Division that is assigned the original call or initiates the action that results in a prisoner being admitted to the hospital will be responsible for guarding that prisoner regardless of what Division the hospital is in.

Hospital Guard Assignment

The Shift Commander or Watch Commander will determine the need for an officer to guard a prisoner at a hospital. A shift supervisor will be responsible for assigning an officer to hospital guard duty. The officer will be furnished with a Hospital Guard Log, if they are the initial officer assigned to guard duty. If the officer is unsure of the proper manner in which to fill out the Hospital Guard Log, the supervisor will provide instructions.

The Shift or Watch Commander will be responsible for ensuring a guarded prisoner has been photographed and fingerprinted as soon as possible after the initial treatment.

Rules for Guarding Prisoners

Officers assigned to guard prisoners who require medical treatment should remember that the person is a prisoner and would normally be in a detention facility. For the safety and security of the officer, the prisoner, hospital personnel, and the citizens of Oklahoma City, the following rules are to be followed by all officers assigned to guard duty:

A. The officer will report to the assigned hospital in full police uniform and assume their post in the room of the prisoner. If they are not the initial officer assigned to guard duty, they will officially relieve the guard on duty. The officer will date and sign the Hospital Guard Log and enter the time.
B. The officer being relieved of guard duty will sign the Hospital Guard Log and enter the time and date the log. Prior to leaving, the officer being relieved will pass on pertinent information to the officer relieving them.
C. A log will be kept reporting relevant events occurring during the officer's watch period.
D. The relieving officer should first make a visual survey of the room and the bathrooms for likely escape routes that the prisoner might take advantage of.
E. Officers will remain constantly alert
F. Officers will not leave their post until properly relieved by another officer.

Observation of Hospital Rules and Regulations

Officers will observe all hospital rules and regulations but should point out potentially dangerous situations that might occur if regulations are observed without thought for caution and safety.

A. Officers may be required to deviate from this procedure when and if it would interfere with the hospital's staff performing their duties.
B. Officers may be required to deviate from this procedure when directed to do so by the investigative officer assigned to the case.

Remaining with Prisoner

Officers assigned guard duty will remain with the prisoner at all times, except:

A. In the event of a medical emergency and the officer is requested to leave by hospital staff.
B. During the visitation of the prisoner's attorney when they may be asked to leave the immediate area of the prisoner. The officer will, however, remain in close proximity, removed from the immediate area.

Questioning of Prisoners

Officers will not question the prisoner regarding the offense. In the event a prisoner makes any statement relating to an offense, the officer will file a report.

Phone Calls for Prisoners

Prisoners will not be allowed phone calls, incoming or outgoing, without prior approval of a supervisor of the division investigating the offense for which the prisoner is being held.

Visitors for Prisoners

No visitors will be permitted to see the prisoner without authorization. The written authorization must be obtained from the investigating sergeant assigned to the case or the supervisor of the division investigating the offense for which the prisoner is held. When a visitor does request to see a prisoner, the officer will:

A. Check authorization for validity.

B. Check purses or bags for weapons or contraband.
C. Enter the visitor's name on the Officer's Guard Log and the time of the visit.
D. Allow only one visitor in the room with the prisoner at any one time.
E. Not allow physical contact between the visitor and the prisoner.
F. Remain with the prisoner and the visitor at all times.
G. Not allow visitors to give the prisoner any articles.
H. Log the time that the visitor leaves.
I. Attach the visitor's authorization sheet to the Officer's Guard Log.

Prisoner Release from Hospital

If the prisoner is released from the hospital during an officer's watch, the officer will personally take the Officer's Guard Log to a supervisor in the division investigating the offense for which the prisoner is held. If that supervisor is not on duty and no other Investigations Bureau supervisor is on duty, the officer shall deliver the log to their supervisor who will take necessary action to ensure delivery of the log to the Investigations Bureau Supervisor. The officer will not, unless approved by a supervisor, transport the prisoner without the assistance of another officer. The prisoner will be booked into the Oklahoma County Jail.

4-310 Booking Procedures

4-310.1 Special Pre-Booking Circumstances

When a person is arrested for a major crime, they will be transported to police headquarters for major case prints prior to being booked into a detention facility. If the person is not in stable condition, in need of medical treatment, wearing maximal restraints, or extremely uncooperative and/or violent, officers will not transport the subject to police headquarters for major case prints.

A major crime is defined as:

A. Homicide;
B. Rape;
C. Crimes against children;
D. Kidnapping; or,
E. A crime for which detectives want to interview the arrestee at police headquarters and request major case prints prior to booking.

The major case print station has been installed inside the intoxilyzer room at police headquarters. Upon arrival, suspects arrested for a major crime will be accompanied by two officers while inside police headquarters. Officers will apply a leg restraint cuff on persons prior to taking off their handcuffs for prints. Once prints are completed, officers will re-apply handcuffs prior to removing the leg restraint cuff. Leg restraint cuffs can be located within the Inmate Processing Unit at police headquarters.

4-310.2 Booking of Prisoners at Applicable Detention Facilities

Upon arrest, officers will book persons into one of the three below listed detention facilities based on the following criteria:

OKLAHOMA COUNTY DETENTION CENTER	Prisoner has been arrested for: • Municipal Charges Only • State Charges that occurred in Oklahoma County; regardless of additional state charges or a confirmed warrant that occurred in Cleveland or Canadian County • A confirmed, extraditable warrant from any county other than Cleveland or Canadian

CLEVELAND COUNTY DETENTION CENTER	Prisoner has been arrested for: • State Charges that occurred in Cleveland County, with or without additional municipal charges • A confirmed warrant from Cleveland County, with or without additional municipal charges
CANADIAN COUNTY DETENTION CENTER	Prisoner has been arrested for: • State Charges that occurred in Canadian County, with or without additional municipal charges • A confirmed warrant from Canadian County, with or without additional municipal charges

Upon arrival at the detention facility, officers will secure all weapons in the receiving area lockers. Weapons may also be secured in the trunk of the officer's police vehicle.

The prisoner is the arresting officer's responsibility until the booking process is complete.

Officers will not take any prisoner to a detention facility who is obviously in need of immediate medical treatment. The officer will first take the prisoner to an approved health care facility for treatment. A treatment form signed by the prisoner's treating physician will be presented at booking.

In the event the detention facility personnel refuse to accept a prisoner because of the prisoner's physical health, the procedure as set forth in Section 4-309.2 will be followed.

If the prisoner is violent, or if in the officer's opinion the prisoner may become violent or a flight risk, the prisoner will remain handcuffed until custody has been transferred to detention personnel.

Officers will follow the booking procedures currently in place at each detention facility. This includes, but is not limited to, the intake of property and money. A property inventory sheet with the officer's name will be completed by detention personnel. All required booking paperwork will be transferred to the appropriate detention personnel.

Evidence or property held for safekeeping belonging to the prisoner is the arresting officer's responsibility and should be secured until proper disposition can be made as outlined in Section 4-501.

4-311 Ingestion of Contraband

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

A. In cases when the subject is under arrest for other violations and refuses to eject the materials from their mouth, or has swallowed the material, transport the subject to the hospital for evaluation by a doctor prior to jail booking.
B. In cases when a subject is not under arrest, every effort should be made to convince the subject to seek medical treatment if they have swallowed a substance. If they refuse medical treatment and there is no

indication of physical distress, the subject should be released and an incident report made documenting the refusal.

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

4-312 Probable Cause Affidavit

A probable cause affidavit will be completed for each prisoner placed in a detention center on a state misdemeanor or state felony charge. A supervisor is responsible for reviewing and approving the probable cause affidavit when all elements of the crime are present and authorizing a hold for state charge(s) if applicable.

The probable cause affidavit should include:

A. Location of the arrest, including county;
B. Actions of the arrested person;
C. Circumstances of the arrest;
D. All elements of the crime; and
E. Arresting officer's commission number and signature.

For certain crimes, the officer may be required to include specific information on the probable cause affidavit that exceeds the five general required items listed above.

Once the affidavit has been completed and approved by a supervisor, the arresting officer must print it and present it along with its corresponding booking sheet to the designated staff member of the detention center. Any person(s) arrested on probable cause (without an arrest warrant) for a state misdemeanor or state felony crime will not be booked into the county jail without a completed probable cause affidavit and booking form.

If a state charge(s) is to be added or changed by an officer or investigator after the initial booking, a separate probable cause affidavit and supplemental booking form must be completed for the new state charge(s) to be added to the jail blotter under the arrested person's name.

4-312.1 Probable Cause Affidavit – Drug Charges

An officer, who arrests an individual for any drug violation, must perform a field test on the drug(s) and obtain a positive indication for the drug. The officer is responsible for including this information in the probable cause affidavit. The jail provides supplies used for field-testing cocaine, methamphetamine, amphetamines and heroin. Marijuana can be identified by an officer's observation and description. All other drugs should be identified by name in the probable cause affidavit.

4-312.2 Probable Cause Affidavit – After Former Conviction (AFC)

Any charge involving an arrest with "After Former Conviction" must be documented by the arresting officer. The jurisdiction and date of the former conviction must be included in the probable cause affidavit.

4-312.3 Probable Cause Affidavit – Driving Under the Influence, After Former Conviction (DUI-AFC)

An arrest for Driving Under the Influence with an "After Former Conviction" must be documented by the arresting officer. The jurisdiction and date of the former conviction must be included in the probable cause affidavit.

4-312.4 Probable Cause Affidavit – Violation of Victim Protection Order (VPO)

If an officer arrests an individual for Violation of a Victim Protection Order, there must be documentation indicating the date the VPO was granted by the Court. In the event the VPO was issued from another county, the arresting

officer should contact the Sheriff's Office in that county and obtain the date the VPO was granted. The information must be included in the probable cause affidavit.

4-312.5 Probable Cause Affidavit – OCPD Information Bulletin

An officer who issues an information bulletin is responsible for listing the elements of the crime and enough information to establish probable cause for the arrest of the individual named in the bulletin. The arresting officer will obtain this information from the bulletin and include it in the probable cause affidavit prior to booking the person into jail.

4-313 Obtaining and Executing a Search Warrant

These guidelines are established to enable officers to prepare and safely execute a search warrant. These guidelines shall be followed unless exigent circumstances preclude adherence or exceptions are authorized by a supervisor. In the event procedures are not substantially adhered to; the officer shall note the exception due to exigent circumstances. All other exceptions shall be authorized by a supervisor. Authorized exceptions shall be reported in writing and include the reason(s) for the exceptions. The exceptions may be noted on the search warrant checklist.

4-313.1 Field Preparation

The officer shall:

A. Verify the address and obtain an accurate and detailed physical description of the location to be searched.
B. Routine records should be checked to ascertain any criminal history for the address. The address check should include, but not be limited to the Bureau of Records; criminal histories, CAD and any attached premise file and when time permits, City Utilities.
C. Prior to a warrant being served, agency conflicts will be checked through the OBNDD Deconfliction Center. In addition, an inquiry will be made through a Special Projects Supervisor to ensure the warrant will not conflict with any pending investigations.
D. A detailed interview of the source of information shall include topics such as:
    1. Suspect information and description if available,
    2. Barricades,
    3. Weapons,
    4. Children, elderly persons, or non-suspects at premises,
    5. Dogs or other hazards,
    6. Police scanners, surveillance, or other communications equipment,
    7. Number of occupants that could be expected inside location,
    8. An interior sketch, including bathrooms and all exits; and,
    9. Nighttime activity, which may bolster the ability to obtain immediate entry and/or nighttime service of the warrant.
E. Determine suitable staging area and approach route to the location.
F. View property for exterior barriers. Sketch a layout including all obstacles such as fences.
G. Locate a site at a safe distance from the location to hold a pre-raid briefing.

4-313.2 Office Preparation

The officer preparing the affidavit and search warrant shall also:

A. Document the probable cause for all persons and or items believed to be at the location;
B. Complete a Search Warrant Checklist Form. This checklist shall be maintained in the case file;
C. Complete an OCPD Threat Assessment for Planned Operations Form. Consultation with the Tactical Commander will depend on the resulting Threat Assessment Score. This form shall be maintained in the case file;
D. If justification exists, document the criteria for immediate entry and/or night time service request in the affidavit.

4-313.3 Briefing / Supervisors Responsibilities

Prior to the execution of the warrant the supervisor shall:

A. Ensure there are sufficient numbers of officers assigned;
B. Ensure all officers assigned are present at the briefing;
C. Make specific personnel assignments;
D. Be present during the briefing. The supervisor shall ensure all personnel participating in the warrant are properly equipped to include protective armor and all non-uniform personnel are readily identifiable as a police officer;
E. Not approve the use of a shotgun or rifle on the entry team unless special circumstances exist;
F. Ensure the Communications Unit is notified prior to service of the warrant.

Upon conclusion of the execution of the warrant the supervisor shall:

A. Ensure non-essential personnel shall be returned to field duty as soon as possible. At least one (1) officer and one (1)-marked unit shall remain at the location until the search is completed.

4-313.4 Crime Scene Preservation

In the event an incident occurs, i.e. an unintentional discharge, shooting, etc., which requires an administrative or crime scene investigation, the service of the warrant shall cease after the structure has been secured. All directives pertaining to crime scene preservation shall be adhered to. Any further service of the search warrant shall be postponed until the crime scene is released.

4-313.5 Service of Warrant

A supervisor, a uniformed officer, and an OCPD marked police vehicle shall be present during the execution of all search warrants.

A. NON-UNIFORMED OFFICERS:
   1. Shall wear warrant service jackets as defined in uniform specs and protective body armor or tactical vest, regardless of the assignment.
   2. Shall not use or carry a shotgun or any long barrel weapon if a participant on the entry team. EXCEPTION: A supervisor must authorize if special circumstances exist.

B. UNIFORMED OFFICERS:
   1. Assigned to participate in serving a search warrant shall be wearing protective armor.
   2. Shall not participate in the search for evidence unless so directed by the supervisor.
   3. Any officer recovering evidence shall complete an appropriate report. The report shall provide sufficient details that the officer will be able to provide testimony as to the discovery, recovery and disposition of the evidence.
   4. Any officer transporting and/or booking prisoners into the jail shall complete an appropriate report.

C. ENTRY: Upon entry, officers shall:
   1. Secure all occupants.
      a. Conduct a cursory weapons frisk.
      b. At least one (1) officer shall be assigned the responsibility of guarding the occupants.
         i. Officers shall document in writing the location and activity of occupants at the time of entry. If arrested by a member of the entry team, probable cause for the arrest and any evidence observed or seized shall be reported in writing by the officer making the arrest / seizure.

4-313.6 Search

Only the designated search team(s) should participate in the actual search. Each team shall include a searching officer and a recording or logging officer. The number of search teams can vary depending on the size and nature of the search. The recording officer shall be responsible for all evidence/property placed into the property room. The officer who prepared the warrant and is listed as the affiant on the warrant may be the recording officer for the search and seizure phase. This officer SHALL NOT search the location.

A. Searches shall be conducted systematically on a room-by-room basis. ONLY those officers designated to search shall participate in the search of the structure.
B. An officer designated by the supervisor shall:
    1. Photograph all contraband to be seized prior to removing it.
    2. Photograph the point of entry and damage if any.
    3. Photograph any obstacles or devices that may have been installed to delay entry or cause the destruction of evidence.
    4. Photograph any surveillance equipment.
    5. Prepare a crime scene sketch, reflecting the floor plan and the entrance of the structure. A copy of the crime scene sketch shall be attached to the case record presented to the District Attorney's Office.
C. If there are multiple suspects or questions of dominion and control, the scene may be processed for latent prints or any forensic evidence.
D. Articles that may establish dominion and control include but are not limited to: Utility bill, letter, ID, checkbook, insurance policy, photographs, clothing with defendant's name and/or sizes.
E. All evidence shall be labeled with a numbered label. This label shall correspond to the logger's notes reflecting where the item was located.
F. All occupants in the residence at the time of the execution should be fully identified and an effort made to interview each occupant. All statements shall be documented in a written report and made available to the District Attorney's Office.

4-313.7 Conclusion of Search

A. Upon conclusion of the search, the supervisor shall ensure the following:
    1. The structure shall be secured in a reasonable manner, photographed and documented in a written report.
    2. In the event the structure is unable to be reasonably secured: The owner or other responsible party shall be notified of the incident. The structure shall be left unsecured only if a responsible party verbally authorizes officers to do so. This shall be documented in the report. The procedures for filing a claim with the City for any damages shall be explained to the responsible party.
    3. In the event forced entry is made to the wrong structure, the supervisor shall also:
        a. Direct a uniformed officer to complete a Crime Incident Report entitled "Damage to Private Property" and list the date, time and officers involved.
        b. Prior to leaving the scene, notify the Watch Commander.
B. The supervisor shall ensure appropriate reports are completed by all involved personnel.
C. All items seized shall be properly tagged and placed in the appropriate location. This shall be done prior to the end of the officer's shift.

4-313.8 Assisting Other Agencies within Oklahoma City Jurisdiction

Police Department personnel may provide assistance in the execution of search warrants when requested by other agencies. The Operations Bureau supervisor shall review the affidavit and search warrant. The supervisor shall also ensure an adequate plan has been developed prior to allowing any Operations Bureau officer to become involved in executions of search warrants.

Outside agencies shall serve their own warrants. Department personnel may provide perimeter security and support under the direction of a supervisor. If the agency being assisted does not have adequate personnel to conduct the entry safely, the Watch Commander will be notified. The Watch Commander will respond to the location, assess the need for service, and contact the appropriate departmental resources.

4-313.9 Obtaining Video Retailer Customer Records

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

4-313.10 Warrantless Entry for Emergency Aid

Officers may enter a residence without a warrant when the officer reasonably believes the entry is necessary to:

1. Provide emergency aid to occupants who appear to be seriously injured;
2. Protect occupants threatened with imminent injury;
3. Protect or preserve life; and
4. Check for victim(s) or the suspect(s) when called to a homicide scene.

Officers may not claim an emergency exists based on the call type alone. Officers must instead determine in each instance whether sufficient emergency grounds exist based on the totality of the circumstances.
Officers must notify a supervisor and complete an incident report upon completion of the incident.

4-314 Wire Taps – Illegal

When an illegal wiretap is suspected or detected, officers shall leave the device intact without disturbing it and contact a Criminal Intelligence supervisor, who will initiate an appropriate criminal investigation.

4-315 Juvenile Custody and Detention Procedures

A juvenile is any child, minor, or other person who is not married, has not attained the age of 18 or is otherwise not emancipated. The Oklahoma City Police Department is committed to programs designed to prevent and reduce juvenile delinquency and to secure for each juvenile such care and guidance as will best serve the juvenile's welfare and the best interests of the State of Oklahoma.

4-315.1 Delinquent and Runaway Juveniles

A law enforcement officer has authority to place a juvenile in investigative detention or arrest the juvenile under the same circumstances and in the same manner as if the juvenile were an adult. The officer has a duty to pick up a juvenile when there is a verifiable and valid court order directing such. Any juvenile taken into custody should be transported to the appropriate facility without delay. A supervisor will be contacted if there is any question regarding the authority of the order.

Juveniles taken into protective custody in Cleveland County or having a valid pickup order issued from Cleveland County for neglect or abuse should be transported to the Crossroads Emergency Youth Shelter located at 1650 W. Tecumseh Road, Suite 500. Officers requesting placement need to call ahead prior to transporting juveniles to this location.

A law enforcement officer may take a juvenile into custody when there is reason to believe the juvenile is a runaway from a parent, guardian, or other custodian. The term "other custodian" may include shelter homes, juvenile detention facilities, and various other persons and agencies if the person or agency has a direct responsibility for caring for a juvenile.

4-315.2 Handle with Care Notification Protocols

Officers should consider that routine police incidents/calls, although normal to police officers, may be quite traumatic to school-age children. Officers will send an email to handlewithcare@okcps.org when any officer encounters a juvenile who has been exposed to trauma of any kind such as:

1. The arrest of a household member;
2. A witness to a violent crime;
3. The victim of abuse;
4. Involved in a loss of life;
5. Collision involving serious injury or death; or
6. Any other situation the officer believes could be traumatic to the child.

The email will only list the following:

1. The juvenile's name;
2. Age; and
3. The school they attend.

The utilization of the Handle with Care Protocols must be documented in a police report. This notification will allow school administrators to notify counseling resources and reach out to the child. These notifications should continue during the summer months even when school is not in session. It is the primary officer's responsibility to make sure the Handle with Care protocols are followed and properly documented. Supervisors will also make sure this process is followed when reviewing reports for approval.

4-315.3 Detention of Juveniles

The detention of a juvenile suspect will be conducted as set forth below. Except in emergency situations, a juvenile shall not be placed or transported in any police vehicle which contains a detained or arrested adult unless the adult is believed to be involved in the same offense as the juvenile.

Juvenile Traffic Offenders

A juvenile traffic offender is a juvenile who violates a provision of Title 47, Oklahoma Statutes, or a municipal ordinance.

The traffic summons procedure should be followed in routine offenses if there are no serious circumstances involved.

If a juvenile is arrested for traffic offenses, they will be handled in the same manner as a juvenile arrested for minor criminal offenses.

Truancy from School

Excluding children being home schooled pursuant to the provisions set forth in the Oklahoma State Statutes, an officer shall temporarily detain and assume temporary custody of any child subject to compulsory full-time education, if:

A. The child is at least 12 years old and has not reached their 18th birthday,
B. It is during the hours school is in session,
C. The child is found away from home,
D. The child is a student of the Oklahoma City Public Schools (I-89 school district),
E. The child is found within the Oklahoma City school district (I-89 school district),
F. The child is absent from school without lawful excuse, and

G. The officer has verified with the child's school that the child is truant.

If all the above circumstances apply, the officer shall take the child into custody and transport them to CIC. The officer will complete a report.

If a child is located outside their assigned school district, an officer shall temporarily detain and assume temporary custody of any child subject to compulsory full-time education, if:

A. The child is at least 12 years old and has not reached their 18th birthday,
B. It is during the hours the child's school is in session,
C. The child is found away from home,
D. The child is absent from school without lawful excuse, and
E. The officer has verified with the child's school that the child is truant.

If all the above circumstances apply, the officer shall issue the appropriate citation to the child and release the child in the field. The officer will complete a report.

The temporary custody or detention of a truant student shall not be used as a pretext for investigating criminal matters.

Incarceration of Juvenile Offenders

Pursuant to Title 10A O.S. § 2-3-101.E, juvenile detention facilities shall be the initial placement for all persons under eighteen (18) years of age upon arrest for any offense, including those which qualify for a special incarceration provision listed below. City charges shall not be added to any juvenile being held for any of the below listed crimes.

A. Murder in the 1st degree;
B. Murder in the 2nd degree;
C. Kidnapping;
D. Manslaughter in the 1st degree;
E. Robbery with a dangerous weapon or a firearm or attempt thereof;
F. Robbery in the first degree or attempt thereof;
G. Rape in the 1st degree or attempt thereof;
H. Rape by instrumentation or attempt thereof;
I. Forcible sodomy;
J. Lewd molestation;
K. Arson in the 1st degree or attempt thereof;
L. Any offense in violation of 21 O.S. §652;
M. Burglary in the 1st degree or attempted burglary in the 1st degree;
N. Battery or assault and battery on a **s**tate employee or contractor while in the custody of the Office of Juvenile Affairs;
O. Aggravated assault and battery of a police officer;
P. Intimidating a witness;
Q. Trafficking in, or manufacturing, illegal drugs
R. Assault or assault and battery with a deadly weapon;
S. Maiming;
T. Residential burglary in the 2nd degree after two or more adjudications that are separated in time for delinquency for committing burglary in the 1st degree or residential burglary in the 2nd degree;
U. Rape in the 2nd degree; or
V. Use of firearm while in commission of a felony.

Juveniles Released to Appropriate County Juvenile Detention Centers

An officer will seek placement of an arrested juvenile at the appropriate county juvenile detention center whenever a juvenile is arrested for:

A. Any special incarceration provision listed above;
B. Any violent felony crime;
C. Any felony crime where the offender has a previous delinquent history;
D. Multiple felony crimes;
E. Any misdemeanor crime when the juvenile is combative and/or dangerous to themselves or others; or
F. Any misdemeanor crime when the juvenile has three or more prior adjudications for delinquent behavior.

An officer seeking placement for the arrested juvenile in the appropriate county juvenile detention center will:

A. Contact an intake counselor by telephone and request the juvenile be admitted for detention;
B. Transport the juvenile to the Community Intervention Center for fingerprinting and photographing if seeking admittance for a felony crime;
C. Transport the juvenile to the Oklahoma County Juvenile Detention Center (OJCDC) or other appropriate juvenile detention center, if approved.

Cleveland County Juvenile Detention Center

Juveniles who are arrested for violent felony crimes (and some non-violent felony crimes) in Cleveland County should be transported to the Cleveland County Regional Juvenile Detention Center. This facility is located at the Alan J. Couch Center at 1650 W. Tecumseh Road, Suite 100, in Norman. Officers will need to call ahead to verify the arrestee will be accepted and space is available prior to transporting juveniles to this location.

Canadian County Juvenile Detention Center

Juveniles who are arrested in Canadian County should be transported to the Canadian County Juvenile Detention Center. The facility is located at 7905 East Highway 66 in El Reno. Officers will need to call ahead to verify there is space prior to transporting juveniles to this location.

Juveniles Released to the Community Intervention Center (CIC)

An officer will place all arrested juveniles 12 years of age or older who do not meet the criteria for incarceration or placement in the appropriate juvenile detention center in the Community Intervention Center located at 201 N.E. 50th. When appropriate, a juvenile under the age of 12 may be placed in the CIC with the approval of a police supervisor.

An officer placing a juvenile in the CIC will:

A. Notify the CIC an arrested juvenile is being transported to the facility.
B. Provide the subject's personal information and nature of the charges;
C. Transport the juvenile to CIC;
D. Prepare a complete booking slip and complete any applicable municipal citations;
E. Observe the booking search conducted by a CIC employee;
F. Remain with all felony suspects until fingerprinting is complete; and
G. Complete all necessary reports.

Juveniles who are arrested for misdemeanor and/or most non-violent felony crimes in Cleveland County should be transported to the Juvenile Intervention Center in Norman. This facility is located at 1900 W. Robinson. Officers requesting placement will need to call ahead to verify there is space prior to transporting juveniles to this location.

Release of Juveniles Under 12 Years of Age

A juvenile under the age of 12 who has been charged with a criminal or serious traffic offense will be released to:

A. A parent or legal guardian if available;
B. An adult relative that appears to be mature enough to be responsible for the juvenile; or
C. An adult previously approved by the court.

The person accepting custody from the officer must agree to bring the juvenile to court upon direction of the court.

Ill / Injured / Intoxicated Arrestees

Any arrested juvenile who is ill, injured, intoxicated or appears in need of medical treatment, will be transported to a hospital for examination prior to transporting them to any County Jail, County Juvenile Detention Center or the Community Intervention Center.

If a juvenile is admitted to a medical facility, the officer will make a reasonable attempt to contact the parent or legal guardian. All attempts or notifications to the parents or legal guardians will be documented in the officer's report. Under no circumstances will a juvenile be placed in the Public Inebriate Alternative facility.

Fingerprinting and Photographing Juveniles

All juveniles who have been arrested for felony crimes should be fingerprinted and photographed prior to detention in the appropriate juvenile detention center or placement in the Community Intervention Center. Juveniles who have been arrested for misdemeanor crimes will not be fingerprinted or photographed.

4-315.4 Juvenile Adjudication

Juvenile adjudication, for the purpose of incarceration, interrogation and/or detention, is a formal disposition by a juvenile court wherein a juvenile under the age of 18 is found delinquent for violating a federal or state law or municipal ordinances (excluding traffic ordinances unless the violations are habitual).

Section 4: Operations of the Police Radio

The police radio communications system plays a vital role in the ability of the police department and the individual officer to properly perform their duties and responsibilities to the public which they serve. Radio communications are also vital to the safety and wellbeing of every employee involved in police activities.

When operating a departmental vehicle equipped with a mobile radio, the radio will be turned on and adjusted to the division in which the vehicle is located. The vehicle operator will be attentive to radio traffic and keep the radio on the appropriate division channel if the vehicle is driven through different divisions.

4-401 FCC Rules and Regulations

To keep within the guidelines of the law established under Part 90 of the Federal Communications Rules and Regulations, a radio operator will not:

Transmit superfluous signals, messages or communications of any kind on the radio transmitter;
Use profane, indecent or obscene language;
Willfully damage or permit radio apparatus to be damaged;
Cause unlawful or malicious interference with any other radio communications;
Intercept and use or publish the contents of any radio message without the express permission of the proper authorities in the department;
Make unnecessary or unidentified transmissions;
Transmit without first making sure that the intended transmission will not cause harmful interference;

Make any adjustments, or repairs or alterations whatsoever to the radio transmitter. It is required by law that only a professional radio technician, holding a General Class license or higher, may make adjustments and repairs; or
Transmit a call signal, letter or numeral, which has not been assigned to the station or unit.

4-402 Radio Communications Protocol

Police dispatchers are responsible for ensuring an efficient exchange of communication between themselves and officers in the field. Allowing dispatchers to acknowledge officers prior to officers broadcasting their information or request will assist in ensuring vital information is not missed. Compliance with this process will reduce the time spent dealing with repeat and or missed radio transmissions and will ensure the radio air is available to officers with urgent communication.

Urgent communication is defined as communication associated with incidents that pose an immediate threat to officers and/or professional staff. Examples include, but are not limited to: a subject with a firearm, the initiation of a pursuit, or an officer requesting back-up.

Excluding urgent communication, officers will contact the radio dispatcher and await acknowledgement prior to transmitting their request or delivery of information.

Employees shall not intentionally interfere with or cause any interference with police radio equipment and/or broadcasts.

4-403 Restricting Radio Air Time

In order to keep radio transmission time to a minimum, employees shall keep their transmissions as brief as possible and shall limit their transmissions only to that information which is needed.

4-403.1 Lengthy Transmissions

Employees who need to transmit lengthy messages that do not pertain to all employees operating on the same channel should switch to a non-primary channel to transmit their information to those interested employees to avoid interfering with the use of the radio by other employees.

4-404 Radio Codes

Employees shall familiarize themselves with the departmental radio “codes” and use them when applicable unless unusual circumstances prevent their use.

4-404.1 10 Codes

10-1 Receiving Signals Poorly
10-2 Receiving Signals Well
10-3 Stop Transmitting
10-4 Ok, Affirmative
10-5 Relay
10-6 Busy
10-7 Out of Service
10-8 In Service
10-9 Repeat
10-10 Out of Service, Subject to Call
10-11 Dispatching Too Rapidly
10-12 Officials or Visitors Present
10-13 Weather and Road Conditions
10-14 Escort

10-15 Prisoner in Custody
10-16 Pick Up Prisoner At
10-17 Pick Up Papers At
10-18 Complete Present Assignment as Quickly as Possible
10-19 Return To Station
10-20 What is Your Location
10-21 Call by Telephone, Number
10-22 Take No Further Action Last Information
10-23 Officer in Trouble, Location
10-24 Trouble at Station, Units in Vicinity Report at Once
10-25 Do You Have Contact With
10-26 Motorist Assist, Location
10-27 Any Answer Our Message
10-28 Check Full Vehicle Registration Information
10-29 Check for Stolen or Wanted
10-30 Does Not Conform To Rules and Regulations
10-31 Breathalyzer Operator To Report To
10-32 Is Breathalyzer Available
10-33 Emergency Traffic
10-35 Confidential Information
10-36 Correct Time?
10-37 Operator on Duty?
10-39 Your Message Delivered
10-40 Advise If Officer Available For Radio Call
10-42 Complete Driver License Record
10-43 Driver License Status Check
10-44 Check For Record / Wanted With
10-45 Meet for Coffee
10-46 Meet for Vehicle of DL Check
10-47 Subject in Question Possible Armed and Dangerous or Wanted
10-48 NCIC Hit, Is It Safe To Copy Information
10-49 10-28 With Amount Of Registration And Weight Paid
10-50 No Calls
10-54 Estimated Time of Arrival
10-60 Traffic Stop, Location
10-61 Clear Traffic
10-63 This Frequency Directed To
10-64 This Channel / Frequency Clear For Normal Use
10-69 Any Traffic For This Unit
10-70 Stopping Vehicle, May Be Dangerous. Location, Vehicle, Description and License Information
10-71 Officer Is Clear From 10-70
10-72 Information Is Incomplete No Action Will Be Taken Until Further Information Is Furnished
10-73 Information Not in Proper Form, Rewrite Information and Re transmit
10-80 Private Vehicle Making Emergency Run
10-83 Am I Clear for Dinner - Away From the Radio (will Call In With Phone Number)
10-84 Am I Clear for Dinner - In Car or Near Radio
10-85 Keep Vehicle under Surveillance, Do Not Stop
10-86 Pick Up Partner
10-87 Aircraft Assignment, Location and Time
10-88 Advise Phone Number for Station To Station Call for Officer
10-90 Officer Welfare Contact
10-97 Arriving At Scene
10-98 Last Assignment Completed

4-404.2 Signal Codes

7 DOA
8 Mental Patient
9 Bomb Threat
10 PD Response to 911 Hang-up
30 Fatality Accident
76 Non-injury Accident
82 Injury Accident
83 Department Vehicle Involved In Accident. State Number of Vehicles, Any Injuries and Location
87 Intoxicated Pedestrian (Reported)
88 Intoxicated Driver (Reported)
89 Hit and Run Accident - State Whether Property Damage or Personal Injury

4-405 Resolving Conflicts

When a conflict arises between a field employee and a Communications Unit employee, the complaining employee shall report the complaint to their supervisor. The supervisor shall then contact the other employee's supervisor to resolve the conflict. Each supervisor will notify their respective employee of any action taken on the complaint.

4-406 Communications Failure

If a total loss of police radio communications is experienced, all employees on duty will proceed to the nearest fire station or briefing station. Employees will call the Communications Unit by telephone and receive necessary calls. After employees have completed their calls they will return to the nearest fire station or briefing station, again contacting the Communications Unit. Employees will continue in this manner until power is restored and normal radio communications can be resumed.

Should the Department experience a total loss of police radio communication and telephone communication, employees will report to the nearest briefing station for assignment.

4-407 Operation of the Mobile Data Computer (MDC)

The police mobile data computer (MDC) plays an important role in the ability of the police department and the individual employee to properly perform duties and responsibilities to the public they serve. The MDC also plays an important role in the safety of every employee while involved in any police function through the Automated Vehicle Locator (AVL). The AVL provides a visual representation of vehicles logged into CAD which includes their location and direction of travel.

Personnel will not operate vehicles with the AVL system disabled. Intentionally disabling or tampering with any component of the MDC or AVL system is prohibited.

4-407.1 Use of the Mobile Data Computer (MDC)

Only employees who have been trained on the use of the MDC shall receive operating privileges.

Trained employees will have a 'username' and 'password' assigned to them. Employees will safeguard password information and report any problems to their immediate supervisor in a timely manner.

All personnel, whether on or off duty, operating vehicles with MDCs will log on to the CAD system prior to operating the vehicle. Personnel will remain logged on as long as they are operating the department vehicle.

4-407.2 Operational Restrictions

MDC operators will:

A. Exercise caution if reading the display while driving;
B. Keep all liquid and foods away from the MDC;
C. Ensure the swivel mount is tight enough to prevent the MDC from swinging freely during normal vehicle operations. If the mount is loose, the adjustment nuts must be tightened;
D. Not attempt to make any repairs to the MDC. Only authorized personnel may make necessary repairs;
E. Turn the MDC off when responding to any situation involving an explosive device; and
F. Confirm ALL NCIC hits through CIU.

4-407.3 MDC Transmissions

When transmitting information on MDCs, employees will:

A. Keep all transmissions relevant to the performance of the employee's duties; and
B. Keep transmissions free of inappropriate language.

4-407.4 MDC Security

Employees shall adhere to the following guidelines to ensure the security of the MDC.
MDC operators will:

A. Not permit unauthorized person(s) to use the MDC;
B. Log off the MDC after the vehicle is no longer in operation; and
C. Not intercept, use, or publish the contents of any MDC message without the express consent of the Chief of Police;
D. Not store any information on the hard drive of an MDC;
    1. Information the employee needs to store must be stored in the "My Documents" network folder or on their business account OneDrive;
E. Will ensure the MDC is secured in the dock with the locking mechanism engaged; and
F. Will not leave the dock key in a location that is accessible by an unauthorized person.

When a vehicle is put down for maintenance, the employee shall leave the MDC in the vehicle and locked in the dock. The employee shall then remove the dock key from the vehicle. If the vehicle is a take-home vehicle, the employee may retain possession of the dock key while the maintenance is being performed. If the vehicle is a pool vehicle, the employee shall return the dock key to their supervisor for safe keeping. If the vehicle does not contain a dock key, the employee can obtain a key from the Radio Shop.

4-407.5 Utilization of CAD

All police employees, whether on or off-duty, operating vehicles with MDCs in them will log on to the CAD system prior to operating the vehicle, and will remain logged on as long as they are operating the vehicle.

4-407.6 Marine Radios

It is a violation of federal law to use or operate any apparatus for communications or signals by radio without a license. This prohibition includes the use of marine radios or transmitting on any marine frequency without FCC authorization.

Employees shall not use or possess a marine radio or transmit on any marine frequency while on duty, in uniform, or engaged in an extra-duty assignment. Employees shall not install, attach, or place a marine radio in or on any city vehicle.

Refer to 47 CFR Part 80 for further information.

Section 5: Property and Evidence

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

4-501 Evidence and Property Control

The purpose of this directive is to ensure the proper collection, preservation, chain of custody, and disposition of evidence in criminal cases and the appropriate handling of property that comes into the possession of the Oklahoma City Police Department.

Members of the Department shall promptly deliver any monies or property coming into their possession to the Property Room and book it in accordance with established procedures. Members of the Department shall not take any item of evidence, contraband or found property home with them; nor shall they store it in their assigned departmental clothing and equipment locker or in their police vehicle.

All property seized by the police department shall be booked as evidence when it:

A. Is related to a crime or possible crime;
B. May clear a person of a criminal charge; or
C. May implicate a person in the commission of a crime.

All other property taken into custody shall be booked as found, recovered, or safekeeping (non-evidence).

4-501.1 Booking Property – General

An employee shall not retain in their personal possession, in a police vehicle, or under their control any property taken into custody.

All property shall be properly booked in accordance with department directives and deposited with the Property Management Unit (PMU) as soon as feasible, but no later than the end of the officer's or employee's shift. All property shall be documented on the Property/Evidence Booking Sheet. This shall include all drug and/or serology evidence and latent fingerprint cards being submitted to the Automated Fingerprint Identification System (AFIS). A written report shall be made by the booking officer on all property placed in the property room.

Property Management Unit personnel will review all property taken into custody, to verify content and accuracy. The Property Management Unit reserves "a right of refusal" for any property not accurately documented at time of initial booking or return from release. Property not booked in accordance with established department procedures will not be accepted for booking until the discrepancies are corrected. Items will be inventoried and stored, but not officially booked until all corrections are made.

Exception is made for sealed items submitted by Crime Scene Investigation personnel or packages that are submitted in an evidence envelope for fingerprint, serology and/or ballistics testing. Crime Scene Investigation personnel shall document the contents of the sealed items on the outside of the respective packaging.

Personnel accepting custody of property will describe, itemize, and list the serial number of each article on the Property Booking Sheet and disposition card and shall preserve all records pertaining to arrested subject(s), the finder of the property and/or the owner.

All persons submitting, receiving, temporarily signing out or returning property will document their action by signing the Chain of Custody Log.

During the hours the Property Management Unit is closed, officers will utilize the storage lockers, storage cages and drop boxes provided in a secured area of the warehouse of the Property Management Unit building designated for "after-hours" booking operations. Property will be placed in the most appropriate sized storage area for the property being booked and the location will be documented in the upper right-hand corner of the booking sheet. Officers will ensure the locker or cage is locked with the attached padlock before leaving the area. If overhead doors to the secured area are used, they will be secured before exiting.

All non-evidentiary property and property taken for safekeeping will require a property disposition release card to be filled out by the booking officer. A separate card shall be completed for each individual whose property has been booked into the PMU. The card shall denote the name, date of birth, address and phone number of the person the property should be released to if known. The property items to be released shall be listed on the card. This shall include prisoners' property the detention unit would not accept. Property being held for safekeeping not claimed within thirty days will be considered unclaimed and disposed of as allowed by law.

The Notice of Property Storage Receipt & Release Authorization form shall be completed under the following circumstances:

A. When property or currency is taken from an arrestee for either evidence or safekeeping, whether they are booked into a detention facility or released in the field; or
B. When an officer books property for safekeeping and the owner is present at the time the property is taken.

The Notice of Property Storage Receipt & Release Authorization will serve as notice that the person's property is being stored at the PMU and if the property goes unclaimed, it shall be disposed of in accordance with state law. The booking officer shall complete a Notice of Property Storage Receipt & Release Authorization and list all property and the total amount of any currency booked into the PMU for safekeeping or evidence. One copy of the form shall be printed and hand-delivered to the property owner at the time of booking or when the property is taken. If the property owner is being booked into jail, the officer will place the notice in their jail property only after hand-delivering it to them. A copy of the completed form shall be attached to the incident in FBR and the reporting officer shall document in their report that the Notice of Property Storage Receipt & Release Authorization was hand-delivered to the property owner.

4-501.2 Responsibility for Booking Property

All property booked shall be transported and booked by the officer assigned to the call, except when the responsibility is assumed by an Investigator or Crime Scene Investigator at the scene, or when assigned to another officer.

4-501.3 Booking of Documents

All original documents, which may be evidence, such as checks, money orders, bank drafts, notes, contracts, rental agreements, and search waivers, shall be booked in the Property Management Unit as evidence. Sexual Assault Exam Reports will be booked in separately from the rape kit, which is submitted through the refrigerated serology drop.

4-501.4 Booking of Property from Impounded Vehicles

All property removed from an impounded vehicle shall be booked as evidence or non-evidence and submitted to the Property Management Unit.

When an arrest is made the officer will properly inventory the vehicle listing the contents of the vehicle on the vehicle impound report. Items of apparent value, such as, but not limited to, jewelry, guns, and expensive video or camera equipment will be placed in the Property Management Unit.

Supervisors may authorize deviation from this procedure if the quantity or size of the property involved makes the procedure impractical.

4-501.5 Found Property in Police Vehicles

When contraband is found in a police vehicle, the officer finding such shall immediately contact their supervisor. The contraband will be transported and booked into the Property Management Unit or Forensic Services Drug Locker. For this directive, contraband shall include narcotics, weapons, or other items of criminal nature.

When any other property is found, the officer will first attempt to identify and locate the owner, making arrangements to return the property. If this cannot be accomplished, the property will be booked into the Property Management Unit and an incident report will be made documenting the officer's actions.

4-501.6 Booking Undeveloped Film

Undeveloped film, which may be of evidential value, shall be submitted to the Police Photo Lab for processing. The assigned investigator or Crime Scene Investigation Unit personnel shall book film in the Property Management Unit. If it is determined the photos are of no evidential value, they may be placed in the Property Management Unit for safekeeping or with the arrested person's personal property at the Jail.

4-501.7 Booking Latent Fingerprints

Latent fingerprints will be booked into the Property Management Unit by utilizing the drop box provided for submission of fingerprint evidence located in a secured area of the Property Management Unit.

4-501.8 Recovered Vehicle Parts

Small vehicle parts that will fit into the police car should be transported and tagged into the property room. Larger items will be impounded by the district wrecker in which case the officer will fill out an impound report. In either case the officer will complete the appropriate report.

4-501.9 Hazardous Materials / Explosives

Whenever suspected explosives, explosive devices, or hazardous materials are encountered, a supervisor and a bomb technician shall be contacted. Material suspected of having explosive or toxic potential will only be handled by a bomb technician. The Arson Squad of the Oklahoma City Fire Department will handle suspected incendiary devices. No member of the Oklahoma City Police Department, except bomb technicians, will move or attempt to move, handle, dismantle or take any other action that could cause the detonation of a suspected explosive device unless such action is a last resort and an imminent danger to human life exists.

If the items found are determined by a bomb technician to be safe for storage at the Police Department, they may be booked into the Property Management Unit.

4-501.10 Unsafe / Perishable Property

The Property Management Unit will not accept any property considered unsafe and/or perishable.

All property considered unsafe or perishable shall be photographed and destroyed or disposed of as directed by an OCPD supervisor. As a minimum two photographs must be taken.

One photograph shall include the responsible officer and a clearly visible incident number. Photographs of property, which are of evidential value, will be booked into the Property Room, uploaded to the DEMU folder, or uploaded with the officer's report. In all cases where items are destroyed, the responsible officer will complete a report documenting the destruction.

4-501.11 Caustics / Acids / Unknown Substances

Substances of unknown composition shall be considered unsafe. Property Management Unit personnel will not accept hazardous materials, which include gasoline, toluene, etc. Officers shall contact their supervisor to locate an appropriate site where hazardous materials can be properly disposed.

Halide bulbs from marijuana grow shields shall be removed, photographed and left at the scene. This type of evidence will not be submitted due to the hazardous gas that will be released if the bulb is broken. If there is a need to have them processed for fingerprints, it should be done at the scene.

Biohazard materials may be accepted by Property Management Unit personnel, but must be clearly marked by the booking officer.

4-501.12 Found or Confiscated Currency / Jewelry

All currency, found or confiscated, shall be submitted to the Property Management Unit as soon as practical, or no later than the end of the shift.

All currency booked into the Property Management Unit shall be counted in the presence of at least two employees of the Oklahoma City Police Department. The employees must agree on the amount of currency prior to completing the booking process. If the employees cannot agree on the amount of currency, a supervisor will be contacted to verify the amount.

All currency will be placed in a currency evidence envelope and secured. Each employee who counted the currency will affix their signature to the envelope and the currency card. The total amount of currency and the denominations of bills and coins will be written on the outside of the envelope. The currency card will be placed inside the envelope before sealing. Employees will list the total amount of currency on the Property Booking Sheet.

Currency may only be seized for the purposes of forfeiture when consistent with state seizure statutes and if the amount is equal to or greater than $250. When currency is seized for forfeiture, the officer booking the currency shall complete a Money/Property Forfeiture Affidavit. The signed and notarized affidavit and the currency envelope shall be submitted to the money/currency drop. The affidavit shall not be affixed to the currency envelope when it is placed in the drop.

In any case where currency and other types of property are found or confiscated together, the currency shall be given the same case number as other property but shall be placed in a separate envelope and handled as outlined in the above directive.

All jewelry being booked into the Property Management Unit shall be itemized, placed in individual coin envelopes, and described in detail on the Property Booking Sheet. Each coin envelope will be affixed with its own barcode. This information is imperative for identification purposes. All jewelry coin envelopes will then be placed in an envelope with a completed jewelry/counterfeit card placed inside with the property.

After hours counterfeit bills should be placed in an Evidence Envelope listing the denominations and shall be placed in the money drop box. A yellow jewelry/counterfeit card will be completed for each case number and will be placed with the property.

4-501.13 Found or Confiscated Narcotics, Dangerous Drugs or Narcotics Implements

Field-testing of narcotics will be utilized to identify possible evidence prior to booking of the suspect. Field test materials for testing suspected narcotics will be provided by the Forensic Services Laboratory and maintained in the jail. Written directions will accompany the test materials. The on-duty jail supervisor is responsible for notifying Forensic Services personnel when test materials are running low, so as to ensure an adequate supply is always on hand for testing purposes.

The arresting officer will conduct a field test of suspected narcotics following the directions provided with the testing materials.

The Forensic Lab normally requires a minimum of five capsules or tablets or five cubic centimeters of liquid for conclusive analysis and evidence purposes. If there is not an excess of the required amount, then the suspected narcotic should not be field-tested. If there is less than five capsules or tablets or five cubic centimeters of liquid, it still should be submitted for analysis.

The officer will ensure the evidence is not contaminated through field-testing or packaging by separating all evidence by type (i.e. marijuana, amphetamines, barbiturates, etc.).

Each type of narcotic shall be placed in a separate container (envelope, pill bottle, etc.) and sealed. Each container will be placed in a clear OCPD narcotics evidence bag, which shall be sealed with the attached pre-numbered evidence seal so access into the envelope cannot be gained without damage to the clear narcotics bag.

When the seized narcotics/drugs are more than five pounds, the officer shall contact the on-call Special Projects supervisor, while still at the incident location. The Special Projects supervisor will arrange for specific processing.

When the seized narcotics are too large or bulky to be placed in the clear narcotics evidence bag, the narcotics will be sealed in a larger container such as a brown paper bag or cardboard box. The officer shall complete the information on a clear OCPD narcotics evidence bag and attach it to the large container.

The clear narcotics evidence bags shall be deposited inside the narcotics evidence “drop box” located within the secured area of the Property Management Unit.

When the narcotics seized are too large or bulky to be placed in the narcotics locker during the hours the Property Management Unit is closed, officers will utilize the storage lockers and cages located in the secured portion of the warehouse designated for “after-hours” booking. If sufficient storage space is not available, the on-call PMU supervisor will be contacted, and arrangements will be made to accept the evidence.

The officer will ensure the arrest report contains a physical description of the evidence, the manufacturer and identification or code number of the evidence, when known. The arrest report will also contain the field test results as to the type of narcotic identified and the name of the person conducting the field test. The name(s) of all persons handling the narcotics evidence will also be listed in the arrest report.

If the field test is inconclusive, the suspected narcotic shall be submitted to the Forensic Services Lab for chemical analysis.

If other charges are pending on the person in possession of the suspected narcotic, and a field test is not available, that person may be placed in jail on those charges and the suspected narcotics submitted to the lab for chemical analysis. The officer should note on the evidence submittal sheet that the prisoner is in jail on other charges and a possession of narcotics charge is awaiting the outcome of the chemical analysis. If a field test is not available and no other charges are pending on the person in possession of the suspected narcotics and sufficient identifiers are available (i.e., positive identification, address, etc.) that person may be released, and the suspected narcotics submitted for chemical analysis.

It may be necessary to photograph and fingerprint the person prior to release.

All drugs, taken into custody, shall be placed in the drug locker. If the drug package is too large to place in the drug locker, it will be packaged in sacks or boxes holding no more than 50 lbs. each. The packages will be placed in one of the storage cages provided at the Property Management Unit. All drug evidence shall be packaged separately from drug paraphernalia. If property is to be destroyed or released to an owner, officers will attach a property disposition/release card to the booking sheet denoting to whom property shall be released.

All syringes not being submitted for analysis shall be placed in the syringe disposal drop in the PMU.

If it is necessary for currency to be submitted for testing, officers will denote denomination and serial number on the evidence envelope.

If property is to be destroyed or released to an owner, officers will attach a property disposition to the evidence envelope.

4-501.14 Locked Containers

Locked containers such as suitcases or briefcases must be opened, and the contents inventoried before booking. If probable cause exists to believe contraband or evidence is in the container, a search warrant, waiver or consent must be obtained.

4-501.15 Evidence Container – Identification

The property tag should be attached to the container. If more than one container is booked under one tag number, the other container(s) should be marked with the tag number.

4-501.16 Marking of Evidence

An item of evidence shall not be marked if it is the flag of the United States or the State of Oklahoma. If it is necessary to mark an item to identify it, the mark shall be:

A. As small as possible.
B. Placed to prevent altering, contaminating or destroying its evidentiary value or reducing its market value.
C. Made as soon as possible by the officer booking the item.

4-501.17 Packaging and Wrapping of Booked Property

Depending upon the nature of the property booked, it shall be:

A. Wrapped into a bundle with wrapping paper; or
B. Tagged with a tag only; or
C. Placed in a cardboard evidence box; or
D. Placed in an evidence envelope or evidence sack.

Only items that need ballistic testing, serology, or fingerprint examination shall be placed in the evidence envelopes. Narcotic evidence shall be placed in the clear narcotics evidence bag. All other property should be placed in a plain paper sack or envelope.

4-501.18 Booking of Cartons and Boxes

Cartons and boxes need not be wrapped unless necessary for their protection.

4-501.19 Booking of Odd-Shaped or Large Items

Odd shaped or large items such as gambling equipment, tires, motors, radios, and suitcases need not be wrapped; however, an appropriate tag bearing the identifying information as required shall be attached to each item.

4-501.20 Booking Firearms

When booking firearms, they should be made safe by removing the magazine and unfired ammunition. Officers will lock the action (slide) to the rear of the firearm or open the cylinder on a revolver when possible. Do not place any items through the barrel and/or action of the firearm. This could potentially cause damage to the rifling of the barrel and or the breach face of the firearm which in turn may alter or destroy critical markings inside such evidence. The booking officer will ensure there is no ammunition in the firearm and will render it safe.

If unsure of a safe way to unload a firearm, call the Firearms Range Master or seek advice from your supervisor. Do not assume the firearm is safe! Firearms which have not been unloaded and made safe will not be booked into the Property Room. The position of the spent and unspent ammunition should be noted, and a diagram prepared by the booking officer prior to their removal.

Employees will not carry found or confiscated firearms in the area of the Crime Information Unit service window.

4-501.21 Releasing Weapons Taken for Safekeeping

There may be instances in which an officer has taken a weapon AND no weapons charge is placed on any of the parties involved. The officer placing the weapon in the property room for safekeeping shall fill out a property disposition card, indicating the name of the person to whom the weapon can be released, their date of birth, and their address. The officer will also conduct a criminal history check, to include the Interstate Identification Index (III) on the person to whom the firearm can be released and record the results on the property disposition card. The officer will also sign the card authorizing the release of the weapon to the person indicated on the card or list the disqualifying factors prohibiting its release to that person. For a list of disqualifying factors, refer to 18 USC 922(g) and applicable state statutes. Some disqualifying factors include:

A. A felony conviction;
B. A conviction for a violation of the domestic abuse act;
C. A finalized protective order that explicitly prohibits possession of a firearm; or
D. A history of mental calls.

The PMU will ensure this has been completed prior to releasing the firearm.

4-501.22 Booking Alcoholic Beverages

Unopened containers shall be booked in the original container. Opened containers, which cannot be resealed or capped, should have a sample drawn and placed in an airtight container. The remaining liquid in open containers may be photographed and destroyed by the booking officers. If necessary as evidence, the empty container shall be marked and then booked along with the airtight container.

4-501.23 Booking of Pocketknives, Razors, Etc.

When the blade of a knife or razor contains evidence, which may be destroyed if the blade is closed, the blade shall be left open. If the knife or razor may be closed, the blade and handle shall be secured in a closed position. The knife or razor shall be attached to a piece of cardboard.

Fixed-blade knives shall be booked as described above unless in a scabbard. If in a scabbard, they shall be placed in an evidence envelope of an appropriate size.

Razor blades shall be placed in a cardboard evidence box or paper sack of appropriate size and the container shall be sealed and marked with the words “Sharp Instrument”.

All sharp or pointed objects shall be rendered safe by proper wrapping and packaging.

Care shall be exercised to prevent destruction of trace evidence.

4-501.24 Uploading Photographs to the Records Management System

Digital photographs or files may be submitted to the Records Management System as attachments to Field Based Reporting forms. They may also be submitted to the Digital Evidence Management Unit (DEMU). Digital photographs or files may be attached to the following Field Based Reporting forms:

1. Incident Form
2. Incident Supplement Form
3. Booking Form
4. Field Interview Form
5. Impound Form

Officers shall document within the following forms whether the digital photographs or files were submitted to the Records Management System or the Digital Evidence Management Unit (DEMU):

1. Incident Form
2. Incident Supplement Form
3. Field Interview Form

Photographs submitted by using Field Based Reporting forms containing images of a sensitive nature shall be classified as explicit.

4-501.25 Booking of Broken Glass and Glass Particles

Glass recovered from different areas shall be packaged separately.
Glass pieces shall be packaged in rigid containers and care should be taken to protect broken or fractured edges from any additional damage or breakage.

4-501.26 Submission of Evidence to Laboratory Services

Various methods can be employed in submitting physical evidence to Laboratory Services for analysis. Generally, the method selected will depend upon the type and size of the evidence involved. Whatever method employed, care must be taken to ensure evidence will not be lost, damaged, or contaminated and chain of custody is protected.

An evidence envelope/submittal sheet will accompany evidence being submitted for analysis. All evidence being submitted must be placed in individually sealed packages.

Should analysis of submitted evidence be requested at any time, an "Oklahoma City Police Department Laboratory Services Division Request for Analysis Form" must be completed and submitted to the proper laboratory discipline.

All property, which is for subsequent scientific analysis, including latent fingerprint analysis, will be submitted to the Laboratory Services by booking property into the Property Management Unit.

Care shall be taken to ensure all evidence that requires refrigeration is placed in the appropriate drop box.

4-501.27 Collecting Evidence

The officer collecting the evidence to be submitted to Laboratory Services will first make note of the location at the crime scene where the evidence was found. They will collect the evidence, placing it in a paper envelope, sack, bundle or appropriate container.

4-501.28 Wet Biological Samples

If a wet biological sample, such as blood on a piece of clothing is collected, the item is to be air dried and then placed in a paper container.

4-501.29 Other Liquids

Other liquids will be placed in a suitable container such as a bottle or can and sealed so as not to leak.

4-501.30 Evidence Envelope / Submittal Sheet

The officer will fill in all information possible on an OCPD Forensic Services Evidence Envelope/Submittal Sheet.

All evidence, which is for subsequent scientific analysis is to be placed in evidence envelope/submittal sheet(s). If the item is too large to place in an evidence envelope, a paper sack or cardboard box may be used and the evidence envelope/submittal sheet attached to it.

The evidence envelope/submittal sheet or container(s) will be sealed in such a manner that access into the envelope/container cannot be made without irreparable damage.

The sealed envelope/container(s) will be given to the Forensic Services secretary; or, if Forensic Services is closed, the sealed envelope/container(s) will be placed in the evidence drop box located within the secured area of the Property Management Unit.

4-501.31 Blood Sample / Rape Kits

Blood sample or rape kits are to be placed in the refrigerated evidence "drop boxes" located within the secured area of the Property Management Unit.

4-501.32 Reports

The officer will make a report listing all, but not limited to, the following:

A. Physical description of evidence;
B. Name of the officer collecting the evidence;
C. Specific locations where the evidence was found;
D. Date evidences were found;
E. Victims and/or suspects name(s); and
F. Drug evidence bag control number.

4-501.33 Release / Return of Property / Evidence

Employees are often required to have property/ evidence released to them from the Property Management Unit, Crime Scene Unit, Laboratory Services Unit or other units within the department for court or investigative purposes.

When property/evidence is released into the employee's custody, it shall become the responsibility of that employee to return the property/evidence to the appropriate unit. This includes property/evidence released to an employee to be used for court or investigative purposes.

Property removed for court presentation will only be signed out to the officer/investigator assigned to the case or to the Property Management Unit personnel designated for this function. Property removed for other investigative reasons should be returned by the same individual who removed it. Personnel of the Property Management Unit shall handle all requests from the courts for photographs of evidence/property being held when proof of ownership issues arise. Exceptions may be made at the discretion of the Property Management Unit supervisor.

If a weapon has been released from inventory to an employee for testing (Forensics, Ballistics, etc.), it shall be the responsibility of the employee to return the weapon to the appropriate unit.

If an employee had property/evidence released to them and termination, resignation or retirement occurred; the employee's supervisor or a supervisor's designee shall be responsible for returning the property/evidence to the appropriate unit.

4-502 Property Management Unit

This directive establishes standards to ensure items accepted by the Property Management Unit are properly documented, booked and stored. This directive ensures the facility is properly secured to support the preservation, chain of custody and disposition of evidence in all criminal cases and requires regular inspections and audits to verify the integrity of the unit's processes.

4-502.1 Accepting Property for Booking and Storage

Property Management Unit (PMU) personnel shall ensure compliance with proper procedures prior to accepting property for booking and storage.

The Property Management Unit reserves a right of refusal for any property not accurately documented at the time of initial booking or when the property is returned from being checked out. Property not booked in accordance with established department procedures will not be accepted for booking until the discrepancies are corrected. Items will be inventoried and stored, but not officially booked until all corrections are made.

PMU personnel will inventory all property received except items secured with an evidence seal or a package which is commonly sealed with tape and initialed by the officer booking evidence.

PMU personnel will document the location where the property is stored within RMS and ensure all property items are properly documented and updated in RMS.

4-502.2 Security of the Property Management Unit Facility

PMU personnel may only access those areas of the PMU facility they are authorized to enter. Any other persons seeking or requesting access into the secured portions of the PMU must:

A. Receive authorization from the PMU supervisor or designee before entering or being granted access;
B. Complete the Security Control Log Sheet to include:
    1. Full name;
    2. Agency/employer;
    3. Department/unit (if applicable);
    4. Date;
    5. Time in;
    6. Purpose;
    7. Time out; and
C. Be escorted and accompanied by PMU personnel at all times.

Unauthorized access is strictly prohibited.

Property Room personnel shall be responsible for maintaining security of the property storage areas by keeping all doors locked and all alarms set on areas not occupied by PMU personnel. Keys to the PMU shall not be reproduced or made available to anyone other than assigned personnel without written authorization from the Property Management Unit supervisor.

4-502.3 Inspections and Audits

The Property Management supervisor shall ensure a random inspection of property and records relating to the property is conducted at least semi-annually.

An audit of property and evidence will be conducted any time the Property Management supervisor is transferred, retires, or is otherwise replaced. The incoming supervisor and a designee of the Chief of Police will conduct this audit.

A supervisor who is not routinely or directly connected with the control of property and evidence will be appointed by the Chief of Police to conduct an annual audit of property and records. That person will report the findings

directly to the Chief. In addition, an unannounced inspection will be conducted by the Staff Inspections Unit at least once a year.

4-503 Evidence and Property Disposition

Disposition of evidence and property, including weapons, is the responsibility of the investigators assigned to conduct the follow-up investigation. A property disposition will be entered by the investigator on each item of evidence/property attached to the case upon closing the case. The investigative unit supervisors will run weekly RMS reports to monitor evidence/property dispositions for all cases in which the evidence/property item dispositions have not been updated for six months to ensure they are routed to, and updated by, the correct investigator. Case investigators will have 14 business days to update each property disposition in RMS from the time they are notified by their supervisor. If an application or motion for release of evidence or other property is filed by an owner or person previously in possession of the property, the disposition shall be updated within the time period imposed by the court filing, in consultation with the police legal advisor and any assigned prosecutor. PMU staff will pull RMS reports for evidence/property items with updated property dispositions and take the appropriate action for each case.

4-503.1 Evidence and Property Dispositions

Hold

This evidence may or will be needed for criminal prosecution or appeal. The reason for the hold shall be explained in the RMS comments section. These cases shall be reviewed every 6 months by the investigative unit supervisor(s) to determine if the property will or may still be needed for criminal prosecution or appeal. If no longer needed, the disposition shall be changed to "Release to owner" or if unable to determine or locate the rightful owner, the property disposition can be changed to "Destroy/dispose" with an explanation in the comments. The explanation shall include the specific actions taken by the assigned investigator to identify, locate and notify the owner or person last in possession, as well as the results of that activity.

Hold – Statute of Limitations

This evidence may or will be needed for criminal prosecution or appeal. Evidence will be held for the duration of the statute of limitations as required by state statutes. A review date shall be included when this property disposition is utilized on when the statute of limitations expires. At the expiration of the statute of limitations, the case will be reviewed by the assigned investigator or investigative unit to update the disposition of all remaining evidence/property. If a prosecution has been commenced, the investigator shall determine the status of the case (e.g., warrant issued).

Release to Owner

Property or evidence which is no longer needed for criminal prosecution or appeal and is authorized for release to the rightful owner should have a "release to owner" disposition. The following instructions will apply to property with a release to owner disposition:

1. Each item to be released must have an associated owner listed. The owner's name, date of birth and last known address should be listed. If a business is listed as the property owner, the address should be listed.
2. If the owner is deceased, the name of the next of kin or the name of the legally appointed representative of the estate, including their date of birth and last known address, should be listed.
3. When authorization for release is received, the Property Management Unit will send a letter, as required by state law, to the last known address of the owner or person last in lawful possession, informing them the property is authorized for release and may be claimed at the Property Management Unit office.

Release to Other Agency

This disposition shall be used when property is authorized for release to another agency (e.g., FBI, U.S. Secret Service, OCSO). The name of the agency and the name of the person the property is to be released to must be listed in the comment section of RMS.

Destroy/Dispose

This disposition shall be used when property will be destroyed or disposed of by being sold at auction or converted to City use in accordance with municipal ordinances and state laws regarding property which cannot be returned to its rightful owner. The following instructions will apply to property with a destroy/dispose disposition:

1. If the owner is known or identified, only the Release to Owner disposition can be used. The PMU will properly dispose of the property in cases when the property goes unclaimed by the owner.
2. If the owner is unable to be determined, the property can be disposed of.
3. If the owner cannot legally possess the property (e.g., contraband, illegal weapons), the property can be disposed of (see 11 O.S. § 34-104.F).
4. If the owner cannot legally possess a firearm, the firearm can be disposed of, unless the owner makes satisfactory arrangements to lawfully transfer the firearm to another person.
5. PMU staff will determine what can be sold at auction or converted to City use based on value and condition. All other property will be destroyed in accordance with existing state statutes and municipal ordinances.

The Police Department must attempt to return property, money or legal tender to the rightful owner before it can be legally disposed of. Disposition of property other than to the rightful owner requires review by the Municipal Counselors office and an order issued by a district judge before any property can be destroyed, sold or transferred to the City.

4-503.2 Currency Dispositions

To reduce and maintain the least amount of currency physically maintained at the Property Management Unit, all currency booked into the PMU will be deposited into the City's PMU bank account after 7 calendar days from the date the currency was booked, unless it receives a property disposition of "Hold currency as evidence" in RMS. There are only two property dispositions that shall be used when currency is required to be held before it can be released to its owner or disposed of: Hold currency as evidence and Hold currency, deposit in bank. If the currency will not be needed for criminal prosecution or appeal, the money shall be released to its rightful owner or person last in lawful possession, if known. Currency dispositions may not be used for any other type of evidence or property.

Hold Currency as Evidence

To designate the currency property disposition as "Hold currency as evidence," the currency itself must have evidentiary value to a case, meaning the currency has physical evidence critical for the prosecution of a case. Physical evidence may include, but is not limited to, serology and fingerprints. Currency may be held as evidence when it needs to be scanned or photographed to document the denominations and serial numbers of the currency.

Hold Currency, Deposit in Bank

To designate the currency property disposition as "Hold currency, deposit in bank," the currency must have already been processed for physical evidence or the currency itself no longer needs to be maintained on-site in the Property Management Unit. Currency awaiting final disposition, asset forfeiture proceedings, or any other currency that does not need to be maintained on-site as evidence shall be designated as "Hold currency, deposit in bank."

Investigator Responsibilities for Currency Evidence

If the currency itself is evidence, a "Hold currency as evidence" shall be placed on the currency until the currency itself is no longer needed to be held as evidence. Any "Hold currency as evidence" property disposition shall be accompanied by a notation in the comments section describing the requested follow-up (e.g., processing for

fingerprints or serology) or noting the reason for holding the currency as evidence. If the currency has been processed for physical evidence, upon completion of processing, the currency's RMS property disposition shall be changed from "Hold currency as evidence" to "Hold currency, deposit in bank," until the final disposition of the currency can be determined.

Currency that has been deposited will be kept in the PMU bank account until a final property disposition can be determined and it can be released to the rightful owner or person lawfully in possession prior to seizure, or, if unclaimed, it may be processed through the appropriate district court to be transferred to City ownership in accordance with state statutes. If a forfeiture is denied by the court, the currency shall be returned to the owner or person last in possession.

The assigned investigator shall reevaluate property dispositions of "Hold currency as evidence" for currency physically maintained at the Property Management Unit every 30 calendar days. The unit's lieutenant must approve any currency dispositions of "Hold currency as evidence" or "Hold currency, deposit in bank" after 90 days. The unit's captain must approve any currency dispositions of "Hold currency as evidence" or "Hold currency, deposit in bank" after 180 days.

4-503.3 Release and Disposal Procedures

Investigators are responsible for providing a disposition for each piece of evidence related to their incidents within the RMS and must associate a master name record to each piece. This allows the PMU to run a report within the RMS that identifies property to be released or disposed of.

The assigned investigator is responsible for completing the Triple I check prior to authorizing the release of a firearm to ensure the person receiving the firearm may lawfully possess it.

Every reasonable effort will be made to ensure property is returned to its rightful owner. When property is to be released to an owner, the assigned investigator or investigative unit supervisor will perform their due diligence to identify and notify the owner. The investigator will document such notification and will update the property disposition in RMS to include the name, date of birth, address and zip code of the person to whom the property is being released. If the owner has received a written notice from the arresting officer to claim the property at the time of seizure, however, no further notice is required. If the owner is not contacted, the investigator will check to see if the owner is incarcerated in the county jail or is in DOC custody. If the owner is incarcerated, the investigator will document what facility the owner is located at in RMS along with the property disposition. Once the PMU personnel receive the "Release to owner" property disposition from the assigned investigator, PMU personnel will send a letter of notification to the owner according to the address listed in RMS by the investigator.

If there is an indication that the released property, or documentation of the released property, may be needed for future court proceedings, the investigator should notify PMU personnel at the time of release. In response to such notification, PMU personnel will photograph and document the property prior to its release. If the property goes unclaimed after the notices have been sent out, the PMU will dispose of the property through a legal process and will either sell it, convert it to City ownership, destroy or discard it in accordance with municipal ordinances and state statutes.

When a weapon is placed in the PMU and no criminal charges are pursued, the booking officer shall be responsible for submitting a Property Disposition / Release - Disposal card at the time of booking. PMU personnel will complete an appropriate disposition of the weapon as indicated and authorized by the booking officer. PMU personnel shall confirm the weapon is not stolen and complete a Triple I check through CIU prior to releasing a firearm that was booked in the PMU for safekeeping in order to ensure it is not unlawful for the person to possess the firearm.

If there is reason to believe the person seeking return of a firearm is or was mentally or emotionally unstable at the time the weapon was placed in custody or at the time of the request for the return of the weapon, the firearm will not be released to the person until the Municipal Counselors office can be contacted for guidance.

Property Management Unit personnel may release property based solely on the authority of a court order. If compliance with a court order would result in a violation of state or federal law, PMU personnel will not release the property item at that time and will confer with the Municipal Counselors office for guidance. PMU personnel releasing property in compliance with a federal or state court order will immediately notify and forward a copy of the court order to the appropriate investigator or investigative unit supervisor as notification of the release. If instructed by the court order to do so, PMU personnel will photograph the released property. PMU personnel will document all court-ordered property releases by combining a copy of the recipient's identification credentials and a copy of the court order with the corresponding PMU property release records.

Medical marijuana (regardless of form) shall only be returned when the defendant presents an order from a court authorizing or directing the return of the marijuana. If compliance with a medical marijuana related court order violates state law, PMU personnel will not release the marijuana at that time and will confer with the Municipal Counselors office for guidance.

A federal, state or municipal judge may issue a court order to release property.

4-504 Transfer of Property

The law provides unclaimed personal property, or property whose ownership is unknown that has been in possession of the Police Department for a period of 90 days, may be transferred for use by any department of City government. Any such property which is considered unserviceable will be destroyed.
Serviceable property may be transferred as allowed by law if a request has been submitted and approved. Otherwise, it will be disposed of by established procedures.

The methods by which a department may request particular items are as follows:

A. As a need for an item is determined, a written request should be submitted by the requestor's division commander and forwarded to the Investigations Bureau deputy chief for final disposition;
B. All requests for firearms must be directed to the Training Division commander, who will ensure the request is appropriately researched and authorized before sending it to the Investigations Bureau deputy chief for final disposition;
C. Requests will be considered in the order in which they are received;
D. Once a sufficient number of items have been designated for transfer, a request for transfer will be submitted to the appropriate court for approval, in accordance with state statutes and municipal ordinances; and
E. Once approved, the Property Management Unit supervisor will notify the requesting division commander the property is available for transfer.

After property has been transferred, the disposal of the property, once it becomes unserviceable, becomes the responsibility of the commander of the division which originally accepted the property.

4-505 Disposal of City Owned Property

City owned property that becomes unserviceable or is surplus, will be disposed of by the following method:
The Division Commander will follow the procedures set forth by the City of Oklahoma City, Policy and Procedure of the Disposal of Surplus.

4-506 Stolen/Embezzled Property

A person innocently in control or possession of stolen or embezzled property may have a claim to or an "interest" in the property in question. Therefore, all seizures of property must be based on search warrant requirements and/or their court recognized exceptions.

Property which is stolen/embezzled that has come into custody of the Police Department shall not be released to the original owner without a court order in cases where there is another interested party, regardless of whether or not the property was voluntarily released or seized with a warrant. The exception is stolen motor vehicles, which may be

released at the time of recovery. Investigating officers should advise the owner of the procedures that are to be followed in order to re-obtain custody of the property. The investigating officer should provide the owner with written instructions on how to request a property release hearing in district court

4-506.1 Business / Retail Establishments

If confirmed stolen property or suspected stolen property is found in the possession of a business, i.e., pawn shop, used jewelry store, auction, flea market, or other such businesses, it is the officer's discretion whether or not the property needs to be seized. If the officer decides to seize the property, they cannot seize it without meeting one of the following requirements:

A. If the person in charge of the property will voluntarily release the property, the officer shall have that person sign a "Consent to Confiscate" form and shall also provide them with a "Confiscated Property Receipt" which lists the property to be seized, date, time and the officer's name. The seized property and the Consent form shall be placed in the Property Room. The appropriate report shall be made and distribution made to the proper investigating unit.
B. If the person in charge of the property refuses to sign the "Consent to Confiscate" form the officer will have to obtain a search warrant.; or
C. If the officer decides that confiscation is not necessary, they shall inform the person in control of the property of its stolen/possible stolen status and advise them to secure the property until they are advised of its status by the police department. The appropriate report shall be made and distributed to the proper investigating unit where the assigned Detective Sergeant will be responsible for taking the appropriate action.

4-506.2 Non-Arrest Situations

If confirmed stolen property or property suspected of being stolen is found in possession of an individual(s) and the situation does not call for an arrest to be made, officers may still seize the property under the following circumstances:

A. If the person(s) is willing to sign a Consent to Seize form, the same procedures will be followed as outlined in Section 4-506.1.
B. If they are not willing to release the property, the officer shall contact their field supervisor for assistance in obtaining a search warrant, or
C. If exceptions to the search warrant requirements are apparent, the officer shall contact their field supervisor and obtain authorization to seize the property. The officer shall detail the reasons for seizing the property in their report.

This does not mandate that the officer seizes the property in all cases. If the officer determines the person is reliable and will maintain control of the property, they shall advise them of the stolen/possible stolen status of the property and request that person hold the property in their possession until proper disposition of the property is made. The officer shall then complete a report and forward it to the proper investigating unit for further actions.

4-506.3 Property Seized Incident to Arrest

Any time stolen/embezzled property is found incident to a legal arrest when the officer has the right to search; the property can be seized. The consent to confiscate form does not need to be signed. When the property is the object/reason for the arrest, nothing in this directive limits the authority to confiscate that property.

4-506.4 Release of Stolen / Embezzled Property

These procedures apply only in those cases where there are other persons or entities having an interest in the property and when that property has been reported stolen or embezzled. If all such persons have signed an "Affidavit of Non-Ownership" releasing all ownership rights and interests in the property, or if the property falls into a

category other than stolen or embezzled a hearing will not be necessary. The property may be released at the appropriate time.

In order to regain possession of stolen property which has come into custody of the Police Department, members of the public will need to make application through the appropriate District Attorney's office, notify by certified mail all "interested parties," then attend a hearing for determination of ownership. If a suspect in possession of the property was not charged, or was charged in municipal court, the same procedures will apply but will be handled through the municipal court and Municipal Counselors Office.

Complete instruction and pertinent forms are available at the appropriate county District Attorney's Office and the Municipal Counselors Office. Personnel there will assist the person attempting to regain possession of their property in all phases of the process.

If property is needed for evidence, the person may apply to the district court or municipal court for its release prior to final prosecution of the case. The property will only be released prior to disposition of the case if a court order is obtained. In such cases, the investigator assigned to the case will ensure that the property, including money, or legal tender, is properly photographed and documented prior to its release.

Section 6: Official Police Records, Reports, Files and Databases

All investigative and administrative reports, records and files are the exclusive property of the Oklahoma City Police Department and are to be used for official business purposes only. No member of the department shall photocopy or otherwise retain in their personal possession any such record, report or file, except for official purposes. No member of the department shall release or disseminate information contained in any report or record except upon proper authority and in accordance with relevant statutes and regulations pertaining to dissemination of information.

Definitions

Computer Aided Dispatch System (CAD) – An integrated system used primarily by 911 Communications to manage and coordinate emergency dispatch operations, including receiving and prioritizing calls, tracking and dispatching resources, and providing real-time information and support to field responders.

CAD Incident Number – A thirteen-digit number, formatted as YYYYMM-#######, automatically assigned by the CAD system to each entered incident.

Criminal Justice Information (CJI) – CJI refers to all the FBI Criminal Justice Information Services (CJIS) Division provided data necessary for law enforcement and civil agencies to perform their work. CJI can include any of the following: Biometric (e.g., DNA, fingerprints), Identity History (i.e., “rap sheet”), Biographic (e.g., evidence tying someone to a specific crime), Property (e.g., a gun used in a crime), Case History (e.g. stolen cars, missing persons).

Oklahoma Law Enforcement Telecommunications System (OLETS) – A statewide telecommunications network which serves city, county, state, federal, and military law enforcement and criminal justice agencies in Oklahoma. Additionally, OLETS provides direct computer interfaces to the computer systems of the Department of Public Safety, the Oklahoma Tax Commission, the Oklahoma State Bureau of Investigation, the National Crime Information Center (NCIC), the National Law Enforcement Telecommunications System (NLETS), and the National Weather Service Computer System.

Open Records Act (ORA) - 51 O.S. § 24A.3 of the Oklahoma state statutes.

Personal Identifiable Information (PII) – Data including information which can be used to distinguish or trace an individual’s identity, either alone or when combined with other personal or identifying information (i.e., name, social security number, biometric records, date and place of birth, mother’s maiden name, etc.).

Protected Information – Data that contains:

- Criminal history information, to include FBI CJIS data;
- NCIC file information;
- Law Enforcement National Data Exchange (N-DEx) case file information; and
- PII.

Record – The Oklahoma ORA defines a record as all documents including, but not limited to, any book, paper, photograph, microfilm, data files created by or used with computer software, computer tape, disk, record, sound recording, film recording, video record or other material regardless of physical form or characteristic, created by, received by, under the authority of, or coming into the custody, control or possession of public officials, public bodies or their representatives in connection with the transaction of public business, the expenditure of public funds or the administering of public property.

Record Management System (RMS) – Multiple software programs and databases used by police department employees and non-department employees to record information related to crimes and to assist in the investigation and prosecution of crimes.

RMS Incident Number – An eleven-digit number, created on demand from the CAD system and formatted as YYYY-#######, and assigned to a specific CAD incident record to document the CAD incident in an official Oklahoma City police incident report or Oklahoma traffic collision report.

Requestor – A person requesting a record.

Revised 6/25

4-601 Police Records Security

Both the RMS and OLETS are protected from unauthorized access through appropriate administrative, physical, and technical safeguards. These safeguards include, but are not limited to, restricting access to persons performing official duties, and using locks, alarm devices, passwords, and/or data encryption. Any person who accesses, obtains, views, copies, downloads and/or releases any information from the RMS or OLETS without proper authorization may be subject to disciplinary action, up to and including termination, civil liability and/or possible criminal charges.

The network analyst assigned to the Records Unit is the designated RMS manager. The system manager will have the primary responsibility for ensuring the security of the RMS.

The system manager will maintain a standard operating procedure for the RMS. The standard operating procedure should contain the following information, at a minimum:

A. Steps necessary to be granted access to the RMS; and
B. Steps for termination of RMS access.

The standard operating procedure will apply to all personnel requesting access to the system, both inside and outside the department.

The Records Unit Captain will maintain a current copy of the standard operating procedure.

Revised 6/25

4-601.1 Integrity of Records

No employee of the Oklahoma City Police Department shall alter, forge, tamper or improperly remove any police records, report, citation, collision report or Department document.

Revised 6/25

4-601.2 Automated System Security

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

Revised 6/25

4-601.3 Personal Use Prohibited

Personal use of official police reports and records will be deemed an act of misconduct. Unauthorized copying, accessing, or downloading for personal use will also be considered an act of misconduct.

Revised 6/25

4-601.4 Off Duty Access

When an employee is off-duty or working secondary employment, access to department reports and records is subject to the same limitations that apply when releasing information for non-law enforcement use.

Any request for information contained in department reports or records, including requests from extra-duty employers and their staff, must be submitted in accordance with the processes outlined in 4-602.2 Requests for Incident Reports for Non-Law Enforcement Use.

Revised 6/25

4-601.5 Amending Reports

If an approved RMS report needs to be amended or corrected because of error or other legitimate reason, a supplemental report will be completed and submitted documenting the amendment or correction. Also, the "Date of Report" section and any other such sections will reflect the date the supplemental report is made. A report will not be changed once it has been finalized by the Records Unit; the only exception is upon receipt of a court-ordered expungement.

In all cases, the supplemental report will utilize the same incident number as the original report and will contain the necessary corrections.

Revised 6/25

4-601.6 RMS Incident Number Accountability

An assigned RMS incident number is an accountable item generated by the CAD system upon request by an employee. For each RMS incident number generated by CAD, RMS requires a record be created for that RMS incident number also. The RMS incident number is linked to the specific incident for which it was issued. An RMS incident number cannot be deleted from the system or used for another incident.

Prior to requesting an RMS incident number, the employee must ensure an RMS report will be written. Each RMS incident number must be accounted for to reconcile data discrepancies between CAD and RMS. If an RMS incident number is issued in error, 911 Communications will notate the error in the disposition. The employee will then complete and submit an unused incident number report in RMS.

In all circumstances involving an RMS incident number that is no longer needed, the employee assigned to the incident number will complete and submit an unused RMS incident number report.

Revised 6/25

4-602 Dissemination of Records and Information

Records are maintained by the Department in compliance with state statutes and city ordinances as a public service, as an investigative and administrative aid, and to provide statistical data. Any person desiring may obtain copies of publicly-available departmental records by submitting an Open Records request and remitting the appropriate fees. In addition, the Department will provide, for a fee, reports, photographs, and related records to parties who have been involved in a collision and their representatives and other parties who are legally interested in the collision by virtue of potential liability or recovery of damages.

Employees will not release reports except as authorized within this directive or as instructed by the Chief of Police.

Revised 6/25

4-602.1 Requests by Department Employees and Other Law Enforcement Agency Personnel

Department employees and other law enforcement agencies have access to all reports kept in the Records Unit, except homicides and/or questionable deaths. The initial RMS incident report, any arrest report, and reports made by the requesting officer will be released on homicides and/or questionable deaths. Additional reports and information will be released by court order or with the approval of the Homicide Unit.

Requests by Department Employees

Department employees may access department records for official use through the RMS. If an employee requires assistance locating a record or obtaining a redacted copy of a report for courtroom testimony or other official purposes, they may contact the Records Unit and complete the dissemination log. All reports released to department employees will be stamped appropriately.

Information requested by CIU on behalf of an OKCPD officer shall be obtained immediately and related by telephone to CIU personnel. The clerk will verify the caller's identification by name and commission number.

Requests by telephone from other agencies will be verified by contacting the agency involved or requesting written verification by teletype or fax on departmental letterhead.

Requests from Outside Agencies

Law enforcement officers from outside agencies will complete the OKCPD records request form and documents will be produced according to the above directive. All reports released to outside law enforcement personnel will be stamped appropriately.

Revised 6/25

4-602.2 Requests for Incident Reports for Non-Law Enforcement Use

Open Records Requests

The department maintains and provides copies of records in accordance with the ORA. Any person may request copies of publicly available department records through the following methods:

A. Submitting the OKCPD records request form in person to the Records Unit at police headquarters;
B. Submitting an online open records request through the form accessible on the City's website; or

C. Submitting the OKCPD records request form by mail or e-mail.

Incident Reports

The ORA does not define incident reports as open records. However, the ORA does require the department to make public the record of criminal incidents in the manner the department deems appropriate. The department has selected the Community Crime Map, available online, as the method to release general information about criminal incidents.

Dispatch Logs

The ORA requires certain dispatch information to be released to the public. The Records Unit will release a dispatch log upon request. The CAD incident report is not to be confused with the dispatch log and will not be released as an open record.

Collision Reports

Pursuant to 47 O.S. § 40-102, the department will provide records related to collisions to the involved parties, their representatives, and other parties who are legally interested in the collision by virtue of potential liability or recovery of damages as defined by the statute. Such persons may request collision records through the following methods:

A. Submitting the OKCPD traffic collision records request form and a completed collision affidavit in person to the Records Unit at police headquarters;
B. Submitting an online traffic collision records request form and a completed collision affidavit through the form accessible on the City's website; or
C. Submitting the OKCPD traffic collision records request and a completed collision affidavit by mail or e-mail.

Pursuant to municipal ordinance § 43-14.1(e), the collision report request must be accompanied by a valid affidavit unless a waiver is received from the Oklahoma City Municipal Counselor's Office.

Release of Juvenile Records

All records pertaining to juveniles are subject to release only as prescribed by state and federal laws.

All Other Requests

The release of records not mandated under either the ORA or the relevant sections of Title 47 shall be submitted to the City's Municipal Counselor's Office through the following methods:

A. Submitting the OKCPD records request form in-person to the Records Unit at police headquarters;
B. Submitting the applicable online records request through the form accessible on the City's website; or
C. Submitting the OKCPD records request form by mail or e-mail.

Criminal investigation reports and other records will be released in whole or in part under court order, valid subpoena, or upon the recommendation of the Municipal Counselor or designee, having due regard for the privacy interests of victims, witnesses and other involved parties, and for the integrity of ongoing investigations and prosecutions. The Chief of Police or designee may also approve of releasing investigative reports, photographs, videos, and other records when it is in the best interest of the community.

Processing Records Requests for Non-Law Enforcement Use

Confidential information is often found in reports and other records that are otherwise releasable pursuant to:

1. Court orders (e.g., Children's Code, 10A Okla. Stat. § 1-6-102, or Discovery Code, 12 Okla. Stat. § 3237)
2. Judicial subpoenas (12 Okla. Stat. § 2004.1, 22 Okla. Stat. § 710)

3. Statutory provisions other than the ORA (e.g., vehicular accidents, Oklahoma City Ordinance 43-14.3 and 47 Okla. Stat. § 40-102)
4. Criminal discovery requests (22 Okla. Stat. § 2002)
5. Open records requests under the Open Records Act (51 Okla. Stat. § 24A.8).

Non-restrictive-file Criminal Justice Information, including NCIC hits in dispatch reports ("law enforcement reports made in connection with the particular case"), is releasable pursuant to the Criminal Discovery Code, 22 Okla. Stat. § 2002(A)(1)(b). Section 4.3 of the Criminal Justice Information Security Policy provides in pertinent part, "PII [Personally Identifiable Information] shall be extracted from CJI [Criminal Justice Information] for the purpose of official business only." Section 5.1.4 provides in pertinent part (emphasis added), "*Dissemination shall conform to the local policy of validating the requestor of the CJI as* an employee and/or contractor of a law enforcement agency or civil agency requiring the CJI to perform their mission or *a member of the public receiving CJI via authorized dissemination.*"

Confidential information shall not be released without approval of the municipal counselor or the Chief of Police or designee. Confidential information includes, but is not limited to, the following:

A. Names of victims, witnesses, suspects or informants;
B. Suspect vehicle information;
C. Unusual methods of operation;
D. Information that may jeopardize a pending investigation;
E. Information that may jeopardize the safety of witnesses, officers or other persons;
F. Protected mental health information;
G. Protected medical information; and
H. Protected juvenile information.

Upon receipt of a records request, the counter clerk will ensure the request form has adequate information to identify the requested records. The requestor will be informed of the fees required to fulfill the request. Fees shall be assessed in accordance with the department's current fee schedule. The counter clerk will collect the appropriate fees and produce a receipt.

Requests for Transcript of Arrests

A copy of the record of arrest, commonly known as transcripts or rap sheets, shall be provided pursuant to Section 8(A)(1)-(2) of the Open Records Act.

Revised 6/25

4-602.3 Significant Incidents

The purpose of a significant incident message is to share important information with departmental employees in a timely manner.

Supervisors will post a significant incident message on SharePoint for any of the following types of incidents:

A. Aircraft crashes
B. Any incident with media response or inquiry
C. Any response to resistance level III
D. Any officer-involved incident involving injury
E. Business and residential robberies
F. Confirmed shootings with injury or property damage
G. Discharge of a firearm by an officer only in response to a dangerous animal or animal euthanasia
H. Explosive devices, threats, or actual explosions
I. Fatality traffic collision
J. Fatal industrial accidents

K. Hate or bias crimes (regarding race, religion, gender, etc.)
L. Hospital guard assignments
M. Homicides and suspicious deaths
N. Kidnappings
O. Missing and endangered persons involving mental impairment or where foul play is suspected (followed by a subsequent significant incident message when the person is located)
P. The arrest or involvement of a notable subject in a crime or incident
Q. Pursuits
R. Significant school-related incidents (weapons, large fights, arrests, etc.)
S. Search and rescue missions
T. Tactical call-outs or situations
U. Any other incident a supervisor believes is significant

The significant incident will provide a brief overview of an incident, to include the location, suspects, responding officers and supervisors, and incident numbers. The incident shall be posted on SharePoint prior to the end of shift.

4-602.4 Request for Records or Evidence

Police employees who receive a request (written or verbal) from an attorney or a law firm to create or modify department records or evidence shall not comply with the request and shall immediately notify their supervisor. Notice of the request shall be forwarded up the employee's chain-of-command in a timely manner to the appropriate deputy chief or designee.

Police employees will only comply with such requests if approved by the appropriate Deputy Chief or designee. All material will be approved by the appropriate Deputy Chief or designee prior to being released to the requesting individual.

This directive does not apply to the following:

A. The creation of department records or evidence in response to attorneys or law firms reporting of a crime or incident;
B. Requests received directly from the Municipal Counselor's Office;
C. Requests from prosecutors regarding a case in which the employee is a witness in their capacity as a police employee and the material is department work product prepared by the employee;
D. Oklahoma Open Records Act requests received in the Records Unit (see Section 4-602.2 Request for Incident Reports for Non-Law Enforcement Use);
E. Requests made by media outlets to the Office of Media Relations; and
F. Requests made by other law enforcement agencies and organizations to the Planning and Research Unit.

Revised 6/25

4-602.5 Release of Law Enforcement Records and Information to the Media

Releasing Information Regarding On-Going Incidents

Unless otherwise provided for in this directive or with the approval of the Chief of Police, all employees are prohibited from releasing any information relating to an on-going incident to the public, a member of the media, or a media organization.

The Office of Media Relations, on-call PIOs, and supervisors are authorized to release the following information relating to an on-going incident to the media:

A. The time, date, location, of an incident or arrest;
B. The offense(s) for which a person has been arrested;
C. The name, age, sex, date of birth, and address of any person arrested, unless the arrestee is a juvenile;

D. Booking photographs of persons arrested; and
E. The identity of any person killed or seriously injured, only after the next-of-kin have been notified.

If the arrestee is a juvenile arrested for a misdemeanor, only the fact of the arrest and that the arrested is a juvenile may be released. If the juvenile is arrested for a felony, a traffic offense, or a tobacco-related offense, the arrest information is an open record.

Only the Office of Media Relations is authorized to release photographs and/or names of persons sought by police, only when publication of such photographs and/or names may aid in the identification and/or apprehension of a suspect in an investigation, of a person that is in danger, or of a person that poses a danger to the public.

Once a representative of the Office of Media Relations is on the scene of an incident, that representative becomes the person responsible for releasing information to the media. Any on-call PIOs or supervisors should discontinue releasing any information at that time, unless otherwise directed by a representative of the Office of Media Relations. Information shall not be distributed to the media on a preferential basis.

Review of Reports by the Media

Arrest and incident reports may be reviewed by the news media, as long as such review is conducted during the time period reasonably contemporaneous with the arrest or incident. Investigative reports will not be made available to the news media. Requests to review reports by the media will be coordinated through the Office of Media Relations.

Records and Information Prohibited from Release

The following records and information shall not be released to the public or the media, except as authorized by the Chief of Police or designee:

A. The names of persons suspected of criminal activity, except as allowed above under Releasing Information Regarding On-Going Incidents;
B. The character or reputation of any person;
C. Any opinion as to the guilt of any person or the possibility of a plea or plea negotiations;
D. Any opinion as to the quality of evidence in a case;
E. Information that reveals any medical or mental health condition;
F. Photographs of a suspect, except as allowed above under Releasing Information Regarding On-Going Incidents;
G. The names and addresses of victims, witnesses, and involved or reporting parties;
H. The names and addresses of juveniles charged with misdemeanor crimes or victims of child abuse or neglect; and
I. Information pertaining to the victim in a death or serious bodily-injury investigation, until the victim's next-of-kin have been notified.

Any time a representative of the news media is denied access to certain records and information, they will be given a courteous explanation of the reason for the denial. The Office of Media Relations shall be notified of any incidents or confrontations involving members of the media.

Revised 6/25

4-602.6 Release of Video Evidence

The Oklahoma City Police Department is dedicated to an informed public and maintaining an accurate context of police interactions with the public, specifically with critical incidents (i.e., response to resistance, officer involved shootings, pursuits, and significant incidents initiating substantial public interest.)

To further promote the openness and accountability, the department is committed to releasing legally permissible body-worn and in car camera video from these instances within a reasonable time, or in the case of an officer

involved shooting, within ten days of the involved officer's interview. The department is committed to presenting objective information concerning these critical incidents.

The Chief of Police reserves the discretion of expediting any release when necessary to maintain public confidence amidst speculations contrary to known facts.

The Chief of Police reserves the right to withhold the release of video evidence at any time so long as doing so complies with the Open Records Act.

Revised 6/25

4-602.7 Release of Personnel Records and Information

The release of any personnel records or information shall comply with Section 7 of the Oklahoma Open Records Act.

Records and Information Required to be Released Upon Receiving Open Records Requests

The following personnel records and information shall be released to the public or media:

A. Records of an employment application of a person who becomes a public official, unless otherwise advised by the Municipal Counselor's Office;
B. The gross receipts of public funds (i.e. salary and compensation);
C. The dates of employment, title or position; and
D. Any final disciplinary action resulting in loss of pay, suspension, demotion of position, or termination.

Release of Personnel Investigation Records and Information

All employees are prohibited from releasing records or information related to an on-going personnel investigation to the public or the media, except that:

A. The Chief of Police or designee may release the name of an employee involved in a personnel investigation (to include both criminal and administrative investigations) and the basic circumstances that led to the investigation if it is in the community's interest to release the information prior to the conclusion of the investigation; and
B. Once a personnel investigation is complete and the final disposition has been made, the Chief of Police or designee:
    1. must release upon request, or
    2. may use discretion to release the name of the employee(s) involved and any disciplinary action resulting in loss of pay, suspension, demotion, or termination.

All employees are also prohibited from releasing records or information related to an ongoing personnel investigation to other city employees, unless the release of such records or information is:

A. Required by law or written directive; or
B. Necessary to carry out legitimate administrative and/or law enforcement functions.

Personnel Records and Information Prohibited from Release

All employees are prohibited from releasing the following records and information to the public or media:

A. Any personnel records where disclosure would constitute a clearly unwarranted invasion of personal privacy, such as employee evaluations, payroll deductions, and employment applications submitted by persons not hired by the police department; or

B. The home address, telephone numbers or social security numbers of any person employed or formerly employed by the police department.

All employees are also prohibited from releasing the above-listed records or information to other city employees, unless the release of such records or information is:

A. Required by law or written directive; or
B. Necessary to carry out legitimate administrative and/or law enforcement functions.

Release of Personnel Photographs

All police personnel will have their photographs taken by DEMU on their date of entry and subsequently as directed by the Chief of Police. The pictures are the property of the Oklahoma City Police Department. Personnel photographs may be released to the media upon approval of the Chief of Police or designee.

4-602.8 Identification of Members of the News Media

Members of the news media are required to contact the Office of Media Relations for access into the building.

When confronted in person by a member of the media, department personnel may ask for proper credentials prior to releasing any information or allowing access to any restricted area.

Revised 3/24; 6/25

4-603 Maintenance and Storage of Records

RMS incident reports and criminal records will be retained and maintained permanently by the Records Unit. All other records will be maintained in accordance with the current City of Oklahoma City Records Retention Manual.

CAD incident reports and related records will be retained and maintained by the 911 Communications Unit in accordance with the current City of Oklahoma City Records Retention Manual.

Paper forms associated with fatality collisions will be digitized by the Traffic Fatality Unit commander or designee.

Revised 6/25

4-603.1 Expunging of Records

When an order is received from a court of competent jurisdiction directing the department to expunge, destroy or obliterate specific records or documents from official files maintained by the department, the department shall comply with the order. A Records Unit supervisor or their designee will be responsible for ensuring compliance with the order. Each petition, motion, notice or court order for expungement of law enforcement records will be provided to the Municipal Counselor's Office for review as soon as is practical.

Supervisor's Responsibility

The supervisor or designee assigned to execute an individual court order shall ensure the following actions are completed:

A. Make a copy of the unmodified reports to be sealed as provided in the order;
B. Remove all references to the arrest of the subject in the appropriate reports; and
C. Ensure any other expungements expressly specified in the order are carried out.

Revised 6/25

4-604 NCIC

The National Crime Information Center (NCIC) database is a tool to assist officers with apprehending fugitives, locating missing persons, recovering stolen property, and identifying terrorists. NCIC shall be used for official purposes only.

4-604.1 Hits / Positive Responses

When officers receive a positive response, or hit, on a person or property in the NCIC database, they shall take reasonable steps to confirm the person or property they have in custody or are searching is the person or property described in the hit. Upon receiving a hit, officers shall contact CIU for verification of the hit. CIU shall contact the entering agency to verify the information contained in the hit is accurate and valid and advise the inquiring officer of the validity of the hit. A hit alone does not constitute probable cause to arrest a person or seize property. However, confirmed hits *may* provide adequate grounds to arrest a person on a warrant, to establish probable cause to arrest a person for a new crime, to seize stolen property, or to return a missing juvenile, among other things. Officers are required to follow written directives when using NCIC hits as a basis for any police action.

4-604.2 Reporting Requirements

In all instances where an NCIC hit is received on a person or property, a report will be made, whether or not an arrest is made or property is seized.

4-604.3 Privacy of Information

All information obtained from NCIC, OLETS, or NLETS is only for criminal justice agencies in the discharge of officially mandated responsibilities. Disclosure of any information obtained from these systems shall be only to federal, state, county, or city law enforcement and criminal justice agencies or as otherwise authorized in OM 4-602.2 Requests for Incident Reports for Non-Law Enforcement Use.

Revised 6/25

4-605 Radiograms

Radiograms, also known as information bulletins, will be used to provide for rapid dissemination of descriptive information to field units. This information must be accurate, precise and relevant to the incident for which it is being issued. The officer is responsible for initiating the radiogram when applicable; however, a supervisor is responsible for authorizing its issuance.

A separate radiogram must be completed for each suspect, missing person, or runaway juvenile.

CIU will maintain and review radiograms at the start of each shift.

Revised 6/25

4-605.1 Categories of Radiograms

A. Criminal Descriptive
   1. Radiograms which contain suspect information by name (full name, partial name or distinctive nickname).
   2. Radiograms which contain information on suspect vehicle by complete license plate number, complete VIN, or with a description so detailed as to readily identify a unique vehicle.

B. Criminal Vague
   1. Radiograms which contain unique suspect information by physical description only.
   2. Radiograms which contain incomplete suspect vehicle information (this includes incomplete license plate information).

C. Runaway Juveniles - Any person under the age of 18 years who is reported as a runaway by an institution, parent, guardian, or adult responsible for the juvenile's well-being. Runaway juveniles will be detained or arrested in accordance with established directives.
D. Missing Persons - Any person, regardless of age, reported to this Department as missing and not runaway.

Revised 6/25

4-605.2 Radiogram Content

Radiograms will consist of two parts, broadcast information and reporting details, comprised of the following:

A. Broadcast information:
   1. Offense;
   2. Name, race, sex, and age of subject;
   3. Description of subject;
   4. Addresses of areas where suspect is known to be located or possible whereabouts;
   5. Vehicle description; and
   6. Other pertinent information relevant to the incident (e.g., weapons, hostile nature, critical property taken, etc.).
B. Reporting details:
   1. RMS incident number;
   2. Special handling instructions;
   3. Investigator to be notified;
   4. Warrant or court order number;
   5. Victim's name;
   6. Name and commission number of the officer issuing the radiogram; and
   7. Name and commission number of the authorizing supervisor.

Broadcast information will be disseminated by either the reporting officer through an MDC message or 911 Communications through a radio broadcast. If a radiogram subject is believed to be enroute to a location outside city limits, CIU may also disseminate the broadcast information to the affected agencies through a teletype message.

Juvenile Criminal Radiogram

In addition to the above information, juvenile criminal radiograms will contain the following information:

A. Victim's address and phone number;
B. Key witness(s) name, address and phone number;
C. Exact location of offense and point of entry or how offense was committed; and
D. Parent or guardian's name, address and phone number.

Revised 6/25

4-605.3 Issuing Radiograms

Criminal Radiograms

When an officer determines it is necessary to issue a criminal radiogram, they will contact their immediate supervisor for authorization. If approved, the officer will complete an incident report, a probable cause affidavit, and a radiogram in the RMS. A separate probable cause affidavit and radiogram must be completed for each subject for whom a radiogram will be issued. The supervisor will approve the reports. The officer will then notify the Records Unit and CIU by telephone that the radiogram has been submitted and approved.

Authority for issuance of criminal descriptive or criminal vague radiograms must be based on probable cause, which can justify detention or arrest in the following situations:

A. Felony crimes, to include felony traffic offenses
B. Court orders
C. Felony warrants
D. Misdemeanor violation of protective order offenses that meet the criteria for a warrantless arrest committed outside the officer's presence as defined in 22 O.S. §60.9 and Section 5-202.
E. Misdemeanor domestic abuse offenses that meet the criteria for a warrantless arrest committed outside the officer's presence as defined in 22 O.S. §60.16(B) and Section 5-202. The radiogram for misdemeanor domestic abuse offenses will expire 72 hours from the time the crime occurred and will not be re-issued unless an arrest warrant has been obtained.

Once the radiogram has been completed, the officer will print and sign the probable cause affidavit in front of a notary. The original notarized probable cause affidavit will be left with CIU pending arrest of the suspect.

If the computer and/or the RMS is inoperable, a radiogram form will be completed by hand with an additional copy for 911 Communications.

Missing Persons or Runaway Juvenile Radiograms

When an officer determines it is necessary to issue a radiogram for a missing person or runaway juvenile, they will contact their immediate supervisor for authorization. If approved, the officer will complete an incident report and a radiogram in the RMS. The officer will then notify the Records Unit and CIU by telephone that the radiogram has been submitted.

If the computer and/or the RMS is inoperable, a radiogram form will be completed by hand with an additional copy for 911 Communications.

Revised 6/25

4-605.4 Review of Radiograms

At the end of the initial period of issue, CIU will forward a copy of the radiogram to the investigative authority, notifying them that the radiogram is nearing expiration. The assigned investigator will review the radiogram and take one of the following actions:

A. Advise CIU that the radiogram should be immediately canceled.
B. Advise CIU that the radiogram is to remain in effect for an additional period of time.
C. Modify the radiogram.
D. Take no action resulting in automatic cancellation of the radiogram by CIU personnel after three days.

Revised 6/25

4-605.5 Full Cancellation of Radiograms

Radiograms may be cancelled prior to their automatic expiration. To cancel a radiogram, an officer should contact CIU. If the subject of the radiogram has been arrested, the officer will retrieve the signed probable cause affidavit from CIU. If the subject has not been arrested, the officer will notify CIU by telephone that the radiogram should be cancelled. The officer will provide the following information on the cancellation:

A. Original RMS incident number linked to the radiogram;
B. Subject name and DOB;
C. Reason for cancellation; and
D. Officer's name and commission number.

Early cancellation of a radiogram not due to an arrest or automatic expiration of the radiogram shall be authorized by a supervisor.

Revised 6/25

4-605.6 Modification of Radiograms

Radiograms may be modified after issuance. To modify the radiogram, an officer should contact CIU with updated information. Depending on the nature of the updated information, the officer may need to complete a new probable cause affidavit, which then must be approved, signed, and notarized. The notarized probable cause affidavit will be left with CIU pending arrest of the suspect; CIU will destroy the voided probable cause affidavit. The officer will provide the following information on the modification:

A. Original RMS incident number linked to the radiogram;
B. Victim's name;
C. Subject name and DOB;
D. Reason for cancellation or modification;
E. Officer's name and commission number; and
F. Any information contained in an original radiogram which needs to be modified.

Revised 6/25

Chapter 5: Operations Bureau

Section 1: General Provisions

The goals of the Operations Bureau are to provide the maximum protection to the citizens of Oklahoma City through patrol activities in the community and the apprehension of offenders. It is our goal to complete this task in the most efficient and effective way possible. In doing so, we will commit ourselves to excellence and discharge our responsibilities professionally and courteously while making maximum utilization of available resources
Law enforcement operations consist of many diverse activities, which are directed toward the attainment of Department objectives. Activities such as patrolling, conducting field interviews and issuing traffic citations are not objectives in themselves; rather, they are methods of achieving the real objective of preventing and deterring crime, arresting criminal offenders, and preventing traffic accidents.

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

5-101 Calls for Service

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

5-101.1 Priority of Handling Calls for Service

It is not always possible for the department to respond to every call for service; therefore, the department must organize available resources to give the highest level of efficient service possible. Priority of call assignment depends on many factors, and it is normally the responsibility of 911 Communications personnel to make such assignments.

When assigned to any Priority 1 through Priority 5 call as defined in OM Section 2-314, an officer shall respond to the scene to determine if an investigation is warranted. Officers will not mediate or attempt to resolve these incidents over the phone without responding to the scene. The following exemptions are authorized:

A. Real Time Information Center (RTIC) verifies a response to the scene is no longer needed and advises to cancel;
B. 911 Communications states the call can be checked in service;
C. 911 Communications notifies the officer to cancel before they arrive on scene; or
D. Authorization is received from the field supervisor.

An officer in the field may choose to continue to an assigned call or cause the call to be reassigned in the event of a higher priority call. In any event, the decision of the officer or 911 Communications personnel may be overridden by a field supervisor. Such determination should be based upon the comparative urgency and the risk of life and property of the assigned call and of the intervening incident. When it is impossible for an officer to handle a citizen's complaint or an observed event, they should, if circumstances permit, either give directions for obtaining such assistance or initiate the necessary notifications themselves.

5-102 Preliminary Investigation

The scope of the investigation made by an officer may be very restricted or may constitute virtually the entire investigation of a crime. The officer's assignment workload, the number of unassigned calls for service and other factors will affect the decision as to the amount of time which can be spent continuing the preliminary investigation.

5-102.1 Scope of Preliminary Investigation

In all cases, an officer should continue this preliminary investigation to the point where all physical evidence has been gathered and properly submitted, and all witnesses and possible witnesses have been identified and interviewed. If a delay in the preliminary investigation will jeopardize the investigation, the officer should continue the investigation to its logical conclusion, consistent with their other responsibilities.

5-102.2 Follow-Up Investigation by Uniformed Officers

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

5-102.3 Investigative Task Force

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

5-103 Reported Crimes

Citizens who report crime rightfully expect that the police will make a diligent effort to identify and apprehend the perpetrator, to recover property which may be stolen and to otherwise perform those tasks that would be indicative of reasonable attempts to properly dispose of the matter. To accomplish this, officers should make every effort to complete the tasks described in this directive, time and circumstances permitting, to increase the likelihood of a thorough disposition.

5-103.1 Scene Protection

The scene of the reported crime should be protected until all evidence has been identified, documented and properly collected.

The Operations Bureau is in charge of a crime scene unless relieved of the responsibility by the assigned investigator or other command personnel. The investigator shall take command of any scene they deem appropriate. Nothing prevents an investigator from having a task they feel is important to the case performed without taking command of the crime scene.

5-103.2 Location and Identification of Involved Parties

A diligent effort should be made to locate and identify witnesses or others who may be able to provide information. This may require that the neighborhood or immediate area be canvassed. Persons with information pertaining to the incident should be interviewed, when possible, and all relevant information shall be documented in an incident report or incident supplement report.

5-103.3 Reporting

The crime should be thoroughly documented and recorded on the appropriate departmental form. The narrative for the report should contain a detailed description of the incident, including, at a minimum, information about who was

involved, what transpired, when, where and why the incident occurred. Any relevant actions the officer took at the scene should also be included.

If, during the investigation of a reported offense, an investigator or officer discovers or has reported to them an additional offense, it shall be their responsibility to see that an offense report is completed. Off-duty officers are prohibited from completing offense reports in the following situations:

A. When the victim or reporting person is the officer's employer or agent of the business for whom the officer is working off-duty, or;
B. When the taking of a report would be construed to be of personal benefit to the officer, or;
C. When a conflict of interest is apparent.

An on-duty unit will be called by the officer to take the report in all such instances.

5-103.4 Field Interviews

A field interview is the voluntary contact or lawful stop of a person for investigative purposes. These contacts often occur when an officer is attempting to determine the person's identity and/or resolve the officer's suspicions about possible criminal activity. Useful information obtained during these contacts should be documented on a field interview form.

5-103.5 Follow-Up Investigations

As time permits, officers should conduct as much follow-up investigation as possible at the scene to ensure the department has done everything possible to solve the crime. Employees of the department who receive information about, or are investigating a reported criminal incident, should devote the same amount of time, energy and concern to the incident as they would expect and want if they were the victim of the crime.

5-103.6 Instructions to Involved Parties

After the officer completes their initial investigation, the involved parties should be instructed to call the appropriate investigative unit if they obtained any additional information which would assist in the investigation. Officers will provide the involved parties with follow-up contact information.

5-103.7 Coordination with Investigators

Patrol officers and investigators should work closely together to coordinate efforts in solving reported crimes and should regularly exchange information about criminal activities.

5-103.8 Disposition of Reports and Forms

All reports and forms will be completed and submitted during, or immediately following, the reporting officer's shift unless authorized by a supervisor. Each document will be reviewed for accuracy and completeness prior to submission. Incident reports, incident supplement reports and probable cause forms all require supervisor approval before entry into the RMS. Supervisors are responsible for reviewing those reports for accuracy and completeness before approving them. Supervisors should ensure all reports within the divisional workgroup are approved or rejected for further action prior to the end of shift. Booking, impound and field interview forms are entered directly into RMS and do not require a supervisor's approval.

5-103.9 Report Taker Responsibilities

There are certain reports that may be taken over the phone, without an officer responding to a physical scene. In many cases, these reports are handled by report takers, who are officers assigned to a static work station. The following reports may be taken over the phone by a commissioned officer:

102R Lost Property
110R Vandalism
150R Suspicious Acts
163R All Runaway Juvenile
165R Juvenile Problem
182R Disturbance
23R Harassing/Obscene Calls
53R Auto Burglary
65R Petit Larceny
60R Grand Larceny
73R Assist a Citizen
93R Defrauding an Innkeeper
174R Littering Complaint
90R Embezzlement

Reports for calls which involve any of the following will require a physical response by a commissioned officer:

A. A suspect in custody;
B. A caller who insists that an officer respond to the scene;
C. A crime scene or evidence that requires safeguarding;
D. Evidence or property which needs to be recovered and placed in police custody;
E. Involved witnesses who cannot be interviewed over the telephone;
F. A complainant or victim who wishes to sign a citation;
G. An incident in which a detailed description of the suspect (e.g., their name, address, etc.) is available;
H. A situation in which the person reasonably believes their welfare is in danger or jeopardy.

5-104 Crime Analysis

All Operations Bureau Division Commanders should review crime trends and take appropriate action. The Operations Bureau Commander will brief the Chief of Police as appropriate.

5-105 Foot Patrol

The department utilizes the foot beat officer as a supportive tool, to assist with crime deterrence, offender apprehension, traffic direction and public relations. The duties of the foot beat officer are to patrol their assigned areas in a random manner to deter any criminal activity, and to assist the citizens with any problems, which might occur. Oklahoma City currently has four beat areas: Downtown Oklahoma City, N.E. 23rd street, Capitol Hill and a 24-hour beat in the Stockyards area.

5-105.1 Responsibilities

Foot patrol officers will be equipped with a portable radio during their tour of duty and will have the radio turned on at all times to keep the line of communications open between themselves, dispatchers and other officers. During their assigned shift, a foot patrol officer will be required to perform the following duties:

A. Check all businesses within their assigned beat to assure that all-accessible doors and windows are secure during hours that the business is closed.
B. Check all taverns and clubs within their assigned beat, during business hours, for possible criminal activity.
C. Patrol through all alleys within the assigned beat to observe and deter criminal activity.
D. Become acquainted with business owners and employees within their beat and should check with the employees periodically in order to become aware of any problems or potential problems.
E. Familiarize themselves with known criminal elements who are living or working within their beat, as well as those who patronize businesses within their beat.
F. Periodically meet with vehicular patrol officers assigned to districts within and around their beat, to exchange and relay information on criminal activity.

5-106 Daily Roster (Line-Ups)

In order to accurately identify on-duty personnel and their assignment for their tour of duty, a daily roster will be utilized. The roster shall identify which personnel hold specific certifications related to emergency situations. The listed certifications include but are not limited to: Patrol Rifle, CEW, CIT, KEID Bean Bag Shotgun, ERT, Tactical Unit Members and Hostage Negotiators.

The daily roster will be completed by a supervisor and will be distributed in accordance with directives of the respective Division Commander. The supervisor is required to provide Communications with an accurate daily roster.

The supervisor responsible for the daily roster and recording of shift activity will report for duty one hour in advance of the normal shift tour of duty. This same supervisor's tour of duty will end one hour in advance of the normal shift tour of duty unless their responsibilities prevent them leaving at that time.

5-106.1 Scheduling and Forecasts

Each supervisor is responsible for maintaining and updating the forecast within their work unit or divisional shift. A master schedule shall be maintained and made available for officers to access.

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

When an employee is reassigned to a different work area or shift, temporarily or permanently, the employee will be added to the forecast in that work area upon transfer. Prior to the employee leaving their current work assignment, the employee's supervisor shall notify the court liaisons of the change in schedule and/or shift for the affected employee. The employee's new supervisor will be responsible for notifying the court liaisons of the employee's new schedule and/or shift as soon as the employee is transferred under their control. Employees will only be transferred in accordance with the 28-day work cycle requirements under the Fair Labor Standards Act.

In those instances in which an employee's permanent work schedule in their assigned work section is temporarily changed, or a previously unscheduled vacation is granted, the officer will notify the Municipal Court Liaison Officer and the County Court Liaison Officer.

5-107 Watch Commander

The Watch Commander is a designated position within the Operations Bureau that is held on an after-hours rotating basis by a captain. On weekends, the designated Watch Commander will be on call and available to respond, if necessary. A major may elect to fill in for a captain as watch commander, when necessary.

Notifications to the Watch Commander

The following incidents require notification by a field lieutenant to the on-duty watch commander as soon as is practical:

A. Fatal or serious injury collisions;
B. Shootings, stabbings or homicides;
C. Pursuits;
D. Incidents involving hostages or barricaded subjects;
E. Street closures due to high water or other natural disasters;
F. Demonstrations, large crowd disturbances, and riots;
G. Serious incidents inside police facilities;
H. Any incident requiring a response from an abnormally large number of officers;
I. Collisions involving police units;

J. Any incident where a person is injured by a police officer;
K. Any incident where a police officer is injured;
L. Any incident in which an officer discharges a firearm;
M. Incidents or calls involving persons who may garner increased public interest, including, but not limited to, public figures, celebrities, and dignitaries;
N. Any incident involving a department employee, on or off-duty, which may result in criminal charges against the employee or reflect negatively on the department; and
O. Any incident involving an officer from another law enforcement agency which may result in criminal charges against the employee or reflect negatively on their department.

If a lieutenant's shift captain is on-duty, the supervisor should notify the shift captain first and the shift captain shall notify the Watch Commander, when appropriate.

Watch Commander Responsibilities

The Watch Commander assumes command of all field operations during their tour of duty. Generally, the Watch Commander will be responsible for the following actions during their tour of duty:

A. Respond to all major incidents; and
B. Ensure other command personnel are notified of:
    1. Major crimes and/or incidents;
    2. Injured employees; and
    3. Any other incident deemed appropriate by the Watch Commander.

In addition to those generic responsibilities, the Watch Commander will be responsible for ensuring the specific responsibilities associated with certain major incidents are carried out in accordance with department directives.

The Watch Commander may authorize the deployment of police personnel or specialized units to assist other law enforcement agencies with an emergency situation outside the limits of Oklahoma City, but within the four surrounding counties. The Watch Commander must notify the bureau chief by e-mail prior to the end of shift. In the event that an agency needs assistance outside of one of the four surrounding counties, the Watch Commander must contact the bureau chief to authorize the deployment of police personnel or specialized units to assist other law enforcement agencies with an emergency situation outside the four encompassing counties.

5-108 Response to Newsworthy Incidents and Incidents Where the Media is Present

Officers will contact their supervisor whenever they respond to a major crime or incident or recognize any situation that might be of interest to the media and advise their supervisor of the circumstances.

5-108.1 Officer Responsibilities

In the absence of a supervisor at a scene where the media are present, the primary officer at the scene is responsible for ensuring the activities of the media at the scene are not restricted by members of our department except as provided in this directive.

Unless specifically instructed otherwise, officers at the scene of an incident where the media are present should not release any information to the media, other than basic and confirmed facts (i.e. type of call and location), without first contacting the on-call Public Information Officer.

5-108.2 Supervisor Responsibilities

When notified of a crime or incident that may be of interest to the media or where the media is already present, the supervisor will:

A. Respond to the scene of the incident;

B. Evaluate the incident to determine if the notification or assistance of the on-call PIO is appropriate;
C. Contact the 911 Communications Unit, provide a brief description of the incident, and request the on-call PIO be notified if necessary;
D. Ensure the activities of the media at the scene are not restricted by members of our department, except as provided in this directive; and
E. Manage the presence of and any inquiries from the media, in the absence of, or at the direction of the on-call Public Information Officer.

If members of the media are present at an incident and are requesting information, a supervisor at the incident will ensure basic and appropriate information is provided the media in accordance with Section 4-602. This may be accomplished by providing basic information to the media or through an on-camera interview.

5-108.3 911 Communications Unit Responsibilities

The 911 Communications Unit will notify the Public Information Officer, or on-call designee, of a major crime or incident when requested by a field supervisor.

When the media requests information from the 911 Communications Unit regarding on-going incidents, a unit supervisor will handle the request. The supervisor shall provide basic information, such as the type of call and location, in accordance with Section 4-602.

5-108.4 Crimes or Incidents that Require Notification of the PIO

The following incidents require notification of the on-call PIO:

A. Officer-involved shootings;
B. Homicides;
C. Fatal or multiple-vehicle traffic accidents;
D. Aircraft crashes;
E. Search or rescue missions;
F. Tactical situations;
G. Kidnappings;
H. Explosive devices or actual explosions
I. Any criminal incident involving a member of the police department; and
J. Any incident involving a high-profile individual.

5-108.5 Interacting with the Media at the Scene of an Incident

Police employees shall not restrict the lawful activities of members of the media at the scene of any incident, except that:

A. Members of the media, including photographers, shall not be allowed access to private property if the owner or agent of that property requests they be excluded, or if such access would in some way interfere with any investigative effort.
B. Members of the media shall not be allowed access to any area wherein there lies the possibility that evidence may be damaged, destroyed, or altered, until such time that the evidence has been photographed and processed by the appropriate police personnel, and the evidence has been removed or secured.

5-108.6 Media Response at Incidents Involving Multiple Law Enforcement Agencies

At any incident where multiple jurisdictions or law enforcement agencies are present, the PIO or designee shall consult with members of the other agencies to develop a plan for managing and addressing the media.

5-109 Knox Box Keys

All Knox Box keys are the property of the Oklahoma City Fire Department. Operations Administration is responsible for the distribution, tracking, and replacement of Knox Box keys to authorized personnel.

Knox Box keys are distributed to sworn personnel who are currently assigned to a patrol division, Bricktown, or the Gang Enforcement Unit. Employees working in other units may request a key through their chain-of-command with final approval made by their division commander.

There are two types of Knox Box keys: sub-master and master. Sub-master keys are issued to officers, sergeants, and lieutenants. Sub-master keys provide limited access to exterior gates and doors of businesses and apartment complexes. Master keys are only issued to watch commanders and Tactical Unit commanders. Master keys provide access to all interior and exterior gates and doors of businesses and apartment complexes. Master keys require an additional security mechanism which is installed in the trunk of police vehicles operated by master keyholders.

Upon retirement, resignation, termination, or transfer/promotion out of Operations, Bricktown or Gang Enforcement, the Knox Box key will be returned to Operations Administration.

5-109.1 Use of Knox Box Keys

Knox Box keys shall be used solely for official law enforcement purposes and may only be used under the following circumstances

A. When responding to a call for service or investigating a crime in the performance of official duties; or
B. When responding to an emergency where immediate access to a gated complex or building is necessary to render emergency aid.

Officers that utilize their Knox Box key to gain access to a gate or facility shall document, in a report (if a report is necessary), otherwise in the call disposition in the CAD system, the following information:

A. The reason for entry;
B. The officer's name and commission number; and
C. The serial number for the Knox Box key that was used to gain access.

Officers should ensure the gate lock is reset and not left in the open position upon leaving the scene of the call or incident.

5-109.2 Inspections, Loss or Damage to Knox Box Keys

Knox Box keys shall be inspected twice a month as part of personnel inspections. Supervisors will ensure officers who have been assigned a Knox Box key have the key in their possession during each inspection.

The loss or destruction of a Knox Box key shall be reported to a supervisor immediately and documented. The supervisor shall notify Operations Administration of the incident as soon as possible, but no later than 24 hours after the key is discovered missing or damaged.

Operations Administration will keep an inventory of Knox Box keys and who they are issued to. This inventory will be audited every six months by division commanders and the results will be reported to Operations Administration.

5-110 Photo Lineups / Field Show-Ups

Lineups and field show-ups are valuable investigative tools. To ensure the integrity of the identification process and establish reliable identification testimony by witnesses/victims, police employees shall adhere to the following procedures.

5-110.1 Photo Lineups

All photo lineups will be administered using the sequential photo lineup method utilizing a blind administrator. The witness/victim shall be informed before the identification procedure that the person who committed the offense may or may not be present in the procedure. The investigating officer will not be in the room when the photographs are presented to the witness/victim. Whenever possible, the sequential photo lineup will be conducted at a police facility and will be video and audio recorded. If the sequential photo lineup cannot be conducted at a police facility, it will be audio recorded.

Definitions

Photo Lineup – An identification procedure in which a group of photographs are presented to a witness / victim for the purpose of identifying or eliminating a suspect.

Sequential Photo Lineup – A photo lineup in which the photographs are presented to a witness/victim, one at a time, for the purpose of identifying or eliminating a suspect.

Blind Administrator – A sworn police officer/investigator who administers the presentation of the lineup to the witness/victim and does not know the identity of the suspect.

Lineup Preparation

The sequential photo lineup will consist of at least six individual photographs, only one of which will be the suspect. The remaining individuals will have no known connection to the case being investigated. The photographs must be of individuals of the same gender and similar race, age, hair color and build. If scars, marks and/or tattoos are visible on the suspect, then all photos should have similar characteristics. All visible notations must be blocked out or covered. In particular, names, dates and other similar information must not be visible. The photographs will be of the same general size and printed on material of the same color and composition. When possible, the background of the photographs will be similar in nature. The person preparing the lineup will label the back of each photograph with a single capital letter, using A thru F. The suspect's position will be random. The blind administrator will present the photo lineup in alphabetical order.

Each witness/victim will have the lineup administered to them separately. Witnesses must not be allowed to consult with one another about their identification before, during or after the lineup procedure.

The investigating officer will advise the witness/victim the lineup will be presented to them by another investigator. The investigating officer will leave the room and advise the blind administrator to proceed with the lineup. Prior to presenting the lineup, the investigating officer will provide the blind administrator with the photo lineup and the admonition form. The investigating officer will not indicate to the blind administrator the position of the suspect in the lineup.

Lineup Presentation

The blind administrator will enter the room and present the witness/victim with the Photographic Lineup Admonition Form. This must be read to the witness/victim in the language in which they are most fluent. The witness/victim will sign and date the admonition form. The photographs will then be presented by the administrator in alphabetical order. Each photograph will be shown to the witness/victim one at a time. No more than one photograph will be visible at the same time. If a witness/victim indicates they know the person in one of the photographs, the administrator will ask the witness/victim how they know that individual. If an individual is identified by the witness/victim as the person who committed the crime, the administrator must ask them their level of certainty. The administrator will have the witness/victim initial and date the identified photograph. Even if a potential identification is made, the administrator will continue to show the remaining photographs. All questions and responses will be documented using exact quotes.

Once the presentation is complete, the administrator will advise the witness/victim that the investigating officer will continue the interview. The administrator will summon the investigating officer and advise them of the result of the lineup. The administrator will complete the Photographic Lineup Admonition Form, noting if a positive, tentative or

no identification was made and the position of the photograph relative to the order they were shown. The administrator will then leave the room and the investigating officer will continue the interview. The administrator will complete a supplemental report.

At no time before, during, or after a photo lineup shall the investigating officer or administrator make statements or behave in a manner that might be suggestive to a viewer. Nor shall the administrator provide any feedback to the viewer regarding the results of the photo lineup.

Upon completion of the interview, the investigating officer will sign and date the form. The lineup packet containing the admonition form, photographs and the recording of the lineup presentation will be preserved in the case jacket. Copies of the entire packet may be made as the case requires. A copy of the Photographic Lineup Admonition Form will be forwarded electronically to the Investigations Bureau Administrative Assistant.

Multiple Lineup Presentations

When no identification has been made, the same blind administrator can use the photographs in the same sequence.

If an identification is made, the investigating officer will vary the order of the photographs to be presented by changing all of the letters on the back of the photographs and a different blind administrator will present subsequent photo lineups.

For each lineup presented to a witness/victim, the labeled photographs, the admonition form and the recording of the lineup will be preserved.

5-110.2 Field Show-Ups

Show-ups are a one-to-one in-person (no photographs) viewing of a suspect by a victim or witness. Courts have suppressed identification evidence based on the use of show-ups due to the inherent suggestiveness of the practice. If probable cause exists for an arrest, the preferred method of identification is a sequential photo lineup administered during the follow up investigation.

If probable cause does not exist for an arrest, but reasonable suspicion exists to detain a possible suspect it may be appropriate for an officer to conduct a field show-up. The officer must have supervisory approval to conduct a field show-up and all the following must be met:

A. The officer has reasonable suspicion to detain the possible suspect; and
B. The possible suspect must fit the general description of the suspect involved in the crime; and
C. When possible, the show-up should be conducted within ONE HOUR of the commission of the crime.

When these conditions exist the officer shall transport the witness/victim to the location of the suspect. Prior to conducting the field show-up, the officer will read the Field Show-Up Admonition Form and shall inform the witness/victim that the person being shown may or may not be the person who committed the offense. The witness/victim will sign and date the form confirming they understand the admonition. Having the witness/victim view the suspect handcuffed and/or sitting in the back of the patrol car should be avoided if possible. If it cannot be avoided, the reason(s) shall be documented in the officer's report. When a witness/victim views an individual, do not refer to the individual as a "suspect". Officers should ask witnesses/victim to look at an individual to see if they recognize them. If a witness/victim indicates they know the person, the officer will ask how they know the possible suspect. If a suspect is identified as the person who committed the crime, the officer must ask them their level of certainty.

If there are multiple witnesses/victims, they should view the suspect separately. Officers should consider the following information when deciding the order of the field show-ups:

1. The witness'/victims' opportunity to view the suspect during the crime;
2. The length of time between the crime and the field show-up;

3. The accuracy of the witness'/victims' prior description of the suspect; and
4. The witness'/victims' level of attention during the crime.

At no time before, during, or after a field show-up shall an officer make statements or behave in a manner that might be suggestive to a witness/victim viewer. Nor shall the officer provide any feedback to the viewer regarding the results of the field show up.

If the witness/victim makes a positive identification, the witness/victim shall be asked to state in their own words the level of certainty in the selection and the statement shall be documented. If a positive identification is made, no further field show-ups should be conducted.

After the witness/victim has viewed the possible suspect, the officer will complete and sign the Field Show-Up Admonition form, indicating if an identification was or was not made. This form will be booked into the Property Room no later than the end of the shift.

The officer will complete a detailed report including the reasonable suspicion that led to the field show-up and the results of all field show-ups.

5-111 Fingerprinting

When an officer assigned to the scene of a property crime where only printing is required and determines that an attempt to recover latent prints is needed, the officer will process for latent prints.

If latent print evidence is recovered from the scene, they will be placed in an Oklahoma City Police Evidence envelope with the completed information.

Latent print evidence will be deposited in the designated drop box located in the Property Management Unit or by hand transfer to a Latent Examiner at the Latent Prints Laboratory.

5-112 Fingerprint Identification Devices

Fingerprint identification devices shall be used solely for law enforcement purposes and under the following circumstances only:

A. When officers have probable cause to believe the person to be identified has committed a particular crime;
B. When officers have reasonable suspicion to believe the person to be identified has committed, is committing, or is about to commit a crime and reasonably believe that using the scanner will establish or negate the person's connection with that crime, as long as the detention is temporary, officers diligently pursue the investigation, and the person is not detained any longer than necessary to confirm or dispel the suspicion which justified the detention in the first place;
C. When the person to be identified is an otherwise unidentifiable mental health consumer in police custody in need of treatment, evaluation, or police transport;
D. When specifically authorized by a valid search warrant or court order;
E. When the person to be identified is deceased, unconscious, or incapacitated, the identification is pertinent or critical to a particular law enforcement purpose, and no other reasonable means of timely identifying the person are available;
F. When a person to be identified knowingly and voluntarily consents to submit to fingerprint identification; prior consent must be obtained from a parent or guardian when the person to be identified is a juvenile; or
G. At the request of another law enforcement agency, when any of the above conditions verifiably exist within the requesting agency's jurisdiction, upon the approval of an OCPD supervisor.

Fingerprint identification devices shall not be used merely because someone has requested an identification (to include, but not limited to, requests from doctors, nurses, or other police officers). Nor shall fingerprint identification devices be used merely because a police call has been generated.

5-112.1 Reporting

All uses of fingerprint identification devices shall be documented in a police report or in the comments section of a CAD call. At a minimum the documentation will include the date, time, location, name of the person being scanned, and the justification for scanning the person.

5-112.2 Care and Maintenance

Officers personally assigned a fingerprint identification device are responsible for its care, maintenance, use, and storage. Officers using a fingerprint identification device shall be responsible for its care, maintenance, and use. Officers shall notify a supervisor if a fingerprint identification device is malfunctioning, damaged, lost, or stolen.

5-113 DNA Swabbing

When an officer is assigned to the scene of a crime and a Crime Scene Investigator (C.S.I.) does not respond to the scene and it is believed DNA evidence is present, the officer will process the scene in the appropriate manner pursuant to their training.

Any DNA evidence that is secured and/or collected will be submitted to Laboratory Services as described in Section 4-501.

All officers will then document in their reports the collection of the evidence as described in Section 4-501.

5-114 Crisis Intervention Team

The Crisis Intervention Team (CIT) is a select group of officers who have been trained and certified to respond to incidents involving mental health consumers. The program was established to develop and implement safe, proactive and preventive methods of containing emotionally charged situations that could lead to violence. CIT officers are not limited to geographical boundaries regarding mental health calls. An on-duty CIT officer must respond to incidents involving mental health consumers upon request.

A Crisis Intervention Team Officer will be dispatched, if available, in the following situations:

A. In cases of attempted or threatened suicide;
B. When it is reasonably apparent the mental health consumer could be in an emotional or physical crisis;
C. All situations where it is determined the mental health consumer meets the criteria for protective custody; and
D. When requested, by the Communications Unit, another officer, a family member, caregiver, or the Crisis Center Mobile Team.

The CIT officer will respond, evaluate, and assist with the mental health consumer when dispatched to an incident. Officers will not cancel a CIT officer who is dispatched to an incident in accordance with this directive before the CIT officer has arrived and evaluated the person or situation.

5-115 Naloxone

The Oklahoma City Police Department has established a Naloxone program in collaboration with the Oklahoma Department of Mental Health and Substance Abuse in an effort to treat opioid overdoses. Naloxone kits will be assigned to patrol officers and other units as approved by the Chief of Police as resources allow. Only officers that have received Naloxone training may use a Naloxone kit.

5-115.1 Storage

Officers are responsible for maintaining the Naloxone kit assigned to them. Officers that have been assigned a Naloxone kit shall carry it in their vehicle or on their person while working on duty. When not working, officers should remove their Naloxone kit from their vehicle when it would be subject to extreme hot or cold temperatures.

5-115.2 Procedures

When responding to or discovering a possible overdose, officers shall contact dispatch and request or ensure emergency medical personnel are dispatched as soon as possible.

When an officer is on the scene of an overdose prior to medical personnel, the officer shall:

A. Determine if the victim is exhibiting signs of an opioid overdose or if evidence suggests a possible overdose. Signs/evidence of an opioid overdose include, but are not limited to:
   1. Pale or blue face
   2. Breathing slow or stopped
   3. Heartbeat slow or stopped
   4. Gurgling noises
   5. Vomiting
   6. Unable to awake or speak
   7. Pinpoint pupils
   8. Presence of drugs and/or drug paraphernalia
   9. Witnesses statements
B. Administer Naloxone if the officer believes the victim:
   1. Has overdosed on opioids;
   2. Has overdosed on opioids in combination with other drugs; or
   3. Is unresponsive from apparent drug use but uncertain if opioids were involved.
C. Start CPR if the victim is not breathing and does not have a pulse.
D. Place in a recovery position if/once the victim is breathing.
E. Remain with and monitor the victim until medical personnel arrive and assume responsibility.
F. Notify medical personnel of any observations and actions taken prior to their arrival, including the number of doses administered and the approximate time each dose was given.

If the victim does not have a positive response to the first dose of Naloxone within 3 to 5 minutes, a second dose may be administered. No more than two doses shall be administered to a single victim.

Officers shall seize any illegal substances and/or drug paraphernalia found on or around the victim and book them into the Property Room in accordance with written directives.

5-115.3 Safety

When interacting with any overdose victim, officers shall exercise universal precautions, ensure the victim is in a safe location, and remove any potential weapons or dangerous items from the victim's reach. Officers should conduct a cursory pat frisk of the victim for weapons prior to administering Naloxone. If a weapon is located, the officer should secure the weapon for the duration of any attempts to revive the victim. Officers should remain alert when interacting with an overdose victim in the event the victim becomes combative and/or violent. After a Naloxone kit has been used, it shall be disposed of in a designated bio-hazard container.

5-115.4 Reporting

When an officer administers a dose of Naloxone to any person, whether the person ultimately recovers or not, the officer shall complete an Overdose Prevention Program Report-Back Form and a crime incident report.

The incident report shall be entered under offense code Public/Narcan Administration, unless the incident involves an independent incident or crime, in which case the report shall be titled accordingly. The officer shall document in the appropriate report:

A. Observed signs or evidence of opioid overdose;
B. The amount and frequency of Naloxone the officer administered to the person;
C. Whether the victim responded to the Naloxone, including response symptoms; and
D. Any other relevant information.

The officer shall forward the completed Overdose Prevention Program Report-Back Form and a copy of the crime incident report to Operations Administration.

5-115.5 Naloxone Kits Supplied to Individuals

Officers may provide Naloxone kits to individuals who have experienced or witnessed an opioid overdose, to be used by those individuals at a later date. Officers should confirm the person they are providing the kit to has, in fact, experienced or witnessed an overdose prior to supplying the kit to them.

5-115.6 Referral for Treatment Services

Any time an officer administers Naloxone to any person or leaves a kit with an individual for future use, the officer shall ask the victim and/or their family and friends at the scene if they wish to participate in a referral survey. The survey will notify the Oklahoma Citizen Advocates for Recovery and Treatment Association (OCARTA) to follow-up with the victim and connect them with treatment and recovery services. The survey is voluntary and the victim or individuals at the scene are not required to complete the referral. The survey will be completed and submitted by the officer.

5-115.7 Replacement

A supervisor shall be notified and an Overdose Prevention Program Report-Back Form shall be completed when a Naloxone kit is:

A. Found to be expired or damaged;
B. Deployed by an officer in the field; or
C. Supplied to an individual in the field.

The completed form should be sent to Operations Administration as soon as is practical so a replacement can be issued.

5-115.8 Program Management

Operations Administration is responsible for the administration of the Naloxone program, to include:

A. Ensuring all trained patrol officers are assigned a Naloxone kit;
B. Replacing expired, damaged, used or distributed Naloxone kits;
C. Maintaining a sufficient quantity of replacement Naloxone kits;
D. Ordering Naloxone kits as needed; and
E. Tracking distribution and assignment of Naloxone kits.

5-116 Taking Photographs / Video Recording

No employee may photograph or video record any crime scene, victim, witness, suspect, involved person, incident or evidence with their personal equipment without prior approval of their supervisor. In an emergency situation, to prevent the loss of evidence, employees may utilize their personal equipment to document the evidence. However, an on-duty supervisor must be notified immediately following the emergency. Violations of this directive will result in the personal equipment being confiscated as evidence.

5-117 Response to Emergency Call Out

All personnel, unless physically incapable, will respond to duty when called, regardless of off-duty status.

5-118 Automated License Plate Readers

The purpose of Automated License Plate Readers (ALPRs) is to help identify stolen vehicles, stolen license plates, or locate vehicles that have been entered into the hot list databases described below. ALPRs will be used in accordance with state and federal laws, and in a manner consistent with departmental written directives and appropriate privacy concerns. The data captured will be used exclusively for official law enforcement purposes.

Definitions:

Automated License Plate Reader (ALPR) – Equipment consisting of cameras and other computer hardware/software used to automatically recognize and interpret the characters on vehicle license plates. This data is then compared to a hot list of license plates.

Confirmation – A hit must be verified through the active database in which the license plate was entered. Example, a hit on a stolen license plate that was originally entered into NCIC, must be verified through NCIC as per departmental written directives. A hit on the hot list alone is not confirmation.

Data Download - Automatic updating of the hot list.

Hit – Visual and/or audio notification of a match between a scanned license plate and a license plate on the hot list.

Hot List - A database populated with specific license plates related to a law enforcement concern. The databases include, but are not limited to NCIC, OLETS, municipal court, or local data entered by CIU.

Manual/Local Entry – License plate information that is manually entered into the hot list by CIU personnel.

System Administrator- Manages the technical aspects of the server (maintenance and connections) and establishes access accounts for ALPR users.

General Statements

Only officers who have successfully completed the department's training program on ALPRs shall operate the ALPR. ALPR equipped vehicles will only be assigned to divisions authorized by the Chief of Police. Officers should remember that a license plate number does not identify a specific person; rather it simply identifies a specific license plate.

Equipment

When assigned to a vehicle equipped with an ALPR system, the officer shall ensure that the equipment is turned on and functioning properly during their entire tour of duty. Any ALPR equipment malfunction or damage will be immediately reported to a supervisor. The supervisor will notify the system administrator via e-mail of the malfunction/damage. All maintenance or repairs to ALPR equipment will be performed by radio shop personnel.

ALPR Hit

When a hit is obtained by the ALPR, the officer will visually verify the license plate scanned and confirm the status of the license plate/vehicle prior to taking any enforcement action. Officers will not rely on the hit alone to take enforcement action.

Officers will use appropriate techniques and tactics to deal with a license plate/vehicle where a hit has been confirmed. This may include contacting a supervisor, requesting additional officers, conducting a felony stop or dealing with an unoccupied vehicle.

Data Entry and Update

The hot list is automatically updated twice per 24 hour period (2 a.m. and 2 p.m.), except for manual entries. CIU personnel will add or remove manual/local entries as needed.

Data Retention and Sharing

Data will be purged from the system once the maximum retention period of sixty (60) days has been reached, unless the information has become evidence in a specific criminal investigation. In those cases the applicable data shall be downloaded from the server and maintained in accordance with appropriate evidence and chain of custody procedures.

ALPR data will not be shared as part of a law enforcement information database. However, other law enforcement agencies may request ALPR information related to specific criminal investigations in their jurisdiction.

Data Access

ALPR data will be used only by members of the Oklahoma City Police Department who have been properly trained in the use of ALPR for a legitimate law enforcement purpose.

All data gathered by Oklahoma City Police Department ALPRs will be maintained securely according to current CJIS standards. Requests for searches/inquiries may be made by any commissioned Oklahoma City Police Department member subject to the provisions of this directive.

Section 2: Specific Enforcement Actions

Police officers in a marked police vehicle, on or off duty, are required to take appropriate action when a crime is committed in their presence. This would include the completion of all departmental forms, reports and citations.

5-201 Civil Disputes

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

5-201.1 Department Response to Impending Civil Disorder

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

5-202 Domestic Violence

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

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

Definitions

Dating relationship – Intimate association, primarily characterized by affectionate or sexual involvement. A casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.

Domestic abuse – Any act of physical harm, or the threat of imminent physical harm which is committed by an adult, emancipated minor, or minor child thirteen (13) years of age or older against another adult, emancipated minor or minor child who is currently or was previously an intimate partner or family or household member.

Family or household member – Parents, including grandparents, stepparents, adoptive parents and foster parents; children, including grandchildren, stepchildren, adopted children and foster children, persons otherwise related by blood or marriage living in the same household, and persons otherwise related by blood or marriage; or persons not related by blood or marriage living in the same household.

Intimate partner – Current or former spouses; persons who are or were in a dating relationship; persons who are the biological parents of the same child, regardless of their marital status or whether they have lived together at any time; and persons who currently or formerly lived together in an intimate way, primarily characterized by affectionate or sexual involvement. A sexual relationship may be an indicator that a person is an intimate partner but is never a necessary condition.

Living in the same household – Persons who regularly reside in the same single-dwelling unit, persons who resided in the same single-dwelling unit within the past year, or persons who have individual lease agreements whereby each person has their own private bedroom and shares the common areas.

General Provisions

This directive was implemented to bring the Oklahoma City Police Department into compliance with Oklahoma state statutes governing the law enforcement response to domestic violence. The purpose of this directive is to provide clear direction to officers who respond to scenes of domestic violence.

Officers shall treat all acts of violence identified as domestic violence as criminal conduct. Domestic violence incidents shall be treated the same as all other requests for police assistance in cases where there has been physical violence or the threat thereof. Dispute mediation or other police interventions may be used in addition to, but not as a substitute to, arrest.

Any domestic violence call involving a department employee as a victim, suspect, or witness, will require a field supervisor to respond to the scene. The field supervisor will notify the watch commander who will contact an investigations bureau supervisor.

5-202.1 Responding to Incidents Involving Allegations of Domestic Abuse

When responding to a call for service involving allegations of domestic violence, officers should consider and document the following information, when possible:

1. The statement of each involved party;
2. The location and type of injuries;
3. Any history of domestic violence between the involved parties; and
4. Statements from any potential witnesses.

This information should be used to determine which party is the dominant aggressor and appropriate action shall be taken against that person.

If an involved party complains of injury, whether visible or not, officers shall offer to arrange for medical treatment.

Felony and Misdemeanor Arrests

An arrest shall be made in a domestic violence incident when there is probable cause to believe that a felony has occurred.

Officers may make an arrest when a misdemeanor has occurred in their presence. State law allows an officer to make a misdemeanor arrest without a warrant of a person anywhere, including their place of residence, if the officer has probable cause to believe the person has committed an act of domestic abuse within the preceding 72 hours, even if the assault did not take place in the presence of the officer. Officers may not arrest a person without first observing a recent physical injury to, or an impairment of the physical condition of, the victim. Any arrest, misdemeanor or felony, is subject to the requirements of a warrantless arrest as provided by law.

Citizen's Arrest

Officers shall inform the victim of the right to make a citizen's arrest when a crime has been committed outside the officer's presence, which does not meet the requirements for a felony arrest. Whenever possible, such discussion shall be held out of the presence of the suspect. Officers shall accept a lawful citizen's arrest and shall not discourage victims from making a citizen's arrest.

Dual Arrest Situations

Officers are encouraged to make every effort to identify the dominant aggressor when responding to calls with allegations of domestic violence. Dual arrests may result in a decline of charges against one or both involved parties or may be detrimental to the prosecution of either party.

If officers are unable to identify a dominant aggressor, the incident should be thoroughly documented. The involved parties should be separated, if possible, but no arrest should be made, unless officers determine it is the most appropriate or necessary course of action

Reporting of Domestic Violence

Basic Reporting

Any officer who responds to a scene of domestic abuse shall complete and submit an incident report. The incident report shall include, at a minimum, the following:

1. The Domestic Violence Lethality Assessment results;
2. All elements of the crime or incident that occurred;
3. Interviews conducted by the officer;
4. A description of actions the officer took at the scene; and
5. A statement indicating the victim has been provided with an Oklahoma Crime Victims Rights – Domestic Violence, Sexual Assault and Human Trafficking brochure.

All incident reports and incident supplements related to a domestic violence incident shall be submitted prior to the end of the reporting officer's shift. The Domestic Violence Lethality Assessment shall be turned in prior to the end of shift and forwarded to the Domestic Violence Unit via departmental mail.

Domestic Violence Lethality Assessment

When an officer responds to a domestic violence incident involving an intimate partner relationship, they shall complete the Domestic Violence Lethality Assessment. When a victim screens in for protocol referral based on their responses to the lethality assessment, or the officer believes the victim may be at high risk and in need of immediate assistance, the officer shall inform the victim of their concern and contact the Domestic Violence Hotline at 405-917-9922. The officer will explain the circumstances to the advocate and encourage the victim to speak with the advocate to obtain immediate assistance. The officer must check the appropriate box on the form regarding whether or not the victim spoke with the advocate.

For every Domestic Violence Lethality Assessment conducted, the following shall be documented in the first line of the corresponding incident report:

1. The victim's willingness to participate in the assessment;
2. Whether or not the victim screened in according to the protocol; and
3. Whether or not the victim agreed to speak with an advocate, if they screened in.

5-202.2 Evidence Collection

Employees shall attempt to collect as much evidence as possible at the scene of an incident involving domestic abuse.

The following evidence should be documented and/or collected at a domestic violence scene, when possible:

1. One overall identifying full length photograph of the victim;
2. Photographs of the victim's injuries, whether visible or not;
3. Photographs of crime scene;
4. Evidence (e.g., weapons used); and
5. Photographs of the suspect's appearance and/or injuries.

All articles of evidence shall be collected in accordance with department directives. If unforeseen circumstances prevent the collection of evidence, the employee shall provide a detailed explanation in the narrative of their report.

5-202.3 Securing Weapons

Officers shall seize any weapon or instrument when the officer has probable cause to believe such weapon or instrument has been used to commit an act of domestic violence. The weapon or instrument shall be booked into the property room in accordance with the department's evidence and property control directives.

Officers may take temporary custody of any weapon or instrument at the scene of a domestic violence incident for safety reasons. If the weapon was not involved in any apparent criminal offense, and once the crime scene is secured and there is no immediate danger to any individual involving a threat to human life or physical assault, any temporarily seized weapon or instrument shall be returned to the owner or remain at the scene.

5-202.4 Victim Assistance

Officers should assist domestic violence victims in understanding the citizen's arrest process, if applicable, and protective order procedures.

Officers shall inform the victim, or a responsible adult if the victim is a minor child or an incompetent person, of the 24-hour statewide telephone communication service for domestic abuse victims. The officer shall give notice of certain rights, programs, and services to the victim, or to a responsible adult on behalf of the victim, by providing them an Oklahoma Crime Victims Rights – Domestic Violence, Sexual Assault and Human Trafficking brochure.

Victims should be encouraged to take steps to ensure their safety. The officer should refer the victim to VINELink when appropriate. VINELink provides victims and concerned citizens with safety and peace of mind by providing real time alerts of an offender's arrest, release, protective order status, or any change in an offender's status while in

custody. This information can be sent via phone, text message, email or mobile app. VINELink can be contacted 24 hours a day, seven days a week, by phone, internet or mobile app.

VINELink's toll free contact number is 1-866-277-7477 (option 2). Their web address is VINELink.com. VINELink supports over 200 languages through their live operator support.

The officer should assist in arranging transportation of the victim to a different location or shelter if the victim expresses a concern for safety or if the officer determines a need exists.

5-202.5 Police Stand-By

When a party who has been involved in a domestic violence incident requests police assistance in removing personal property to another location, officers shall stand by for a reasonable amount of time until they have done so, except when allowing the party to remove personal property would result in the violation of a protective order.

Prior to providing stand-by assistance, officers should determine whether the person requesting assistance is a party in a protective order. If the party requesting stand-by assistance is the petitioner, officers should provide stand-by assistance at the address identified in the protective order.

Some protective orders instruct the defendant to request a civil stand-by when collecting items from the residence to be vacated. This stipulation is only in effect if the defendant was served with the order at a location other than the residence to be vacated. If this stipulation is included in the protective order, and the defendant was served at a location other than the residence to be vacated, officers should provide stand-by assistance at the address identified in the protective order. If the defendant was in fact served at the residence to be vacated, they should have retrieved items from the residence at the time of service and officers shall not provide stand-by assistance to the defendant's efforts to return to the residence.

If the stipulation is not listed in the order, officers shall not assist the individual in violating the order and the defendant should be directed to collect their property after the protective order has been dismissed or a new order has been issued stipulating that the defendant may collect property.

To ensure civil standbys are documented, officers should ensure a call for service is created at the address identified in the protective order, and document the civil standby was completed along with the information of involved parties and the protective order number in the call comments.

Officers should also be aware the judge issuing the protective order may provide specific instructions which deviate from the standards outlined above. If questions arise regarding the enforcement of a specific order, officers should contact their supervisor.

5-203 Protective Orders

Protective orders direct an individual to refrain from contacting, harassing, or molesting the petitioner. The Protection from Domestic Abuse Act offers relief to victims of domestic abuse, stalking, harassment, and rape. The act is expanded to provide relief to victims of forcible sodomy, sex offenses, child abuse, kidnapping, and assault and battery with a deadly weapon, regardless of any domestic relationship. Further, the immediate family member of a victim of first-degree murder may seek relief under this act.

Emergency Ex Parte Orders

A victim may obtain an emergency ex parte order of protection without the assistance of law enforcement, as these orders are granted when the courts are open for normal business. A judge must issue the order, which may be granted based on the petitioner's statements and any supporting witnesses, documents or other evidence that is provided.

Victims of the following crimes may petition, or have a petition filed on the victim's behalf if the victim is a minor, for an emergency ex parte order of protection:

A. Domestic abuse;
B. Stalking;
C. Harassment;
D. Rape;
E. Forcible sodomy;
F. A sex offense;
G. Child abuse;
H. Kidnapping; and
I. Assault and battery with a deadly weapon.

When a victim of any of the above listed offenses requests a petition for an emergency ex parte order of protection when the courts are open for normal business, the officer should provide the victim with information on how to obtain the order.

Members of the immediate family of a victim of first-degree murder may also request a petition for an emergency ex parte order of protection. The officer should provide the immediate family member with information on how to obtain the order if the request is made when the courts are open for normal business.

An emergency ex parte order remains in effect until after the full hearing is conducted. If the defendant fails to appear for the hearing, the emergency ex parte order remains in effect until the defendant is served with the permanent order, unless the permanent order has the same terms as the emergency ex parte order, in which case the defendant does not need to be served with the permanent order.

State law mandates that the expiration date of an emergency ex parte order must be included as part of the order.

Emergency Temporary Ex Parte Orders

Emergency temporary orders, or emergency temporary ex parte orders, are orders of protection that are granted when the courts are not open for business. A judge must issue the order, which may be granted based on the petitioner's statements and any supporting witnesses, documents or other evidence that is provided.

Victims of the following crimes may petition, or have a petition filed on the victim's behalf if the victim is a minor, for an emergency temporary ex parte order of protection:

A. Domestic abuse;
B. Stalking;
C. Harassment;
D. Rape;
E. Forcible sodomy;
F. A sex offense;
G. Child abuse;
H. Kidnapping; and
I. Assault and battery with a deadly weapon.

When a victim of any of the above listed offenses requests a petition for an emergency temporary order of protection, the preliminary investigating officer shall:

1. Provide the victim with a Petition for Emergency Temporary Protective Order, which can be found on the OSCN website (Quick Links – Self Help – Protective Orders), and assist the victim with completing the form, if necessary;
2. Notify, by telephone or otherwise, the on-call district court judge of the request for an emergency temporary order of protection and describe the circumstances;

3. Complete and sign the Statement of Peace Officer Attesting to Emergency Temporary Order of Protection, if it is granted verbally by the judge;
4. Inform the victim of the judge's decision;
5. Provide the victim or responsible adult, if the victim is a minor child or an incompetent person, with a copy of the petition and statement signed by the officer attesting that the judge has approved the order.

If the judge does not approve the order, the victim or responsible adult and the suspect shall be provided with a copy of the denied request. The judge's decision not to grant the order shall be documented in the officer's incident or arrest report and the associated documentation shall be forwarded to the Domestic Violence Unit.

The emergency temporary ex parte order shall be in effect until the court date that was assigned by the court during the approval of the order.

Members of the immediate family of a victim of first-degree murder may also request a petition for an emergency temporary order of protection. The steps listed above should be followed when a member of the immediate family of a victim of first-degree murder requests a petition for an emergency order.

The officer should attempt to notify the person subject to the emergency temporary protective order of the issuance and conditions of the order, if known. Notification may be made personally upon arrest, when possible, and the subject should be provided a copy of the petition and the statement of the officer attesting to the order of the judge. The Petition for Emergency Temporary Protective Order and Statement of Peace Officer Attesting to Emergency Temporary Order of Protection shall be forwarded to the Domestic Violence Unit, regardless of whether an arrest was made, prior to the officer's end of shift.

The Domestic Violence Unit will be responsible for filing the petition and the officer's statement in district court immediately upon the opening of the court on the next business day.

Temporary Protective Orders

Temporary protective orders may be granted and remain in effect until a specific date, which shall be listed on the order. Upon appearing in court, the judge may extend, modify, or rescind the temporary order, or issue a final or permanent order.

Final Protective Orders

Final, or permanent, protective orders shall remain in effect for a period of three years, five years, or indefinitely, depending on when the order was issued.

Any protective order issued:

1. Prior to November 1, 1999 – will have no expiration and shall remain in effect unless vacated or rescinded;
2. On or after November 1, 1999, but prior to November 1, 2012 – shall be in effect for a fixed period not to exceed a period of three years unless extended;
3. On or after November 1, 2012 – shall be in effect for a period of five years unless extended, vacated or rescinded.

VPOs do not grant divorces, determine child custody, child support, or visitation, but may suspend child visitation due to domestic violence. VPOs do not affect title to any real property.

5-203.1 Verification of Protective Orders

Prior to taking any enforcement action for a violation of a protective order, the officer shall make every effort to verify the protective order is valid and the suspect is the person named in the order.

When responding to a call involving a protective order violation, the officer should attempt to obtain a copy of the protective order from the victim. If the victim does not have a copy of the order, the officer should contact CIU to verify the order and provide a copy to the officer.

The officer should read the order and determine if the suspect is in violation of any of the conditions of the order. If the officer has probable cause to believe the suspect has violated the protective order, they shall contact CIU to verify the order, if they have not already. The officer should provide the suspect name and protective order number to CIU. CIU will determine if the order is on file with the department and verify the order is valid with the county in which it was issued, if possible.

If CIU cannot confirm that a copy of the protective order is on file, the officer will request CIU to contact the county in which the order was issued to verify the order and obtain a copy, if possible. If a copy cannot be obtained, a list of the conditions of the order should be obtained. If the county can verify the order has been served to the defendant, the officer should determine if the suspect is in violation of any of the conditions of the order.

If CIU cannot confirm that a copy of the protective order is on file and confirmation cannot be made by contacting the county who issued the order, officers may rely on a copy of the order and effect an arrest if there is probable cause to believe the suspect has violated it or is in violation of it without a justifiable excuse. A copy of an unexpired protective order shall be prima facie evidence that the order is valid in this state when presented to the officer by the plaintiff, defendant, or another person on behalf of a person named in the order. If no arrest is made under these circumstances, an incident report shall be completed and submitted.

If a field officer either reasonably suspects; or observes behavior which would be reasonably indicative of stalking, domestic stalking, or stalking while a VPO is in place, the officer shall complete a Threat Assessment Triage Worksheet (OCTAT-1) based upon information gained from the reporting party's/victim's statement.

5-203.2 Warrantless Arrest for Violation of Victim Protective Order

Officers should comply with all written directives regarding warrantless state misdemeanor and felony arrests when effecting an arrest for a violation of a protective order.

Officers may effect a warrantless arrest for violation of a protective order only after the officer has contacted CIU to confirm the following conditions are met:

1. An emergency ex parte or final protective order has been issued and served upon the person;
2. A copy of the order and proof of service has been filed with the law enforcement agency having jurisdiction of the area in which the plaintiff or any family or household member named in the order resides, or a certified copy of the order and proof of service is presented to the officer;
3. The person named in the order has received notice of the order and has had a reasonable time to comply with the order; and
4. The officer has probable cause to believe the person named in the order has violated the order.

When an officer has probable cause to effect a warrantless arrest for violation of a protective order, they should complete the necessary arrest and post-arrest procedures in accordance with department directives.

Revised 3/24

5-204 Mental Health Procedures

The purpose of this directive is to provide for the humane care and treatment of persons who are mentally ill, alcohol dependent or drug dependent.

5-204.1 Definitions

Alcohol dependency is a condition where a person uses alcoholic beverages to such an extent it impairs their health, family life or occupation and compromises the health and safety of the community.

Drug dependency is a condition where a person uses a controlled substance as presently defined in § 102 of the Federal Controlled Substances Act and who is in a state of psychic or physical dependence, or both, arising from administration of that controlled substance on an intermittent or continuous basis. Drug dependence is characterized by behavioral and other responses, which include a strong compulsion to take the substance on a continuous basis in order to experience its psychic effects or to avoid the discomfort of its absence.

Mental illness is a substantial disorder of thought, mood, perception, psychological orientation or memory that significantly impairs judgment, behavior, capacity to recognize reality, or ability to meet the ordinary demands of life.

Person requiring treatment is a person who because of their mental illness or drug or alcohol dependency:

A. poses a substantial risk of immediate physical harm to self as manifested by evidence or serious threats of or attempts at suicide or other significant self-inflicted bodily harm;
B. poses a substantial risk of immediate physical harm to another person or persons as manifested by evidence of violent behavior directed toward another person or persons;
C. has placed another person or persons in a reasonable fear of violent behavior directed towards such person or persons or serious physical harm to them as manifested by serious and immediate threats;
D. is in a condition of severe deterioration such that, without immediate intervention, there exists a substantial risk that severe impairment or injury will result to the person; or
E. poses a substantial risk of immediate serious physical injury to self or death as manifested by evidence that the person is unable to provide for and is not providing for their basic physical needs.

Unless a person also meets the above-listed criteria, a person requiring treatment shall not mean:

A. a person whose mental processes have been weakened or impaired by reason of advanced years, dementia, or Alzheimer's disease;
B. a mentally challenged or developmentally disabled person as defined in Title 10 of the Oklahoma Statutes;
C. a person with seizure disorder;
D. a person with a traumatic brain injury; or
E. a person who is homeless.

5-204.2 Emergency Detention Procedures

Any officer who reasonably believes that a person is a person requiring treatment as defined in Section 5-204.1 shall take the person into protective custody.

Officers may base their determination on personal observations or the statement of a third party. The mental health or substance abuse history of the person may be used as part of the evidence to determine whether the person is a person requiring treatment. The mental health or substance abuse history of the person shall not be the sole basis for this determination.

Officers shall make every reasonable effort to take the person into custody in the least conspicuous manner.

When an officer takes a person into protective custody based upon personal observations, the officer will complete a Peace Officer’s Affidavit for Emergency Detention and shall include the observations that led the officer to believe the person is a person requiring treatment. When an officer takes a person into protective custody based solely on the observations of a third party, the officer shall (1) have the third party complete and sign a Third Party Statement Form, (2) ensure the third party is a credible source for the information they provided, and (3) verify the third party’s statement describing the person in crisis meets the criteria for taking the person into protective custody.

Officers will complete a Crime Incident Report in all incidents where they have to make a determination whether a person is a person requiring treatment, regardless of whether the person is ultimately taken into custody and regardless of whether the determination was based upon the officer's personal observations or the observations of a third party.

Officers will transport the person in protective custody to an appropriate mental health facility. Officers shall provide the mental health facility with the Peace Officer's Affidavit for Emergency Detention and/or the Third Party Statement Form.

A licensed mental health professional will examine the person and determine if the person is in need of treatment. The mental health professional will complete and sign the licensed mental health professional statement, petition, and verification form and may retain the consumer in the facility. If the individual is deemed not to be in need of treatment, the facility will make arrangements to have the person released. If transportation cannot be arranged, an officer will transport the individual to the original location where the custody took place.

If an officer encounters a mentally unstable suspect on a call involving a felony or violent misdemeanor criminal matter, the officer will handle the person as in any other criminal investigation. The officer shall advise a jail supervisor that the arrested person may be mentally unstable and document in the arrest report why the officer believed the person may be mentally unstable. If the person also meets criteria for emergency detention, the officer shall complete a Peace Officer's Affidavit and turn it in during jail booking.

5-204.3 Mental Health Transports and Consumer Stability

Officers shall contact their supervisor if the officer believes the mental health consumer they have been called to transport from a hospital emergency room or mental health facility to another facility is not medically or mentally stable enough to allow for safe transport in a police vehicle. This would include being ambulatory. In these situations, the supervisor will respond to the hospital or facility and discuss these concerns with the medical and/or mental health professionals involved, or their supervisor, to determine whether the consumer's medical and/or mental condition is stabilized for transport and evaluate whether the transfer to another facility by department vehicle is appropriate. Additionally, the involved supervisor will ensure the information surrounding the consumer's condition is relayed to the receiving facility for admittance approval prior to the transport taking place. In these cases the involved supervisor will determine a reasonable and safe means in which to transport the consumer to the receiving facility. If the supervisor cannot resolve the issue they will contact the Watch Commander for assistance. The supervisor will complete a supplemental report detailing their actions.

5-204.4 Mental Health Transports outside the Metro Area

Oklahoma State Statute Title 43A §1-110 requires local police departments to respond to mental health calls occurring within their jurisdiction. This includes public places as well as private dwellings, hospital emergency rooms, doctor's offices, community mental health centers, etc. The statutory requirement includes the responsibility to transport such patients to and from Oklahoma Department of Mental Health designated sites for examination and detention.

The Oklahoma County Crisis Intervention Center (OCCIC) or private emergency rooms occasionally request our department transport a consumer to a facility outside the metro area. If such a request is received, the primary officer on the call will notify the Watch Commander through their chain of command. If unable to locate a facility in the metro area, the Watch Commander will complete travel orders for the mental health transport. The destination information will be supplied by the Crisis Center or hospital personnel.

Mental health consumers present conditions for their transport that dictate special care and attention during transports. Officers are required to transport mental health consumers from a mental health facility or hospital to another mental health facility or hospital only when it has been confirmed the following criteria are met:

A. Voluntary/involuntary status of the consumer is verified with the requesting mental health professional.

B. Clinical condition of the consumer is determined prior to officers taking custody, i.e. conditions of the consumer that may need monitoring during transport are not a deterrent to the safety of the consumer or officers.
C. Arrangements have been made between the two facilities.
D. Two officers are available to make the transport. If available, at least one of the officers should be the same gender as the mental health consumer.
E. The transport vehicle must be equipped with a barrier between the officers and the consumer.
F. Travel orders, if required, are obtained in accordance with Section 2-206.

If the consumer and the involved agencies meet the criteria for transport the following procedures will be adhered to by OCPD personnel:

A. Points of contact are confirmed and noted; names of requesting/receiving facility, names of requesting/receiving mental healthcare professionals, phone contact numbers for requesting/receiving mental healthcare professionals.
B. Emergency communication information is established when traveling outside the metro area – local law enforcement agency phone numbers, radio channels and advising OCPD dispatch of the transport details, route, departure time, arrival time etc.
C. Officers shall use caution when transporting mental health consumers due to the potential threat of destructive and/or dangerous behavior the consumer poses to themselves or the officers. Officers should evaluate each transport individually and take appropriate restraint measures to protect their safety and the safety of the consumer.
D. Explain to the consumer the following:
    1. Identify yourself as an Oklahoma City police officer and explain to the consumer they are in custody and the custody is not a criminal arrest.
    2. The name of the facility to which the consumer is being transported.
    3. The transport is for an examination of the consumer by mental health professionals.
E. All personal property of the consumer will be collected by the officers and will accompany the consumer to their destination where it will be turned over to the receiving agency.
F. Weapons, or other items which could be used to inflict injury, shall be removed from the consumer and secured by officers prior to transporting the consumer. Officers will book weapons or other potentially hazardous items into the Property Management Unit according to written directives.
G. Should the consumer display the potential for violence, they shall be transported in a paddy wagon using appropriate restraints and security measures to ensure the safety of the consumer, officers and others.
H. The officers will take any additional safeguards necessary at the receiving facility to ensure a safe transition and notify the receiving agency of any medical problems and potential security hazards the consumer presents.
I. Juvenile consumers shall be processed in the same manner as adults but with due regard as to the individual's age and mental state.
J. Any officer making a mental health transport must complete a Crime Incident Report. The Crime Incident Report will include but not be limited to the following:
    1. Transport vehicle type and vehicle number.
    2. Total mileage of transport.
    3. All stops scheduled and unscheduled.
    4. Use of restraints and/or additional security measures utilized for officer/consumer safety and the consumer's behavior or demeanor motivating the use of additional precautions.
    5. Point of contact information for the requesting facility and the receiving facility.

In the event transporting officers use force during a mental health transport and the use of force occurred outside the corporate limits of Oklahoma City, employees shall proceed in accordance with Section 4-307, Use of Force Investigations. In addition to compliance with Section 4-307, the following procedures shall be adhered to:

A. If the consumer requires medical attention, the officers shall contact local emergency services and ensure medical assistance is dispatched.
B. The transporting officers shall immediately contact their supervisor and advise them of the incident.

C. The supervisor shall notify the watch commander, respond to the scene, and conduct a use of force investigation in accordance with Section 4-307.
D. If criminal charges against the consumer are appropriate, the watch commander shall be responsible for ensuring the law enforcement agency with jurisdiction where the use of force occurred is notified.
E. If applicable, the agency with jurisdiction will be responsible for conducting the criminal investigation.
F. If the consumer is not charged or charged by the investigating agency but released in the field, the transporting officers will continue with and complete the mental health transport.
G. If the consumer is charged by the investigating agency and to be detained in jail, the investigating agency will take custody of the consumer and transport them to their appropriate jail.
H. If the consumer is detained by the investigating agency, the watch commander shall contact the arresting agency to make arrangements for the completion of the mental health transport upon release. If the arresting agency is unwilling or unable to complete the mental health transport, the watch commander will arrange to have our department notified upon release so that we can arrange to complete the transport.

If officers are unable to contact their supervisor, they shall attempt to contact dispatch. If officers are unable to establish any communication, they shall proceed to the nearest location where they are able to do so.

All involved or witnessing officers shall complete a report, unless instructed not to by a supervisor or investigator.

Any deviation from these procedures must be approved by a bureau commander.

5-204.5 Attempted Suicide Calls

Cases involving an attempted suicide will be treated the same as those involving a person requiring treatment.

When an officer confronts a person who is talking of committing suicide and no overt act has occurred, no one is present to give a third party statement, and the officer is of the opinion that the person is not presently a threat to themselves or others, the officer can advise the family members of the statement and release the person to the custody of the family with a referral to a Mental Health Center. A full report will be written of the incident and will include an explanation why the person did not meet emergency detention criteria.

When an officer is of the opinion that the person is serious about committing suicide, the person will be placed in protective custody in accordance with Section 5-204.2.

When a person has committed an overt act, the officer's first responsibility will be to get medical aid for the person.

In all cases, the officer will complete a Crime Incident Report.

5-204.6 How to Handle the Mentally Ill

More than one officer should answer calls involving known mental health consumers. If it is not known that the call involves a mental health consumer, the officer who arrives first on the scene should immediately ask for backup and if possible, a CIT officer, once it is apparent the subject is suffering from a mental illness. The CIT officer will assume responsibility for direct intervention, if a smooth transition can be made. Stay with the mental health consumer until additional help arrives. If necessary, ask someone to phone for assistance rather than leave the person.

Move slowly. Resist the impulse to do something immediately. With a mental health consumer, it is better to take time and to carefully assess the situation. Immediate action is only necessary when handling an immediate danger. Reassurance is important. Remember that mental health consumers are generally very frightened.

Solicit help from friends, relatives, and others acquainted with the mental health consumer. The time spent in getting this help may make the task easier and prevent violence and harm from coming to the individual, yourself, or others.

Deception is often a poor tool to use with a mental health consumer. If the individual knows you are being

deceptive it could make the situation more difficult and create a barrier to their willingness to accept future help.

Do not rely on your firearm. The threat of a gun is quite meaningless to a person who is mentally ill. The individual may grab it and use it or you may be tempted to use it. A firearm should be used only in the very rare situation when it is necessary to save a life.

5-204.7 Use of Force Involving CIT Officers

If a call involving a CIT officer results in a use of force, standard Use of Force procedures will be followed. When a CIT officer is dispatched outside of their assigned division, and the call results in a use of force, a supervisor in the division where the use of force occurred will conduct the follow-up investigation.

5-205 Missing Persons

Although being a missing person (child or adult) is not a crime, a missing persons report should be treated as a criminal investigation until a determination can be made as to the location and physical well-being of the missing person. Any individual can report a person missing, regardless of the relationship. Therefore, the police department and the individual officer should use all available resources to document and locate all reported missing persons.

Jurisdictional conflicts are to be avoided when a person is reported missing. If a missing person resides in this jurisdiction, this department will immediately initiate the required reporting process. If a person resides in this jurisdiction and was last seen in another jurisdiction, but the law enforcement agency covering that jurisdiction chooses not to take a missing juvenile report or a missing person report, this department will assume reporting and investigative responsibility.

Questions concerning parental custody occasionally arise in relation to a missing juvenile report. This department will accept the report of the missing juvenile even if custody has not been formally established. Reporting parties will be encouraged to obtain legal custody as soon as possible; however, since the safety of the missing juvenile is paramount, members of this department will open a case when it can be shown that the juvenile has been removed, without explanation, from the location they were last known to be.

There is no waiting period before a missing persons report may be taken, regardless of the age of the person. A report shall be taken on any missing person in all instances in which the reporting party requests a report to be taken. In the absence of a specific request by the reporting party, the officer may feel a report is necessary. In such instances, a report will be made.

5-205.1 Definitions

Ashanti Alert – Refers to an alert issued for a missing adult 18 and older who suffers from a proven mental or physical disability as documented by a source determined to be credible by law enforcement or is missing under circumstances that indicate, as determined by law enforcement, the physical safety of the missing adult may be endangered, or the disappearance may not have been voluntary.

Missing Adult - Refers to a person who is 18 years of age or older and whose absence is contrary to their normal patterns of behavior.

Missing Juvenile - Refers to a person who is younger than 18 years of age and whose whereabouts are unknown to their parent, guardian, or responsible party.

Missing Endangered Juvenile Alert – A juvenile is considered missing endangered when they cannot be located, and circumstances indicate their physical safety may be in danger.

5-205.2 Assigned Officer's Duties

The assigned officer will accumulate all available information on the missing person. The assigned officer shall:

A. Interview parent(s)/person making report;
B. Verify the person is missing and identify the circumstances of the disappearance. Request consent to conduct an immediate search of the missing person's home even if the person is reported missing from another location. If consent is denied, immediately notify a supervisor;
C. Obtain the name, race, sex, DOB, and social security number. A physical description, including clothing description should be included. Additionally, the missing person's vehicle should be described, if applicable;
D. Identify the person's zone of safety (area parents/guardian has defined as acceptable boundaries) for their age and developmental stage;
E. Verify the juvenile's custody status;
F. Identify any known mental or physical disabilities of the missing person (i.e., cognitive disorders, developmentally challenged, requires constant caregiving/supervision, etc.);
G. Based on the available information, make the initial determination of the type of incident involving juveniles (i.e., non-family abduction; family abduction; endangered runaway; or lost, injured or missing);
H. Obtain a detailed description of any suspect and/or vehicle involved;
I. Identify and interview all individuals who were present at the scene, or location where the person was last seen or reported missing from;
J. Treat the location where the person was last seen or reported missing from as a crime scene;
K. If there is suspected criminal activity involved in the disappearance, secure the person's home until a determination is made;
L. Relay detailed description information to 911 Communications for broadcast;
M. Brief all responding personnel including supervisors and investigative staff;
N. The assigned officer will submit an incident report prior to the completion of the call;
O. All missing persons reports must have a B.O.L.O. entered into RMS in order for the missing person to be entered into NCIC;
P. The officer will contact the Records Unit and provide the missing persons information to the report clerk to ensure the B.O.L.O. is completed. The report clerk will then deliver the B.O.L.O. to CIU for NCIC entry.

5-205.3 At-Risk Factors for Missing Persons

A missing person will be considered "At Risk" when one or more of the unusual circumstances noted below are present:

A. The missing juvenile is under 13 years of age;
B. Out of the zone of safety (area parents/guardian has defined as acceptable boundaries) as for their age, developmental stage, and/or physical condition;
C. A proven diagnosis of a mental or physical disability which places the missing person at an increased risk if not located;
D. Suspected victim of criminal activity;
E. The physical safety of the missing person may be endangered;
F. In need of certain medication that poses a life-threatening risk if not administered; or
G. The disappearance may not have been voluntary.

If it is determined unusual circumstances are involved in the report of a missing person, the person will be considered "At Risk" and a field supervisor will be notified immediately.

If it is determined the missing person is "At Risk," the officer's supervisor will notify 911 Communications, Watch Commander, and on-call Investigations supervisor.

Ashanti and Missing Endangered Juvenile Alerts

After consulting with the on-call Investigations supervisor and/or Watch Commander regarding the above listed factors, an Ashanti or Missing Endangered Juvenile Alert may be issued. Once the officer has collected the information regarding the missing person, the officer will complete the following steps for an alert to be issued:

A. Contact CIU to initiate the Ashanti or Missing Endangered Juvenile Alert;
B. Immediately after contacting CIU, the officer should advise 911 Communications to notify the on-call PIO that the appropriate alert has been issued;
C. Officers are required to complete and submit their incident report as soon as possible so the person can be entered into NCIC.
D. CIU will relay pertinent information to the Department of Public Safety for issuance over the State Emergency Alert System (EAS).

5-205.4 "A Child is Missing" / "Silver" Alert

"A Child is Missing" is a program devoted to assisting law enforcement in the search/early recovery efforts during the initial hours of a child and/or missing person who disappear. This includes senior citizens and disabled persons. This program also assists law enforcement when persons are found who are unable to provide pertinent information. This is accomplished by law enforcement providing required criteria on the missing child or person to "A Child is Missing" technician. The technician will record a personalized message with case specific details asking residents to check their property for the missing child or person.

In order for "A Child is Missing"/ "Silver" Alert to be activated the officer must notify a supervisor and the following criteria must be met:

A. Child(ren)
    1. The child(ren) must be under 13 years of age, unless unusual circumstances exist. The reporting person must be an adult family member, teacher, or another adult who is responsible for the child.
    2. If the child is a habitual runaway (more than once), the alert will be used if criminal activity is suspected.
    3. "A Child is Missing" alert will be issued in a stranger abduction incident prior to initiating the "Amber Alert".
B. Senior Citizens
    1. The Alert will be used even if the elderly person is a frequent walk-away from a nursing home.
    2. A "Silver Alert" shall be activated if the senior citizen is verified as missing, sixty (60) years of age or older, the location of the senior citizen is unknown, the senior citizen has dementia or other cognitive impairment, and it is determined the disappearance of the senior citizen poses a credible threat to the health and safety of the senior citizen. The officer shall:
        a. Require the family or legal guardian of the missing senior citizen to verify or provide documentation of the impaired mental condition of the senior citizen.
        b. Determine identifying information about the missing senior citizen and any other information which might be useful to the general public.
        c. Report the individual through the National Crime Information Center immediately upon the issuance of the "Silver Alert".
C. Disabled Person
    1. There is no age requirement for a disabled person.
    2. Caution must be used when determining whether a person is truly disabled. There are many definitions of a disabled person. For purposes of this directive, a disabled person will fall into one of the following categories:
        a. The person has a physical or mental impairment that severely limits self-care;
        b. The person is disoriented or unable to respond to simple questions regarding personal information such as name and address; or
        c. The person is dependent upon life sustaining medication.
D. Found Person
    1. There is no age requirement for a found person.

a. Child is too young to provide information.
b. Person is unable to provide information because of illness, age, disability or unconscious.

5-205.5 Field Supervisor's Duties

The field supervisor should receive a briefing from the initial responding officer regarding the circumstances of the missing person. The supervisor should consider assigning extra manpower to assist in locating the missing person, if necessary.

The field supervisor should notify the on-call investigations bureau supervisor, if appropriate. Available resources should be deployed to prevent further injury to or death of the missing child or person. The field supervisor may contact the Watch Commander to initiate deployment of the following resources:

A. Police and Fire Mobile Command Center;
B. Silver Alert or A Child is Missing; or
C. Missing Endangered Juvenile or Ashanti Alert.

Revised 3/25

5-205.6 Locating Missing Persons

The assigned officer shall advise the reporting party to call the Missing Persons Unit if the missing person is located during normal business hours. The assigned investigator will obtain certain information verifying the identity of the reporting person and confirm the missing person has returned. The investigator will contact CIU to cancel the B.O.L.O. and remove the missing person from NCIC.

After normal business hours, the reporting party should call 911 Communications so an officer can be assigned. The officer will confirm the missing person has returned. The officer will contact CIU to cancel the B.O.L.O. and remove the missing person from NCIC. A supplemental report shall be completed.

Release of Missing Person Information

Officers will advise the reporting party if the missing adult is located, but the department will only disclose information concerning the person's general welfare. However, the officer has the discretion to release information in particular cases where it may be more helpful to all parties involved. The officer will refer to the field supervisor or Missing Persons Unit supervisor for further guidance.

The officer will advise the missing person that they have been reported as missing and should contact the reporting party.

Revised 12/23

5-206 Runaway Juveniles

5-206.1 Reporting

When an officer is assigned to take a report of a runaway juvenile, the primary task is to obtain as much information on the juvenile as possible and have the information distributed and broadcast immediately. The incident report should contain:

A. The juvenile's name, race, sex, date of birth and social security number (if known);
B. Physical description, including clothing, scars, or any other identifying marks;
C. Vehicle description, if a vehicle was involved;
D. Names and locations of places the runaway frequents, or may have gone to when they ran away;
E. The reason for running away, if known;

F. Any known mental or physical disabilities of the runaway juvenile; and
G. Contact information for the juvenile's parent, guardian, or legal custodian, if not the reporting party.

The reporting officer will complete the report immediately to be approved by a supervisor. Once approved, the officer will need to contact a Records Unit clerk to request a radiogram be issued for the runaway juvenile. The Records Unit clerk will be responsible for immediately delivering the information bulletin to CIU for NCIC entry. CIU will notify the Communications Unit to general broadcast the information.

Refer to Section 5-205.4 in regard to the possible use of "A Child is Missing Alert."

The reporting officer should advise the reporting person to call 911 Communications if the juvenile returns or is located. The Communications Unit will dispatch an officer to confirm the juvenile has been located. The officer making confirmation will cancel the information bulletin and notify CIU to remove all information from NCIC and other communication systems. A supplemental report will be made under the case number of the original report.

Custody and Detention of Runaway Juveniles

When a court order has been issued and an officer takes a runaway juvenile into custody, the officer will:

A. Verify whether court order has been issued directing officers to take the juvenile into custody;
B. Notify the Intake Officer at the appropriate juvenile detention center;
C. Transport the runaway to the appropriate juvenile detention center;
D. Complete an incident report;

When a juvenile has been reported as a runaway or missing by a parent, guardian, or other institution, but a court order has not been issued, the officer will return the juvenile to their parent or legal guardian, if possible, unless doing so would constitute a risk to the juvenile's safety or welfare.

If a parent or legal guardian cannot be contacted after the officer has made a reasonable attempt to reach one, the officer will contact the Department of Human Services to determine where the child will be placed. The officer will transport the runaway to the appropriate location, if requested by the DHS employee, and complete an Incident Report. All attempts or notifications to the parents or legal guardians will be documented in the officer's report. Whether the juvenile is returned to their parent or legal guardian or placed in another location by DHS, the officer will cancel any information bulletin issued for the runaway and will notify CIU to remove the information from NCIC.

5-206.2 Juvenile Abuse and Neglect Investigations

A. The assigned officer should only obtain basic details from the juvenile and conduct an initial interview of the reporting party or witnesses. A more detailed interview of the juvenile will be conducted by a forensic interviewer or detective at a later time.
B. The officer shall reasonably observe the juvenile for signs of injury and/or abuse. The officer will have photographs taken of the juvenile's injuries by a department employee. Any examinations of the genitalia of a juvenile, or breast of a pubescent female, shall be done at a hospital by medical personnel. Photographs of those body parts will be taken by a Crime Scene Investigations officer with the assistance or in the presence of medical personnel.
C. When necessary, the juvenile will be transported to a hospital for examination and medical treatment. Neglected or abandoned juveniles do not have to be transported to a hospital unless the juvenile is injured or ill.

The State of Oklahoma has enacted a comprehensive Child Abuse Reporting and Prevention Act, requiring a multidisciplinary team approach, which includes law enforcement officers. The relevant portion of this statutes states:

A. Absent reasonable suspicion that a juvenile is in danger of an imminent safety threat, police officers cannot take the juvenile into physical or protective custody unless medical attention is needed.
B. Caseworkers from the Department of Human Services, acting upon a report of child abuse or neglect, are authorized to conduct an investigation into this report. Caseworkers are authorized to conduct an interview of the juvenile at any reasonable time and place. Normally, such an interview should be conducted after notification and consent, if possible, of one of the juvenile's legal guardians. According to State law, the Department of Human Services is required to make this notification.
C. There are times when the legal guardian(s) cannot be notified prior to the interview because one or both guardians is a possible suspect and/or may interfere with the interview. The forensic interview process will normally be conducted at an appropriate Child Advocacy Center. During this interview, the juvenile is not in police protective custody. Law enforcement can be present during the interview and can assist in the transportation of the juvenile to the Child Advocacy Center; however, the case-worker from the Department of Human Services must make the decision to interview the juvenile without notification of the legal guardian(s).
D. If, during an interview, the juvenile discloses information which leads the officer to develop reasonable suspicion the juvenile is in need of immediate protection due to an imminent threat of harm, the juvenile can be placed in protective custody and taken to an appropriate shelter. The officer is required to provide written notice, on the department approved form, to the parent or legal guardian the juvenile has been taken into protective custody.
E. After the interview, if no disclosures are made and the juvenile is not taken into protective custody, the caseworker, by state statute, is required to immediately notify the legal guardian(s) of the interview.

5-206.3 Joint Response on Protective Custody of Juveniles

Officers respond to various calls in which circumstances may require a juvenile to be placed into protective custody without a court order or in emergency custody when a court order has been issued. State statutes require a joint response by law enforcement and the Oklahoma Department of Human Services (D.H.S.) when a juvenile has been taken into protective custody by law enforcement to determine if the juvenile can be placed directly from the home to relatives or other responsible adults rather than the juvenile going into D.H.S. emergency custody for placement outside the home. When an officer encounters a situation where the officer has reasonable suspicion an imminent safety threat to a juvenile exists due to physical or sexual abuse and/or neglect and protective custody of the juvenile has been assumed, the officer shall coordinate with D.H.S. in decisions regarding whether the juvenile can be protected through placement with relatives or others without the need for a court order placing the juvenile in the emergency custody of D.H.S. All decisions regarding juveniles who have been taken into emergency or protective custody will be made in accordance with State statutes.

Definition of Terms Used in Joint Response Protocol for Protective Custody of Juveniles

Risk – The likelihood that an incident of juvenile abuse or neglect will occur in the future.

Safety Threat – The threat of serious harm due to juvenile abuse or neglect occurring in the present or in the very near future and without the intervention of another person, a juvenile would likely sustain severe or permanent disability or injury, illness or death.

Imminent – Is likely to occur in the very near future, impending.

Protective Custody – Custody of a juvenile taken by a law enforcement officer or designated employee of the court without a court order.

Emergency Custody – Custody of a juvenile following issuance of an order prior to adjudication of the juvenile as delinquent or deprived.

Reception Center – A designated location for D.H.S. to accept protective custody of juveniles from law enforcement when additional time is needed to conduct safety evaluations to determine whether the juvenile can be placed with a relative or others without the Department assuming emergency custody. A juvenile can remain at the reception center no longer than 23 hours.

Considerations on Placement Options in Protective Custody

Physical or sexual abuse, or neglect has the potential to result in severe or permanent disability or injury, illness, or death. It shall be the intent of each joint response to result in the protection of each juvenile involved. Careful evaluation must be given to circumstances when a juvenile is or could be the victim of physical and/or sexual abuse and the suspect is either in the home or has access to the victim. In an effort to prevent the potential for continued abuse or "coaching" of the victim by family members prior to the victim receiving a forensic interview, the juvenile must not be allowed in any environment where the suspect(s) would have access to the juvenile prior to a forensic interview and initial investigative work. An emergency foster care home or a shelter are alternatives that can provide the fullest degree of protection of the juvenile in these cases.

Juveniles taken into protective custody in Cleveland County or having a valid pickup order issued from Cleveland County for neglect or abuse should be transported to the Alan J. Couch Center in Norman. This facility houses their Crossroads Emergency Youth Shelter, but space is limited. Officers should call ahead prior to transporting juveniles to this location to ensure space is available to house the juvenile.

Joint Response Protocol on Protective Custody of Juveniles

When protective custody of a juvenile is necessary, officers will contact their supervisor to seek approval to initiate a joint response with D.H.S. With their supervisor's approval, officers at a location in Oklahoma County will call the on-call D.H.S. Joint Response Supervisor at the designated phone number located on SharePoint. Officers at a location outside Oklahoma County will call the D.H.S. Child Abuse & Neglect Hotline at 1-800-522-3511. This hotline also serves as the back-up number to call for Oklahoma County. Officers will provide D.H.S. basic information by phone to include: the location, the circumstances warranting protective custody, demographic information on the involved adults and juveniles, and a call back number.

A. A juvenile may be taken into protective custody, without a court order, when officers have reasonable suspicion:
    1. A juvenile is in need of immediate protection due to an imminent safety threat; or
    2. The circumstances or surroundings of the juvenile are such that continuation in the juvenile's home or in the care or custody of the parent, legal guardian, or custodian would present an imminent safety threat to the juvenile.
B. The D.H.S. supervisor will call the officer back to communicate whether a juvenile welfare worker will assist with a joint response, and if so, whether they will respond to the officer's location or go directly to the designated reception center.
    1. In cases when the joint response is conducted at the scene, the juvenile welfare worker should respond to the scene within 30 to 60 minutes. D.H.S. will conduct a safety evaluation at the scene in order to determine an appropriate course of action regarding the juvenile. This will include checking D.H.S. family history of the involved parties and may involve a D.H.S. safety plan.
    2. There may be extenuating circumstances when the joint response is facilitated at a location other than the scene. For example, if there is a safety issue at the scene or it is not in the best interest for the juvenile's welfare to be kept at the scene for the joint response, the circumstances should be discussed between the officer and the on-call D.H.S. Joint Response Supervisor and/or the assigned D.H.S. juvenile welfare worker. If a timely response to the scene by a juvenile welfare worker is not possible, the juvenile welfare worker should communicate with the officer and the joint response may be moved to another appropriate location.
    3. In all such cases, a joint response and safety evaluation will occur.
C. Officers and D.H.S. personnel shall work together to locate, notify and place the juvenile with a safe and protecting parent, relative, kinship adult, or emergency foster parent.

1. Officers will conduct name-based checks on proposed alternative caregivers and other adult members of the alternative caregiver's household. The officer will check for outstanding warrants and review OCPD's records management system to include active investigations. An individual's involvement in an active investigation will be evaluated on a case-by-case basis.
2. Arrests and/or convictions that would render a proposed alternative caregiver ineligible to assume custody includes all crimes against a juvenile such as physical or sexual abuse, neglect, abandonment, and juvenile pornography. Other prohibitions are domestic abuse, felony drug violations, any sex crime, felony act of violence, or any crime that may place the juvenile at risk of abuse, neglect, abandonment, or endangerment.
3. D.H.S. will complete a family history check of the involved adults, including potential caregivers and juveniles.
4. Officers and D.H.S. personnel will coordinate information. The D.H.S. juvenile welfare worker will identify the most appropriate placement.

Coordination of Protective Custody on Calls Requiring Call-Out of Detectives

When an incident requiring protective custody also meets the criteria for a call-out from the Investigations Bureau, it is important for responding detectives to arrive and be briefed on the circumstances prior to protective custody actions being implemented, as these decisions may impact a criminal investigation. To help ensure coordination on protective custody situations, the patrol supervisor should contact the appropriate on-call Investigations supervisor. Investigations personnel will contact D.H.S.

Protective Custody Notification Form

A copy of the Protective Custody Notification Form will be provided to the parent or legal guardian, when possible. If the parent or legal guardian cannot be contacted after reasonable efforts to do so, the officer may provide the form to a custodian. This documentation instructs the parent and/or guardian to contact the appropriate agency where the juvenile has been placed. The original Protective Custody Notification Form should be submitted to the Records Unit.

Transporting Juveniles in Protective Custody

Officers will work with D.H.S. personnel to determine the arrangements for juveniles to be transported to an alternative placement or to the appropriate reception center. If an appropriate alternative kinship placement cannot be made within a reasonable period of time, the juveniles will be transported to the appropriate reception center.

Supervisor Review of Concerns Involving Protective Custody Placements

In the event there is a disagreement between the D.H.S. personnel and the officer about placement of a juvenile, both will contact their supervisors for further evaluation. If the matter cannot be resolved by the respective supervisors, the Juvenile Division of the appropriate county can be contacted to resolve the concern. In Oklahoma County, an on-call Assistant District Attorney for the Juvenile Division may be contacted. In Cleveland, Canadian, and Pottawatomie Counties, the D.H.S. supervisor will contact the appropriate Juvenile Division representative.

Importance of Complete Documentation in Police Reports

When placing a juvenile into protective custody, officers must fully document in the appropriate report all actions taken. These reports will be completed prior to the end of shift so they will be available for the Show Cause hearing.

Officers must also complete a Child Welfare Tracking Form in all incidents when a child is taken into protective custody and taken to a shelter or when placed or transferred to another adult for any reason.

Transfer of Custody of Juvenile Following Parent / Responsible Party's Arrest Unrelated to Juvenile Abuse, Neglect, or Endangerment

When a parent or person responsible for a juvenile is arrested on a charge or warrant other than child abuse, neglect, or any act of child endangerment, that person may designate someone to take physical custody of the juvenile. Upon this request, the officer may transfer the juvenile to the physical custody of the designated person. In these situations, the first choice for the designated person should be a family member. If no family member is available, the next choice should be a responsible person well known by the parent or person responsible for the juvenile.

Prior to transferring the juvenile to the designated person, the officer will:

A. Verify the designated person's identification,
B. Perform criminal history background checks through the Federal Bureau of Investigation Interstate Identification Index and the Oklahoma State Bureau of Investigation,
C. Check OCPD's local records system to include active investigations.
    1. A designated person's involvement in an active investigation will be evaluated on a case-by-case basis.
D. Contact D.H.S. to obtain a juvenile welfare history check on the designated person.
    1. The officer should call the D.H.S. Child Abuse & Neglect Hotline at 1-800-522-3511.
    2. The D.H.S. worker will conduct a juvenile welfare history check on the designated person and call the officer back with the results.

If the juvenile can be released safely to the designated person in these circumstances, this would not be protective custody requiring the joint response protocol.

If the results of these checks reveal anything that may place the juvenile at risk of abuse, neglect, abandonment or endangerment as defined by state law, the officer will not release the juvenile to the designated person. The officer can ask the parent or person who is being arrested who is responsible for the juvenile to identify another designated person to be checked. If no other alternatives are available, protective custody would then be needed and officers should follow the Joint Response Protocol on Protective Custody of Juveniles.

5-207 Response to Wireless 911 Hang Ups and Open Line Calls

Wireless 911 hang up and open line calls will be assigned only when there is an indication that police or emergency services are needed, and the reason for the call being assigned will be listed in the call notes. 911 Communications will make every attempt to contact the caller to get more information for the responding officer or to determine if an emergency response is necessary.

5-208 Animal Calls

When responding to an animal call, the primary objective is the safety of the public and not the capture or killing of the animal(s). Officers are not properly equipped or trained to capture dangerous animal(s) and should not try to do so.

Definitions

Livestock – Any burros, cattle, horses, sheep, goats, llamas, donkeys, mules, and swine.

Protected Animals – Any animal that is protected by law under the state and/or federal wildlife statutes.

Dangerous animal – Any animal that:

A. Inflicts an injury upon a human as a result of an unprovoked attack regardless if the dangerous animal is on or off the property on which it is harbored;
B. Attempts to bite or attacks a human requiring that person to take evasive action regardless of the location;

C. When unprovoked either kills, bites, or attacks another animal off the property on which the dangerous animal is harbored; or
D. Is owned, trained, used, or harbored, primarily or in part, for the purpose of animal fighting.

5-208.1 Livestock Impoundment

The first unit on the scene of loose livestock will determine if further police units should be assigned to the scene for traffic and/or crowd control. The officer should then advise 911 Communications to assign or cancel any additional assistance.

Once the scene and the livestock are under control the officer will attempt to contact the owner of the livestock if an owner can be determined as soon as possible. When the owner is contacted and is given the location of the livestock, the officer shall inform the owner to be at the scene prepared to take custody of the livestock within one hour. If the owner cannot arrive within the time limit, the owner shall be advised the livestock will be impounded for safekeeping at the owner's expense.

When an owner is not available or cannot be readily determined, the assigned officer will advise 911 Communications of the type and number of livestock that need to be impounded for safekeeping. 911 Communications will be responsible for contacting the appropriate contractor for the impoundment.

When the impounding personnel arrive at the scene, the contractor will fill out a livestock impoundment form and the officer will sign it. The contractor will be responsible for delivering a copy to the City's Animal Welfare Division. The officer will document the impoundment form number in the incident report.

After the livestock has been impounded, the assigned officer will complete an incident report. If the owner of the livestock takes custody of the livestock, the officer will still complete an incident report to be routed to Animal Welfare.

5-208.2 Dangerous Animals

An officer responding to a dangerous animal call should attempt to locate the animal and then keep it in sight. If possible, the officer should contain the animal prior to notifying 911 Communications of the circumstances. 911 Communications shall contact Animal Welfare to have an Animal Welfare officer sent to the scene.

Animal Welfare Response

Animal Welfare officers will only respond to the scene of a dangerous animal after normal duty hours under the following circumstances:

A. Dangerous animals attacking people or other animals.
B. Confined dangerous animals when the victim demands the animal be picked up.
C. Loose dangerous animals when the animal is present at the time assistance is requested.

Shooting Dangerous Animals

An officer will not shoot an animal unless it attacks or attempts to attack the officer or any other persons.

When an officer is required to shoot a dangerous animal to protect themself or another person, if at all possible, they should attempt to avoid shooting the animal in the head. An animal suspected of having contracted rabies cannot be tested if its head is destroyed.

Responsibilities of the Involved/Witnessing Employee

If an officer shoots a dangerous animal, the officer will:

A. Immediately notify 911 Communications and their supervisor;
B. Not unload the firearm unless it is necessary to continue the incident for the employee's and/or other's safety;
C. Secure the weapon once the incident is complete;
D. Inform the responding supervisor briefly of the circumstances surrounding the incident; and
E. Submit an incident report prior to the end of the shift.

Responsibilities of the Supervisor

The supervisor responding to the scene will:

A. Obtain a brief synopsis of the incident from the involved/witnessing employee(s).
B. Ensure there are sufficient officers assigned to the incident to adequately protect the scene and to identify and separate all witnesses, including employees.
    1. Involved employee(s) shall be moved outside the scene.
    2. Witnessing employee(s) should be removed from the scene as soon as practical.
C. Notify the watch commander and the 911 Communications supervisor of the incident.
D. Ensure photographs are taken of any property damaged and any evidence is collected.
E. Ensure all employees responding to the scene and/or assigned to complete any action related to the incident complete a detailed report of all their activities and observations.
F. Communicate with the Office of Media Relations.
    1. If the Office of Media Relations is not on the scene, any news releases and/or interviews will be given by their designee.
G. Complete a Dangerous Animal Shooting incident in the administrative tracking portal.

Responsibilities of the 911 Communications Supervisor

When notified of any dangerous animal shooting, the 911 Communications supervisor will ensure call out procedures are followed.

Responsibilities of the Division Commander

The division commander will review all dangerous animal shooting investigations and make a determination as to whether the employee's actions were consistent with all written directives. If a determination is made that an employee's actions were inconsistent with department directives, the division commander will take appropriate action.

Upon disposition, all dangerous animal shooting investigations will be forwarded to the appropriate bureau commander.

Responsibilities of the Bureau Commander

The bureau commander will review the dangerous animal shooting investigation and the division commander's determination. If the bureau commander agrees with the division commander's determination, the investigation will be forwarded to the Office of Professional Standards in the administrative tracking portal. If the bureau commander does not agree with the division commander's determination, they will send the investigation back to the division commander for further review.

5-208.3 Injured Animals

Domestic Animals

An officer encountering an injured domestic animal (dog or cat) will have 911 Communications notify Animal Welfare and have a unit sent to the scene. Animal Welfare will send a unit to the scene after normal duty hours only when the animal is severely injured and is located in a public area.

Protected Animals

When an officer comes into contact with an injured animal which is protected under wildlife statutes, the officer must notify the Oklahoma State Wildlife Department and advise them of the type of animal that is injured and its location.

The Oklahoma State Wildlife Department business hours are 8:00 A.M. to 5:00 P.M. on weekdays. They can be contacted at (405) 521-3851 during business hours. After business hours, 911 Communications will contact a state game ranger in the county where the injured animal is located.

After the wildlife department or state game ranger has been contacted, the officer will comply with the instructions of that official. If the officer feels unable to comply with the instructions of the official, a supervisor shall be contacted prior to taking any action contrary to those set out by the game official.

When attempts to contact a state game ranger are unsuccessful and the animal is dead, the officer should make an effort to remove the animal from the roadway if applicable. The officer will then advise 911 Communications of the location of the animal carcass and 911 Communications will notify the state wildlife department during dayshift hours.

5-208.4 Animal Euthanasia

A police officer will shoot an injured animal (cow, horse, deer, etc.) only after a supervisor has responded to the scene, evaluated the situation and all of the following conditions have been met:

A. 911 Communications has notified Animal Welfare or, in cases of protected animals, the Oklahoma Wildlife Department or a game ranger;
B. The animal is so severely injured as to require the immediate extermination to prevent its further suffering; and
C. When shooting the animal can be done so safely and would not pose a risk to the life or property of the officer or others.

In such cases where narrow confines do not allow an officer to use a shotgun, the supervisor or an officer selected by the supervisor may use a handgun. Situations where the officer/supervisor uses a weapon on an injured animal shall not require investigation by the Office of Professional Standards. An incident report will be completed by the involved employee.

Responsibilities of the Field Supervisor

Once the animal has been euthanized, the supervisor shall complete a significant incident in accordance with written directives.

Responsibilities of the 911 Communications Supervisor

When notified of any animal euthanasia, the 911 Communications supervisor will ensure the following units have been notified:

A. The watch commander;
B. A field supervisor; and
C. Animal Welfare or an Oklahoma state wildlife game ranger.

Responsibilities of the Division Commander

The involved employee's division commander will review all animal euthanasia reports and may initiate further action when warranted.

5-209 Death Scene Procedures

A body will not be removed from the scene without prior authorization from the Medical Examiner.

Names of deceased persons will not be released to any news media personnel until the next of kin have been notified.

In all cases where death has occurred at a location other than the deceased's residence, the officer or investigator assigned to the case will have the responsibility of collecting the victim's personal property and placing it in the Oklahoma City Police Department Property Room for safekeeping until the next of kin can take possession.

In cases where death occurs at the deceased person's residence and the next of kin are not present, the assigned unit on the scene will be responsible for securing all doors and windows at the premises by the best means possible. The officer will take custody of the personal property of the victim (i.e., watch, wallet, etc.) and deposit it with the Property Management Unit, unless the Medical Examiner requests that the personal property remain with the body.

5-209.1 Homicides and Unexplained Deaths

Only those units assigned will proceed to the crime scene. The first officer to arrive will secure the scene and maintain scene security until the other assigned units arrive to assist.

Crime Scene Security

When the scene is secured, the assigned officer will inform all personnel not assigned to specific crime scene duties that the scene is secure and they may not enter. The assigned officer shall establish a crime scene perimeter and shall use crime scene barrier tape whenever possible. Witnesses and suspects will be secured until the assigned investigator(s) arrive.

Crime Scene Log

The first officer on scene will be responsible for having a Crime Scene Log initiated and may assign this task to another officer at the scene. The officer responsible for the crime scene log will record the name of every person who enters the crime scene, the time each person entered, and the purpose for entering the crime scene. The crime scene log will be uploaded to the evidence management system after the investigation is completed.

Assigned Officer's Duties

The assigned officer will have 911 Communications notify a Homicide supervisor and the Crime Scene Investigations Unit. Officers at the scene will not notify the Medical Examiner; this will be the responsibility of the assigned investigators.

Officers are not to allow anyone to enter into or remain within a crime scene, except for emergency medical personnel when there is doubt as to the physical condition of the victim. Officers will not allow anyone to move or remove any object within the crime scene. If the body or any object within the crime scene is moved by officers or medical personnel while attending to the victim, the reporting officer will include in their report the original position of the body or object and under what circumstances it was moved.

Officers will not remove a weapon from its original position at a crime scene unless the officers are unable to control the movements of witnesses and/or suspects within the scene. Under these circumstances, officers should take custody of the weapon and will document in their report the original position of the weapon and the reason for its removal. Officers will handle the weapon in such a way that they will not destroy or alter the evidentiary value of the weapon (fingerprints). Under normal circumstances, officers should not unload the weapon unless directed to do so by the investigator(s) or crime scene investigator on the scene.

The investigator(s) will immediately take charge of the crime scene upon arrival. The assigned officers will take directions from the investigator(s) and will assist whenever possible.

Field Supervisor's Duties

A supervisor will routinely be dispatched to the scene and will assist in assigning specific duties to other officers at the scene. The supervisor will make a report detailing their actions at the crime scene, specific assignments of each officer, and to whom the task was assigned.

Medical Personnel at Crime Scene

If conclusive signs of death are evident and medical personnel have not yet entered the crime scene, officers will not allow the medical personnel to enter the scene. Conclusive signs of death are:

A. Putrefaction (decomposition)
B. Rigor Mortis
C. Complete separation of body parts incompatible with life (such as decapitation).

If there is any doubt about the condition of the victim, only then will emergency medical personnel be allowed into the crime scene. The officer will then allow only one medical technician into the scene for the purpose of determining whether or not the victim is alive. Officers will ensure that emergency personnel take a direct route to the body, which will disturb the least amount of evidence.

Police officers assigned to investigate any industrial or accidental death will follow the procedures outlined above.

5-209.2 Suicide Investigation

Investigations of suicides will be handled following the same procedures as outlined under Homicide Investigation procedures.

Suicide Notes

When a suicide note is found at the scene of a suicide, officers should not handle the note. Allow assigned investigator(s) or a member of the Crime Scene Unit to take custody of the note.

Notifications on Suicide and Attempted Suicide Calls

The primary officer on all suicide calls and attempted suicide calls will contact their supervisor and advise them of the circumstances.

Supervisors will ensure CSI is notified on:

A. All suicides, except for overdoses without suspicious circumstances; and
B. All attempted suicides involving:
    1. A firearm, a cutting instrument, or a hanging/asphyxiation where the person is likely to die or has experienced great bodily injury; or
    2. Suspicious circumstances.

Supervisors will notify CSI when these criteria are met regardless of whether homicide call-out criteria are met.

5-209.3 Natural Death Investigations

Assigned Officer's Duties

After arriving at the scene of an apparent natural death, the assigned officer should establish the identity of the victim by obtaining the victim's:

1. Name;
2. Date of birth;
3. Race;
4. Sex; and
5. Social security number (if available).

If witnesses or the next of kin are present, the officer will attempt to obtain the victim's pertinent medical information such as:

A. Was the victim under a physician's care?
B. Was the victim being treated for any severe or terminal illness?
C. Was the victim taking any prescribed medication?
D. What is the name of the physician and where can they be reached?

The assigned officer will notify their supervisor and advise them of any known circumstances surrounding the death of the victim.

When there are no family members of the victim present at the scene, and no family members have been notified of the death, the assigned officer will be responsible for contacting a family member and advising them of the death. The officer will document in an incident report whether they were able to make the notification. The officer will include in the incident report the name, address and relationship of the person notified (or the person to be notified in cases where contact cannot be made).

Contacting the Medical Examiner

If death was not attended by a physician, the officer will notify the Medical Examiner's Office and be prepared to present them with all available information. The officer will then comply with the instructions of the medical examiner for the disposition of the body.

If the medical examiner authorizes release of the body to the family, the officer will obtain the name of the funeral home the family requests and will instruct 911 Communications to notify that funeral home. When there is no family member present, and officers are unable to locate any family members, the medical examiner may send someone to pick up the body and hold it until the next of kin can be located. If the medical examiner will not pick up the body, officers should contact 911 Communications to have the on-call funeral home contacted.

If the medical examiner decides to have the body transported to their office, the assigned officer will remain at the scene until the authorized transporting personnel arrive at the scene.

5-209.4 Inmate Deaths Involving Detention Centers

Officers should be aware that detention center administrators may notify 911 Communications when an inmate at a detention center dies, regardless of the date or location where the individual was pronounced, if any of the following apply:

A. An Oklahoma City police officer made the arrest;
B. An Oklahoma City police officer did not make the arrest but was present during an arrest, response to resistance, or other physical contact involving another law enforcement agency or jail staff; or
C. An Oklahoma City police officer did not make the arrest but assisted another law enforcement agency or jail staff during an arrest, response to resistance, or other physical contact.

Upon receiving such notification, 911 Communications will immediately notify the following personnel:

A. Logistical Support Division major;
B. Watch commander; and
C. Office of Professional Standards captain.

The Office of Professional Standards will obtain information regarding the involvement of department employees and provide a preliminary review to the Investigations Bureau chief.

The Investigations Bureau chief will make a determination whether to assign the appropriate unit to conduct an administrative or criminal investigation regarding the actions of department personnel related to the deceased individual.

The Chief of Police will make a determination whether to assign the investigation to the Office of Professional Standards.

5-210 Sex Offenses

Sex offenses are "crimes against persons" and require thorough investigation and documentation. Victims of these offenses may experience psychological and physical trauma. Fear and embarrassment are also common responses to victimization of this nature. Consequently, all victims will be treated with respect and the investigation will be conducted as professionally as possible.

5-210.1 Responsibilities of the First Officer at the Scene

The first officer at the scene will provide for the immediate needs of the victim. If necessary, advise 911 Communications to dispatch an ambulance to transport the victim to the hospital. After assessing and providing for medical needs of the victim, the officer should provide emotional support. Calm and reassure the victim while obtaining suspect information if the incident recently occurred and there is a chance of apprehending the suspect. 911 Communications should be notified of any suspect information.

If a male officer is assigned to the call and the victim is female, he should not routinely, request that the call be reassigned to a female officer. In some cases, it is of greater benefit to the victim if a male officer is able to establish rapport with them and provide for their needs and emotional support. If a male officer is unable to establish such rapport, or if the victim requests a female officer, then the call should be reassigned. This section will apply in the reverse if a female officer is assigned to the call and the victim is male.

The responding officer shall conduct a preliminary interview of the victim to establish elements of a crime, identify the location of the crime scene and identify any potential evidence to be collected.

The first officer who interviews the victim will provide them with an Oklahoma Crime Victims Rights – Domestic Violence, Sexual Assault & Human Trafficking brochure. If a sexual assault victim is a minor child or incompetent person, a responsible adult shall be provided with the brochure containing the victim's rights.

The officer shall locate the site of the sexual assault, if possible. If the scene is located, it should be secured, and a crime scene log should be started. The Crime Scene Investigations Unit should be contacted to process the scene.

The primary officer shall notify a supervisor of the incident. The field supervisor will determine if the Sex Crimes Unit supervisor should be contacted.

If the victim agrees to participate in a sexual assault examination, they should be advised to not bathe, change clothes, or drink fluids until after the examination. Medical personnel will collect clothing items and biological specimens as evidence from the victim at the hospital. The officer should advise the victim to take a change of clothing to the hospital.

It is extremely important for the examination to be conducted as soon as possible. However, before leaving for the hospital, the officer will brief the assisting officer assigned to remain at the scene. The officer at the scene must be familiar with the case facts to assist the crime scene investigators in identifying relevant evidence.

In cases involving physical injury to the victim and where the victim refuses a sexual assault examination, a crime scene investigator should be requested to obtain photographs of the victim's injuries when appropriate. If a crime scene investigator is not available to process the scene, the field supervisor shall contact the on-call Crime Scene Investigations Unit supervisor. If the decision is made to not have a crime scene investigator respond, the officer shall take pictures of the victim when appropriate. The photos shall be submitted to the applicable digital evidence database.

5-210.2 Rape / Sexual Abuse of Children

When an officer responds to a call regarding the sexual assault of a child, the officer will notify DHS. The officer will refer to the current written directive regarding Juvenile Abuse and Neglect Investigations and DHS Joint Response Protocols.

Special Protocols for Certain Victims

When the victim of sexual abuse is a child 12 years of age or younger, or is of limited or diminished mental capacity, the assigned officer should not interview the child and should not encourage or allow any other adults to interview the child. The officer should first identify and speak with the adult witness(es) to whom the victim disclosed information related to the crime. Should additional details be necessary to determine the appropriate actions to be taken (e.g., establish elements of a crime, collect evidence, or locate a scene), the officer, after consulting with a supervisor, can obtain basic information from the victim, but should not ask questions specific to the allegation(s). A detailed interview of the juvenile victim will be conducted later by a forensic interviewer.

5-210.3 Transportation to the Hospital

If necessary, provide transportation to the hospital for the victim. The victim may prefer to ride with a friend or relative, which is permissible. However, discourage the victim from driving to the hospital on their own. An officer must meet the victim at the hospital to sign the evidence collection form.

The victim should be transported to the designated Sexual Assault Nurse Examiner (SANE) exam hospital unless there is a stated preference.

If the victim insists upon seeking treatment at any hospital other than the designated SANE exam location, determine if the physician there is willing to collect the evidence and has a Sexual Assault Evidence Collection Kit. If no kit is available, one can be obtained from the Sex Crimes office, Forensic Lab or one of the participating hospitals.

When the officer transports the victim to the hospital, they should determine if the victim has transportation after the sexual assault examination is completed. An officer will transport the victim from the hospital if transportation cannot be arranged.

Victims who are 14 years of age or older will be informed there are Sexual Assault Nurses available at participating hospitals who conduct SANE exams. Victims under 14 years of age will be informed an exam is available at the Oklahoma Children's Hospital.

5-210.4 Forensic Evidence

Sexual Assault Evidence Collection Kits

In order to maintain the chain of custody, the officer who accompanies the victim to the hospital is responsible for ensuring the sexual assault evidence collection kit is properly booked. The officer will collect the sexual assault

evidence kit from the SANE nurse or treating physician and transport it to the Property Management Unit (PMU) for booking. Prior to submitting the sexual assault evidence kit, the officer will ensure the kit has been placed inside the plastic bag included in the kit. The sexual assault exam report completed by the SANE nurse, or the treating physician shall be placed inside the plastic bag, but outside of the evidence kit. The officer shall submit the plastic bag containing the sexual assault evidence kit and sexual assault exam report to the refrigerated serology drop. The submission of the evidence must be documented in the officer's incident report.

If the officer who accompanies the victim to the hospital is unable to remain with the victim until the examination is complete, the officer's supervisor will be notified and ensure the sexual assault evidence kit is collected and booked appropriately. The officer or supervisor who submits this evidence must document it in an incident report.

State law (Victim Compensation Act) provides the victim of a sexual assault the right to a free forensic medical examination (or SANE exam) regardless of their decision to file a police report or pursue a criminal case. In those instances, the officer will complete an incident report and submit the sexual assault kit as normal. The report should contain what information, if any, the victim chooses to provide, or the SANE nurse provides and should note the victim does not wish to pursue a police investigation at this time.

The officer who books the sexual assault evidence kit will ensure the victim's clothing and other evidence obtained from the examination at the hospital are secured and submitted for analysis in accordance with written directives. The submission of the evidence must be documented in an incident report. If a crime scene investigator does not respond to the call, the field supervisor will ensure any physical evidence collected from the scene is submitted in accordance with written directives.

Calls for Service to Collect Sexual Assault Examination Kits

There are instances when OCPD is requested to collect a SANE kit (reporting and non-reporting) to book into the PMU although the crime occurred in another jurisdiction. When this occurs, the following protocol will apply:

1. A YWCA SANE nurse will perform a sexual assault examination.
2. If the YWCA SANE nurse is unsure what jurisdiction a reported sexual assault occurred in when the address or location is known, the YWCA SANE nurse can call the ~~OCPD~~ 911 Communications Unit to verify what agency has jurisdiction at the given address or location without revealing any client information.
3. If a sexual assault crime occurred outside of Oklahoma City and a YWCA SANE nurse performs the exam at a hospital not located in Oklahoma City, then:
    a. The YWCA SANE nurse will contact the reporting law enforcement agency or the jurisdictional agency for the area in which the hospital is located.
4. If a sexual assault crime occurred outside of Oklahoma City and a YWCA SANE nurse performs the exam at one of the hospitals located in Oklahoma City, then:
    a. The YWCA SANE nurse will contact the reporting law enforcement agency to respond and collect the sexual assault kit.
    b. If the reporting agency refuses or cannot respond to collect the sexual assault kit in a reasonable amount of time, then:
        i. The YWCA SANE nurse will notify the reporting agency the sexual assault kit is being booked into the OCPD PMU and they will need to make arrangements to collect it.
        ii. The YWCA SANE nurse will contact 911 Communications and a call to collect the kit will be generated.
        iii. An OCPD Property Crime Specialist (when available) or patrol officer will respond and collect the sexual assault kit.
        iv. The collecting employee will submit an incident report which includes:
            1. The name of the reporting law enforcement agency;
            2. A contact name; and
            3. The contact's phone number.
            4. Employees should be aware YWCA SANE nurses cannot provide any patient information for non-reporting sexual assault kits.

v. The collecting employee will book the sexual assault kit into the PMU in accordance with department directives.
vi. The incident report will be routed to the appropriate investigative unit.
vii. The assigned investigative unit supervisor will authorize the Release to Other Agency and include the agency name, contact person's name, and phone number in RMS, thereby authorizing PMU to release the kit to the agency contact.
viii. The unit supervisor will contact the involved law enforcement agency to notify them their sexual assault kit needs to be picked up.
ix. The reporting agency's listed contact will respond to the ~~OCPD~~ PMU to collect the kit and the PMU will release the kit to them. If the contact person listed is unable to collect the kit, the PMU will contact the investigative unit supervisor who authorized the release to get approval to release the kit to an alternative agency representative.

Collecting DNA Evidence for Sex Crimes Cases

It is imperative to attempt to collect all potential biological evidence from victims of sexual assault. For example, a victim of Sexual Battery or Lewd Acts with a Child may have DNA evidence present from any intimate touching (e.g., a kiss, etc.). Since this would not normally constitute a SANE exam, the potential evidence could be lost after the initial report is taken. There may be other incidents that meet the elements of these crimes where the victim does not wish to go to the hospital but may give consent to a search to recover biological evidence. If the officer believes biological evidence exists and may not be present after the initial contact with the victim, the officer should ask the victim if they will consent to a non-invasive search of areas that may include the face, mouth, neck, or other areas that are not considered to be sensitive/intrusive areas.

If the victim gives consent, the officer will have the victim sign the search waiver for *search of the body.* If the victim is a juvenile and the guardian is present, the guardian may sign the search waiver. This form can be located on SharePoint.

The officer on scene will contact the Crime Scene Investigations Unit for the collection of biological evidence in accordance with their procedures. If they are unable to contact an available crime scene investigator, they will notify their supervisor who will contact the supervisor of the Crime Scene Investigations Unit.

If the victim was bitten during the assault, advise 911 Communications to contact the odontologist (forensic dentist) on call and have them proceed to the hospital. It is very important to request that medical personnel not disturb the bite wound area until after the odontologist examines the wound(s).

When an officer responds to the scene of an indecent exposure or peeping tom call, they should ask the victim the appropriate questions to see if any contact DNA may be present. If contact DNA or fingerprints may be present on a surface, such as a window, they should attempt to collect the evidence. The officer will contact the Crime Scene Investigations Unit for the collection of evidence in accordance with their procedures.

Most victims do not wish to stay home alone after they have been sexually assaulted, so determine where the victim can be reached and include this information in the report for investigators. The officer will complete and submit an incident report prior to the end of the shift.

Revised 12/23

5-211 Kidnapping and Abduction

In every kidnapping or abduction, the safe return of the victim is the primary concern; apprehension and prosecution of the suspect(s) is the secondary objective.

5-211.1 Assigned Officer's Duties

The assigned officer will gather all pertinent information available and make a complete and detailed incident report.

The first officer on the scene will gather all available information on the victim and suspect. The assigned officer should:

A. Interview the person(s) making the report;
B. Obtain the name, race, sex, DOB, and social security number of the person making the report;
C. Obtain the name and race, sex, DOB of the victim, including clothing description if it is known;
D. Obtain the name (if known) and physical description of the suspect;
E. Obtain a detailed vehicle description (including victim's vehicle if it was taken during the crime);
F. Identify the circumstances of the disappearance;
G. Based on available information, make the initial determination of the type of incident whether non-family abduction, family abduction, etc.;
H. Relay detailed description information to 911 Communications for broadcast;
I. Identify and interview all individuals who were present at the scene, or location where the person was last seen or reported abducted or kidnapped from;
J. Request consent to conduct an immediate search of the missing person's home even if the person is reported abducted or kidnapped from another location (if consent is denied, immediately notify a supervisor);
K. Treat the location where the person was last seen or reported abducted or kidnapped from as a crime scene;
L. Secure the person's home until it is processed for evidence;
M. Obtain photographs of the abducted or kidnapped person; and
N. Brief responding supervisors and investigative personnel.

An exception to this would be in cases of kidnapping for extortion. Officers shall not broadcast any information in relation to the case over the police radio communication system. All information should be transmitted via telephone.

5-211.2 Relay of Information to CIU and 911 Communications

After all information is gathered on the victim and suspect, the officer will be responsible for disseminating the information to CIU and 911 Communications for general broadcast and entry into NCIC. The following procedures will be followed:

A. The officer will notify 911 Communications and CIU by telephone. The officer then relays to both 911 Communications and CIU such information as is known at that time and requests a general city-wide broadcast and statewide Teletype transmission.
B. At the earliest convenience, the officer will telephone CIU to confirm, correct, and update the information in the earlier broadcast.
C. The officer will then contact the Records Unit and provide the information to the report clerk to ensure a B.O.L.O. is completed.

5-211.3 Supervisor's Duties

Once the assigned officer has confirmed a kidnapping or abduction, a field supervisor will be dispatched to the scene. The field supervisor will be responsible for:

A. Receiving a briefing from the initial responding officer on the circumstances of the kidnapped or abducted child or person.
B. Notifying 911 Communications to request the on-call investigations supervisor.
C. Coordinating the investigation of the crime until investigative personnel is assigned to the case and arrives at the scene.
D. If the victim fits the criteria of an Amber Alert or Kasey Alert, the supervisor will contact the Watch Commander.
E. Assigning specific duties to all field officers on the scene and assigning additional units to the scene if necessary.

F. Keeping a line of communication open between officers on the scene and 911 Communications.
G. Contacting 911 Communications, CIU, and Records Unit to determine that all broadcasts and the B.O.L.O. have in fact been completed.
H. Obtains teletype message number for future reference.

5-211.4 Amber Alert

The Amber Alert Plan is a cooperative agreement between the Office of the Governor, the Department of Public Safety (DPS), the Oklahoma Association of Broadcasters, and various law enforcement agencies in the state of Oklahoma. The plan is an early warning system available for use by law enforcement to alert the public when a child has been kidnapped and the police believe the child is in danger.

Amber Alert Activation

The Amber Alert Plan requires law enforcement to meet criteria when evaluating an abduction. Law enforcement agencies must have all parts of the scenario present before an activation of the alert can occur. The Amber Alert should be activated:

A. When a child 17 years of age or younger is the victim; or
B. An individual under proven mental or physical disability is abducted and there is reason to believe the victim is in imminent danger of serious bodily injury or death.

In order to issue an Amber Alert, information should be available to disseminate to the general public, which could assist in the safe recovery of the victim and/or the apprehension of a suspect(s).

Once the above guidelines have been met, the Watch Commander will authorize the issuance of the alert. The Watch Commander will immediately notify 911 Communications upon authorizing the Amber Alert. The reporting officer will immediately relay all pertinent information to the Crime Information Unit, who will relay pertinent information to the Department of Public Safety for issuance over the State Emergency Alert System (EAS).

5-211.5 Kasey Alert

The Kasey Alert is also an agreement developed in cooperation with the same agencies and organizations outlined above. The plan is an early warning system available for use by law enforcement to alert the public when an adult has likely been abducted or taken against their will.

Critically missing adult – A person who is at least 18 years of age and no older than 59 years of age, whose whereabouts are unknown and who is believed to have been abducted or taken against their will.

The responding officer will complete their initial on-scene investigation as outlined in the above section, Assigned Officer's Duties.

If the person meets the criteria of a critically missing adult, the supervisor will follow the same steps as outlined in the above section, Supervisor's Duties.

The law enforcement agency is required to take action upon receipt of notice of a critically missing adult and ensure the missing person is entered into NCIC upon obtaining the necessary information as outlined in the above section, Relay of Information to CIU and 911 Communications.

Kasey Alert Activation

A Kasey Alert shall be activated when:

A. Law enforcement receives notice of a critically missing adult;

B. Law enforcement conducts an investigation into the disappearance of the critically missing adult to determine whether the person has likely been abducted or taken against their will;
C. Law enforcement collects identifying information about the critically missing adult that might be useful to the general public; and
D. Law enforcement determines there is sufficient information to issue the Kasey Alert.

The Watch Commander will authorize the issuance of the alert and notify 911 Communications. The officer will immediately relay all pertinent information to the Crime Information Unit, who will relay pertinent information to the Department of Public Safety for issuance over the State Emergency Alert System (EAS).

Revised 12/23

5-212 Alarm Enforcement

Upon receiving an alarm call, the officer shall check the premise for intrusion. Once the premise is determined to be secure and a false alarm, the officer shall note the disposition and the alarm permit number in the comment field prior to closing the call via the MDT.

5-213 Bank Alarms

After receiving the call from Communications, the first unit to arrive will take command of the situation, obtain an observation point outside the bank where they can best observe as many exits from the bank as possible, and direct secondary units to other observation points not available to them. The observation point should be from a location not readily visible from the entrances or exits.

5-213.1 Communication with Bank Representative

Exterior observation will be maintained by all responding units until contact is made with the bank by Communications. A representative of the bank will be identified by name, physical and clothing description, and will be instructed by Communications (via information from the responding officer), which door to exit.

5-213.2 Suspect Present

If the alarm is determined to be valid and the suspect(s) is still inside the bank, all officers will maintain an external surveillance of the bank until a supervisor is on the scene to determine if the Tactical Unit is to be called.

5-213.3 Suspect Departed

If the alarm is valid and the suspect(s) have departed, the initial officer will enter and secure the bank and relay any additional information to Communications. Securing the bank shall include locking the doors, detaining witnesses and preserving physical evidence.

5-213.4 After-Hours Alarms

During hours the bank is closed, the officer will be expected to check the building for possible entry and advise Communications of any and all unusual circumstances, and proceed as per Section 5-214, Unsecured Premises.

5-214 Unsecured Premises

The inspection and security of businesses, and to some extent residences, is an important function of patrol as a means of detecting crimes in progress or crimes that have just occurred.

5-214.1 Purpose

The purpose of this directive is to establish a proper and orderly method for handling situations when a breach of physical security of a business, residence or other property is discovered by an officer, or is reported by any other means.

5-214.2 Intent

The intent of this directive is to provide a maximum degree of safety to law enforcement personnel and other citizens, to increase the likelihood of apprehension of criminals and to protect the integrity of the Department from accusation of misconduct at the scene of unsecured premises.

5-214.3 Discovery

Any door or window found open during a building check shall be viewed as a crime in progress until determined otherwise.

Upon discovery of an open door or window, the officer shall immediately notify Communications of the name of the business, the address or best description of location available and the particular location of the open door or window; they shall request additional assistance at that time.

5-214.4 Communications Unit Responsibility

Communications will assign additional units to assist as necessary.

5-214.5 Initial Officer's Responsibility

The initial officer shall take up a strategic position to be able to observe the building until such time as adequate assistance arrives to search the building safely. Officers should NOT enter an unsecured structure alone. Adequate perimeter assistance should be deployed to prevent escape of a suspect.

The second officer arriving at the scene should take a position on the opposite side of the building as directed by the original officer. Both officers should have a field of sight and line of fire along two sides of the building and neither should be in line with the other. The first officers on the scene should make sure all cover positions are maintained by other patrol units.

5-214.6 Outside Searches

When the assigned officer has arrived on the scene they shall make a quick assessment of the situation and order only the number of additional units needed. Excess units should be promptly returned to service.

Searches of the area should be made for vehicles parked at or near the location, i.e., check for warm hoods, unlocked cars, cars with no license plates, etc. Check boxes, trash bins, and any other possible hiding places for the suspects.

Searches of roof areas are sometimes very difficult. Be sure to advise other officers regarding officers on the roof. Officers ascending the roof should be covered. The helicopter should be requested for roof searches and other inaccessible areas.

When the search narrows down to the unsecured building itself, search the point of entry if one is established. Check doors, transoms or windows for pry marks, cut or broken glass, dust disturbed on window ledges, open windows or doors, bloodstains, etc. While making this search be mindful of preserving evidence. Don't silhouette yourself, or your partner, or stand in front of windows. One officer searches while the other officer covers.

5-214.7 Entry and Search

Officers making entry into an unsecured building should use extreme caution. K-9 Units should be used when available. Whenever possible, consultation with the owner or responsible party should occur in order to identify

specific target areas, probable hiding places and potential hazards, before entering. It is generally best to turn on all interior lights to improve visibility and reduce tension. When only a flashlight is used, an intruder knows your location, but you don't know theirs. Conduct a systematic and thorough search and go over it a second time from a different direction. In a multi-story building, search one floor at a time starting from the lowest level and working up. Secure stairs and elevator.

5-214.8 Search Completed

Once the search is complete and the all-clear has been given, one of the following courses of action will be taken:

A. If the premises are simply not secure and no apparent unauthorized entry has taken place the responsible person will be allowed entry to confirm findings and to secure the business, residence or property.
B. The responsible person will be allowed limited access, keeping in mind the need to preserve physical evidence.

Perimeter security will be released so that the officers may return to normal duties upon the all-clear being given by the supervisor in charge of the overall scene.

Should the responsible person decline to respond to the scene when requested, they will be informed by Communications that the premises will be secured in the best manner possible and the officers will have no further responsibility.

Should Communications be unable to locate a responsible party, the business, residence, or other property will be searched and secured in the best manner possible. The officers will continue to patrol the area as time and circumstances permit.

5-214.9 Officer Responsibility

This directive is intended to provide guidance to officers when encountering unsecured premises. In cases where officers believe the premises may contain evidence of a crime, officers are to determine from the totality of the circumstances if reasonable suspicion exists that would require immediate action on the officer's part (check the welfare, possible crime in progress, etc.) to make entry into the premises without the owner's consent or warrant. Nothing in this directive releases the officer's obligation to obtain a warrant or owner's permission to enter premises when the officer's intent is to obtain evidence of a crime.

5-215 Armed Robbery of a Business

Armed robbery calls are potentially one of the more dangerous types of police assignments, since the suspect is known to be armed and the potential for violence increases. The possibility that an armed robbery can escalate into a hostage situation also exists when police presence becomes known to the suspect. When an officer is assigned to an armed robbery call, and the possibility exists that the suspect is at the scene, officers should remember that the safety of innocent bystanders and victims supersedes the officers' interest in apprehending the suspect.

5-215.1 Response to an Armed Robbery

Unless otherwise notified by the dispatcher, officers responding to an armed robbery call should presume that the suspect is still inside the business and should not immediately enter the scene upon arrival at the business. The initial officer on the scene should assume an inconspicuous position near the business where they can observe activities within the business, if possible. The initial officer should wait for additional back-up units to arrive and direct the other units to strategic locations before taking any further action.

Officers at the scene should attempt to apprehend the suspect after they have left the business, circumstances permitting, in order to decrease the possibility of a hostage situation.

5-215.2 Crime Scene Investigation

When the armed robbery suspect has fled the scene or has been taken into custody, the primary responsibility of the assigned officer will be that of securing the crime scene and retaining victims and witnesses to the crime.

Reporting Officer's Responsibilities

The assigned officer shall secure the premises of the business, locking doors if possible, in order to prevent further access to the premises by unauthorized persons while the investigation of the crime is conducted.

When the suspect is not in custody, the initial officer should obtain the suspect's description, and any suspect vehicle information as soon as possible and broadcast that information to all other officers immediately, via the police radio.

Back-Up Units' Duties

Once the initial officer and/or assigned officer have advised Communications Unit of their arrival at the crime scene, all other responding units should remain in the area and canvass the vicinity, and should not continue to the actual scene of the robbery unless directed to do so by the officer at the scene.

Protection of the Scene / Evidence

The assigned officer at the scene should determine any areas or objects within the crime scene, which would contain fingerprints of the suspect, and determine if a surveillance camera was activated during the commission of the crime. If physical evidence can be obtained at the scene, a Technical Investigations unit should be called to the scene if one is available.

Fingerprints can be obtained by a qualified Police Officer when a Technical Investigations unit is not available. Exposed surveillance camera film should be left at the scene (in the camera) only if qualified personnel are not available to respond to the scene.

5-216 Reporting Stolen Vehicles – Including Aircraft, Boats, and Heavy Equipment

The officer should make contact with the reporting person upon receiving a stolen vehicle call. Once the officer determines the reported stolen vehicle has not been repossessed or impounded, the officer shall:

1. Obtain all necessary information to make the report;
2. Complete a Larceny of Motor Vehicle Statement;
3. Ensure the reporting party signs the Larceny of Motor Vehicle Statement;
4. Contact dispatch to broadcast the relevant information or send out an MDC message to all divisions;
5. Complete and submit a detailed incident report;
6. Contact the Crime Information Unit and provide them the case number and any other pertinent information needed to generate an NCIC entry;
7. Submit the completed Larceny of Motor Vehicle Statement for delivery to the Crime Information Unit; and
8. Provide the reporting party with a Stolen Vehicle Information form and a PD-16 form.

If the stolen vehicle is recovered prior to the officer contacting the Crime Information Unit to enter the vehicle into NCIC, the officer shall not contact the Crime Information Unit to enter the vehicle. The officer shall complete and submit a detailed incident report regarding the theft and recovery of the vehicle.

5-216.1 Recovery Procedures

When the officer encounters property believed to be stolen, CIU will be contacted for verification. On "hits" from other agencies, the officer will abide by the NCIC "hit" procedures.

If a vehicle is confirmed stolen, CIU will attempt to contact the owner unless otherwise directed by the officer.

The owner of the vehicle may be allowed up to one (1) hour to retrieve the vehicle or request a specific wrecker. Circumstances should be considered before the vehicle is impounded after the one-hour period.

When the vehicle is impounded, only the district wrecker will be utilized. During impoundment, the officer will adhere to the current impound procedures. Unless other circumstances dictate, simply being a stolen vehicle does not warrant a hold being placed on the vehicle.

Officers should be alert to any evidence within or around the vehicle which could lead to the identity of the suspect or the possibility of the vehicles use in another crime. Evidence technicians or qualified officers should be contacted when applicable.

The officer shall complete and submit a detailed incident supplement report, recovering the stolen vehicle, as soon as is practical.

5-216.2 Stolen Aircraft, Boats and Heavy Equipment

Officers should make every reasonable effort to allow the owner to pick up this property.

When recovering a stolen aircraft, officers should allow the owner sufficient time to make a disposition of the aircraft. If disposition cannot be made, the supervisor of the Air Support Unit or a designee will be contacted for disposition.

5-217 Public Intoxication

No person shall be found intoxicated in any public place or upon any private property not lawfully under their control.

5-217.1 Alternative Treatment Programs (Public Inebriate Alternative)

Where the Oklahoma Department of Mental Health or the governing body of any municipality has approved a program alternative (PIA) to statutory or municipal requirements of prosecution and imprisonment of intoxicated persons, such facility will be utilized until the capacity to accommodate intoxicated persons has been exceeded in the facility. The officer involved in detaining an intoxicated individual shall utilize such alternative treatment program upon the voluntary approval of the intoxicated person and the receiving facility rather than proceeding with an arrest under the statutory or municipal laws pertaining to prosecution and imprisonment of intoxicated persons.

PIA will not accept any intoxicated person who:

1. Has not voluntarily agreed to go to the PIA;
2. Is in need of immediate medical attention that includes severe head injuries or lack of consciousness;
3. Is on the PIA Ban List for being violent toward PIA staff or other PIA clients;
4. Is or is alleged to have been acting, threatening or otherwise demonstrating violent or aggressive behavior which includes but is not limited to verbal abuse or have reportedly done so in a reasonable time prior to being taken into custody so as to suggest they may be a threat or pose a risk of harm to themselves, others or property;
5. Is, has been, has threatened, or is threatening to engage in fighting or violent threatening behavior or threatened others or themselves or threatened or acted in a manner so as to endanger public or private property with any injury or damage.

Officers are authorized to consider any person meeting any one of the non-acceptable PIA admitting categories as “not approved” for the PIA, as allowed by state law and place them in jail. Officers that arrest and place a person in jail for public intoxication, as the sole charge, shall document in their arrest report the justification for not placing the person into the PIA.

Transporting a person to PIA is considered protective custody and not an arrest. If there are unusual circumstances that need to be documented, officers shall complete a report. In the report, officers shall identify the person as an "IP" and shall not indicate or imply that the person was arrested or charged with a crime.

5-218 Police Actions Concerning Demonstrations

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

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

5-219 Handling Expressive Materials

Until there has been a judicial determination that the expressive material (including books, music, magazines, and movies, in whatever form) violates Oklahoma law and/or is obscene, officers should not confiscate this material except under the very narrow circumstances defined below.

5-219.1 Criminal Prosecutions

If officers are involved in a criminal investigation that may result in arrest or prosecution for the possession and/or distribution of obscene materials or child pornography, those officers may seize only one copy of any such material, and then only when a warrant for this seizure has been obtained. The warrant will have to be obtained based on a finding of probable cause to believe that the possession or distribution of the materials is illegal.

However, in a case where the material is present somewhere other than at a commercial establishment, where the officers have probable cause to believe the materials are obscene or contain child pornography, and where the officers believe that the materials will be hidden or destroyed before a warrant can issue, that officer may seize the evidentiary copy or copies and hold that copy or copies for as long as necessary to obtain a warrant. If no warrant is obtained, the material shall be released.

5-219.2 Alternative Means of Acquisition

Officers may obtain copies of the expressive materials without limitation if such copies are available for purchase or rental, or by other lawful method generally available to the public, such as free distribution or downloading from the Internet.

5-219.3 Adversarial Process

Officers are not authorized to obtain an informal judicial ruling on the legality of questionable materials without seeking to obtain a warrant. This prior practice has been discontinued. However, officers may still obtain warrants for arrest and seizure of evidence on an ex parte basis.

5-219.4 Other Questionable Materials

If an officer encounters other expressive materials, such as signs or bumper stickers which might be construed as threatening or otherwise illegal, that officer should contact their supervisor before taking any enforcement action.

5-220 Crime Scenes or Investigations Involving Computers, Electronic Devices and Digital Evidence

Computers, phones, tablets and other electronic devices may contain evidence of criminal activity and accessing these devices must be done appropriately. Examples of electronic devices include, but are not limited to, the following:

A. Computers;
B. Cell phones;
C. Security cameras/video surveillance systems;
D. Digital cameras;
E. Digital video recorders;
F. USB memory devices (thumb drives) or memory cards; and
G. Other similar devices capable of storing data electronically.

Other than mobile forensic examinations conducted pursuant to Section 5-220.3, seized computers and/or other electronic evidence will only be forensically examined by a member of the Oklahoma City Police Department Computer Forensics Unit. No forensic examination will take place using department computers, which are part of the City of Oklahoma City network.

Officers responding to crime scenes involving computers or other electronic devices shall:

A. Secure the scene by ensuring all persons are removed from the immediate area from which evidence is to be collected;
B. Not alter or allow others to alter the condition of any electronic devices. If it is off, leave it off. If it is on, leave it on; and
C. When appropriate, have 911 Communications notify the on-call Computer Forensics Unit supervisor. Once the on-call Computer Forensics Unit examiner contacts the primary officer on the scene, the officer shall follow the directions given by the Computer Forensics Unit examiner.

5-220.1 Definitions

Computer – A general purpose device that can be programmed to perform a set of arithmetic or logical operations automatically. A computer usually consists of a processing element (CPU), some form of memory (HDD or Flash) and peripheral devices to facilitate input and output.

Computer Forensics – The science of examining digital media in a forensically sound manner with the aim of identifying, preserving, recovering, analyzing and presenting facts and opinions about the digital data.

Digital Evidence – Information stored or transmitted in digital form that a party to a court case may use at trial. Digital evidence must be deemed by the courts to be admissible, relevant and authentic.

Forensic Examination – Investigation of material found on devices capable of storing digital data. It consists of several elements including forensic imaging (acquisition), analysis of digital data and the production of a report containing collected evidence.

Forensic Software – Software that allows a Computer Forensics Unit examiner to analyze it to obtain digital evidence without modification to the original media.

Mobile Forensic Examination Device – A commercially produced device consisting of hardware and software capable of acquiring digital data from a mobile device, extracting hidden, deleted or encrypted digital data and conducting an analysis of the extracted data. An example of this device is commonly referred to using its brand name “Cellebrite” or “UFED.”

5-220.2 Submitting Evidence to the Computer Forensics Unit (CFU)

A. Book the item into the Property Management Unit (PMU):

1. When possible, evidence should be booked into the Property Management Unit by the person collecting the evidence. In all cases, chain of custody shall be documented.
2. If an officer believes a device contains evidence of a crime and they have legal authority to seize the device, they should take the following steps to ensure the evidence can be extracted and document each step taken in the corresponding report:
   a. Do not turn the device off;
   b. If the device is already off, do not turn the device on;
   c. Make every effort to gain cooperation from the owner to get the password, passcode, pattern, or have the owner unlock the device if it is fingerprint locked:
      i. If they provide a passcode/pattern, verify that it unlocks the device. If you have a correct passcode, write it down and place the written passcode/pattern in the package used to book the device. Also, document the passcode or describe the pattern in your report.
   d. Do not attempt to get into the device by guessing a passcode/pattern. Turn off the screen lock feature if you are able to access the phone settings;
   e. Do not take out the SIM card from the device unless you are unable to turn on airplane mode or place the device in a faraday bag;
   f. If the officer is unable to unlock the device, the officer should leave the device powered on and do the following:
      i. Attempt to charge the device as much as possible before booking the device:
         a. If the power of the device is low and you are concerned the device may die, plug the device directly into an outlet. Do not plug the device into a computer or vehicle.
      ii. Enable "airplane mode;"
      iii. Book the device while powered on;
      iv. Notify CFU by phone and/or email at 405.297.1192 or Police.CFU@okc.gov; and
      v. If you are unable to charge the device and are needing to book it in, contact the on-call Criminal Intelligence Group supervisor and they can make arrangements for a Computer Forensics Unit examiner to obtain the device and get it powered on until PMU can complete the booking process.
3. Anyone requiring the examination of a computer, cell phone or other digital device should first ensure the items have been properly booked into the Property Management Unit. A bar-code sticker issued by the property room must be affixed to the item before Computer Forensics Unit examiners can pick up or accept the item. This is required to establish a proper and clear chain of custody for the evidence.

B. Submit a request for examination to the Computer Forensics Unit (CFU):
1. Once the evidence has been processed and tagged through the PMU, a CFU Request for Service Form along with proper search authority shall be submitted in person or electronically to the CFU email folder. The person submitting the request for examination will need to provide any documentation or information needed to assist in the accuracy of the examination. Computer Forensics Unit examiners will not officially pick up or accept custody of the item(s) without a completed form.
2. For the purposes of prioritizing examinations, the case investigator shall discuss the evidentiary item and the type of examination needed with the Computer Forensics Unit examiner. This is necessary to ensure exams are only completed on devices which are capable of having digital evidence forensically removed and preserved and examinations are completed on devices with a direct nexus to the investigation.

C. Examination of the item:
1. Submitted evidence will be placed in queue and prioritized by the unit supervisor. Prioritization is based upon the type of crime involved, time issues, exigent circumstances, etc. If a device needs to be examined immediately due to the imminent threat of life or property, or other circumstances, that information should be communicated at the time of submission.
2. No computer, cell phone or other electronic item capable of storing data can be accepted or examined without the proper search authority (which may include, but not limited to a signed search waiver or warrant). It is the responsibility of the case investigator to obtain the paperwork necessary to authorize the search.
3. Once the examination of the item is completed, the case investigator will be contacted and provided with a copy of the evidence for review. Further processing of the evidence may be needed once the case investigator has made a preliminary review. Due to the examiner having a lack of direct knowledge about the case, it shall not be the examiner's role to determine what is or is not considered

evidence related to each case. The case investigator shall determine what is to be considered evidence with the assistance of the forensic examiner. The Computer Forensics Unit Examiner will provide the case investigator with a detailed written report and an evidentiary report generated by the forensic software.

4. The Computer Forensics Unit examiner will return the evidence to the property room when the exam is completed and communicate this fact to the case investigator. At this point, the disposition of the evidentiary item will be the responsibility of the case investigator.

5-220.3 Use of a Mobile Forensic Examination Device

The department currently utilizes mobile forensic examination devices (commonly called "Cellebrite") within the Investigations Bureau and the Special Operations Division. These devices shall only be used by authorized personnel under the following guideline:

A. Authorized personnel within the Investigations Bureau and Special Operations Division who are Certified Cellebrite Operators (CCO) and Certified Cellebrite Physical Analysts (CCPA) are permitted to conduct Cellebrite examinations.

5-220.4 Mobile Forensic Examination Device Report

Any authorized personnel utilizing a mobile forensic examination device shall complete a detailed report including, but not limited to, the following information:

A. Authority to search the mobile device (search warrant or search waiver);
B. Make, model and identifying number (serial number, IMEI, or MEID) of the mobile device;
C. Device name, number and the software version used to process the mobile device; and
D. Results of the extraction.

5-220.5 Retrieval of Video Evidence

The use of closed-circuit television, DVRs, remote cameras, and video surveillance has increased, and this evidence may be vital to the successful resolution of criminal cases. Personnel should make every effort to preserve, collect and submit the evidence to the Property Management Unit and shall document the collection of any evidence in a report.

If personnel are unable to collect the video evidence, contact the on-call Computer Forensics Unit supervisor for assistance.

Video evidence related to incidents involving a homicide, in-custody death, or officer involved shooting should only be collected by personnel assigned to the Computer Forensics Unit, unless otherwise authorized by the investigative supervisor(s).

When a professional staff employee is called to respond to a scene to conduct video extraction or collect video evidence, an officer or investigator should remain at the scene, when possible, to ensure the safety of the employee and ensure the correct evidence is collected. If no officers or investigators remain on scene, or the scene is no longer active, an officer may be requested to stand by while the employee collects necessary evidence.

Personnel may encounter businesses which require a release form to be signed before video evidence will be released. In these instances, police employees may sign a release when conducting an official department investigation. Police employees should write "on behalf of the OCPD" above their signature on the release form. A copy of the signed release form must be obtained and attached to the incident in the RMS.

5-220.6 Vehicle Information (Infotainment) System Downloads

Vehicle information (Infotainment) system downloads shall only be conducted by a forensic examiner assigned to the Computer Forensics Unit. Prior to any vehicle information system download, the investigator assigned to the case shall obtain a search warrant authorizing the removal of the applicable vehicle information system modules and their potential destruction, depending on the downloading technique(s) utilized. For the purposes of a vehicle information system download, a consent search shall not be used except in the case of a government owned vehicle.

Once the search warrant has been obtained, the assigned investigator or officer will make an appointment with the Computer Forensics Unit for the removal of the applicable modules from the vehicle and complete the required Request for Service form.

Once the applicable vehicle information system modules have been removed from the vehicle, the assigned investigator or officer shall book the module(s) into the property room and then arrange for the forensic analysis of the individual module(s) with a Computer Forensics Unit examiner.

Digital evidence obtained from the downloading of the vehicle information systems shall be uploaded into department's evidence server/program. The assigned investigator or officer may request additional copies on other digital storage media.

Once the analysis and downloading of the digital evidence is completed, the assigned Computer Forensics Unit examiner shall book the module(s) back into the property room, complete any required reports, and notify the requesting investigator or officer.

City of Oklahoma City or Government Owned Vehicles

For the purposes of downloading a vehicle information system removed from a vehicle owned by the City of Oklahoma City, the assigned investigator or officer shall obtain written consent from the bureau deputy chief prior to the search being conducted for the module removal and downloading process. For instances involving another government entity, written consent shall be obtained from a representative with that agency.

Nothing in this procedure shall prohibit an officer assigned to the Signal 30 Unit from downloading data from a vehicle's Automotive Event Data Recorder.

5-220.7 Searches of Electronic Devices

To obtain data information from an arrestee's cellular or other electronic device, a police officer must first obtain a search warrant or consent. Officers will need to be able to show the consent was knowingly and voluntarily given; therefore, written consent should be obtained when possible. The department utilizes a "Computer, Cellular or Electronic Device Consent to Search" form available on SharePoint.

If the party does not consent, then the officer should follow Section 5-220 for those devices which the officer has legal authority to seize. The officer must document in their report that the item was seized so that the assigned investigator can work on a warrant for the device.

5-221 Hazardous Materials

Every truck or railroad car should be considered a hazard because of the material it may be carrying, even though it may not be posted by signs. In case of an accident, fire or spillage, the first emergency personnel at the scene should:

A. Ascertain from the driver of the vehicle the type of material being carried.
B. If the driver is unconscious or dead, an attempt should be made to retrieve the shipping papers from the vehicle to determine the type of material, if this can be accomplished without risk to the officer.
C. Have Communications request additional support as needed (medical, fire, public works) and call the transporting company or shipper involved to obtain the information on the material involved.

5-221.1 General

Always approach from up wind and stay out of smoke, mist, cloud or dust. Keep well away until you know you are safe. DO NOT step in liquid spillage.

If rescue needs to be effected, do so only after steps have been taken to avoid having rescuers becoming additional victims. Evacuate and secure the immediate area without endangering yourself and secure it. Obtain enough assistance to insure security of the area.

Allow no flames, sparks, or smoking in the area and do not allow vehicles to sit running as heat generated from them may cause fire or explosion.

If persons are being transported to the hospital for treatment, the supervisor will ensure that the emergency medical personnel and emergency room is advised of the type of material involved.

5-221.2 Fire Department Responsibility

The senior Fire Department officer at the scene will assume command of the area needed for firefighting, rescue operations and area needed to contain or neutralize the spill.

5-222 Downed Aircraft

In all instances where a downed aircraft has been reported, an officer will:

A. Assist with all injured persons;
B. Protect the scene;
C. Ensure the Federal Aviation Administration has been notified; and
D. Complete a detailed report.

When the FAA investigators arrive, they will assume overall responsibility for the investigation. Officers shall assist the FAA investigators in any manner consistent with their authority. Communications and CIU will maintain FAA contact numbers.

5-223 Intoxicated Aircraft Pilots

This directive concerns incidents in which a pilot of an aircraft is intoxicated and has landed the aircraft either on private or public property.

5-223.1 Landed on Public / Private Property

When the officer determines the pilot was operating the aircraft while under the influence of an intoxicant, the pilot will be arrested and charged for Operation of Aircraft Under the Influence of Intoxicants. The pilot will be afforded the opportunity to take an Intoxilyzer test or blood test in the same manner and procedures any person arrested for Operating a Motor Vehicle Under the Influence. Information will be forwarded to the Federal Aviation Administration for license review.

5-224 Foreign Nationals

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

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

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

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

5-224.1 Legal Requirements

Oklahoma City Police Department employees have no lawful authority to enforce federal immigration laws. All foreign nationals legally living in the United States should have proper identification. A foreign national means any person who is not a United States citizen by birth or naturalization. Identification and determination of immigration status is complicated and may include any of the following types of valid status: Non-immigrant visa, immigrant visa, pending application for "Asylum" or "Protected status", refugee status and/or pending application for adjustment of legal status.

5-224.2 Consular Notification

Federal law requires all arrested foreign nationals be advised of their right to contact their consulate and in certain cases provide for mandatory notification. Oklahoma County Jail personnel, by agreement, will provide said notice and make notifications when required.

5-224.3 Police Involvement

A significant goal of law enforcement is to foster trust between the Department and the community by ensuring enforcement actions will be taken without regard of a person's immigration status.

Officers are reminded of the prohibition of the bias-based policing directive and the lack of authority to enforce federal immigration laws. Therefore, officers should not inquire into a person's immigration status during routine calls for service unless the officer can show reasonable suspicion, supported by objective and clearly defined facts that the immigration status of the involved person is relevant to the scope of the investigation.

If an officer believes a violation of State Statue Title 21 Section 446 has occurred, they will contact a supervisor, complete an appropriate report, and notify United States Immigration and Customs Enforcement (ICE) to verify immigration status of any involved party prior to taking enforcement action. Title 21 O.S. 446 states the following:

A. "It shall be unlawful for any person to transport, move, or attempt to transport in the State of Oklahoma any alien knowing or in reckless disregard of the fact that the alien has come to, entered, or remained in the United States in violation of law, in furtherance of the illegal presence of the alien in the United States.
B. It shall be unlawful for any person to conceal, harbor, or shelter from detection any alien in any place within the State of Oklahoma, including any building or means of transportation, knowing or in reckless disregard of the fact that the alien has come to, entered, or remained in the United States in violation of law."

Should an officer develop reasonable suspicion a federal immigration law has been violated, ICE may be contacted. If ICE is contacted, the involved officer must contact a supervisor and complete an appropriate report. Only an on-scene ICE agent will make decisions regarding permanent detentions and arrests for violations of Federal Immigration laws.

5-224.4 Contacts with Foreign Nationals

Whenever an officer comes into contact with a person who may be a foreign national, the person will be treated as any other person; whether victim, witness or suspect. This includes advising any person when applicable, of their rights under the Miranda decision. If the officer is unable to communicate with the person, an interpreter will be requested through the Communications Unit.

5-224.5 Post-Arrest Requirements Related to Immigration Status

By agreement, Oklahoma County Jail Personnel shall make a reasonable effort to determine the citizenship status of all persons arrested and jailed for a felony crime or a state charge of D.U.I. Officers may contact ICE to determine the legal status of other arrested persons if there is evidence they are undocumented.

5-225 Littering Complaints

The following procedure is provided to assist police officers confronted with citizen reported littering violations:

A. The officer shall obtain the following information:
   1. A description of the littering violation; and
   2. A description of the vehicle, including the license number if available; and
   3. Any other evidence, witness or other information as requested or necessary;
   4. The officer shall attempt to determine the identity of the alleged violator. The reporting citizen will be required to sign the complaint.
B. If all the essential elements have been met and the citizen is willing to testify, the completed Crime Incident Report and signed citizen's complaint shall be turned in at the end of the officer's shift.

5-226 Reporting Hate-Bias Crimes

The NIBRS (National Incident-Based Reporting System) defines a bias crime as "a committed criminal offense that is motivated in whole or in part, by the offender's bias(es) against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity; also known as Hate Crime."

Officers who encounter a crime which they believe was motivated by any of the above-mentioned biases will document such in the incident report.

Upon taking a report of a possible hate-bias crime, officers will notify their supervisor, who will post a significant incident message about the crime. Officers' reports must articulate "why" they believe the incident qualifies as a hate-bias crime.

5-227 Suspicious Activity Reporting

The Nationwide Suspicious Activity Reporting Initiative (NSI) is a joint collaborative effort by federal, state, local, tribal and territorial law enforcement partners to provide law enforcement with a tool to raise public awareness regarding the indicators of terrorism and other criminal operations. The NSI emphasizes the importance of the public to report suspicious activity to state and local law enforcement.

5-227.1 Definitions

Oklahoma Counter Terrorism Intelligence Center (OCTIC) - The OCTIC operates within the Oklahoma State Department of Public Safety. The OCTIC and all other Fusion centers across the United States operate as focal points for the receipt, analysis, gathering, and sharing of threat-related information between federal, state, local, tribal, territorial and private sector partners.

Suspicious Activity Reporting (SAR) - Is any observed behavior reasonably indicative of pre-operational planning associated with terrorism or other criminal activity. The following types of suspicious activities should be reported due to the possibility each one may indicate a planning phase of a terrorist or other criminal operation:

A. Surveillance: Suspicious recording or monitoring of activities.
B. Elicitation: Unusual or suspicious attempts to gain information.
C. Tests of security: Suspicious attempts to measure first responder reaction times or other security measures.
D. Acquisition: Purchasing and/ or theft of explosives, weapons, ammunition, cell phones, first responder equipment, etc. Discovery and/ or storage of large amounts of the same.
E. Suspicious person(s) out of place: Observation of a person or people who don't belong in a particular area.
F. Rehearsal: Suspicious placement of people or resources in locations and moving each around without committing the act.
G. Funding: Suspicious transactions involving cash payments, deposits, or withdrawals.
H. Photography: Taking pictures or video of persons, facilities, buildings or infrastructure in an unusual or surreptitious manner. Examples would include photographing the superstructure of a bridge, perimeter fence or infrequently used access points.

5-227.2 Reporting Requirements

The success of the NSI is dependent on the timely and accurate sharing of information. The department must respond to the public's report of suspicious activity and document the information on a SAR form.

When an officer is assigned a SAR call, they shall complete the following:

1. Make contact with the calling party in person or by phone if possible;
2. Regardless of the location of occurrence, officers shall document the information provided on the OIFC SAR form found on SharePoint site (http://departments/police/specinvest/ SARS/Forms/AllItems.aspx). If a SAR occurred outside the jurisdictional boundaries of Oklahoma City, the department's Criminal Intelligence Group will ensure the completed SAR form is provided to the proper local, state or federal agency for follow-up and investigation;
3. In addition to the completion of the online SAR form, officers shall submit an “SAR Receive Information” incident report. The incident number for the incident report shall be included in the narrative section of the online SAR form;
4. If the reporting officer believes the call or incident requires immediate attention, the officer will notify their supervisor who shall contact the on-call Criminal Intelligence supervisor.

Once the reporting officer completes and saves the OIFC SAR form on the department's SharePoint site and submits an incident report, both documents will be automatically forwarded to the department's Criminal Intelligence Group, where it will be assigned for investigation and shared with the applicable law enforcement or governmental agencies, as well as any private sector partners.

5-227.3 Threat Reporting

Definitions

Legacy Token - a created artifact designed to claim credit for an attack of violence and articulate motives behind an attack. May be staged in order to be discovered or distributed. (i.e., a manifesto, letter, or video).

Threat - a communication across any medium which conveys an intention to damage, terrify, intimidate, or otherwise inflict injury or physical harm to any person or property of that person.

The act of making a threat may be reasonably indicative of pre-operational planning to commit an act of terrorism or some other criminal activity, including but not limited to acts of targeted violence, acts of mass violence, stalking, or domestic assault or anything additional that would rise to the level of an investigations call-out. In some instances, threats are a clear violation of Oklahoma law and ought to be investigated as such. There may still be other observable behaviors indicative of a pending attack. These behaviors may be protected activities or are otherwise veiled from the view of law enforcement, and which may not rise in solvability factors to being a full criminal investigation.

To better augment Suspicious Activity Reports and crime incident reports, officers shall complete a Threat Assessment Triage Worksheet (OCTAT-1) when either a Suspicious Activity Report (SAR) or a crime incident report involves a Person of Concern (POC) or Concerning Behavior (CB). This directive is intended to assist the primary responding officer with a list of critical and concerning information that shall influence their initial response.

An OCTAT-1 shall accompany a SAR and/or a crime incident report anytime when one or more of the following is met:

1. A POC is reasonably identified by the responding officer based on verifiable information.
2. A CB includes a directly communicated threat.
3. A threat of violence has been directly communicated to a target.
4. A legacy token-has been discovered which identifies an attacker and articulates an imminent attack and/or motive.

Additionally, if an ongoing investigation may benefit from a threat assessment, an investigator may complete the OCTAT-1 to start a threat assessment process.

Neither the presence of, nor the request for, a threat assessment shall be construed as a replacement for a follow-up to a criminal or administrative investigation. The respective investigative unit will complete the investigation regarding the original crime committed.

In the event an investigator is assigned to the criminal investigation of a threat, the investigator will be considered the lead agent with a threat assessor working cooperatively in compliance with the nationally accepted best practices of behavioral threat assessment and management. Disposition or other clearance of a criminal investigation shall not necessarily influence the conclusion of a threat assessment nor the participating members of a threat assessment team/multi-disciplinary team.

Revised 12/23

5-228 Notification of Next-of-Kin

When a next-of-kin notification becomes necessary, officers will make every effort to locate and notify the nearest next-of-kin as soon as possible. Two officers should make the notification. If the next-of-kin is alone at the time of notification, a family member, close friend, or neighbor should be sought to stay with that person.

If the next-of-kin resides within the department's jurisdiction, officers will attempt to make the notification in person. Where the next-of-kin resides outside the department's jurisdiction, officers may contact the police agency in that jurisdiction and request a notification on our behalf.

When police dispatch receives a next-of-kin notification call from an outside agency, the call taker will obtain the necessary information to include a contact phone number for the agency requesting our assistance. Dispatch will provide the officer assigned to the call with this information.

When an officer is assigned a next-of-kin notification call from an outside agency, the officer will make every effort to attempt to contact the originating officer or agency by phone prior to making contact with the next-of-kin in order to ensure all necessary information has been relayed to our agency. After the call is completed, whether the notification attempt was successful or not, officers will contact the requesting agency and advise them of the disposition.

5-229 Bar Checks

Police officers shall not consume any item of food or drink in a liquor establishment while conducting a bar check. Officers shall not be seated anywhere in a bar during bar checks. There shall be no more than two officers participating in a bar check, unless approved by a supervisor.

5-230 Bait Trailer

When an officer responds to a bait trailer activation, they should attempt to stop the subject vehicle. Under no circumstances will the officer engage in a pursuit of the vehicle should the subject(s) refuse to stop. If the trailer is lost, the detective on call will use electronic means to facilitate recovery of the trailer.

5-231 Department Role in Non-City Labor Disputes

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

5-231.1 Impartiality of the Department in Labor Disputes

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

5-231.2 Enforcement of Laws at Labor Disputes

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

5-231.3 Liaison with Labor and Management

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

5-231.4 Deployment at Labor Disputes

A designated officer gathers information regarding strikes, investigates related crimes, and meets with officials of labor, management, and the Department to discuss and alleviate police problems arising from such disputes. Police officers will not normally be deployed at strike scenes; however, when such deployment becomes necessary, it is the responsibility of the concerned Patrol Division commanding officer to take the necessary police action to deter crime and to keep the peace.

5-232 Stolen Marked Police Vehicles

In the event a marked Oklahoma City Police vehicle is reported stolen, all officers responding to the area of the theft will engage the factory installed emergency flashers of their vehicle in order to make other officers in the area aware that theirs is not the stolen vehicle.

This information is not to be broadcast over the police radio.

The above directive will remain in effect until the stolen Police vehicle is located or the search of the immediate area is terminated.

5-233 Lake Duties

Primary duties for officers assigned to lake districts include:

A. Enforcing water safety regulations;
B. Enforcing game and fish regulations; and
C. Enforcing City permit ordinances that relate to the use of recreational facilities on or about the municipal reservoirs. In addition to these duties the officer will also be responsible for taking enforcement action on violations of municipal ordinances or state laws occurring in the officer's lake district that may be of either a criminal or traffic nature.

5-233.1 On-Water Patrol Activity

While officers are patrolling on a lake, all water safety regulations will be observed and each officer in a patrol boat will wear an approved personal flotation device (Type I, II or III). During periods of inclement weather, officers will not launch a patrol watercraft unless necessary to effect a rescue operation.

The following rules will apply when operating a patrol watercraft:

A. All safety equipment will be inspected and in good operating condition prior to launch.
B. Two officers will be required aboard the vessel when conducting rescue operations except in cases of extreme emergency. Routine assists, such as towing, can be done at the officer's discretion allowing for safety considerations.
C. Nighttime operations of any kind require at least two officers aboard.

5-233.2 Inspection and Repair of Patrol Boats

Each patrol boat shall be inspected prior to each use or at least twice per month.

All normal boat repairs will be performed by qualified boat service repairmen. Officers will not attempt to make repairs or adjustments on boats or engines that could result in damage or an unsafe operating condition without prior approval from a supervisor.

Any officer observing or knowing of any damage or needed repair to a boat should report the condition to the Lake Patrol Supervisor. The extent of damage or the repair needed will determine the priority for maintenance. Any safety related defect noted will require that the boat be taken out of service until repaired.

Officers may perform minor repairs related to prop replacement and loose fittings or bolts as needed.

5-233.3 Off-Water Patrol Activity

During periods that an officer chooses to patrol the shore area of their assigned lake, they will remain in the immediate vicinity of the lake and patrol known areas of concern or special areas of assignment.

5-233.4 Special Patrol Requests

Officers will receive requests from the Oklahoma City Game and Fish Commission to provide a survey of the reservoirs from time to time in reference to recreational use. Officers will comply with these requests whenever possible, as time and circumstances permit.

5-233.5 Marine Investigation

When notified of a boating accident, officers should attempt to gain as much information as possible from the reporting party. Officers should obtain as much information as possible regarding any possible injuries or deaths, the number of boats involved and locations, and the possible location of the scene of the accident. The officer's first priority should be to provide aid to any persons who have been injured.

If the scene can be located it should be preserved, if possible, until all physical evidence is located and recorded. Statements from witnesses should be recorded and in the event of a serious injury or death a statement handwritten by the witness(es) is preferred.

A Marine Investigation Report form will be completed for all accidents involving death, injury or total property damage of $2000.00 or more.

Accidents reported to an officer verbally or after a significant amount of time has passed will be recorded as an incident report. A statement should be included in the remark section of the report that information was obtained from statements made only by the reporting party.

An incident number is required on all forms and should be placed on the top center of the form inside the black borderline.

5-233.6 Damage to Patrol Boats

In the event of a collision, the operator of the involved patrol boat will notify their supervisor as soon as possible of the incident and provide information regarding the extent of injuries and/or damage.

An uninvolved officer will be requested to investigate the incident and complete the appropriate forms. A written report of the investigation will be required if there is damage to the crafts involved.

If a patrol boat is damaged under any other circumstances, a report will be completed if the damage exceeds what would be considered normal wear and tear. A supervisor will respond to the scene and determine if the damage meets reporting requirements.

If a patrol boat is damaged as a result of a collision or any other incident and requires repair, the boat operator will complete a damage to city equipment report form.

In the event that a patrol boat is incapacitated, it will be removed from the lake and transported to an authorized city vendor.

5-233.7 Impounding Boats / Trailers

Due to the difficulty in arranging for an impoundment of a boat that does not have an attendant trailer, the officer should explore every reasonable alternative to impoundment. For example, if a temporary relocation will alleviate the problem, then moving the boat to an unused stall would be appropriate. The officer should make every effort to protect the boat from damage while it is in use.

Any boat that has been involved in a collision should be released to a responsible party, if possible, under the following circumstances:

A. If the operator is removed from the scene, or
B. If an arrest is made and the operator is taken into custody.

Consideration may also be given to removing the boat to a secure place instead of impoundment.

The Oklahoma City Water Trust rents both wet slips and dry stalls at Lake Hefner and Lake Stanley Draper. The impoundment of boats and trailers for non-payment of rent shall be carried out by the Water Trust. The

impoundment of boats and trailers in this circumstance follows Water Trust procedure. Officers will not impound boats for failure to pay for the rent on wet slips and dry stalls.

Boats presenting a navigational hazard due to their location, either afloat or sunken, may be impounded unless their removal can be carried out by the owner in a timely manner. The boat may be removed to a secure place until the owner is notified and makes arrangement to retrieve their boat. When all means of notifying the owner have failed the Oklahoma City Water Trust will be notified. The impoundment will then follow Water Trust procedure.

Officers may assist as needed by towing impounded boats only the distance necessary for the towing company to take over. Officers will take into consideration the impounded boat's condition, weather, lake conditions, location of the boat, and whether or not the towing company is incapable of moving the boat without our assistance.

Boats on trailers and empty trailers in any dry stall or gated facility under the control of the Oklahoma City Water Trust will not be impounded for non-payment of rental fees. These boats and trailers may be impounded by the Oklahoma City Water Trust.

All boats and trailers not within a dry stall, wet stall, or gated facility controlled by the Oklahoma City Water Trust will be treated in accordance with all applicable ordinances regarding derelict or unattended boats.

5-233.8 Disabled Boats

When advised of a disabled vessel, officers will assist the owner of the vessel in the safe and timely removal from the waters or ramps of City owned reservations. Vessels disabled on the water may be towed by the officer to the place of entry for removal. Officers stopping, towing or otherwise assisting disabled vessels shall leave in operation all emergency lights of the patrol boat to protect both vessels during the operation.

The removal of any sunken vessel shall be the responsibility of the owner unless the vessel is under investigation due to a boating accident, or is a navigational hazard due to its location. The vessel may be impounded if removal by the owner has not been completed in a timely manner after a request for such removal has been made by the officer.

5-233.9 Stall Area Security

Officers are responsible for maintaining security at the wet and dry stall facilities. They will ensure that all gates are closed and locked and entry to these areas should be limited to authorized renters and guests.

During each shift, officers will conduct a visual or physical check of all stall areas. Individuals found in or around these areas will be interviewed to determine purpose or authority for entry. Field Interview cards will be completed on anyone not authorized entry in the area. In the event that a violation has occurred, the officer may make an arrest or issue a citation as necessary.

Officers should vary inspection times to avoid setting noticeable patterns.

Upon observing problems with moored vessels, the owners should be notified, if possible, as soon as possible.

5-233.10 Boat Alarm Response

Officers responding to a boat alarm should check the stall section gate for a possible break-in and check the boat for signs of break in or vandalism. Officers should attempt to locate and arrest suspects and contact the owner of the boat when appropriate.

5-233.11 Recreational Facilities Use and Violations

Officers should familiarize themselves with all City owned properties and recreational facilities within their assigned area. Special use areas, such as the Draper motorcycle area, String of Pearls parks, etc. and the ordinances pertaining to them should be of particular interest.

Recreational activities considered to be dangerous or not in the best interests of safety or the City of Oklahoma City will be terminated until further evaluation of the activity can be made by the appropriate authority.

All recreational facility enforcement activity will be consistent with current city, state, and federal laws and officers will, when possible, attempt to gain voluntary compliance.

5-233.12 Game and Fish

Officers are expected to obtain and familiarize themselves with material aiding in the identification of all game and fish in their patrol district. Officers should make an attempt to learn the particular method and means of taking the various species of game and fish in their area. This will result in a more professional image for the department if an officer is called on to make an identification or asked to provide advice to a citizen.

Officers should be familiar with all hunting and fishing regulations of both the state and city.

In order to prevent or detect violations of the hunting and fishing laws, officers should become familiar with the various methods of illegally taking game and fish such as: use of drop lines, trot lines, nets, spotlights traps, and snares.

All violators should be arrested for a municipal charge unless it can be determined that a state charge would be more appropriate. A supervisor will have to authorize a state charge. In the event that state charges are filed all equipment used in committing the violation should be confiscated for evidence in accordance with Title 29 §6-306.

5-233.13 Weather Watch

Officers should watch for and identify any possible hazardous weather conditions that would affect safe boating or safety of the general public.

5-233.14 Diving

Diving is not permitted in City lakes, except with the express permission of the Chief of Police, or during an emergency situation or salvage operation.

5-234 Assisting Bail Bondsmen or Bail Enforcers

The purpose of this directive is to create a consistent approach to handling calls in which a bail bondsman or enforcer is requesting assistance from patrol officers to recover a defendant. This directive is in accordance with Oklahoma State laws on bail bondsmen or bail enforcer arrests.

5-234.1 Definitions

Bail bondsman - any person who is approved to pledge bail bonds, cash bonds, or property bonds in a judicial proceeding and receives money for their services.

Bail bond/surety - a contractual agreement between a defendant and a licensed bondsman issued as security for the appearance of the defendant in court.

Bail enforcer - an individual who contracts with a bondsman (the “client contract” or “bail recovery contract”) to recover a defendant under a bail bond contract. A bail enforcer is given limited statutory authority to arrest based on their contract with the bondsman to recover a defendant.

5-234.2 General Provisions

Officers shall not assist a bail bondsman or bail enforcer in the recovery of a subject based on a bail bond contract, bail recovery contract, client contract, or any other type of surety contract, or personally engage in the recovery and surrender of a subject. Further, officers shall not be visibly present during any bail bondsmen's, or bail enforcer's, attempted recovery of a subject. This prohibition includes calls for officers to standby and "keep the peace" while a bail bondsman or bail enforcer attempts such a recovery. State law allows for bail bondsmen or their licensed bail enforcers to recover the subject by granting them limited powers of seizure. The bail bondsmen or bail enforcers should be encouraged to use their own seizure powers if their sole desire is to collect on their contracts.

Officers should remain aware of the location where the bail bondsman or bail enforcer is attempting to recover a defendant when notified. Any secondary calls generated at that location resulting from the recovery efforts shall be responded to and handled as provided by the law and all departmental directives regardless of whether the call is generated by the property owner, resident, occupant, bail bondsman, or bail enforcer.

Officers may arrest based on a valid, executable warrant if the opportunity arises. The officer may contact the bail bondsman or bail enforcer and offer to make the arrest and take custody of the subject in the following manner:

A. The officer can contact the bail bondsman or enforcer over the phone, or by agreeing to meet the bail bondsman or bail enforcer at a location other than the recovery site.
B. If the bail bondsman or bail enforcer agrees, then the officer can run the subject through the Crime Information Unit to verify any outstanding warrants.
C. If a valid, executable warrant is verified, the officer should then attempt to arrest the subject on the warrant in accordance with all written directives involving the service of arrest warrants.
D. All subjects arrested on these warrants will be transported and booked into jail by the officer in accordance with current written directives.
E. The officer will be responsible for completing and submitting an arrest report prior to the end of their shift.

If the bail bondsman or bail enforcer provides the officer with information that would reasonably suggest a subject is barricaded inside the recovery location or a violent encounter could arise, then the officer should notify their supervisor before any action is taken. Before contacting a supervisor, the officer should try and gather as much information as possible such as:

A. How many bail enforcers are at the recovery location;
B. How long have the bail enforcers been at the recovery location;
C. Have the bail enforcers kept constant surveillance on the subject;
D. Has the subject been positively identified inside the recovery location;
E. How many other occupants are inside the recovery location;
F. Gather information on whether contact has been made with someone inside the location; and
G. Any other relevant information.

5-235 Victim Rights Notifications

The Oklahoma Victim's Rights Act provides that victims of crimes have certain constitutional and statutory rights. Victims of crimes which occur within our city shall be notified of their rights in accordance with state statutes.

Victims of crime shall be provided with an Oklahoma Crime Victims Rights – General Crime brochure upon initial contact with a responding officer. If a victim is incapacitated or otherwise unable to receive or comprehend their rights, the brochure may be provided to a family member or other responsible person.

Victims of violent crimes shall be provided an Oklahoma Crime Victims Rights – General Crime brochure by the officer who interviews the victim. If the victim is a minor child or incompetent person, a responsible adult shall be provided with the brochure containing the victim's rights.

Pursuant to 21 O.S. § 142A-2, family members of homicide victims are entitled to the same rights as crime victims, regardless of whether or not the person is to be a witness in any criminal proceeding. The family member who receives the death notification shall be provided with an Oklahoma Crime Victims Rights – General Crime brochure. Victims of certain crimes, including domestic abuse, sexual assault and human trafficking, have special rights which must be provided to them. Victims of these crimes shall be provided with an Oklahoma Crime Victims Rights – Domestic Violence, Sexual Assault & Human Trafficking brochure by the first officer who interviews the victim. If a sexual assault victim is a minor child or incompetent person, a responsible adult shall be provided with the brochure containing the victim's rights.

5-236 Voter/Ballot Fraud, Interference, or Intimidation

Officers who receive calls for service in reference to voter/ballot fraud, voter interference or voter intimidation should respond to the scene and meet with the calling party in person. The responding officer should complete an incident report which will be routed to Criminal Intelligence.

5-237 Foot Pursuits

The purpose of this directive is to establish guidelines for officers when deciding to initiate or continue a foot pursuit. Foot pursuits are inherently dangerous; thus, officers must establish a balance between protecting the safety of the public and law enforcement and the officer's duty to enforce the law and apprehend suspects. This directive should act as a guide for officers; however, each situation is different and the decision on whether to engage, how to engage, or continue a foot pursuit is at the discretion of the participating officer.

Definitions

Foot Pursuit – An incident where an officer chases, on foot, a person who is evading detention or arrest.

General Factors to Consider When Initiating or Continuing a Foot Pursuit:

A. Is there reasonable suspicion of a crime to support detention of the suspect(s)?
B. Whether alternative resources are available such as Air Support, Canine, etc.

Pursuing Officer Responsibilities

During a foot pursuit, officers should attempt to provide the following information to 911 Communications:

A. Officer's unit identifier;
B. Location and direction of pursuit;
C. Number of and physical description(s) of suspect(s); and,
D. Whether the suspect(s) is armed.

When safe to do so, officers should attempt to periodically provide updated information concerning direction of travel, unusual actions of the suspect and any other pertinent information. Radio transmissions should be kept as short as possible.

Supervisor Responsibilities

After an officer announces they are involved in a foot pursuit, the officer's supervisor will monitor the pursuit and take appropriate actions. If the officer's supervisor is unavailable, another supervisor will monitor the pursuit. If a supervisor, regardless of rank, is involved in a foot pursuit, another supervisor of any rank shall monitor.

911 Communications Responsibilities

A. Receive, record, and report incoming information from the officer(s) involved in the pursuit to other officers regarding the suspect(s);
B. Notify a patrol supervisor within the same division of the foot pursuit; and
C. Contact Air Support, Canine or any other support units that could be of assistance.

Reporting Requirements

All foot pursuits resulting from suspicious activity should be documented in an incident report.

Adopted 12/23

Section 3: Municipal Court Uniform Citations (Non-Traffic)

Municipal Court Uniform citations will be used as the information form for municipal charges. Use of these citations will not affect the requirement for a legal arrest and will not change department directives governing report making.

5-301 Disposition of Municipal Court Uniform Citations

Municipal Courts provide Municipal Court Uniform Citations for officers' use in the prosecution of municipal offenses. A record of all citations issued to officers must be maintained. Each officer is responsible for the citations which are issued to them. Officers must sign for the receipt of all citation books by recording the beginning and ending citation numbers of each book they received from Municipal Courts.

Every officer receiving citations from Municipal Courts shall report the disposition of all such citations.

Officers will turn in all citations issued to a violator of any ordinance as well as all spoiled or voided citations. If the citation is spoiled, all copies must be returned and will be clearly marked "Voided." Officers shall advise their supervisor as to the reason the citation was voided. Supervisors will show their approval by signing the ticket in the space provided for the Deputy Court Clerk prior to turning the citation into Municipal Courts where citations are maintained and stored.

5-302 Change in Disposition of Issued Municipal Court Uniform Citations

Once a citation has been issued, any employee who desires a disposition of a municipal court case by means other than the normal court proceedings or payment of the fine must obtain the approval of their division commander. The division commander will present the citation to their bureau chief who must give approval. The bureau chief will contact the court liaison supervisor authorizing the supervisor to present the citation to the city attorney for final disposition.

5-303 Personal Recognizance Releases

Whenever possible within the framework of this directive, adult misdemeanants may be released on their own personal recognizance, i.e., signature bond. Officers are expected to exercise good judgement in each individual situation in deciding to release or not release when the directive does not specifically cover the circumstances. Supervisors should be consulted and may authorize an exception when unusual conditions exist and the best interests of justice and the community would be better served.

Municipal Violations Eligible for Field Release

All adult persons arrested for one or more of the following municipal offenses shall be released on their recognizance:

A. Assault and battery offenses with no complaint of injury, no visible injury and no domestic relationship;
B. Disorderly conduct;
C. Trespassing on private property;
D. Destruction of property with no prior arrests or convictions for this offense or an equivalent Oklahoma state offense;
E. Possession of drug paraphernalia;

F. Larceny of merchandise with no prior arrests or convictions for this offense or an equivalent Oklahoma state offense;
G. No state driver's license / driving under suspension / driving under revocation with no prior arrests or convictions for this offense or an equivalent Oklahoma state offense;
H. Possession of marijuana; or
I. Failure to maintain insurance.

Officers may verify prior arrests through CIU or RMS records. For prior municipal convictions, officers should confirm with CIU or Inmate Processing. For equivalent state convictions, officers should confirm with OSCN or CIU.

However, persons arrested for one or more of the above listed offenses shall not be released on their own recognizance where:

A. The arrested person also has an outstanding warrant from any agency, including remote jurisdictions, as long as they are willing to extradite;
B. The arrested person is also being charged with a federal or state offense;
C. Any physical non-compliance was encountered during the arrest;
D. The arrested person cannot or will not produce evidence of their identity;
E. The arrested person refuses to sign the municipal citation(s);
F. A reasonable likelihood exists that the offense charged or some other offense would continue or occur if the arrested person was released on their own recognizance; or
G. A reasonable likelihood exists that the arrested person is involved in a larger crime or conspiracy.

Supervisors have the authority to release a municipal arrestee on their own recognizance that would otherwise be ineligible based on this directive where unusual circumstances exist, such as advanced age, poor health, or a medical condition that requires attention. In these circumstances, the officer will contact a supervisor for approval and document the approving supervisor along with the unusual circumstances in the arrest report.

This directive does not apply to arrested juveniles. Juveniles shall be processed in accordance with Section 4-416.

Utilization of Equivalent State Charges

Officers will not charge a person for the equivalent state offense on the above listed charges merely for the purpose of making a person ineligible for a release. Officers will only charge a person with equivalent state offenses if the person is also being arrested for other state offenses in addition to those listed above.

Location of Release

When a municipal arrestee is required to be released on their own recognizance in accordance with this directive, officers may release the person where the arrest took place or may transport the person to another suitable location. Where officers have any reason to believe the arrested person has special needs, is of a diminished capacity, or might otherwise be in danger if left where they were arrested, officers shall transport the person to a suitable location.

Impounding Vehicles

Vehicles will continue to be impounded in accordance with Section 5-405 and department training.

Using the Public Inebriate Alternative (Detox)

Persons who are eligible to be released on their own recognizance for one or any combination of the municipal offenses listed in this directive and whom officers have probable cause to believe are intoxicated will still be transported to Detox in accordance with Section 5-217.1. If the person does not meet the eligibility criteria listed in Section 5-217.1, the person will be transported to and booked in the Oklahoma County Detention Center.

Reporting Requirements

Officers will submit all arrest reports, including reports of arrests resulting in field releases, no later than the end of their shift.

5-304 Citizen's Arrest

There are no circumstances under which an officer may legally refuse to accept custody of a prisoner whom a citizen has arrested and delivered to the officer unless the officer knows, by the officer's own knowledge, that no offense has been committed, or unless the citizen making the arrest is incapacitated by mental illness, intoxication, or other effects to the extent that the person is obviously incompetent to exercise reasonable judgment; or unless there is insufficient evidence that such offense has been committed.

If a citizen's arrest is later determined to be frivolous, or illegal, the officer accepting custody of the prisoner may be held civilly liable for damages if the officer fails to act as a reasonable, prudent person would under the same circumstances such as taking steps to determine whether a crime was committed, or whether the complaint is frivolous. An officer may not commit, or knowingly assist a citizen in committing a violation of law such as unlawful search or breaking and entering to effect an arrest. An officer will not knowingly participate in an unlawful or frivolous arrest.

5-305 John Doe Warrants

Under exceptional circumstances, the Municipal Court may issue a "John Doe" arrest warrant when the offender is not known by name. The complaining witness must be able to describe the offender, be able to identify the offender without doubt, and be willing to accompany an officer serving such a warrant in order to make the positive identification of the offender. There must also be a reasonable likelihood that the offender can be located, such as information regarding the offender's home address, place of employment, frequent visits to a certain location, etc. No request for issuance of a "John Doe" arrest warrant will be submitted to a prosecuting attorney without the approval of a supervisor. The supervisor will investigate the circumstances and evaluate the justification for such a request before approving it.

5-306 Municipal Warrantless Arrests

When an officer makes a warrantless arrest, the procedure will be as follows:

A. Determine if the person committed a Municipal Court offense and:
   1. The officer will arrest the offender if the offense is committed in the officer's presence; or
   2. Take custody of an offender legally placed under citizen's arrest.
B. Write a Municipal Court Uniform Citation for each municipal offense charged.
C. If the officer is the complainant, sign the citation(s) in space indicated for signature of complainant and set the arraignment date and time according to the appropriate arraignment schedule.
D. If a citizen is the complainant, obtain the citizen's signature, address, and telephone number in space indicated and set arraignment date and time according to the appropriate arraignment schedule.
E. Obtain the arrested person's signature, if possible, on each citation in the space indicated in red.
F. Determine whether the arrested person is to be released on personal recognizance according to this directive.
   1. If the person is to be released, give the person the defendant's copy of each citation and release the person.
   2. If the arrested person is not to be released and is not being held for state charges, the person may be transported to the public counter to post a cash bond or plead guilty and pay the minimum fine for the offense(s) charged. The officer will:
      a. Provide the Court Clerk the original copy of each citation;
      b. Retain custody of the person until the proper amount of bond has been posted or the fine paid;
      c. Give the person the defendant's copy of the citation(s); and

d. Release the person.

G. If the arrested person is to be booked into jail on municipal charges or is to be held for state charges, the officer will transport the arrestee to the Oklahoma County Detention Center.
   1. If the person is being held for state charges, the officer will stamp the original copy of each citation with "Hold for State Charges" prior to turning in the citation(s).
   2. The defendant's copy of the citation(s) will be placed with the person's property at intake.
   3. The original copy of the citation(s) should be turned in to the locked box located in the Inmate Processing Unit.
   4. The officer must complete a probable cause affidavit pursuant to Section 4-301.3 for any applicable state charges.

H. Obtain a verification signature of a deputy court clerk (DCC) on the original copy of all citations.

I. Make an arrest report for all arrests (except routine public drunks who are taken to detox and other reports as required, whether the arrested person is released or not. All MCR / Jury Division arrests (i.e., DUI, DWI, assault and battery, destruction of property, driving under suspension / revocation, weapon charges) require an arrest report.

J. After having citations verified by a DCC, place the original copy of all citations issued to the person who is released on personal recognizance in the designated collection box for the court at the end of the officer's shift.

K. Retain the remaining copy of each citation.

5-307 Non-Custody Citizen Complaints

If a citizen wishes to file a non-custody complaint where the defendant is not present (except for domestic violence situations, which will be handled in accordance with Section 5-202), the following will be completed:

A. The officer should determine if a need exists to issue a complaint against an offender who has committed an offense but who could not be arrested immediately.
   1. The officer should complete a citation and have the citizen sign in the complainant box.
   2. The officer must have sufficient information for the suspect such as:
      a. First and last name;
      b. Physical description;
      c. Address;
      d. Date of birth; and
      e. Any other available information.
   3. The officer will verify the citizen's signature instead of a DCC.
   4. The officer will list witness or complainant information in the printed space(s) provided.
   5. The officer will write "Request Warrant" in the space provided for the defendant's signature.

B. Complete an incident report in FBR.

C. Advise complaining citizen they will be notified when to appear in court by the Court Clerk or the Assistant City Attorney's Office.
   1. The officer should also advise the citizen than any questions should be directed to the Assistant City Attorney in the event a charge is declined.

D. Submit the incident report and citation according to procedure no later than the end of shift.

E. Place completed forms in their designated containers.

F. When the defendant is arrested, the defendant will be transported to the Court Officer's window at the public counter to post bond or be transported to jail for booking.
   1. If a bond is posted, the arraignment date is set at the public counter by the Court Clerk.
   2. If the person is booked into jail, the court dates will be set by the judge during arraignment.

G. Complete an arrest report and other reports as required.

Section 4: Traffic Enforcement and Accidents

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

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

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

5-401 Traffic Enforcement Actions

The Department will take enforcement action upon the detection of an illegal and potentially hazardous act without regard for such factors as attitude, intent, or frivolous excuse. Enforcement action may consist of a warning, citation, or physical arrest. Officers of the Oklahoma City Police Department shall not give special preference for either local or non-local residents in any enforcement action.

When multiple traffic violations occur, officers shall file only the most serious charges unless directed otherwise by or with approval of a supervisor.

5-401.1 Visible Patrol

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

5-401.2 Selective Enforcement

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

5-401.3 Violator Contact

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

Issuing a traffic citation(s) is part of the police department's responsibility for enforcing traffic laws and keeping the public safe. When an officer makes contact with a person who has been stopped for a traffic violation, the officer will notify the driver of the officer's name and request the driver present their license and insurance verification. Officers shall accept an electronic insurance verification form if it appears the form applies to the person or vehicle the officer stopped. Providing a fraudulent insurance verification form is a violation of law whether in paper form or an electronic version.

Once the driver presents their license and/or insurance verification, or the driver indicates they do not possess a driver's license and/or insurance verification, the officer will notify the driver why they were stopped. If at any time during the contact, even prior to obtaining the driver's license and/or insurance verification, the driver asks why they were stopped, the officer will immediately advise the driver of the reason for the traffic stop.

5-401.4 Warning Citations

When appropriate, officers may issue warning citations for all traffic violations.

5-401.5 Grace Periods for Vehicle Registration Decals

The Oklahoma City Police Department will recognize a degree of tolerance regarding the enforcement of vehicle registration decals as per Oklahoma State Statute 47-1151.A(5). A one-month grace period shall be recognized for expired tags immediately succeeding the last day of the month during which a vehicle registration should have been renewed. After the one-month grace period has expired, a verbal warning or a warning citation may be issued in place of a Municipal Court Citation.

5-401.6 License Plate Return of "Not on Master File"

A license plate return of "Not on Master File" alone is not sufficient probable cause to initiate a traffic stop. The officer must have another form of reasonable suspicion or probable cause before initiating a traffic stop.

Revised 12/23

5-401.7 Release on Personal Recognizance

Any person, whether a resident of this state or a non-resident, who is arrested by a law enforcement officer solely for a misdemeanor violation of a state traffic law or municipal traffic ordinance shall be released by the arresting officer upon personal recognizance if:

A. The arrested person has been issued a valid license to operate a motor vehicle by a state jurisdiction within the United States;
B. The arresting officer is satisfied as to the identity of the arrested person;
C. The arrested person signs a written promise to appear as provided for on the citation; and
D. The violation does not constitute:
    1. A felony,
    2. Negligent homicide,
    3. Driving or being in actual physical control of a motor vehicle while impaired or under the influence of alcohol or other intoxicating substances,
    4. Eluding or attempting to elude a law enforcement officer,
    5. Operating a motor vehicle without having been issued a valid driver's license, or while the license is under suspension, revocation, denial or cancellation,
    6. An arrest based upon an outstanding warrant, or
    7. A traffic violation coupled with any other offense stated above.

If the arrested person refuses to sign the written promise to appear, the officer will contact their supervisor for intervention. If the supervisor is unable to obtain a signature, the arrested person must post bond or be incarcerated.

If the arrested person is eligible for release on personal recognizance as provided for above, then the arresting officer shall:

A. Designate the traffic charge;
B. Record all information from the arrested person's driver's license on the citation form, including:
    1. Name,
    2. Address,
    3. Date of birth,
    4. Personal description,
    5. Type of license,
    6. Driver's license number,
    7. Issuing state, and
    8. Expiration date;
C. Record the motor vehicle make, model and tag number and information;
D. Record the arraignment date and time which is on the citation; and

E. Permit the arrested person to sign a written promise to appear as provided for in the citation.

The arresting officer shall release the person upon personal recognizance based upon the signed promise to appear. The citation shall contain a written notice to the arrested person that release upon personal recognizance based upon a signed written promise to appear for arraignment is conditional and that failure to appear for arraignment shall result in the suspension of their driver's license in Oklahoma, or in the nonresident's home state pursuant to the Non-Resident Violator Compact.

5-401.8 Traffic Arrest Reports

Any time a violator is arrested for traffic violations the arresting officer will complete an arrest report. DUI, DUS and Reckless Driving charges all require a report by the arresting officer.

5-401.9 Exceptional Circumstances

If unusual circumstances exist, such as age, medical condition, or custody of children, and the community and/or justice might be better served by making an exception when the violator would have to be placed in jail under normal procedures, the officer may request a supervisor to review the circumstances and grant an exception to the procedure.

Upon identifying a driver who may be a hazard or otherwise incapable of properly controlling a motor vehicle, and who may require re-examination or testing, officers should complete a Department of Public Safety Request for Driver Review Form; including the following:

A. Include and/or describe any physical or mental ailments that exist to create a hazard to the public safety.
B. Include specifics of any incidents that occurred or were observed, providing such detail that reasonable grounds for re-examination or re-testing are conclusively established.

Completed Department of Public Safety Request for Driver Review Forms shall be approved by a supervisor and then mailed directly to DPS.

Anytime a Request for Driver Review Form is completed on a driver, the officer will complete an incident report documenting the request and the authorizing supervisor.

Military Personnel

Military personnel, while performing any military duty, shall not be restricted by municipal traffic regulations as outlined in Oklahoma State Statutes.

Revised 12/23

5-401.10 Enforcement on Parking Regulations

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

Parking Citations

Written warnings for parking violations may be issued at the discretion of the issuing officer or a Police Service Technician.

5-401.11 Speed Measuring Devices

This Department has a "no tolerance" directive regarding speed enforcement. Speed laws are not arbitrarily managed by this Department; they are a matter of law. The equipment and/or method for speed measuring will vary.

Training and Certification

All officers using any speed measuring device or method, must successfully complete the appropriate training prior to issuing citations for speed violations.

Officers shall not use radar equipment until they have thoroughly read the manufacturer's manual, have been trained and certified, and have properly checked the calibration of the instrument. Only Department-issued radar equipment will be used for enforcement activities.

Operational Procedures

The following procedures are applicable to all speed measuring devices operated by this department:

1. Speed measuring devices must be properly installed, secured, and connected to the power supply.
2. The effective range of the speed measuring device must be thoroughly understood by the operator so visual observations can support the speed measuring device's readings.
3. The operator must choose an appropriate location conducive to the effective and safe operation of the speed measuring device.

Proper Care and Upkeep

All personnel issued a speed measuring device will adhere to Section 3-701. When a speed measuring device fails the accuracy test, is damaged, or is scheduled for a manufacturer recommended maintenance, it will be removed from service until the necessary maintenance or repairs are complete. The Uniform Support Division will maintain records of all defects, repairs, and/or manufacturer's calibrations on all radar units used by the department. The Uniform Support Division commander will designate personnel authorized to maintain these records.

Equipment Specifications

All speed measuring devices used by the Oklahoma City Police Department will be certified by the National Highway Traffic Safety Administration (NHTSA), or the International Association of Chiefs of Police (IACP) standards.

Checking Accuracy of the Speed Measuring Devices

Speed measuring devices will be properly tested to ensure accuracy by following the manufacturer's instructions. Speed measuring devices must be checked for accuracy in both stationary and moving modes, and at the beginning and end of each shift, or if the device is turned on or off.

5-401.12 Off-Duty Traffic Enforcement

Off-duty officers shall not cite or arrest for traffic offenses unless the violation is flagrant and/or the cause of an accident, or the driver is intoxicated.

5-402 DUI and APC Procedures

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

5-402.1 APC Suspect

Officers who receive a call or come upon a subject who appears to be under the influence of an intoxicating substance and in actual physical control of a motor vehicle may effect an arrest for APC if they can verify the vehicle is operable and the subject has the keys to the vehicle in their possession or within their reach. These elements must be documented in the arrest report. Arrests for APC will be processed in the same manner as DUI arrests.

5-402.2 Stopping a DUI Suspect

When stopping a DUI suspect, officers should:

1. Pay attention to the suspect's position and method of stopping;
2. Position themselves and their patrol vehicle in a safe manner to prevent damage or injury;
3. Be alert to sudden or erratic actions on the part of the suspect; and
4. Pay attention to the method chosen to approach the suspect vehicle.

Officers must be aware that the majority of assaults on officers and resisting arrest incidents involve people who are under the influence of alcohol and/or drugs.

5-402.3 Observing a DUI Suspect

Once contact is made with the driver, officers should observe their physical appearance and demeanor. At the point at which the suspect's appearance and demeanor indicate evidence of driving under the influence, the driver shall be removed from the vehicle, searched, and secured in a police vehicle.

5-402.4 Arrest of a Suspect

Once probable cause has been established, the officer shall:

1. Advise the suspect that they are under arrest for DUI or APC;
2. Read the Implied Consent test request to the suspect;
   a. Unless impractical or impossible, the test offered shall be a breath test.
   b. In cases where a different test is needed, the test offered shall be a blood test.
3. Read the suspect the Miranda Warning when appropriate;
4. Secure or impound the suspect's vehicle; and
5. Ensure the suspect is not permitted to eat, drink, or ingest any substance (other than emergency medicine) prior to testing.

5-402.5 Breath Tests/Testing Facilities

Whenever possible, officers will use the Intoxilyzer room provided by the department at police headquarters. The Intoxilyzer room is not a holding facility so the following safety measures should be followed:

1. All arrestees will remain handcuffed while at police headquarters;
2. The arrestee will remain seated and handcuffed while inside the Intoxilyzer room;
3. The officer will maintain their authorized duty weapon while in the testing room;
4. At no time will the arrestee be left unattended in the testing facility; and
5. Juvenile and adult suspects shall not be detained or tested in the Intoxilyzer room at the same time.

The officer will transport the arrestee to another Board of Tests approved testing facility if:

1. The officer is unable to handcuff an arrestee for any reason;
2. An arrestee is combative; or
3. The Intoxilyzer at police headquarters is not functioning.

If an officer utilizes a testing facility at a detention center or other police department, they will follow all applicable facility procedures. An updated list of testing facilities may be found on SharePoint.

The use of cell phones, handheld radios or any other electronic device is prohibited in the Intoxilyzer room while the Intoxilyzer is in use, except in the case of an emergency. In the event that an officer needs to summon immediate assistance to the Intoxilyzer room, the officer may press the panic button which is installed in the wall.

If a subject is arrested for DUI or APC and is suspected of being under the influence of drugs or is physically unable to take a breath test, the subject will be transported to a medical facility to conduct a blood test.

5-402.6 Administering the Breath Test

Upon arrival at the breath testing facility, the Intoxilyzer operator shall:

1. Check the arrested subject's mouth and determine no foreign substances are present;
2. Observe the person to be tested for a minimum of 15 minutes prior to administration of a breath test;
3. Be alert to any evidence of intoxication; and
4. Record any observations made before or during the breath test.

The Intoxilyzer operator shall complete the required information on the Officer's Affidavit form. The arresting officer shall distribute the appropriate forms and copies to their proper location. Whenever possible, the arresting officer and the Intoxilyzer operator shall be the same officer.

When the results of the breath test determine the suspect to have a breath alcohol concentration higher than the tolerance level set by the jail facility, the arresting officer will be required to transport the suspect to a hospital for treatment by medical personnel. Officers shall contact the jail medical personnel to determine the current level of intoxication requiring transportation to a medical facility.

If the arrested subject refuses to submit to a breath test, the Intoxilyzer operator shall notify the arresting officer of the refusal.

5-402.7 Blood Tests

When a breath test cannot be administered, a blood sample shall be taken. If the suspect agrees to a blood test, an officer will transport the suspect to a hospital, where medical personnel will draw the blood sample. An officer must witness the blood being drawn.

Whenever an officer has probable cause to believe a person who is unconscious was driving under the influence, and was not involved in a great bodily injury or fatal collision, the officer shall request medical personnel draw blood from the suspect. The officer will process the vials of blood according to the blood kit directions. The blood kit will be completed, sealed, and placed in the refrigerated drop in the OCPD Property Management unit. When the suspect regains consciousness, the arresting officer (if they are still present) or investigator will read the Implied Consent test request to the suspect. The suspect's response will be noted in the report. All routine forms shall be completed and submitted.

The definition of great bodily injury can be found in Oklahoma State Statutes Title 47, Section 11-904.

Blood Test – Fatality or Great Bodily Injury Collision without Consent

Pursuant to 47 O.S. § 752 and § 753, whenever an officer has a person under arrest for DUI (alcohol and/or drugs) and the officer has reason to believe the arrestee caused a traffic collision that resulted in death or great bodily injury to any other person or persons, the officer will request a blood test. Should the arrestee refuse the test, the officer will attempt to obtain a search warrant for a blood draw as described in this section, unless medical personnel advise the officer there is not sufficient time to obtain a warrant due to emergency medical

treatment in which case, the officer will request medical personnel to draw blood. Officers are not authorized to use force to obtain a blood sample.

In cases where an officer is unable to establish probable cause to believe the driver was under the influence of an intoxicant and no DUI arrest is made, but the driver could be cited for any other traffic offense where said accident resulted in a death or great bodily injury, as defined in Title 21 O.S 646(B), it is this department's position the driver will not be compelled to give a blood sample and the officer will not attempt to obtain a search warrant. This does not preclude an individual involved in a collision as described above from voluntarily submitting to a blood test. Voluntary submissions are encouraged and are completed in the same manner as prescribed in this section, but the Officer's Affidavit and Notice of Revocation will readily reflect this blood draw is not to be used as an action against their driver's license.

Fatality or Great – Bodily – Injury Collision Involving a Driver Who is Unconscious at the Time of the Blood Draw

Whenever an officer has probable cause to believe a person who is unconscious, was driving under the influence of alcohol or drugs, and was operating a vehicle in such a manner as to cause a collision resulting in a fatality or great bodily injury to any other person or persons, the officer shall inform medical personnel this suspect is under arrest and request that medical personnel draw the suspect's blood. The watch commander will be notified, and a hospital guard may be assigned to the suspect. Once the suspect regains consciousness and is capable of understanding the Implied Consent test request, the arresting officer or the investigator will advise the person of the Implied Consent. The person's response will be noted in the appropriate report. The investigator will contact the appropriate prosecutor to determine when or if to apply for a search warrant to test the suspect's blood.

Search Warrant Procedures

When an arrest for DUI (alcohol or drugs) has been made and the arrestee caused a traffic collision resulting in great bodily injury or death to any other person(s) and the arrestee refuses the State's blood test request, the arresting officer shall notify an on-duty patrol supervisor of the need for a search warrant for the arrestee's blood. The on-duty patrol supervisor will make contact with the on-call Signal 30 supervisor with details regarding the arrest.

If the on-call Signal 30 supervisor believes there is enough evidence to obtain the search warrant for blood, they will assign an investigator to collect the details regarding the arrest and impairment from the arresting officer in order to request the blood draw warrant. The investigator will contact a district judge of the county where the blood will be drawn and request a search warrant as per the Signal 30 Unit's SOPs. This can be done by one of three means: traditional process, telephone or by electronic mail/other electronic communication.

If a search warrant is obtained and the arrestee is not already at a hospital, they will be transported to a hospital where the arresting officer will inform the hospital personnel of the circumstances of the arrest and request hospital personnel draw blood from the arrestee without their consent but pursuant to the search warrant. The appropriate officer will process the blood kit as required.

5-402.8 DUI/APC Drugs

When a suspect is arrested for DUI or APC and is suspected of being under the influence of drugs, the only test available is the blood test. The officer shall offer the suspect a blood test under the Implied Consent law. If the suspect agrees to the blood test they will be transported to the proper hospital and medical personnel will draw the sample. If the suspect refuses the blood test and is not involved in a great bodily injury or fatality collision, this will be classified as a refusal and no warrant will be requested.

The arresting officer may also request a drug recognition expert (DRE) respond to conduct drug influence evaluations either in the field or at the hospital. A DRE should be utilized in all fatal and serious injury accidents where impairment is suspected and alcohol does not appear to be the cause of the impairment.

5-402.9 Collisions Involving DUI Suspects

If the DUI suspect was involved in a collision, a second officer should be requested, when practical, to assist in the investigation of the collision so that the DUI suspect can be removed from the scene as soon as possible. Individuals are compelled by law to provide information in collision investigations, however they are not compelled to cooperate in criminal investigations concerning criminal charges including DUI.

In collisions involving DUI suspects, an Oklahoma Traffic Collision Report shall be completed by the officer investigating the collision.

5-402.10 Report Forms

On all arrests for DUI, the arresting officer shall complete the Officer's Affidavit. A copy of the Officer's Affidavit shall be hand delivered to the arrested subject. Once this is done, the arresting officer shall sign the affidavit entering the time and date of service. The officer will then complete a Probable Cause Affidavit (if necessary) and an arrest report.

On all arrests for DUI where blood is drawn, the arresting officer must note in their report how many vials of blood were drawn.

5-402.11 Disposition of the Vehicle

Vehicles driven by subjects taken into custody for DUI or APC shall be processed in accordance with department directives regarding arrests and the impoundment of vehicles.

5-402.12 Roadside Safety Checks

Officers may participate in roadside safety checks with a State Operation Order and the approval of the Traffic Investigations Unit captain, or in their absence, the Uniform Support major.

5-403 Traffic Collision Investigation

Traffic collision investigation, as opposed to traffic collision reporting, is the thorough examination of all elements contributing to the collision, resulting in an explanation of the series of events based upon the factual data.

Consideration should always be given to the circumstances of each individual collision. Priority should be given to serious injury collisions, collisions involving disturbances between involved parties, and collisions involving police equipment or police personnel.

Traffic collision investigation remains a basic responsibility of all uniformed police officers.

The Signal 30 unit is comprised of traffic specialists utilized to investigate certain types of collisions. The Signal 30 unit will investigate the following types of collisions:

A. Fatality collisions;
B. Police vehicle or authorized leased vehicle collisions (except those which result in no injury and/or minimal damage), unless otherwise directed;
C. City equipment collisions involving serious injuries or significant property loss;
D. Serious injury collisions where death appears to be imminent; and
E. Collisions as directed by the Watch Commander.

The Watch Commander may temporarily suspend investigation of non-injury collisions during times of inclement weather, or other emergency situations when staffing or other safety issues dictate such action. 911

Communications will notify the Office of Media Relations during times of suspension and when investigations are resumed.

5-403.1 Responding to the Collision Scene

The first officer assigned by 911 Communications will be the primary investigating officer and is in charge of the traffic collision scene. If multiple officers are assigned to a collision scene, the first officer assigned will be the primary investigating unit. If another officer volunteers to assume the investigation, and the first officer consents, 911 Communications should be notified. The volunteering officer will become the primary officer in charge of the collision scene. A supervisor will make the final decision on who works the collision if a dispute exists.

Upon notification of the traffic collision, the assigned primary officer and the secondary officer, if necessary, will be informed as to the exact location, the severity of the collision, whether traffic is blocked, and of other units that are assigned, including ambulance, wrecker and fire apparatus.

The officer should drive safely remembering that the objective is to arrive so assistance can be rendered.

Enroute to the scene, the officer should be alert for vehicles, which give an indication of involvement in the collision.

Upon approaching the scene, the officer should be alert for unusual conditions including visibility and view obstructions, condition of traffic control devices, and hazards, which may have contributed to the collision.

5-403.2 Arrival at the Collision Scene

Upon arrival at the scene, the officer should park the police vehicle in such a way as to provide maximum protection to injured persons, to protect the scene, and to assist other motorists in safely negotiating the scene area.

The officer should be alert to hazards including fire, chemicals, and electrical. If these conditions exist, appropriate agencies should be notified and the hazard minimized as soon as possible.

Upon arrival, the officer should check all persons for injuries. The officer should administer first aid and summon medical assistance, when necessary.

The officer should summon adequate assistance to protect the scene and detour traffic as necessary.

The officer should locate the drivers and all parties involved in the collision, as well as locate and identify witnesses to the collision.

5-403.3 Responsibility at the Collision Scene

A. Locate and collect short-lived evidence;
B. If needed, arrange for photographs to be taken of the scene;
C. Examine and question each driver, being alert for indications of shock, confusion, extreme nervousness and impairment;
D. Question witnesses separately and arrange for statements to be taken if necessary. In a fatality collision or possible fatality, witnesses should not be released prior to completing a witness statement form and, if possible, questioned by the Signal 30 investigator;
E. Perform a thorough examination of each vehicle, and arrange for it to be held for further examination if appropriate;
F. Perform a thorough examination of the road and weather conditions, including traffic control devices;
G. Perform test skids if appropriate. This must be approved by the Signal 30 supervisor and only under conditions that do not jeopardize the safety of persons or property;
H. Clear the roadway and resume traffic flow as quickly and safely as possible;
I. Take appropriate enforcement action;

J. Assist drivers and other persons as necessary. Ensure the driver and insurance information is exchanged in a written form between all involved parties;
K. Complete a thorough and accurate account of the traffic collision to include the required traffic collision report, investigative report and an accurate diagram of the collision if appropriate. The report should be completed by the end of an officer's shift unless a delay is approved by a supervisor; and
L. Explain to the involved drivers their individual responsibility in reporting the collision to their respective insurance company.

5-403.4 Interviewing Drivers and Witnesses

Once drivers and witnesses have been located and identified, they will be given an opportunity to relate their account of how the collision occurred. Efforts to obtain the drivers' or witnesses' entire account of the collision requires interviewing them as to certain aspects of the collision and their involvement or perceptions. Officers should continually strive to develop and improve their ability in interviewing drivers and witnesses. The following procedures are basic to this skill development:

A. Officers will interview drivers and witnesses separately and individually concerning the traffic collision;
B. In minor traffic collisions, the interviews of drivers and witnesses are usually conducted at the scene;
C. In collisions of a serious nature, a brief account will be obtained at the scene, and subsequently a formal and comprehensive statement should be taken at a more suitable location;
D. When interviewing drivers and witnesses, the officer will be objective, exhibiting emotional stability, diplomacy and understanding and reflecting a professional attitude and demeanor;
E. Officers will avoid conflict, profanity and sarcasm;
F. Officers will interview drivers and witnesses as soon as practical following the collision. The interview may be delayed until the person has received medical attention, regained emotional control or attended to other urgent personal business;
G. Officers will discourage drivers and witnesses from discussing the collision among themselves;
H. When interviewing drivers, the officer will be alert to any physical or emotional impairment (either temporary or permanent), which may have affected the driving ability of the person;
I. The officer should interview the driver relative to trip plan, emotional experience (aggravation with traffic during rush hour), at what point danger was first perceived, what the driver was doing at the time, evasive action taken, the condition of the vehicle, etc.; and
J. Witnesses will be interviewed as to their exact location when they witnessed the collision, what they were doing at the time, what called their attention to the collision and what they saw, heard or performed in response.

5-403.5 Wrecker Selection

Officers investigating collisions where wrecker(s) are needed shall first determine if the driver/owner of the vehicle has a preference of towing companies. If the driver/owner does not have a preference or they have been removed from the scene, the dispatcher will be notified to call for district wrecker(s). If the driver has been removed from the scene and the vehicle needs to be removed, it shall be then classified as a police impound and the official Tow-In Report will be completed. The officer will record in their collision report the location the vehicle was towed.

In situations where the driver of the vehicle is capable of making the decision and has lawful control of the vehicle, they may elect to have their vehicle towed to a place of their choice utilizing a wrecker company of their preference as long as the vehicle is not needed as evidence. For this to be classified as an owner's request, the owner/operator must remain at the scene, be allowed to remove any personal property they desire, and sign the invoice form if one is provided by the wrecker. The owner/operator then will be responsible for any expenses involved in towing and storage.

5-403.6 Collision Investigation Report Forms

An officer shall investigate motor vehicle collisions and determine the method of reporting such collisions using the criteria specified in Title 47, Sections 40-101 and 40-102, and the latest edition of the official Oklahoma Traffic Collision Report Instruction Manual, published by the Department of Public Safety.

An officer called to the scene of a collision will complete an official Oklahoma Traffic Collision report if any of the following events have occurred:

A. There has been personal injury, death; or
B. Damage has occurred in a total amount of $500 or more.

When called to other areas of the City or to private or public property where the traffic laws of Oklahoma City do not apply, the officer will fully investigate those collisions, which involve death, personal injury, or a cumulative property damage of $500 or more.

If a citizen contacts the department to report a collision where all involved parties have left the scene, evidence is gone and/or a significant amount of time has passed, the officer will respond to the reporting party's location, examine the involved vehicle, and complete the Official Oklahoma Traffic Collision Report. At no time should officers, who are called to the scene of a collision, refer citizens to the Hit and Run office or a briefing station to complete a report when adequate information is available for the officer to complete a report in the field.

Upon completion, the investigating officer will submit the report to the proper reviewing supervisor. Reports should be submitted by the end of the officer's regular tour of duty; the officer's supervisor may grant a delay. The reviewing supervisor will ensure the report is complete and accurate prior to approving it.

5-403.7 Hit and Run Collisions

Hit and Run refers to the evasion of responsibility by a driver who is involved in a traffic collision. The law defines the responsibility of each driver involved in a collision. The challenge to officers investigating collisions where a driver has left the scene is two-fold:

A. Investigate the collision in accordance with usual procedures to identify causes; and,
B. Locate and identify the missing driver and vehicle.

Officers should be aware that hit and run collisions which result in death or serious bodily injury are felony crimes. The suspect vehicle involved in a hit and run should not be impounded solely on that basis.

Although each collision presents unique problems demanding flexibility, the following duties and responsibilities remain with the investigating officer:

A. To be thoroughly familiar with the laws relative to hit-and-run and driver responsibility;
B. Upon verifying a collision as a hit and run, the officer should obtain the best possible description of the car, probable damage to the car, the driver, passengers, and the direction of travel;
C. The descriptive information will be relayed to 911 Communications for dissemination to other field units and other law enforcement agencies;
D. If a license number is received in the description, the dispatcher will check for vehicle registration utilizing state computer networks and NCIC data;
E. If the collision results in death or serious injury, units should be coordinated to search for the missing vehicle;
F. The investigating officer should locate, collect and preserve all physical evidence, which may be useful in the identification of the missing vehicle and operator. Types of physical evidence include, but are not limited to blood, hair, soil, fabric, automotive parts and accessories and paint;
G. The investigating officer will record statements from the witnesses at the scene and may conduct a neighborhood canvass to locate and identify other witnesses who may have information relating to the hit and run collision;

H. The investigating officer will report all information on an Official Traffic Collision Report. Any information gathered which cannot be reported on the collision report can be made on a supplemental report form;
I. When a suspect vehicle is located, establish positive identification utilizing physical evidence collected at the scene;
J. Interview the owner and determine the identity of the driver at the time of the collision; and
K. Take any appropriate enforcement action.

Hit and Run Follow-Up Investigation

Success in bringing a hit and run traffic collision investigation to a successful conclusion depends upon the effective gathering and disseminating of accurate and factual information, diligence in pursuing available leads, and the gathering and protecting of physical evidence to associate the vehicle and driver with the collision. The coordination of effort within the department and the cooperation of other law enforcement agencies in the search for the missing driver and vehicle are essential to this investigation.

Officers investigating traffic collisions shall take appropriate enforcement action when investigation reveals the actions of one or more of the drivers were unlawful and a contributing factor to the collision.

Officers assigned to the Hit and Run unit will conduct follow-up investigations on hit-and-run collisions, which are not solved by the original investigator. The purpose of the follow-up investigation is to determine the identity of the owner and possibly the driver of the hit and run vehicle and to take appropriate enforcement action.

5-403.8 Fatality Collisions

When death occurs as the result of a traffic collision, additional duties and responsibilities are necessary in the investigation. In addition to the responsibilities listed below, see also Section 5-402.7 regarding blood test without consent in a fatality/serious injury collision.

Duties of the Signal 30 Unit Supervisor

The Signal 30 unit supervisor, upon notification of a traffic collision involving one or more of the following criteria, will determine the appropriate personnel to respond to:

A. Fatality collisions;
B. Police vehicle collisions (except those which result in no injury and/or minimal damage); unless otherwise directed;
C. City equipment collisions involving serious injuries or significant property loss;
D. Serious injury collisions where death appears to be imminent; and
E. Collisions as directed by the Watch Commander.

Assigned Officer's Duties

The following procedures are in addition to those included in traffic collision investigations:

A. Upon arrival, the officer should check all persons for injuries. The officer should administer first aid and summon medical assistance, when necessary;
B. If clear signs of death are present, the body will not be removed from the scene without prior authorization from the Medical Examiner. Officers should make every effort not to disturb the scene;
C. The officer should summon sufficient assistance to handle traffic and crowd control problems, as necessary; and
D. Officers should note the exact location and condition of the body or bodies so details may be included in the investigative report and diagram.

5-403.9 Traffic Collisions Involving Trains

Traffic collisions involving trains present unique problems to investigating officers. These problems arise from the need of trains to maintain certain schedules, their importance in the transportation of commodities, and because they may block numerous intersections creating traffic congestion problems in other areas.

In the event of a traffic collision involving a train, the following procedures are necessary in addition to the usual traffic investigation effort:

A. Upon arrival attend to the needs of injured persons;
B. Locate and identify the engineer and conductor;
C. Record the engineer's name, train number, and engine number and number of years they have been an engineer. The train is actually under the control and direction of the conductor. The conductor should be interviewed, identified, and listed on the report as required;
D. Take the necessary photographs;
E. Mark key points for measurements and diagrams;
F. Clear the track and right-of-way;
G. Allow the train to continue with minimal delay;
H. Conduct a thorough examination of the railroad crossing, including grade, visibility, and condition and operation of control signals;
I. Coordinate follow-up effort with railroad investigators and the conductor to determine personnel on the train, their assigned responsibility and their location at the time of the collision;
J. Train engineers are not required to have a motor vehicle operator's license, and they may not be required to provide a motor vehicle operator's license; and
K. Any improper action or condition of the train crew should be listed in the appropriate section of the collision report, and a Signal 30 supervisor should be contacted.

5-403.10 Documenting Hazardous Cleanups

When a biohazard or chemical cleanup is requested at the scene of a traffic collision, and utilized on behalf of the department, the officer who requested the cleanup will ensure photographs are taken. A supervisor will ensure the photographs along with the incident number(s) are emailed to Operations Administration.

Operations Administration is responsible for sending the following to the Municipal Counselor's Office:

1. A copy of the invoice;
2. A copy of the report(s); and
3. Photograph(s) of the cleanup.

5-404 Department-Utilized Vehicle Collisions

The Oklahoma City Police Department will investigate all collisions involving department-utilized vehicles, regardless of the amount of damage. Collisions occurring outside Oklahoma City will be investigated by the Oklahoma City Police Department, unless specifically authorized by a division commander to be investigated by another agency. Collisions will be investigated in accordance with Section 5-403 Traffic Collision Investigation.

An employee involved in a collision will immediately notify an on-duty supervisor.

The following will be completed for any collision involving a department-utilized vehicle:

A. Oklahoma State Traffic Collision Report;
B. Motor Vehicle Incident or Property Damage Incident report module in the City of Oklahoma City Risk Management Portal; and
C. Involved Officer Statement Form.

The collision report will be completed by an uninvolved officer. The involved employee will complete the Involved Officer Statement Form and an incident supplement, if necessary.

5-404.1 Traffic Collisions Involving City Vehicle / Equipment or Authorized Leased Vehicle / Equipment

To ensure an impartial investigation and to maintain public confidence in the investigation, the following procedures shall be followed in addition to the procedures for investigating city vehicle/equipment or authorized leased vehicle/equipment collisions:

A. The Oklahoma City Police Department will investigate all collisions, which involve city vehicles/equipment or authorized leased vehicle/equipment, regardless of the amount of damage. Police vehicle or authorized leased vehicle/equipment collisions occurring outside Oklahoma City will be investigated by the Oklahoma City Police Department. The employee's Division Commander must approve exceptions.
    1. In a police vehicle/equipment or authorized leased vehicle/equipment collision, when any party has sustained an injury and transportation to the hospital is required, a Signal 30 officer shall be notified to investigate the collision. If a Signal 30 officer is not available, 911 Communications shall notify the Signal 30 supervisor. The Signal 30 supervisor may talk with a field supervisor or an officer on the scene to determine if the circumstances justify calling an off-duty Signal 30 officer to respond to the scene. A field supervisor shall also be notified and respond to the scene. A Signal 30 supervisor will ensure the Municipal Counselor's Office is notified as soon as practical, of any collision and/or incident involving any city vehicle/equipment or authorized leased vehicle/equipment and/or personnel which results in serious injury or death. Notice shall be directed to the Municipal Counselor's investigator or designee when appropriate.
    2. In a police vehicle/equipment or authorized leased vehicle collision, on or off-duty, when minor injury or no injury occurs, a Signal 30 officer will work the collision if one is available. If a Signal 30 officer cannot respond, a field supervisor shall respond to the scene and assign the investigation to another unit.
B. Photographs of the vehicles involved, any other damages, and of the scene will be taken.
C. In a police vehicle/equipment or authorized leased vehicle/equipment collision involving sworn employees, on or off duty, no traffic citation will be issued at the scene to either party involved, with the following exceptions:
    1. Driving Under the Influence;
    2. Driving with a Suspended or Revoked License;
    3. Reckless Driving;
    4. Leaving the Scene of a Collision;
    5. No record of a valid state driver's license (when the driver has NO license, as opposed to not having it with them at the time); and,
    6. Any other offense, when directed by the supervisor.
D. Any collision involving police vehicle/equipment or authorized leased vehicle/equipment driven by a professional staff or non-departmental employee should be investigated and citations issued to either and/or both parties as deemed appropriate.
E. In a collision involving any other city-owned or leased vehicle(s) driven by a non-departmental employee(s), the officer should proceed with the investigation and issue a citation to either and/or both parties as deemed appropriate.
F. Every effort will be made to cooperate with other involved agencies when the collision occurred in their jurisdiction.
G. A supervisor will complete the Risk Management "Supervisor's Investigation Report" form.
H. The employee involved, the employee's supervisor or the assigned supervisor will make immediate arrangements for the police vehicle/equipment involved to be inspected for safe operating condition and have a damage estimate prepared by the Fleet Management Unit. Asset forfeiture vehicles will have a damage estimate prepared by an approved city vendor. Authorized leased vehicles/equipment will be handled in accordance with the vehicle lease agreement.
I. No vehicle/equipment will be returned to service until the inspection and estimate has been completed.

5-404.2 Lieutenant Responsibilities for Collisions Involving Department-Utilized Vehicles

Upon being notified of a collision involving a department-utilized vehicle, an on-duty supervisor shall:

A. Respond to the scene;
B. Document the incident with photographs;
C. Approve the collision report;
D. Ensure the employee involved in the collision completes the City of Oklahoma City Risk Management Motor Vehicle Incident report module and the Involved Officer Statement Form;
E. Obtain a copy of the city equipment damage estimate;
F. Complete the Vehicle Collision Coversheet; and
G. Enter the incident into Blue Team and forward the collision packet through the chain of command for review.

5-404.3 Captain Responsibilities for Collisions Involving Department-Utilized Vehicles/Equipment

If the person involved in the collision is a lieutenant or higher, a captain will complete the responsibilities listed for the lieutenant in the previous section in addition to the captain's responsibilities listed in this section.
The captain will review the collision packet in Blue Team and verify it is complete.

They will forward the completed collision packet to the division commander for final disposition or deferral to the Collision Review Board.

5-404.4 Division Commander Responsibilities for Collisions Involving Department-Utilized Vehicles

The division commander will review the collision packet in Blue Team and verify it is complete.

The division commander will classify the collision according to the classifications listed above. If they are unable to determine which classification fits the incident or otherwise believes it requires further review, it may be deferred to the Collision Review Board for final disposition.

If the division commander is able to classify the collision, they will indicate the final disposition of the collision in Blue Team and issue appropriate discipline, if applicable, in accordance with the disciplinary actions listed below.

Collisions involving division commanders will be reviewed and classified by the appropriate bureau chief.

5-404.5 Incident Reporting (Non-Collision)

An employee involved in an incident not classified as a collision (e.g., tree limb falling on vehicle)-will complete and submit an incident report. If damage occurs to a department-utilized vehicle or piece of equipment, the Property Damage Incident report module in the City of Oklahoma City Risk Management Portal will be completed. If damage occurs to a non-city vehicle, it will be documented in an incident report.

5-404.6 Training Collision Involving Department-Utilized Vehicles

Training collisions will be investigated in accordance with Sections 5-403 and 5-404 when:

1. The collision involves a department-utilized vehicle;
2. The collision occurs during driver training; and
3. The collision occurs on a public roadway or results in injury to or death of any person.

Training collisions which occur during driver training on a driving track or private property and which do not result in personal injury will be investigated in the following manner:

1. The incident will be reported to an on-duty supervisor;

2. The involved employee will complete and submit an incident report titled "Damage to City Equipment;"
3. The involved employee will complete the City of Oklahoma City Risk Management Motor Vehicle Incident report module;
4. The supervisor will take photographs of the damage;
5. The supervisor will ensure an estimate is obtained for the damage; and
6. The collision packet will be forwarded to the Director of Training.

An Oklahoma State Traffic Collision Report will not be completed for training collisions meeting the above listed criteria.

5-404.7 Collision Review Board

The Collision Review Board will be scheduled monthly and review all employee collisions which are deferred to them by a division commander. If an employee's collision will be presented to the Collision Review Board, the affected employee will be notified prior to the meeting to allow the employee an opportunity to appear and present testimony/evidence relevant to the collision. The board will make a recommendation regarding classification of the incident and will forward it to the bureau chief of the involved employee. The affected bureau chief will review the board's classification of the collision and determine the final disposition of the incident.

Final disposition on all collisions shall be forwarded to Risk Management.

Definitions and Classifications of Collisions

Collision - Any unintentional impact, sudden contact and/or any other striking of a department-utilized vehicle with any other vehicle, person and/or any object while being operated or parked.

Department-utilized vehicle - Any motor vehicle, ATV, bicycle, or motorized equipment which is owned, leased, owner reimbursed for use, or rented for performing work for the City of Oklahoma City.

Off-roadway damage – Any damage to a vehicle which results from deliberately departing a roadway and traversing terrain not expressly intended for operating a motor vehicle upon.

Non-Preventable: A non-preventable collision is one in which an employee operating a department-utilized vehicle did not contribute to or did not have a reasonable opportunity to avoid the collision. Non-preventable collisions may also include an incident where a police vehicle is being used to push a resident's vehicle and damage occurs. Vehicular contact of this type will be documented as a collision but may be classified as "non-preventable" if the involved officer(s) actions are reasonable and appropriate under the circumstances.

Preventable: A preventable collision is one in which an employee operating a department-utilized vehicle involved in a collision did contribute to or had a reasonable opportunity to avoid the collision, and the collision resulted only in minor property damage and no serious bodily injury.

Serious Preventable: A serious preventable collision is a preventable collision which involves major property damage and/or serious bodily injury, or an employee who has operated a department-utilized vehicle in a manner of reckless disregard for human life or safety.

Disciplinary Actions for Collisions Involving Department-Utilized Vehicles

General Regulations

Disciplinary action will not be taken for collisions which are classified as non-preventable; however, disciplinary action may be taken for accompanying violations (e.g., failure to wear a seatbelt).

A previous reprimand for an off-roadway damage incident cannot be considered as part of the discipline for a collision.

No entry will be made in the public driving record of the employee under the following circumstances:

A. The vehicle was not being driven and was legally parked;
B. The collision did not occur on a traffic way; or
C. The event was not classified as a traffic collision.

Employees involved in preventable or serious preventable collisions will be subject to the following disciplinary structure:

E. Preventable:
    1. The first preventable collision will result in a Class I reprimand.
    2. The second preventable collision within a one-year period will result in a Class II reprimand.
    3. The third preventable collision within a one-year period will result in discipline which will be determined by the employee's bureau commander.
        a. A Class III reprimand for a preventable collision will require the approval of the chief of police and will be processed in accordance with Section 3-403 Disciplinary Action.

The one-year period referenced above will be calculated as the consecutive 12-month period following the date of the previous collision (i.e., if the first collision occurs on January 1, the one-year period will expire at midnight on January 2 the following year).

B. Serious Preventable:
    1. All aspects of a serious preventable collision will be reviewed in determining the appropriate disciplinary action. This will include, but not be limited to, the total amount of damage incurred, injuries sustained, and violations of state statutes, municipal ordinances, or department directives.
    2. Disciplinary action for a collision classified as serious preventable will be determined at the discretion of the employee's bureau commander. A Class III reprimand for a serious preventable collision will require the approval of the chief of police and will be processed in accordance with Section 3-403 Disciplinary Action.

Training Reviews

In all cases where an employee receives a Class II or Class III reprimand as a result of a preventable or serious preventable collision, they will be required to receive a training review. Employees involved in preventable or serious preventable collisions may be required to participate in a training review.

Off Roadway Damage to Department-Utilized Vehicles

In some incidents, an employee may purposely drive off the roadway with resulting damage to the vehicle the employee is driving. These incidents typically occur during pursuits; however, there are other instances in which an employee drives across a median to intercept a traffic violator or drives into a field to check an abandoned automobile. These are voluntary courses of action taken by the employee that raise the probability of damage to the vehicle. In these instances, the employee is driving over terrain which is not meant to be traversed by a vehicle. If the employee chooses to drive off the roadway, the action must be reasonable and justifiable. Incidents resulting in damage to a department-utilized vehicle from driving off the roadway shall be classified as "Off-Roadway Damage to Department-Utilized Vehicle."

An employee who purposely drives off the roadway and damages a vehicle will treat the incident the same as any other department-utilized vehicle collision and the incident will be investigated in accordance with department directives. When completing the collision form, the investigating employee will note at the top of the front page "Off Roadway Damage to Department-Utilized Vehicle." Off-roadway damage incidents will be reviewed in the same manner as all other collisions and may be deferred to the Collision Review Board, if necessary.

Classifications:

Reasonable: Off-roadway damage may be classified as reasonable if the involved employee's actions are reasonable and appropriate under the circumstances.

Unreasonable: Off-roadway damage may be classified as unreasonable if the involved employee's actions contributed to the damage and the employee had a reasonable opportunity to avoid damage to the vehicle or find an alternative method to achieve the objective, and the incident resulted in only minor damage to the vehicle.

Unreasonable and reckless: Off-roadway damage may be classified as unreasonable and reckless if the involved employee exercised poor decision making which resulted in significant damage to either the vehicle or property, placed officers or civilians at risk of injury, or resulted in injury to officers or civilians.

Classification Considerations*:* The following questions should be considered when reviewing an off-roadway damage incident:

A. Was there a readily discernable and acceptable alternative to driving off the roadway?
B. Did the employee use due caution in attempting to minimize damage and/or injury when driving off the roadway?
C. Was the incident serious enough to warrant pursuing a vehicle or person off the roadway and increasing the likelihood of damage and/or injury?
D. Was Air Support or other police units involved in the incident?
E. Could the employee have reasonably anticipated property damage and/or injuries as a result of driving off the roadway?
F. Was driving off the roadway more of a convenience than a necessity?

After evaluating the employee's decision to drive off the roadway, the incident will be classified as reasonable, unreasonable, or unreasonable and reckless.

Disciplinary Actions for Off Roadway Damage Incidents

General Regulations:

A. Disciplinary action will not be taken for off-roadway damage incidents which are classified as reasonable; however, disciplinary action may be taken for accompanying violations.
B. A previous reprimand for a traffic collision cannot be considered as part of the discipline for an off-roadway damage incident.
C. Employees involved in off-roadway damage incidents which are classified as unreasonable or unreasonable and reckless will be subject to the following disciplinary structure.
D. Unreasonable:
    1. The first unreasonable off-roadway damage incident will result in a Class I reprimand.
    2. The second unreasonable off-roadway damage incident within a one-year period will result in a Class II reprimand.
    3. The third unreasonable off-roadway damage incident within a one-year period will result in discipline which will be determined by the employee's bureau commander.
    4. A Class III reprimand for an off-roadway damage incident will require the approval of the chief of police and will be processed in accordance with Section 3-403 Disciplinary Action.
    5. The one-year period referenced above will be calculated as the consecutive 12-month period following the date of the previous incident (i.e., if the first incident occurs on January 1, the one-year period will expire at midnight on January 2 the following year).
E. Unreasonable and reckless:
    1. All aspects of an unreasonable and reckless off-roadway damage incident will be reviewed in determining the appropriate disciplinary action. This will include, but not be limited to, the total amount of damage incurred, injuries sustained, and severity of the incident the officer was responding to or involved in.

2. Disciplinary action for an incident classified as unreasonable and reckless will be determined at the discretion of the employee's bureau commander. A Class III reprimand for an unreasonable and reckless off-roadway damage incident will require the approval of the chief of police and will be processed in accordance with Section 3-403 Disciplinary Action.

F. Training Review Requirements:
   1. Employees involved in unreasonable or unreasonable and reckless off-roadway damage incidents may be required to participate in a training review. In all cases where an employee receives a Class II or Class III reprimand as a result of an unreasonable or unreasonable and reckless classification, they will be required to receive a training review.

Appeals Involving Collisions or Off-Roadway Damage Incidents

The classification of a collision or off-roadway damage incident may be appealed to the Chief of Police by submitting a request through the chain of command.

If an employee desires to appeal a decision, the employee must do so in writing. The written appeal must be submitted within 20 calendar days after receiving written or electronic notification of the classification of the collision or incident or discipline resulting from the classification, whichever comes first.

Training Collision Involving Department-Utilized Vehicles

Training collisions will be investigated when:

A. The collision involves a department-utilized vehicle;
B. The collision occurs during driver training; and
C. The collision occurs on a public roadway or results in injury to or death of any person.

Training collisions which occur during driver training on a driving track or private property and which do not result in personal injury will be investigated in the following manner:

A. The incident will be reported to an on-duty supervisor;
B. The involved employee will complete and submit an incident report titled "Damage to City Equipment;"
C. The involved employee will complete the City of Oklahoma City Risk Management Motor Vehicle Incident report module;
D. The supervisor will take photographs of the damage;
E. The supervisor will ensure an estimate is obtained for the damage; and
F. The collision packet will be forwarded to the Director of Training.

An Oklahoma State Traffic Collision Report will not be completed for training collisions meeting the above listed criteria.

5-405 Impoundment of Vehicles

5-405.1 When Vehicles Will be Impounded

Vehicles will be impounded when:

A. Left unattended upon any street, sidewalk, alley or thoroughfare, which constitutes a hazard to the normal movement of vehicular, public transit, or pedestrian traffic;
B. Illegally trespassing (after a complaint is signed);
C. Illegally parked in such a manner that it blocks a fire escape ladder, device or exit or blocks ready access to a fire hydrant; or
D. Left unattended in any street.

5-405.2 When Vehicles May be Impounded

Vehicles may be impounded when:

A. Officers have reasonable cause to believe a vehicle was used in the commission of a felony and the vehicle is in a place where the officers have a lawful right to be (a place where officers have a lawful right to be could be a location covered by a warrant or an exception to the warrant requirement);
B. Used in a crime involving the sale, transportation or use of a controlled dangerous substance;
C. Found to be stolen and the owner cannot be contacted or is unable to pick up the vehicle within one hour, or the vehicle is not in running condition and is illegally parked or is creating a traffic hazard;
D. Left unattended at the street curbing of any zone where parking is prohibited and where official signs are in place giving notice thereof in violation of the prohibition;
E. Left unattended in violation of official posted signage in any designated loading zone, including but not limited to any passenger loading zone, commercial loading zone, valet loading zone, bus stop, streetcar stop, taxicab stand, or carriage stand;
F. Left unattended upon any street, sidewalk, alley or thoroughfare, which constitutes an obstruction to the normal movement of vehicular, public transit, or pedestrian traffic (An unattended vehicle shall be deemed to constitute an obstruction if any portion of the vehicle remains in the lane of traffic designated by traffic lane markings or if any portion of the vehicle is outside of the designated parking location and protrudes into the lane of traffic.);
G. Left unattended upon a bridge, viaduct, or causeway or within the structure of a grade separation;
H. Found to be disabled and:
    1. Left unattended and improperly parked on a street or highway;
    2. Left unattended longer than 48 hours on the shoulder of any highway; or
    3. The person in charge of the vehicle is physically incapacitated to such an extent as to be unable to provide for its custody or removal;
I. Found to be derelict and parked upon any street in the city for a period of 72 hours or parked upon any airport property belonging to the city for a period of 48 hours;
J. The driver or person in charge of any vehicle is arrested under circumstances which leaves or will leave a vehicle unattended on any street or highway, or in a parking lot marked “no trespassing” or outside of posted hours of operation;
K. Found to be in violation of any emergency order issued by appropriate city authority as authorized by ordinance; or
L. The driver is cited for Failure to Maintain Liability Insurance

5-405.3 Documentation

When an officer impounds a vehicle:

A. The officer will fill out all areas within the impound report applying to the impounded vehicle;
B. A copy of the impound report will be printed and provided to the wrecker driver; and
C. The officer will submit the vehicle registration and NCIC return information with the impound report. If the tag does not check to the impounded vehicle, the officer should remove the tag and book it into the property room. The tag should be listed in the evidence seized section, not in the tag number section.

An incident report will be completed for every impounded vehicle.

If an investigative hold is placed on a vehicle, the officer will document the reason in the impound report as well as within the incident report.

When a vehicle is seized for forfeiture, a Money/Property Forfeiture Affidavit must be completed and submitted to the property room.

5-405.4 Custodial Inventory

All vehicles impounded will be subjected to a routine custodial inventory. The inventory will be conducted by the impounding officer at the scene of the impoundment (whenever this can be reasonably accomplished) in the presence of the wrecker driver. Contents of the vehicle will be recorded in the appropriate space provided on the impound report.

The only exception to the "Routine Custodial Inventory" will be, if the vehicle is to be transported to the evidence holding facility for processing by crime scene unit personnel or the investigator. When this occurs the impounding officer and wrecker driver will make only a visual inspection of the interior/exterior portions of the vehicle for safety and liability reasons. Officers will note on the impound report and incident report that only a visual inspection was completed.

Prior to impoundment, officers will obtain vehicle registration information (10-28). This information will be compared to the vehicle being impounded to ensure the information placed on the impound report is accurate. In addition, the vehicle will be checked for stolen (10-29) through NCIC by tag and VIN.

5-405.5 Authority for Release

Vehicle held in the following types of cases will not be released without the authority of the appropriate investigative unit:

A. Sale, transportation or use of controlled dangerous substances.
B. Commission of any felony.
C. Vehicle to be used as evidence.

5-405.6 Hold for Proof of Ownership

A "hold for proof of ownership" will not be placed on any vehicle impounded at any time.

5-405.7 Vehicles Towed for Evidentiary Processing

If an officer responds to a call and determines the vehicle belonging to a victim of a serious crime must be processed for evidence at a location other than where it was found, the officer will notify a supervisor or the investigator assigned to the case.

If the vehicle is to be transported to the evidence holding facility when possible, the vehicle should be left in the condition it was found and not be manually inspected by the impounding officer. A visual inspection in the presence of the wrecker driver should be conducted in place of a manual "hands on" inspection. Officers will note on the impound report and incident report that only a visual inspection was completed.

The officer will contact the Communications Unit and request a district wrecker. The vehicle will be towed to the designated facility.

The following procedures will be followed when placing vehicles into the evidence holding facility:

1. The employee needing access to the evidence holding facility must sign out for the key at the Information Desk. The key is tagged with information and instructions on how to access the building. The employee who signs out for the key, is solely responsible for maintaining security at and within the building while it is unlocked and the alarm disarmed.
2. The employee who signs the key out, is solely responsible for the prompt return of the key to the Information Desk. Under no circumstances should this responsibility be delegated to someone else or be delayed.
3. The employee's personal access/entry card must be used in addition to the key, in order to enter the building.
4. If a vehicle is towed to this location, the impounding/requesting employee must obtain the key from the Information Desk and an officer will follow the towing service to the specified location in order to maintain

the chain of custody of the evidence. Existing vehicle impound procedures and forms should be followed and used.

5. The employee and any other authorized person entering the facility will sign in on the logbook. Any employee who escorts anyone (i.e. wrecker driver, owner of vehicle, non-departmental employee) into the facility will ensure each person entering the facility signs the logbook.
6. The use of any tobacco product in this facility is prohibited.
7. The vehicle being stored must be parked in the proper designated area. The Crime Scene processing area is on the north side of the building, closest to the overhead door. Any new vehicle entering the facility must not block access or egress of any other vehicle.
8. No vehicle or object shall be placed in the marked perimeter zone inside of the building, which will result in the alarm not being properly engaged and the building being left unsecured.
9. The employee must completely and accurately fill out the provided tag, securely attach it to the vehicle being stored by placing the keys along with the identification tag on the front windshield underneath the windshield wipers. If keys are in the vehicle, they should not be disturbed.
10. The employee will place evidence tape on each door, hood and truck lid seam. The employee responsible for sealing the vehicle must place their initials, commission number and the date on each piece of evidence tape placed upon the vehicle.
11. Unless specifically authorized to do so by the assigned investigator, no vehicle or item being held for evidentiary purposes will be intentionally approached or touched. If inadvertent contact with the evidence or vehicle occurs, the employee will notify the assigned investigator as soon as possible.

The impounding officer will document in their report the crime and its' relationship to the vehicle. Then the investigator will meet with the Crime Scene Investigator and brief the CSI regarding the crime and its relationship to the vehicle. The evidence building is not designed to be a long term holding facility. Vehicles should be processed and released in a timely manner. The investigator assigned to the case is responsible for adhering to this process and releasing the vehicle to the towing service or owner by following these procedures and meeting the party at this facility.

The person requesting the tow will complete and submit an impound report, listing the location and purpose of the impound. Any hold being placed on a vehicle should be directed towards the designated investigative detail. No holds should be placed on a vehicle for the Crime Scene Unit.

The Information Desk will send an e-mail message promptly to the investigative detail and Fleet Management advising them of a vehicle stored at this facility.

After processing the vehicle, the Crime Scene Investigator will notify the investigator that the vehicle may be released.

The investigator will notify the owner and make every effort to release the vehicle to the appropriate party. If the officer/ investigator is unable to contact an appropriate party, the original wrecker service will be contacted to move the vehicle to their lot. In either case the Information Desk will be notified.

5-405.8 Disposition of Animals in Impounded Vehicles

Officers will occasionally make an arrest out of a vehicle and be required to impound a vehicle where an animal is involved. When a vehicle is impounded and the owner cannot release the animal to someone else, the arresting officer will contact the Emergency Operations Communications (EOC) dispatcher and request Animal Welfare to pick up the animal.

During hours when Animal Control Officers are not on duty, the arresting officer will contact the Emergency Operations Communication (EOC) dispatcher and request an Animal Control Officer on call. An officer will remain with the vehicle until the Animal Control Officer arrives to take custody of the animal or other arrangements can be made.

5-405.9 Impounding for Failure to Maintain Liability Insurance

If an officer has established probable cause and issued a citation for Failure to Maintain Liability Insurance, the officer may impound the vehicle. The owner or operator may be released in the field if they sign the citation and qualify for field release. Prior to issuing a citation for Failure to Maintain Liability Insurance, officers must utilize the Oklahoma Compulsory Insurance Verification System (OCIVS) and any other source of information available to them to establish probable cause for the violation. It is important to note that OCIVS does not verify commercial vehicle policies, vehicles registered by another state, or vehicles insured by an operator's insurance policy. Officers may not conduct a traffic stop or impound a vehicle based solely on the information from the OCIVS.

Officers will not impound any vehicle if the operator can produce a security verification form that appears to be valid or if the vehicle is displaying an unexpired temporary license plate. This law can be enforced on vehicles that are registered out of state, as long as that state requires its vehicles to maintain liability insurance.

5-406 Traffic Direction

Officers are expected to direct traffic when the need arises, and must be cognizant of their appearance to the public. Traffic direction will be conducted in a safe manner; consistent with accepted traffic direction techniques.

Any police department employee directing traffic or in the roadway controlling traffic, both day or night and both on or off duty, will wear reflective gear while engaging in such activity. Reflective gear should be either the Blauer Foul Weather Jacket or the reflective vest issued to each employee.

The Police hat shall always be worn when directing traffic.

5-406.1 At a Fire Scene

Frequently, the Oklahoma City Fire Department requests assistance from the Police Department for assistance in traffic control at the scene of a fire. At such times, assigned officers should contact the Fire Department supervisor to determine where traffic control is needed. Once traffic control is established, all assigned officers will remain at their posts until properly relieved.

If a situation arises which requires that an officer leave their post to respond to a higher priority event, a field supervisor may authorize such departure. In such cases, the authorizing supervisor will be responsible for ensuring that the Fire Department supervisor is notified of the officer's departure.

5-407 Traffic Safety Concerns

Roadway and roadside hazards are contributing factors in many traffic collisions. Such hazards may include, but are not limited to, visual obstructions, debris in the roadway, defects in the roadway such as pot holes, damaged or missing roadway safety features, such as guardrails or reflectors; failure of signal lights or other traffic control devices or signs. Employees, who in the performance of their duty, are made aware of any of these conditions, should contact the Emergency Operations Center (EOC) through 9-1-1 or complete an Action Center Service Request Form to ensure the appropriate authority is notified depending on the immediate safety concerns.

If necessary, and to the extent reasonably possible, the employee should request through the Communications Unit temporary traffic control devices.

5-407.1 Roadway Engineering Complaints

Employees may refer any complaints or suggestions regarding traffic engineering and design of any roadway or intersection to the Uniform Support Division Commander.

5-408 Permits and Street Closures

Any street, road, sidewalk, alley, or easement within the public right-of-way may be closed and traffic restricted by barricades, fences or other structures with an authorized activity or revocable permit; or in cases of a procession, emergency or to ensure public safety as directed by the Police Department.

Revised 12/23

Section 5: Police Vehicle Operations

At the beginning of each tour of duty, police officers will thoroughly check their assigned vehicle for any weapons and/or contraband prior to utilizing the vehicle. At any time during the tour of duty that a citizen, suspect or prisoner is placed in the vehicle, the officer shall check the vehicle again for weapons or contraband after that person has been removed from the vehicle.

5-501 Police Vehicle Operations

The purpose of this directive is to set forth guidelines for the operation of department-utilized vehicles to minimize the risk of death, injury or property damage to police employees and residents.

In order to prevent collisions, injuries, and property damage, and serve as an example to the motoring public, department-utilized vehicles will be operated in a safe and courteous manner. Employees must undergo vehicle orientation with a certified LEDT instructor prior to driving any:

A. Pursuit rated sedan or utility vehicle;
B. Non-pursuit rated marked vehicle, including a police motorcycle or truck;
C. Armored vehicle;
D. Police van; or
E. Any vehicle used to haul a trailer.

Authorized exceptions to the orientation requirement include city employees or approved vendors as required for vehicle maintenance, equipment outfitting and other official purposes.

Police vehicles, in motion, stopped or parked, must be in the control of the operator. Operators of police vehicles must obey all provisions of the Oklahoma Motor Vehicle Code, Oklahoma City Ordinances, and Oklahoma City Police Department directives and training.

In an emergency situation requiring the services of a police officer, the most important responsibility of the officer is to arrive at the scene safely, in a timely manner and with minimal risk to the public and the officer. The accomplishment of a mission is jeopardized if an officer is involved in a collision while operating a police vehicle.

Oklahoma State statutes require an officer to drive with due regard for the safety of all persons and the use of emergency lights and the audible siren/signal does not shield the officer from the consequences of operating a vehicle with reckless disregard for the safety of others.

Non-Emergency

Non-emergency designation indicates the call assignment or incident is not urgent and an immediate response is not required. An officer assigned to this type of call or incident will respond without the use of emergency lights and the audible siren/signal and shall abide by all traffic regulations.

Traffic Contact

Police vehicles not equipped with both emergency lights and an audible siren/signal are prohibited from performing routine traffic enforcement.

Code 3 Response

The use of the emergency lights and the audible siren/signal shall be defined as Code 3. Officers must remember they cannot rely exclusively on the emergency lights and audible siren/signal to clear traffic in the officer's path.

A Code 3 response may be utilized under the following circumstances:

A. In an emergency situation where the prevention of bodily injury to a person may be accomplished by the immediate presence of the responding officer;
B. When responding to a felony crime in progress where there is information the suspect(s) is/are in the immediate vicinity of the crime; or
C. When responding to a vehicle pursuit, in accordance with the provisions set forth in Section 5-501.

Prior to responding Code 3, specific information must be provided to the officer that indicates the conditions listed above exist. An officer shall not respond Code 3 to any other type of call, including a motor vehicle collision, unless approved by a supervisor.

Code 3 Restrictions

When an officer exceeds the speed limit or violates any other traffic law while operating Code 3, they must be able to articulate why such actions are reasonable in responding to the type of incident involved. The most important aspect of operating the police vehicle is to get to the location of the incident safely, in a timely manner and with minimal risk to the public and the officer involved.

When responding Code 3, officers shall not exceed the following speed restrictions:

A. When traveling on city streets, officers will not exceed the speed limit by more than 15 mph.
B. When traveling on interstates, divided highways or turnpikes, officers will not exceed the speed limit by more than 25 mph.
C. When traveling through active school zones, officers will not exceed the speed limit.

The decision to exceed the Code 3 speed restrictions set forth in this directive will require strong justification, such as a call or incident that may involve imminent loss of life or officer distress. The officer is not relieved of the duty to drive with due regard for the safety of all persons, nor is the officer shielded from the consequences of operating the police vehicle with reckless disregard for the safety of others.

The speed limitations listed above do not apply to an officer directly involved in a pursuit or dignitary protection.

When an officer responds Code 3, the officer shall operate the police vehicle with due regard for the safety of themselves and others and consider factors, including, but not limited to, those listed below when determining what is reasonable in operating the police vehicle:

A. Seriousness of the call/incident based on the information available during the response;
B. Volume, type, speed and direction of vehicular traffic;
C. Nature of the area (e.g., residential, commercial, school zone, open highway or roadway elevation changes);
D. Population density and volume of pedestrian traffic;
E. Environmental factors (such as weather and time of day);
F. Road conditions such as ice, construction, poor repair;
G. Intersections; and
H. Distance to incident.

Any police vehicle not equipped with both emergency lights and an audible siren/signal shall only respond to incidents in non-emergency mode and shall not violate any traffic laws.

Responding Code 3

When an officer determines a Code 3 response to a call or incident is appropriate, the officer will notify 911 Communications immediately. Officers do not need to notify 911 Communications they are responding Code 3 to "Active Threat" calls (as defined in Section 8-110) or other potential mass casualty events. A field supervisor may change the Code 3 response at any time. Officers and dispatchers are required to respond in accordance with such orders.

911 Communications will not assign an officer to a call or incident Code 3. The decision to respond Code 3 will be made by the responding officer. No more than two police vehicles will respond Code 3 to any given situation, unless approved by a field supervisor. All other units will respond in non-emergency mode.

When responding Code 3 where the use of audible siren/signal would alert a suspect and increase the risk of serious bodily injury to a resident or officer, the officer may discontinue use of the audible siren/signal for a short duration upon approaching the destination. It shall be the responsibility of the officer to articulate the facts that support the decision to discontinue use of the audible siren/signal.

Catching Up to a Traffic Violator or Other Subject/Suspect

When an officer is trying to pace a motorist suspected of speeding and needs to establish the speed of the violator, the officer may violate traffic laws or ordinances without using emergency lights and the audible siren/signal (Code 3) if this can be done safely. While operating a police vehicle in this manner, the officer must consider and evaluate the criteria listed in Code 3 Restrictions, and any other relevant criteria, when determining the appropriate speed to operate the police vehicle. If the emergency lights and the audible siren/signal are not used, residents are not required to yield the right of way to the police vehicle. As soon as the officer has established a speeding violation has occurred, the officer must utilize necessary emergency equipment to safely conduct the traffic stop.

When an officer witnesses a traffic violation and is trying to catch up to a traffic violator, and the officer will be violating any traffic law or ordinance, the officer will ensure the emergency lights and the audible siren/signal (Code 3) are utilized. In this situation, the officer is not required to notify 911 Communications they are operating Code 3, unless a pursuit is initiated. An officer may exceed the speed restrictions listed under Code 3 Restrictions for a short and reasonable period of time in order to safely catch up to the traffic violator.

When an officer has observed and is trying to catch up to a subject/suspect in a motor vehicle for other than traffic charges, and the officer will be violating any traffic law or ordinance, the officer will ensure the emergency lights and the audible siren/signal (Code 3) are utilized. In this situation the officer is required to advise 911 Communications they are operating Code 3. An officer may exceed the speed restrictions listed under Code 3 Restrictions, for a short and reasonable period of time in order to safely catch up to the subject/suspect.

Prior to exceeding the speed restrictions to catch up to either a traffic violator or subject/suspect observed in a motor vehicle, the officer must consider whether the increased danger to the public by the increased speed is outweighed by the need to apprehend the subject/suspect, considering the offense the subject/suspect is suspected of committing. If the officer determines the violator is stopping their vehicle in a location that is unsafe, the officer may disengage the audible siren/signal and direct the violator to move to a safe location.

If the officer is trying to catch up to a traffic violator or other subject/suspect and the officer and the traffic violator or subject/suspect are on an interstate or highway with no cross intersections and limited roadway access, the officer is not required to utilize emergency lights and the audible siren/signal as long as the officer's actions do not endanger life or property and if the officer has probable cause to believe that:

A. Knowledge of the presence of the officer will cause the subject/suspect to:
    1. Destroy or lose evidence of a suspected felony;
    2. End a suspected ongoing felony before the officer has obtained sufficient evidence to establish grounds for arrest; or
    3. Evade apprehension or identification of the suspect or the vehicle of the suspect;

B. Because of traffic conditions, vehicles moving in response to the emergency lights and the audible siren/signal may increase the potential for a collision.

Emergency Medical Transports and Escorts

In exceptional circumstances an officer may be confronted with a situation where a person is in need of immediate emergency medical care to save their life. If an ambulance is needed for this person, but the arrival of the ambulance is delayed, a supervisor may authorize the transportation of this person to the closest appropriate emergency medical facility in a police vehicle, Code 3. If an emergency medical transport is approved by the officer's supervisor, the officer will notify 911 Communications of the departure location and the emergency medical facility the person is being transported to.

When an officer encounters a situation where a medical escort is necessary to save a life, an officer may escort a private vehicle to the closest appropriate emergency medical facility, with supervisory approval. In the case of an emergency medical escort, the following will apply:

A. Speed limits will be strictly observed;
B. A complete stop will be made prior to traversing an intersection against a traffic control device;
C. The driver of the private vehicle will be required to display emergency flashers and headlights;
D. The officer will advise the driver of the private vehicle of the above conditions prior to the escort; and
E. Notify 911 Communications of the departure location and intended destination.

An officer directly involved in escorting a funeral, motorcade, parade, or special event is required to utilize their emergency lights at all times if traffic laws or ordinances are being violated. The use of the audible siren/signal will be used at the discretion of the officer consistent with traffic conditions, route considerations and the event itself.

Revised 9/24

5-502 Pursuit Procedures

A pursuit is an active attempt by an officer in an authorized emergency vehicle to perform a vehicle stop, and the operator of the suspect vehicle indicates by their action, intent to elude or evade apprehension. The officer must reasonably believe the suspect(s) knows they were directed to stop, refused to stop, and were willfully fleeing in an attempt to avoid capture.

Effort should be made to avoid pursuits due to the extreme danger present in such activity. Officers must balance the need for immediate apprehension of the suspect with the need to protect the public from the danger caused by the pursuit. All officers are reminded that their basic responsibility is to protect the public. When the danger of a pursuit exceeds the value of an immediate apprehension, public safety shall be paramount and require alternative methods of apprehension.

When there is potential for a pursuit to occur (e.g., an officer is following a stolen vehicle or vehicle used in a recent crime), officers should strongly consider delaying any traffic stop attempts, even after a second unit arrives. This delay may give officers time to deploy other resources to the area or follow the suspect vehicle to an area which may be safer if a pursuit ensues. Resources officers should consider deploying, if practical, include but are not limited to: additional officers to assist with tactical pursuit management, Air Support, a Canine unit, a TVI unit, or a supervisor. Having these resources in place may prevent a potential pursuit or mitigate the danger to the public and officers if a pursuit is initiated by the suspect.

Pursuits cannot be avoided or delayed in every circumstance. This section does not prevent an officer from engaging in a pursuit if the suspect vehicle flees as a result of the officer's presence, even if a traffic stop was never initiated by the officer, nor does it prevent an officer from initiating a traffic stop prior to the arrival of additional resources, when appropriate.

Pursuits have been generally categorized in this directive as falling into two categories:

A. Pursuits involving property crimes and traffic offenses; and
B. Pursuits involving person crimes and DUIs.

It is impossible to account for every instance in which a pursuit might occur. For pursuits falling outside of these general categories, employees must balance the need for immediate apprehension with the need to protect the public and exercise careful judgment in determining when and to what extent to pursue those individuals.

General Pursuit Prohibitions

Officers are prohibited from engaging in police vehicle pursuits in the following circumstances:

A. When a passenger in the police vehicle is not another officer;
B. When the police vehicle contains a prisoner;
C. When the officer is not the primary, secondary, or other authorized unit; and
D. When an officer is driving a department-utilized vehicle, on or off-duty, that is not pursuit-rated, to include all police vans, trucks, motorcycles, authorized lease vehicles, private vehicles, and unmarked sedans, except RAAID, CITCO, unmarked VCAT SUVs, and pursuit rated low profile vehicles.

Pursuits Involving Property Crimes and Traffic Offenses

Officers are authorized to engage in a vehicle pursuit of a subject in accordance with the provisions of this section when an officer has reasonable suspicion to believe that both a crime has been committed and the person being pursued committed the crime. Justification for engaging in a pursuit or deciding to continue a pursuit will be limited to the facts known by the officer at the time the decision is being made. Information not established as fact at the time the decision to pursue or to continue to pursue is being made cannot be considered in later determining whether the pursuit was justified.

Officers will self-terminate pursuits involving property crimes or traffic offenses under the following circumstances:

A. When entering an active school zone;
B. When entering an active construction zone with workers present;
C. When dangerous road conditions are present as a result of weather or surface type;
D. When the pursuit enters an area with an increased volume of pedestrian traffic directly adjacent to the roadway of the pursuit;
E. When the identity of the violator is known;
F. When officers know of and have access to, or can later access, information from a GPS tracking device on the suspect or the vehicle; or
G. When the suspect's driving behavior is so egregious that allowing the pursuit to continue poses substantial and imminent risk to the officer(s), the public or the suspect.

Officers shall consider self-terminating pursuits involving property crimes or traffic offenses under the following circumstances:

A. When the suspect's speed, in relation to other vehicular traffic, speed limit, and area of the pursuit is such that it endangers the public or officer(s);
B. When the suspect disregards traffic control devices at intersections in such a manner that it endangers the public or officer(s) who are at the intersection;
C. When the suspect drives into oncoming traffic in a manner that endangers the public or officer(s); or
D. When the suspect drives off-road and the risk of injury and damage to vehicles exceeds the value of immediate apprehension.

Continued pursuit of a suspect when any of the above-listed provisions are met will require strong justification and the authorization of the managing supervisor. In these instances, the supervisor must be able to document specific facts that show the decision to continue pursuing was objectively reasonable under the circumstances.

Just because a pursuit involving a property crime or traffic offenses has entered a residential area does not, by itself, mean the pursuit should be terminated. Officers must evaluate the unique characteristics of the residential area (e.g., number of cars parked in the roadway, width of streets, density of traffic, pedestrians, number of traffic control devices/signs, speed limit) to determine if they can safely continue pursuit.

The provisions of this section do not preclude an officer from reengaging with a suspect when the conditions of this section are no longer met, with supervisor approval.

Pursuits Involving Person Crimes and DUIs

Officers are authorized to engage in a vehicle pursuit of a subject in accordance with the provisions of this section when the officer has reasonable suspicion to believe the subject committed, is committing, or has an active arrest warrant for a person crime.

Officers are authorized to engage in a vehicle pursuit of a subject in accordance with the provisions of this section when the officer has reasonable suspicion to believe the subject is under the influence of an intoxicating substance.

The decision to pursue in accordance with the provisions of this section shall be based solely on the facts known by the officer at the time the decision to pursue is being made. Information not established as fact at the time the decision to pursue or continue pursuit is made cannot be considered in later determining whether the pursuit was justified.

The severity of the suspected crime and the danger posed to the public if the suspect is allowed to remain at large shall be of utmost importance when determining whether or not to continue the pursuit of a person suspected of a person crime or driving under the influence of an intoxicating substance.

The following offenses are not recognized as person crimes and are not authorized for pursuit under the provisions of this section:

A. Felony attempting to elude; and
B. Simple assault and battery.

Officers will consider self-terminating a pursuit involving a person crime or DUI suspect under the following circumstances:

A. When the suspect's driving behavior is so egregious that allowing the pursuit to continue poses substantial and imminent risk to the officer(s), the public or the suspect; or
B. When officers know of and have access to information from a GPS tracking device on the suspect or the vehicle.

Officers must assess the value of continuing a pursuit when:

A. The suspect's speed, in relation to other vehicular traffic, speed limit, and area of the pursuit is such that it endangers the public or officer(s);
B. The suspect disregards traffic control devices at intersections in such a manner that it endangers the public or officer(s) who are at the intersection;
C. The suspect drives into oncoming traffic in a manner that endangers the public or officer(s); or
D. The suspect drives off-road and the risk of injury and damage to vehicles exceeds the value of immediate apprehension.

Continued pursuit of a suspect engaged in the above-listed behaviors will require strong justification. In these instances, the officer must be able to document specific facts that show the decision to continue pursuing was objectively reasonable under the circumstances.

Officers shall exercise extreme caution upon entering an active school zone or construction zone where workers are present when pursuing an individual suspected of committing a person crime or driving under the influence of an intoxicating substance.

Pursuit Termination

The officers directly involved in a pursuit have primary responsibility for terminating a pursuit when necessary; however, any involved officer or supervisor may terminate the pursuit when termination is necessary to maintain the safety of the public, the officer(s), or the suspect(s).

When a pursuit is terminated, all officers directly or indirectly involved shall:

A. Immediately stop all attempts to pursue;
B. Terminate Code 3 response;
C. Stop following the suspect; and
D. Adhere to all traffic laws.

An initiating unit that is no longer the primary or secondary vehicle in a pursuit shall proceed to the point of termination, obeying all traffic laws and regulations. Code 3 driving is not permitted.

Officers may not continue or reinitiate a terminated pursuit without the authorization of the managing supervisor.

Pursuing Officer Responsibilities

The following factors shall be considered before initiating and continuing a vehicle pursuit:

A. Degree of risk created by pursuit;
B. Seriousness of the suspected crime;
C. Whether the identity of the violator is known;
D. Volume of pedestrians and motorists;
E. Nature of the area: residential, commercial, school zone, open highway, etc.;
F. Weather;
G. Road conditions such as construction or surface type;
H. The speed of the suspect in relation to the speed of all other traffic; and
I. The suspect's behavior that endangers public safety.

Before attempting a vehicle stop when a driver is likely to flee (such as known stolen cars or wanted subjects) the primary unit will attempt to avoid a pursuit by coordinating the response of assisting officers. For example, an apprehension at a stoplight or other preplanned location may be an appropriate tactic. The officer will wait for a secondary unit to arrive prior to attempting to stop the vehicle, unless the vehicle initiates a pursuit prior to the arrival of the secondary unit.

Immediately upon meeting the conditions of a pursuit as defined in this directive, emergency lights and siren shall be activated and remain activated at all times during a pursuit.

A low-profile vehicle which is not equipped with overhead lights but is equipped with emergency equipment pursuant to state statute, may engage in a pursuit, provided due care and caution are used. RAAID, CITCO, unmarked VCAT SUVs, low-profile RAAID style Police Interceptor Utility vehicles, and marked vehicles with no overhead lights are the only pursuit-rated low-profile vehicles permitted to engage in a pursuit. Once the first marked emergency vehicle with overhead lights engages in the pursuit, that vehicle shall assume the lead and the low-profile vehicle will assume the secondary position.

Officers shall not drive on the wrong side on streets, freeways, or any other type of roadway, except to pass vehicles blocking the pursuing officer's lane of traffic. Officers should return to the correct lane as quickly as possible once past the blocked traffic lanes.

Primary and Secondary Officer Responsibilities

The initiating or primary officer in a pursuit shall immediately notify 911 Communications of the following:

A. Location;
B. License plate number;
C. Vehicle description;
D. Reason for the pursuit;
E. Number of occupants;
F. Direction of travel;
G. Estimated speed of the suspect;
H. Traffic conditions; and
I. Any other relevant actions by the suspect vehicle.

Officers shall give updated information concerning direction of travel, speed, speed limit, traffic conditions, and unusual actions of the suspect. Radio transmissions shall be kept as short as possible.

Officers shall continually evaluate the risk of continued pursuit.

Pursuing officers shall maintain a safe distance from the suspect vehicle and from other police units involved in the pursuit. Safe distance shall mean a distance sufficient to avoid colliding with or interfering with other vehicles involved in the pursuit.

The secondary officer in a pursuit will assist the primary officer during the pursuit and at the point of termination. The secondary officer shall not overtake the primary officer unless specifically requested to do so and shall drive behind the primary unit. The secondary officer may block an adjoining lane to prevent interference with the pursuit by other vehicle(s) traveling in the same direction.

The secondary officer shall be prepared to assume the role of primary officer, if needed, and may broadcast the pursuit if requested by the primary officer or if ordered by the managing supervisor.

No officer will overtake the primary or secondary officer in a pursuit, unless:

A. Ordered to do so by the managing supervisor; or
B. Requested by a primary or secondary pursuing officer if they need to discontinue pursuit.

Tactical Pursuit Management

All officers in the path of a pursuit shall remain alert to its progress and location and actively assist with traffic control along the route of the pursuit to promote public safety and provide coverage for collision investigation, perimeter containment and foot pursuits. Uninvolved officers will not join the pursuit or overtake the pursuing officers unless authorized by a supervisor.

If only one OCPD unit is directly involved in a pursuit when it begins, the closest OCPD unit is authorized to respond Code 3 and exceed the speed restrictions listed in Code 3 Restrictions if it can be done safely, until that unit becomes the secondary officer in the pursuit. This unit must advise 911 Communications they are responding as the second (closest) unit to the pursuit and provide their location.

Additional officers may respond to the area of the pursuit but are not authorized to operate Code 3 or violate any traffic laws or ordinances, unless authorized by a supervisor.

Should a pursuit cross division boundaries, any officer or supervisor with relevant information shall notify the dispatcher of any special conditions or hazards along the projected route.

Officers should avoid approaching an occupied suspect vehicle at the termination of a pursuit. A high-risk vehicle stop shall be the most appropriate method of taking suspects into custody. Exigent circumstances may exist at the termination of a pursuit that may cause an officer to approach an occupied suspect vehicle.

Vehicle Pursuits with Air Support

When Air Support personnel are airborne and available, they shall respond to all pursuits. Once the helicopter has established visual contact with the pursued vehicle and can follow the pursuit, the managing supervisor shall be notified. Air Support personnel will call the pursuit and update units as to the suspect's location, direction, speed, etc.

At this point, the managing supervisor shall order all ground units to terminate Code 3 response. This means officers shall no longer follow the suspect vehicle, nor violate any traffic laws or regulations. Officers are permitted to drive in non-emergency mode in the direction Air Support personnel is advising the suspect is driving, without being visible to the suspect. The continued pursuit by units may be authorized only by the managing supervisor and based on the facts known at the time, which may include the following:

A. The seriousness of the offense, such as violent felons;
B. All factors listed under Pursuing Officer Responsibilities for consideration prior to initiating and continuing a pursuit; and
C. Circumstances which may impact officer safety or the ability to safely apprehend the suspects.

Air Support personnel will broadcast information regarding any perceived, observed or previously known hazards or circumstances in the path of the pursuit which may need to be considered for the purposes of termination.

Air Support personnel may have the best vantage point and should constantly evaluate the risk involved in continuing the ground pursuit. If Air Support personnel determines the risk of continued ground pursuit by officers exceeds the value of having officers on-site for immediate apprehension of a suspect(s), Air Support personnel should terminate the ground pursuit.

Air Support personnel will inform the managing supervisor and other units when and if an opportunity is present for an apprehension. This will generally occur when the suspect(s) has stopped and is exiting the vehicle. Air Support personnel will assist units in establishing a perimeter until the suspect(s) is in custody or the managing supervisor terminates the police response.

Air Support personnel will notify the managing supervisor if officers are still following after termination.

In instances where the ground pursuit is terminated and the suspect’s driving behavior continues to be a hazard, Air Support will increase their altitude so they cannot be detected by the suspect, when safe to do so, and refrain from the use of the spotlight.

Vehicle Disabling Maneuvers

A Tactical Vehicle Intervention (TVI) is a controlled contact maneuver to disable a fleeing suspect’s vehicle which is designed to de-escalate and resolve a pursuit quickly in the interest of public safety. This technique allows officers to use the patrol vehicle to push, not ram, a fleeing suspect’s vehicle to disrupt the traction of the vehicle and end the pursuit. The ultimate objective of the TVI is to reduce the risk of death or injury to the public, officer(s), and the suspect(s). The use of TVI is not reasonably anticipated to cause injury or death to the suspect.

Considerations

TVI will only be used or attempted in situations where the pursuing officer reasonably believes the continued pursuit of the suspect’s vehicle would place others in danger of great bodily harm or death. The managing supervisor and the pursuing officer(s) must assess whether the apparent risk of harm to others created by the pursuit is so great

as to outweigh the risk of harm in utilizing the TVI technique. The safety of the public, officer(s), and the suspect(s) will be paramount in determining whether or not to use TVI.

Requirements

TVI can be used to stop a pursuit at the safest, earliest, and most appropriate opportunity before the pursuit places residents, officers, and the suspect in further danger.

The following conditions must be met before employing the TVI technique:

A. The pursuit is authorized pursuant to this directive;
B. The speed of the fleeing vehicle does not exceed 45 mph at the time the technique is employed;
C. The officer employing the technique is authorized by the department to perform TVI;
D. The officer is operating a vehicle that is utilizing emergency lights and sirens;
E. At least two other officers, which may include a supervisor, are en route to the officer performing the TVI; and
F. The roadway has adequate space to safely perform a TVI.

If a pursuit originates in another jurisdiction and crosses into Oklahoma City, the use of TVI must be requested by the pursuing agency and authorized by the watch commander.

Prohibitions

The TVI technique shall not be used or attempted:

A. When the fleeing vehicle:
    1. Has less than four (4) wheels;
    2. Is an ATV, golf cart, go-cart, or other recreational vehicle;
    3. Has a rear bumper height that is higher than the patrol vehicle's front bumper;
    4. Is significantly heavier than the police vehicle;
    5. Is a pickup truck with passengers in the bed; or
B. On any vehicle if the rear tires have been deflated;
C. On any vehicle known to have an infant or child as a passenger;
D. In any active school zone when school is in session;
E. At any location where the potential for high-density pedestrian traffic exists; or
F. On any roadway containing the following hazards:
    1. Construction zones;
    2. Bridges; or
    3. Train tracks.

Exceptions

Under extreme circumstances, the TVI technique may be used in violation of the requirements and prohibitions listed above, to include:

A. In instances where the application of lethal force would be permissible (See Section 4-306.4);
B. To stop known, extremely dangerous, fleeing felons; and
C. As a last resort when it is reasonably clear that all other methods of capturing the fleeing felon(s) have failed or will fail.

Under no circumstances shall the TVI technique be attempted on a vehicle which is towing any object (to include but not limited to a trailer, camper, boat, etc.) however, ramming may be permissible if lethal force is justified.

Prior to using the TVI technique under these circumstances on a vehicle with multiple occupants, officers must reasonably confirm all the occupants are extremely dangerous felony suspects. If officers reasonably believe the

vehicle contains a person that is not an extremely dangerous felony suspect, officers will not use the TVI technique on the vehicle.

Vehicle Pursuit Re-Engagement after Air Support Takeover

After Air Support takes over a pursuit, a managing supervisor may authorize officers to re-engage the ground pursuit to use the TVI technique if the following information becomes known:

A. The above listed conditions and exceptions for a TVI technique exist; and
B. The apparent risk of harm to others created by the suspect in the pursuit is so great as to outweigh the risk of harm in utilizing the TVI technique.

Reporting

The use or attempted use of TVI will be documented in the officer's incident report. The officer's incident report will contain the specific events which led to and permitted the use of TVI.

The managing supervisor will need to document the use of a TVI in the Managing Supervisor's Administrative Pursuit Review as well as the electronic tracking system.

Vehicle damage is known to occur to vehicles involved in this technique. Damage to vehicles involved in this technique is not considered a collision or crash and will not trigger the collision review process. The managing supervisor will photograph the damage to the involved vehicle(s), upload the photographs, and complete the appropriate documentation for damage to city equipment in Origami.

An Official Traffic Collision report will only be required in instances where the use or attempted use of this technique causes:

A. Any vehicle or other property not involved in the pursuit to sustain damage;
B. Any party to sustain an injury where transportation to the hospital is required; or
C. Any pedestrian to be struck or injured.

Notifications

In instances involving an injury and transportation to the hospital, the supervisor will contact Traffic Fatality Investigations to complete the collision investigation. The managing supervisor will also be responsible for notifying the Office of Professional Standards of the incident.

The managing supervisor will further notify the watch commander of any injuries or property damage sustained as a result of the use or attempted use of this technique which will require an Official Traffic Collision report to be completed.

Pursuit Management for Supervisors

After an officer announces they are in pursuit, the officer's supervisor will be the managing supervisor for the duration of the pursuit. If the officer's supervisor is unavailable, another supervisor may manage the pursuit. If a supervisor, regardless of rank, is the primary unit in a pursuit, another supervisor of any rank shall be designated the managing supervisor.

The managing supervisor shall consider all factors listed under Pursuing Officer Responsibilities prior to initiating and continuing a pursuit, including whether or not exigent circumstances exist to allow an otherwise terminatable pursuit to continue.

The managing supervisor shall:

A. Determine the reason for the pursuit and the surrounding conditions from the involved officer(s) and 911 Communications;
B. Authorize or terminate the pursuit based on all available information;
C. Continually evaluate the risk of continued pursuit;
D. Request a unit to respond to assist with a TVI maneuver and authorize additional units in the pursuit for officer safety purposes if they can articulate the conditions are present to perform a TVI;
E. Ensure no more than two (2) vehicles—primary and secondary unit—are actively taking part in a pursuit;
    1. The managing supervisor may authorize and must identify additional units by unit number for pursuits involving person crimes and DUIs, depending on the severity of the offense, number of occupants, or likelihood of an armed encounter.
F. Ensure the officer broadcasting the pursuit provides necessary information by requesting additional required information if it has not been broadcasted.

The managing supervisor may move in the direction of the pursuit in a non-emergency mode, unless they are in close enough proximity to join the pursuit, in which case they may respond Code 3.

Use of Livestream During a Pursuit

A managing supervisor may livestream the primary officer's in-car camera to observe the pursuit and shall notify 911 Communications if they elect to do so.

If the managing supervisor is using livestream, a secondary supervisor may move in the direction of the pursuit in a non-emergency mode.

If the managing supervisor is responding to the area of the pursuit, another supervisor in the same division may access livestream to observe the pursuit and provide information to the managing supervisor.

All supervisors in the path of a pursuit shall remain alert to its progress and location and shall actively assist with traffic control and/or the management of traffic control along the route of the pursuit to promote public safety and provide coverage for collision investigation, perimeter containment and foot pursuits.

Post-Termination Management

The managing supervisor will respond to the scene of termination on all pursuits where Air Support is not involved. When the managing supervisor terminates the ground portion of a pursuit and Air Support continues tracking the violator, the managing supervisor will ensure ground units comply with termination procedures.

The managing supervisor shall determine if a traffic collision resulting from the pursuit has occurred at any point along the route of the pursuit. This includes damage to police equipment, the suspect vehicle, vehicles of residents, and any other property. If a collision has occurred, the managing supervisor will ensure an appropriate investigation is conducted.

If a collision involving death or injury which may result in death occurs as a direct or indirect result of a pursuit, the managing supervisor will notify the watch commander who will then notify 911 Communications of the necessary details to make the appropriate notifications. An Operations Bureau deputy chief shall notify the Chief of Police.

In instances when a suspect has escaped apprehension, the managing supervisor shall immediately coordinate efforts to follow up any investigative leads.

The managing supervisor shall ensure a debriefing is conducted with all involved officers as soon as is reasonable.

Inter-Jurisdictional Pursuits

Only the primary and secondary officers along with the managing supervisor are authorized to leave the city during a pursuit. Continued pursuit of a subject outside of city limits will require supervisor approval. This provision does not apply to pursuits entering municipalities surrounded by Oklahoma City (e.g., Bethany, Warr Acres).

The managing supervisor may assign additional units for pursuits involving person crimes or DUI suspects, depending upon the severity of the offense, number of occupants or likelihood of an armed encounter. The supervisor will have to articulate the reason for allowing additional units and identify those units by unit number over the radio.

Pursuit of a subject beyond the counties encompassing/surrounding Oklahoma City will require the authorization of the watch commander.

Notifications

Whenever a pursuit enters another jurisdiction, 911 Communications shall notify the receiving jurisdiction of the pursuit and the reason for the pursuit and shall provide updates regarding the status of the pursuit.

When a pursuit is discontinued or reaches termination, all units and the receiving jurisdiction should be advised immediately.

Managing Supervisor Responsibilities

A managing supervisor shall respond to the scene of termination or discontinuance of the pursuit.

The managing supervisor shall gather from each participating jurisdiction involved, information concerning the circumstances of its participation and the names of any of its officers participating in the pursuit.

Pursuits Entering Oklahoma City Jurisdiction

In a pursuit originating in another jurisdiction and crossing into Oklahoma City, a supervisor from the affected division will be identified and assigned to monitor the pursuit. The assigned supervisor may authorize one unit to participate in the pursuit. Once an officer engages in direct pursuit, the assigned supervisor will assume the role of managing supervisor. The pursuing officer will provide 911 Communications with updated information concerning direction of travel, speed, and any unusual actions in the interest of safety. If Air Support is present, they should call the pursuit. The managing supervisor may assign additional officers to assist with traffic control, render assistance at the termination or discontinuation point, or to monitor the progress of the pursuit.

Upon request of the initiating jurisdiction and with the approval of the managing supervisor, an officer may become the primary vehicle.

Supervisors and commanders shall have final authority over the involvement of Oklahoma City police officers in outside agency pursuits. Officers shall assist with traffic control along the path of an outside agency pursuit to promote public safety.

Investigative Jurisdiction for Collisions Related to Pursuits

The Oklahoma City Police Department shall investigate all collisions resulting from an Oklahoma City Police Department pursuit regardless of the jurisdiction in which the collision occurred. The department will not investigate collisions which occur outside of Oklahoma City prior to the involvement of OCPD personnel in the pursuit. This does not preempt the jurisdiction from conducting its own investigation or a joint investigation.

Reporting Requirements

Upon the termination of a pursuit, all officers involved will meet at a location designated by the managing supervisor. In addition, the following reporting requirements will be followed.

Primary Officer

The primary officer shall complete an incident report, including all elements of the pursuit and the reason(s) to continue and/or terminate the pursuit.

Other Involved Officers

The secondary officer, and any additional officers involved in the pursuit, will complete an incident supplement and submit it prior to the end of their shift.

The Air Support pilot or observer will complete an incident supplement.

Administrative Pursuit Review

For the purposes of this section, pursuits will be classified into one of three levels:

Pursuit Level I

Defined as:

A. Any pursuit that is not categorized as a Level II or a Level III.

Pursuit Level II

Defined as:

A. Pursuits in which a TVI was attempted or utilized (not including pursuits in which a TVI was attempted or utilized under the "Exceptions" subsection of the "Vehicle Disabling Maneuvers" section of this directive);
B. Pursuits involving any collision that does not require hospitalization;
C. Any pursuit in which the incident is not captured on body-worn camera, dash camera, or an Air Support Unit camera;
D. Pursuits in which more officers were involved in the pursuit than authorized according to this directive and/or by the managing supervisor;
E. Pursuits for which no managing supervisor was assigned to the pursuit; or,
F. Any terminated pursuit which was continued without authorization from the managing supervisor.

Pursuit Level III

Defined as:

A. Pursuits involving a fatality or injury collision;
B. Pursuits in which a TVI was attempted or utilized under the "Exceptions" subsection of the "Vehicle Disabling Maneuvers" section of this directive; or,
C. Any pursuit investigated by the Office of Professional Standards at the direction of the Chief of Police or their designee.

The managing supervisor or the supervisor assigned the follow-up investigation shall:

A. Ensure all officers involved directly or indirectly in the pursuit have completed an appropriate report;
B. Complete a Significant Incident and post it on the message board prior to the end of the shift;
C. Complete the Managing Supervisor Administrative Vehicle Pursuit Summary for all pursuits in the administrative tracking portal, including all elements of the pursuit and the reason(s) to continue and/or terminate the pursuit, and attach the following:
    1. Copies of all related reports;

2. A copy of the CAD wave file;
3. CAD printout;
4. Any applicable video from the incident;
5. A copy of any recording of the pursuit from Air Support (this can be obtained from the Air Support supervisor); and
6. Any other documentation or information related to the pursuit.

D. Clearly articulate in their report their justification for continuing the ground pursuit once Air Support was directly involved in the pursuit, if applicable;
E. Review all of the attached information to determine if the officers' actions were in compliance with departmental directives; and
F. Forward the Managing Supervisor Administrative Vehicle Pursuit Summary and all of its attachments to the appropriate captain and document their recommendations in accordance with Section 3-403.

If, for any reason, a supervisor determines a pursuit warrants a higher level of classification for review, the supervisor will document their reasoning and forward the pursuit summary to the appropriate supervisor.

The captain will:

A. Review all Level I and Level II pursuits to determine whether the officers' actions were in compliance with departmental directives during the pursuit;
B. Review all Level III pursuits following the review by the Office of Professional Standards to determine whether the officers' actions were in compliance with departmental directives during the pursuit;
C. Review all information provided by the assigned supervisor in the Managing Supervisor Administrative Vehicle Pursuit Summary and its attachments;
D. Complete the captain's Administrative Review Summary;
    1. This report will be placed with the Managing Supervisor Administrative Vehicle Pursuit Summary and its attachments;
E. Forward the summary of all Level I pursuits to the Office of Professional Standards which will close out the incident; and
F. Forward the summary of all Level II and Level III pursuits to the appropriate division commander for their review and document their recommendations in accordance with Section 3-403.

The division commander will:

A. Review all information in the Managing Supervisor Administrative Vehicle Pursuit Summary, its attachments, and the Captain's Administrative Review Summary for all Level II and Level III pursuits;
B. If a determination is made that an officer's actions were inconsistent with departmental directives, ensure the appropriate action is taken and documented in the administrative tracking portal;
C. Forward the summary of all Level II pursuits to the Office of Professional Standards, which will close out the incident; and
D. Forward the summary of all Level III pursuits to the appropriate bureau chief and document their recommendations in the administrative tracking portal in accordance with Section 3-403.

The bureau chief will:

A. Review the information provided by the division commander in all Level III pursuits and determine as to whether the pursuit complied with departmental directives;
B. If a determination is made that an officer's actions were inconsistent with departmental directives, the bureau chief will ensure the appropriate action is taken; and,
C. Ensure all information compiled in a Level III pursuit is routed to the Office of Professional Standards.

The Office of Professional Standards captain will:

A. Review all Level III pursuits assigned by the Chief of Police or their designee and forward to the appropriate division commander. The appropriate captain will be copied.

Investigation Responsibilities

When a suspect has evaded apprehension, the initiating division will conduct the investigation if misdemeanor traffic offenses are the only known offenses committed by the suspect.

When a suspect has evaded apprehension for any offense other than a misdemeanor traffic offense, the appropriate investigative unit shall be assigned to investigate the identity of the suspect for prosecution. The appropriate investigative unit assigned will be determined by the crime initiating the pursuit.

For pursuits resulting in apprehension, the investigative unit responsible for investigating the crime which initiated the pursuit shall conduct the investigation.

The Traffic Fatality Investigations Unit will assist in the investigation of all pursuits resulting in death or serious bodily injury.

Revised 12/23; Revised 9/24

5-503 Roadblocks

A roadblock involves the placing of one or more police vehicles where the sole purpose is to obstruct a moving vehicle and apprehend a fleeing suspect. The use of a roadblock is not authorized.

5-504 Tire Deflation Devices

The purpose of the deployment of the tire deflation device is primarily to safely disable a vehicle to prevent it from fleeing. When any vehicle crosses a deployed tire deflation device, hollow spikes are embedded into the tires, causing the tires to deflate at a controlled rate. While the driver may continue to drive, the ability to operate the vehicle at high speeds is greatly reduced, if not eliminated.

Officers are prohibited from deploying tire deflation devices on any moving vehicle. Officers are strictly prohibited from entering the path of a motor vehicle pursuit to deploy tire deflation devices.

Deployment

Tire deflation devices may only be deployed when a vehicle is stationary and the following criteria are met:

A. Deployment can be safely accomplished without placing the officer in harm's way (e.g., potentially armed subject(s) in the vehicle, vehicle in the line of sight of a barricaded subject);
B. It is objectively reasonable to conclude that deployment could mitigate the risk of immediate danger to officer(s), the general public, or the person if allowed to leave in the vehicle; and
C. A supervisor has approved the deployment.

The decision to deploy a tire deflation device should be made based on the totality of circumstances surrounding the incident. The supervisor will consider the following prior to authorizing the deployment of any tire deflation device:

A. Whether the person poses a risk to officers or the public if allowed to leave in the vehicle;
B. The probability of deployment resulting in safe resolution of the incident; and
C. Whether deployment of the device would unnecessarily place an officer(s) in harm's way.

Outside Agency Request for Deployment

Watch commanders may authorize deployment of a tire deflation device at the request of an outside agency; however, devices may only be deployed in accordance with this directive.

Post-Deployment Inspection/Spike Replacement

At the conclusion of an incident in which any tire deflation device is deployed, whether a vehicle drove over it or not, personnel shall inspect the device for damaged, loose, and/or missing spikes. If any portion of the tire deflation device sleeve is damaged or was run over, that sleeve will be replaced prior to the redeployment of the tire deflation device in the field. The Operations Administration sergeant shall ensure each division has replacement sleeves.

Reporting

The deploying officer will document the usage of a tire deflation device in an incident supplement. The report will contain the following information:

A. Location of deployment;
B. Name(s) of person who deployed the device;
C. Injuries and/or death;
D. Which vehicle the deflation device was deployed on (i.e., suspect, barricaded subject, mental health consumer, etc.);
E. What the circumstances were surrounding the deployment;
F. The name of the supervisor who authorized the deployment; and
G. If the device was deployed in response to an outside agency request, the watch commander who authorized the deployment.

The managing supervisor will complete and submit the online Stop Stick Deployment Report form on SharePoint after each tire deflation deployment.

5-505 Ramming

Ramming is the intentional act of driving a vehicle into a person or vehicle or object occupied by a person.

Ramming may be used only:

A. In instances where lethal force would be permissible (See Section 4-306.4);
B. To stop known, extremely dangerous, fleeing felons; and
C. As a last resort when it is reasonably clear that all other methods of capturing the fleeing felon(s) have failed or will fail.

Prior to ramming a vehicle with multiple occupants, officers must reasonably confirm all the occupants are extremely dangerous felony suspects. If officers reasonably believe the vehicle contains a person that is not an extremely dangerous felony suspect, officers will not ram the vehicle.

Acts of ramming are considered a response to resistance and will be reviewed by the Screening Committee. The Collision Review Board will not review acts of ramming.

5-506 Emergency Medical Transports/Escorts

In exceptional circumstances an officer may be confronted with a situation where a person is in need of immediate emergency medical care to save their life. If an ambulance is needed for this person, but the arrival of the ambulance is delayed, a supervisor may authorize the transportation of this person to the closest appropriate emergency medical facility in a police vehicle, Code 3. If an emergency medical transport is approved by the officer's supervisor, the officer will notify 911 Communications of the departure location and the emergency medical facility the person is being transported to.

When an officer encounters a situation where a medical escort is necessary to save a life, an officer may escort a private vehicle to the closest appropriate emergency medical facility, with supervisory approval. In the case of an emergency medical escort, the following will apply:

A. Speed limits will be strictly observed;
B. A complete stop will be made prior to traversing an intersection against a traffic control device;
C. The driver of the private vehicle will be required to display emergency flashers and headlights;
D. The officer will advise the driver of the private vehicle of the above conditions prior to the escort; and
E. Notify 911 Communications of the departure location and intended destination.

5-507 Police Escorts

Police escorts may be provided for any organization or group when authorized by an Operations Bureau Commander or Chief of Police.

5-507.1 Escorting Emergency Vehicles

Emergency vehicles, particularly ambulances, shall not be escorted by officers except under special circumstances. Two emergency vehicles traveling together more than double the hazard to traffic. One exception will be to escort an emergency vehicle from the city limits to a hospital when the driver of the emergency vehicle is not familiar with the location of the hospital.

5-507.2 Escorting Private Vehicles

Whenever possible, officers shall avoid escorting private vehicles on emergency runs. Every effort will be made to have EMS respond and transport the patient. If immediate transport is necessary and the patient can be transferred to the patrol vehicle without absolutely jeopardizing their life, they shall be transferred to the patrol vehicle for the emergency run. If an officer determines that a private vehicle must be escorted to a hospital the escort will be done in accordance with Section 5-504.

5-507.3 Funeral Procession Escorts

Escorts for funeral processions within the Oklahoma City limits may be scheduled by the Uniform Support Division, by advance notice, utilizing off-duty officers.

5-507.4 Escorts for House Movers

Licensed house movers that have obtained a house moving permit (OKC Mun. Code 50-186) may be furnished an escort with advance notice to the Uniform Support Division. Off-duty officers will be utilized on an as available basis.

5-507.5 Escorts for Oversize Loads

Escorts for loads that may pose a traffic hazard when transported on Oklahoma City streets may be provided in accordance with Section 5-507.4.

5-507.6 Equipment Escorts

Officers who make themselves available for off-duty escorts will be permitted to use department vehicles for the assignment. Directives governing the operation of department vehicles will be observed.

5-508 Transporting Injured Persons in Police Vehicles

A primary police goal is the protection of life. In this regard, and in the case of injured persons and the immediate need of their receiving professional medical aid, officers will utilize the following procedures in their transportation. Transportation of injured persons in police vehicles should be considered only as a last resort.

Upon learning of a traffic collision or other event in which persons are injured, emergency medical service should be summoned to the scene. Officers arriving upon the scene should administer first aid in accordance with their training and knowledge until EMS arrives. Officers shall assist EMS personnel in handling injured persons as necessary.

5-508.1 Emergency Medical Service Not Available

In the event EMS service is not available or will not be available for an extended period, and in the officer's opinion the life of the injured person is dependent upon immediate professional medical aid, the injured person may be transported in the police vehicle. The following rules will apply:

A. Officers shall seek approval of supervisory personnel in determining when to transport injured persons in police vehicles.
B. When injured persons are to be transported in police vehicles, preliminary first aid should be administered at the scene. Additional police personnel should be summoned to the scene to assist in the emergency and in protecting the scene.
C. Officers transporting injured persons should ensure they are properly attended to and exercise due care and caution in driving.

Revised 9/24

Section 6: Individuals Riding with Officers

The Oklahoma City Police Department has a police ride along program for the purpose of acquainting the general public with the nature and difficulties of a Police Officer's job.

5-601 Assignment

Civilians may ride with a patrol officer with the permission of the Patrol Division Shift commander, and will be assigned at the discretion of the Shift Supervisor unless a specific assignment is designated by a command staff officer.

5-601.1 Indemnity Agreement

All civilian riders will sign an indemnity agreement form prior to riding in any police vehicle. A civilian rider under the age of 18 must have a signed indemnity agreement by the rider and their parents or legal guardian.

5-601.2 Appearance of Civilians

All civilian riders will wear appropriate business attire when riding with a police officer. No blue jeans, shorts, T-shirts, sandals or tennis shoes are allowed. All civilian riders must wear the "Citizen Observer Pass" provided by the Department at all times while participating in the ride along program.

5-601.3 Civilian Actions

Civilian riders will not enter the scene of any situation where violence is known or suspected and will follow the instructions of all police officers explicitly in order to prevent the civilian rider from sustaining any injuries.

5-601.4 High Speed Pursuits

Officers will not engage in high speed pursuits or other emergency operations while transporting a civilian passenger.

5-601.5 Officers from other Jurisdictions

Officers from other jurisdictions may ride on routine patrol, in investigation units or in other police vehicles at the discretion of the shift supervisor or Division Commander, subject to the restrictions applicable to civilians. This does not pertain to riding with a unit during the course of an official investigation, at which time these restrictions do not apply. In the course of an investigation there are no restrictions.

5-601.6 Spouses

The Oklahoma City Police Department encourages the spouses of police officers to engage in the police ride along program for the purpose of familiarizing them with the nature of police work. By understanding more about the job, the level of stress and tension experienced in the police marriage may be lessened. The spouse shall wear the "Citizen Observer" pass at all times while riding in the police vehicle.

5-601.7 Responsibility

The Shift Commander will be held responsible for ensuring compliance with this directive.

5-601.8 Notifying Communications

Upon going in service, the police officer will advise Communications that they have a civilian rider aboard. If the civilian rider leaves prior to the end of the tour of duty, the officer will advise Communications that they are alone again. The supervisor will provide Communications with the name of the individual riding with an officer at their earliest convenience.

5-601.9 Exception for Probationary Officers

Officers on probation must receive authorization from their Division Commander prior to participating in the Ride-Along Program.

Chapter 6: Investigations Bureau

Section 1: General Procedures

The goals of the Investigations Bureau are to effectively conduct follow-up investigations of criminal activity, to increase the probability of immediate detection and apprehension of those persons committing offenses within the incorporated limits of the City of Oklahoma City, to present all investigative information to prosecuting authorities and provide detailed courtroom testimony. In so doing, employees will commit themselves to excellence and discharge their responsibilities professionally and courteously while making maximum utilization of available resources.

In order that the operations of the Investigations Bureau are conducted in a manner consistent with the objectives of the Oklahoma City Police Department, the following directives are to be followed by personnel assigned to the Bureau.

6-101 Departmental Information

Each investigator is responsible for keeping abreast of criminal activity within their area of responsibility. Each investigator shall review their Bureau and detail bulletin boards for information updates.

6-102 Internal Information

Investigators shall use recognized OCPD memos and letterheads for disseminating information to other entities within this Department.

6-103 External Correspondence

All correspondence shall be submitted via the chain of command for the Bureau Chief's approval or Division Commander's approval prior to it leaving the Investigations Bureau.

6-104 Investigations Bureau Security

Investigators shall not leave notes, suspect information, investigative information or other official information unattended or unsecured where it could be obtained by unauthorized persons. Public access to work areas is by invitation only and is otherwise limited to Police Department employees and those support services such as janitors, vendors, and others having a need to be there.

6-105 Removal of Reports from Investigations Bureau

No Department reports, whether original or a copy, may be kept overnight away from the Department without approval of the investigator's supervisor.

6-106 Exchange of Information

Patrol officers and Investigators should work closely together to maximize and coordinate efforts in solving reported crimes and should regularly exchange information about criminal activities. Employees of the Department who receive information about, or are investigating a reported criminal incident, should devote the same time, energy and concern to the incident as they would expect and want if they were the victim of the crime.

6-107 Officer Identification

All officers assigned to the Investigations Bureau will wear their badges on the outside of their clothing or will display the badge visibly during arrest situations, when practical.

6-108 Victim / Witness Assistance

Officers and investigators should encourage the cooperation and assistance of victims and witnesses of reported crimes. Officers and investigators should attempt to assist victims and witnesses. When appropriate, officers and investigators should provide victims and witnesses with information regarding agencies and programs available. Officers and investigators should be familiar with the services and operation of these agencies and programs. Officers and investigators should keep victims' and witnesses' information confidential, consistent with the applicable law. The public and media should be informed of all programs available to victims and witnesses.

6-108.1 Victim and Witness Programs

Domestic Violence Victims Assistance Program – Designed to ensure victims of domestic violence have access to the judicial/law enforcement system. Services include counseling, advocacy, and assisting with VPOs.

CARE Center – Designed for victims of child abuse and sexual molestation. Services include, but are not limited to, medical exams, counseling, and investigative interviews.

Youth Services for Oklahoma – Designed to provide services concerning juveniles. Service programs are the Community Intervention Center.

6-109 Special Assignments

Since the investigator must have knowledge of and be able to perform a broad range of law enforcement duties, the occasion may arise for the need to assign the investigator to special duties outside their specific detail.

Such assignments may encompass such things as dignitary protection or research and analysis, or any other assignment deemed appropriate by the proper authority.

While working on special assignment, the investigator may be required to work unusual hours or in an unusual environment. The investigator may also work with other agencies outside this Department. During these special assignments, the investigator will wear the proper attire suitable for the assignment.

While on the special assignment, the investigator will comply with orders from proper authority and act according to the responsibilities of the position with which they are entrusted.

6-110 Rotating Assignments

Rotating assignments are for augmentation of personnel engaged in special investigations usually conducted by the Special Projects Group, but are not limited to use only in that unit.

Selection of officers for rotation positions is made by their respective Bureau Chief, and the duration of their assignment varies with departmental needs and agreements made between affected Bureau Chiefs.

Rotation officers are assigned by the Investigations Bureau Commander and work in conjunction with Investigators under proper supervision.

6-111 Investigator Training and Evaluation Program

The Oklahoma City Police Department Investigator Training and Evaluation Program combines investigations training with ongoing evaluation to assure the highest degree of training.

The Investigator Training and Evaluation Program, operating in the Investigations Bureau, under the administrative direction of the Deputy Chief, is designed to achieve this goal through the use of comprehensive and standardized

guidelines. All aspects of the Investigator Training and Evaluation Program are outlined in the Investigator Training Manual.

6-111.1 Investigator Training Coordinator

The ITO coordinator administers the Investigator Training and Evaluation Program. The coordinator monitors the progress of newly assigned officers and ensures that each officer/investigator is receiving consistent training.

6-112 Task Force Operations

An investigative task force may be formed for a specific investigation. If a unit supervisor feels that a specific case needs a task force assigned, they shall make a request through the chain of command to the bureau commander for the authority to form the task force.

If approval is given, personnel are to be selected and temporarily transferred to the task force. These persons will work directly for the task force supervisor. Transfer of any person outside of the Investigations Bureau must be approved by the Chief of Police prior to being transferred to the task force.

The task force supervisor is to be held responsible for the task force operations. The supervisor will read all reports relative to the task force investigation and make assignments to task force investigators and office personnel.

Daily verbal reports will be given to the appropriate division commander by the task force supervisor. A task force briefing should be held daily with all persons involved in the task force. The division commander should be involved in this briefing.

Press releases concerning the task force are to be issued only by the task force supervisor. These press releases should be done through the Office of Media Relations.

The task force supervisor will prepare an after-action report, which will be used to determine whether or not the effort was successful. The report will be submitted to the appropriate division commander within fourteen (14) working days from the date of the task force being terminated. The division commander will provide a copy of this report to the bureau commander within five (5) working days of receiving it from the supervisor.

Division participation in a task force under the direction of another law enforcement agency will be with the approval of the Chief of Police. Personnel selected for such task forces will be transferred to that task force and will work under their supervision. Task force personnel assigned to other law enforcement agencies will still adhere to Oklahoma City Police Department directives.

Any investigator assigned to an out-of-department task force will, within fourteen (14) working days of the task force termination, submit an after-action report to their division commander. The division commander will provide a copy of this report to the bureau commander within five (5) working days after receiving it.

Investigators assigned to out-of-department task forces are required to maintain expense records.

6-112.1 Task Force Officers and Warrant Executions

Department employees assigned to a task force with another agency may periodically receive requests to assist with the service of warrants. Officers assigned to a task force may assist with the execution of such warrants under the following conditions:

1. The respective agency will use a team consisting of their own agents for the entry and the task force officers will only act in an outer perimeter capacity; and
2. If the respective agency does not have a team available to execute the warrant, task force officers shall request assistance for execution from Special Operations. The following criteria must be met prior to execution of the warrant:

a. A threat assessment has been completed;
b. The Watch Commander or the unit's commander approves the execution;
c. The entry team will consist only of officers who have attended the OCPD warrant school, unless:
    i. A supervisor approves an officer without warrant school training;
    ii. The Entry Team Leader has completed the OCPD warrant school; and
    iii. Exigent circumstances exist necessitating the immediate service of the warrant.
d. Only members of the respective unit executing the warrant will be on the entry team; and
e. Officers executing the warrant must do so in accordance with Section 4-313.

3. Patrol officers may only be used in an outer perimeter capacity.

The only exception to this directive is for task force officers assigned to the U.S. Marshal's Metro Fugitive Task Force, the Federal Bureau of Investigation, and the Drug Enforcement Administration. Those officers may assist with the execution of a warrant as long as the officer(s) has participated in warrant execution training and train on a regular basis with the respective unit to ensure the safety of the department's employees.

6-113 Activity Management Guidelines

Activity Management Guidelines are a method by which accurate records can be maintained.

6-113.1 Activity Reporting Guidelines

The LFR report(s) may contain the following categories:

Cases received – A total count of all cases received, including incident reports containing a reported crime and arrest reports without an accompanying incident report.
Cases assigned – Each incident report or arrest report without an accompanying incident report assigned to an investigator for follow-up investigation will be counted as one case assigned.
Cases pending – Counted from the follow-up investigation reports. When a follow-up investigation is completed and the case is not cleared, the case will be counted as "pending."
Investigations conducted – Counted from the follow-up investigation reports. When a follow-up investigation report is completed and turned in on a case, this counts as an investigation. Multiple investigations can be counted into one case.
Felonies cleared – Counted from the follow-up investigation reports. When a felony crime is reported and the crime is cleared following current division guidelines, count one clearance for each crime reported. Example: An incident report is received on a burglary I, robbery, and rape. If the case is cleared following division guidelines, you would count one case assigned, one investigation conducted, and three felonies cleared.
Misdemeanors cleared – Counted the same way as for felony crimes, except the reported crime is a misdemeanor.
Felony arrests – When an arrest is made for a felony crime by an officer from the Investigations Division, one arrest will be counted for each person arrested.
Misdemeanor arrests – Same as for felony arrests, except for a misdemeanor crime.
Federal charges filed – Count one for each charge filed in federal court. There may be multiple charges filed against one defendant.
State charges filed and cleared – Count one for each charge filed in state court, either felony or misdemeanor. There may be multiple charges against one defendant. If there are multiple defendants, count the total number of charges filed. Example: If one defendant has the crimes of burglary I, robbery and rape filed against them, this will count as three charges filed. If two defendants are filed on for the same burglary, conjointly, count two charges filed.
Insufficient evidence – Use this category in all cases which are declined by the district attorney for lack of prosecutable evidence. This includes cases which are declined as a result of an improper search, and any case in which the evidence does not support the crime. Example: An ADW with only slight injuries or drug cases with a small amount of drugs.
Victim does not desire to prosecute – All cases where the victim indicates no desire to prosecute.
Unreliable witness – All cases where the district attorney declines to prosecute based on the unreliability of the witness or victim.
Unfounded – Cases in which the crime did not occur in our jurisdiction, the crime did not occur at all, or the elements of the crime reported are not present.

Total not filed – The total of the categories insufficient evidence, victim does not desire to prosecute, unreliable witness and unfounded will equal the number of state charges cleared and not filed.
Total state charges cleared – The total of category "State charges filed and cleared" plus the total of category "Total not filed."
City charges filed – A count of all charges referred to the Municipal Counselor's Office for filing.
Value of property recovered – The estimated total dollar value of all property recovered or seized as a result of the investigation of criminal activity.
Stolen vehicles recovered – The total count of all stolen vehicles recovered by the department. This will include recoveries of vehicles that were stolen from another jurisdiction.
Value of narcotics seized – The total dollar value of all narcotics seized, based on the estimated street value.

6-113.2 Monthly Activity Report

A Monthly LFR Activity Report from each unit will be prepared. Entry into the LFR database will be completed by an investigations division captain.

6-113.3 Annual Report

An Annual LFR Activity Report will also be prepared and distributed in the same manner as prescribed for the monthly.

6-114 Case Management

The Case Management System is designed to focus department resources on cases with a measurable probability of being solved. The decision concerning whether a case will be closed, pending, or assigned for investigation is determined based on the solvability factors associated with the case.

In addition to providing an organized and systematic approach to supervisory control, as well as management tools for individual investigators, the case management system assists with properly tracking the progress of cases. Investigations can continue with only minor interruption when an initially assigned investigator becomes unavailable for any reason.

6-114.1 Case Selection

Case selection should consider a multitude of factors, including, but not limited to:

A. Solvability – The potential for solving the case;
B. Known suspects – If suspects are known, the case should usually be assigned, unless a verified refusal to prosecute or some other reasonable exception exists;
C. Eyewitness available – If the crime or incident was witnessed, the case should normally be assigned;
D. Suspect vehicle information – A description and/or full or partial tag information for a suspect vehicle;
E. Crime scene evidence – The presence of forensic and physical evidence;
F. Identifiable stolen property – Unique or identifiable property that can be traced to a suspect and property that has been entered into the NCIC database;
G. Suspect method of operation – An unusual or sophisticated modus operandi that can be compared through investigative analysis. Elements of modus operandi that may help identify crime patterns include:
    1. Methods used to commit criminal acts;
    2. Location of offense;
    3. Time of offense; and
    4. Specific targets.
H. Type/amount of loss – The loss of large sums of money or amounts of property, especially firearms or narcotics;
I. Short time lapse from occurrence – Incidents brought to the attention of investigators shortly after occurrence may provide the opportunity to canvass an area for witness information;
J. Public interest – Crimes in which there is a great deal of public interest;

K. Impact – Resolution may assist in reducing crime.

6-114.2 Case Assignment

Cases should be assigned equitably to all investigators.

The following reported incidents shall be assigned for investigation, regardless of solvability or other factors:

1. Homicide;
2. Suspicious or unexplained death;
3. Officer-involved shooting;
4. Missing persons; and
5. Runaway juvenile.

Case Assignment Responsibilities

Investigative responsibilities are described for the following units; they may change at the discretion of the Investigations Bureau Commander. Each unit will be responsible for, but not limited to:

A. Investigate incidents of contributing to the delinquency of a minor, when related to that detail's areas of responsibility.
B. Handle teletypes and requests from other agencies requesting information or assistance concerning crimes in that detail's area of responsibility.
C. Process persons arrested on warrants for crimes, which fall within that detail's area of responsibility.
D. Investigate incidents when a person is arrested for one of those crimes and escapes from City custody.
E. Investigate incidents when a person is being held as a Material Witness, for harboring a Fugitive or Intimidating a State's Witness in a case within that detail's area of responsibility.

Investigation of Hate-Bias Crimes

All hate-bias crimes will be assigned to a detective for follow-up investigation. The report will be assigned to the unit responsible for conducting investigations of the listed offense. The assigned investigations supervisor will determine whether or not the incident qualifies as a hate-bias crime.

Continuity

Those cases which appear to involve the same suspects or MO should be assigned, whenever possible, to one investigator or team of investigators. If it is impractical to assign those cases to one investigator or team, another investigator or team may be assigned, and should be familiarized with the previously assigned cases.

Knowledge and Expertise

In some instances, supervisors may be aware of investigators who possess knowledge of, or expertise in, a certain field or type of investigation. This awareness should guide them when assigning certain types of cases.

6-114.3 Case Status

When an investigator is assigned to conduct a follow-up investigation, they should conduct an evaluation of the case. A determination as to how to proceed with the case should be made based on the investigator's experience and the solvability of the case, as evidenced by the elements provided in the incident report. The guidelines below should be followed when determining the status of a case.

Cleared Cases

A crime may be cleared only when one or more of the following conditions are met:

A. City, state or federal charges are filed against a defendant for the crime in question;
B. A corroborated confession or admission to a particular crime, either written or oral, is obtained;
C. There is enough information to support arrest and prosecution, but a condition outside of law enforcement control precludes the district attorney's office from prosecuting the offender; or
D. A victim expresses a desire, either verbal or written, not to prosecute the offender for a particular crime.

Pending Cases

A crime may be pended only when one or more of the following conditions are met:
A. The suspect information provided by the victim or witness is insufficient to make identification or arrest;
B. The case had some leads that have been investigated with no results;
C. No further information or leads are available at this time; or
D. The victim has demonstrated a lack of interest in pursuing prosecution against the suspect (e.g., will not return phone calls or make contact with investigators).

Unfounded Crimes

Unfounded crimes shall not be counted as cleared. When the elements of a crime are insufficient to determine a crime has been committed, it shall be categorized as unfounded. When a reported crime is discovered to have occurred outside of the City of Oklahoma City, the proper agency shall be notified and the crime shall be categorized as unfounded.

6-114.4 Case Supervision

Each supervisor who assigns cases for investigation will establish and utilize a system which allows the ability to easily and quickly review case status and identify those investigations which are not proceeding satisfactorily. The supervisor will review each investigator's cases on a regular basis.

Preliminary Review

It is essential for supervisors to review follow-up investigations with assigned investigators to determine whether an investigation should continue, be pended, or categorized as unfounded.

Investigative Priority

All cases with a suspect in custody should have a high priority, since charges must be filed or the suspect must be released from custody. It is essential for supervisors to be continually cognizant of the status of investigations where a subject is in custody.

Time Element and Case Load

It is normal for each investigator to be actively conducting investigations on multiple cases within a given work period. Each investigator's case load should be evaluated, as some types of investigations are more time consuming. Cases which focus on career criminals, crime patterns, and serial offenses can consume a great deal of time and manpower, but this concentration often provides greater impact on crime than standard investigations.

Case Disposition

Timely disposition of assigned cases is a critical part of effective case management. Generally, a case should reach a disposition within five to fifteen business days from the date the case was assigned to an investigator.

6-115 Investigative Planning

Deciding upon the best method to pursue each investigation should be the result of good planning. Reviewing all reports and information is the most logical starting point. Each case will vary with regard to sequence to be followed and the priorities to be established.

6-115.1 Utilization of Available Resources

Investigators are responsible for developing an awareness of the many resources available to them. Some examples are:

A. Internal resources: Crime Analysis tools provided by the Department and the Records Information Unit.
B. External resources: Utility companies; Court records; Private sector records, other governmental agencies.

6-115.2 Similar / Prior Offenses

The reviewing of offenses similar in nature, suspect information, location, etc., may be of benefit before starting an investigation. Information from these prior offense files could yield important information such as vehicle descriptions, tag information, suspect names, physical evidence, methods of operation, etc.

6-115.3 Time Management

The proper management of each investigator's time is extremely important. For this to be accomplished, the Investigator must be personally organized, have organized working files, and pursue investigations in accordance with a systematic plan.

6-115.4 Cooperation with Other Investigators

Investigators shall as appropriate, cooperate with all Department personnel and investigators in other law enforcement agencies.

6-115.5 Inactive Investigations

Often it becomes difficult to "give up" a case and classify it as inactive. This is especially true when a great deal of personal effort has been expended. Inactive cases are always subject to being reactivated with the acquisition of new information.

The following guidelines will assist investigators in deciding whether or not to recommend a case for inactive status:

A. Have all available information sources been obtained and checked?
B. Have all available leads been pursued?
C. Has the case been properly managed (i.e., area canvass conducted, witnesses contacted, evidence reviewed)?
D. Have all reasonable leads been investigated with negative results?

6-115.6 Victim / Witness Notification Cards

Victim/Witness notification cards should be mailed to victims when the investigator has made several unsuccessful attempts to contact the victim in person or by telephone.

6-116 Preliminary Investigations

The preliminary investigation is that part of a criminal investigation which includes the collection of available facts necessary to complete the Crime Incident Report and any other investigative tasks performed by the initial investigating officer.

6-116.1 Conduct of Preliminary Investigations

The investigator dispatched to the scene will be responsible for coordinating the preliminary investigation and making the appropriate reports.

The preliminary investigation will include:

A. Interview of victim(s) and witness(es).
B. Processing of the crime scene.
C. Collecting physical evidence.
D. Conducting an area canvass.
E. Making an arrest if appropriate.
F. Completing the necessary reports.

The shift supervisor will be responsible for insuring that the preliminary investigation is properly conducted.

6-117 Follow-Up Investigations

A follow-up investigation is any investigation of a crime that is performed subsequent to the filing of a crime incident report.

6-117.1 Conduct of Follow-Up Investigations

The investigator's primary mission is to conduct follow-up investigations into reported incidents of criminal activity. The investigator should review and analyze all reports and information pertaining to the case and decide on the most logical way to pursue the investigation. Cases where suspects are in custody must take priority over other cases, due to the limited time a suspect can be held before being released or filed on.

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

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

Investigators shall diligently attempt to interview victims, witnesses and suspects to confirm facts of the case and to obtain information not contained in initial reports, to make a determination as to whether the victim wishes to prosecute should a suspect be identified and/or apprehended. A detailed summary of statements made by victims, witnesses and suspects shall be made a part of the investigative file. Deviation from this requirement must have approval of the supervisor of the detail to which the case is assigned. The reasons for deviation shall be submitted in writing and become a part of the case file.

If suspect information is known, the investigator should check information sources such as the Records Information Unit, crime analysis tools provided by the Department, other investigative units, and, when necessary, other law enforcement agencies for additional information.

Physical evidence gathered by Crime Scene Investigations personnel may need to be examined to assess the relevance or usefulness in identification and prosecution of the suspect. Additional lab analysis of the evidence may be warranted.

6-118 Interview and Interrogation

The most important tools used in an investigation are the interview and interrogation. To become a competent investigator, one must have well-rounded interview and interrogation skills.

The interview is the exchange of information from a witness or other person to the investigator. Whenever possible, interviews should be conducted at a location that enables the investigator to control the atmosphere of the interview.

The interrogation is the formal questioning of a suspect about a specific crime.

6-118.1 Interviews

All witnesses to a crime or any other persons who have information about the crime are to be interviewed.

If the witness to the crime is a juvenile, there is no requirement to have a parent present during the interview.

Witness interviews are to be done away from all other parties involved in the investigation.

All interviews should be done in reverse order when possible. Reverse order starts with the victim and works toward the suspect. The suspect should be interviewed last.

6-118.2 Interrogations

All suspects, including juveniles, who are in custody, are to be given the Miranda warning prior to being interrogated. If there is any doubt whether or not a suspect is in custody, then the Miranda warning should be given in order to protect the admissibility of any statement in court.

Electronic Recording of Custodial Interrogations

An electronic recording shall be made of an entire custodial interrogation of an individual suspected of a crime.

If a suspect elects to make or sign a written statement during the course of a custodial interrogation, the making and signing of the statement shall be electronically recorded. Electronic recordings made pursuant to this requirement shall be uploaded into the department's digital evidence database.

An electronic recording will be considered as any audio or audiovisual recording, but an audiovisual recording should be made when feasible.

Exceptions to this recording requirement include:

A. An equipment malfunction preventing electronic recording of the interrogation in its entirety, and replacement equipment is not immediately available;
B. The officer, in good faith, fails to record the interrogation because they inadvertently fail to operate the recording equipment properly, or the equipment malfunctions or stops recording without the officer's knowledge;
C. The suspect affirmatively asserts the desire to speak with officers without being recorded;
D. Multiple interrogations are taking place simultaneously, exceeding the available electronic recording capacity;
E. The statement is made spontaneously and not in response to an interrogation question;
F. The statement is made during questioning that is routinely asked during the processing of an arrest of a suspect;
G. The statement is made at a time when the officer is unaware of the suspect's involvement in an offense that meets the recording requirement;
H. Exigent circumstances make recording impractical;
I. The officer, in good faith, is unaware of the type of offense involved at the time of the interrogation; or
J. The recording is damaged or destroyed, without bad faith on the part of any person or entity in control of the recording.

Interrogation and Interview of Juveniles

All juvenile suspects who are in custody are to be given the Miranda warning prior to being interrogated. The custodial interrogation of a juvenile should not extend over a prolonged and continuous period or involve more officers and/or persons than could be considered reasonable. A waiver is to be signed by the suspect juvenile and the parent, guardian, or attorney before any questioning. Just as with an adult, when the Miranda warning is given, the burden of proof is on the officer to prove the juvenile understood their rights and knowingly waived them.

For the purpose of this section, the below listed definitions are derived from Oklahoma State Statutes Title 10A Children and Juvenile Code Sections 2-2-301 and 2-5-202:

Youthful Offender - Any person between thirteen (13) and seventeen (17) years of age who is charged with certain crimes specified in the Youthful Offender Act. The list of crimes is in Oklahoma State Statutes Title 10A § 2-5-205.

Custodial Interrogation – Questioning of a person who is in law enforcement custody or while that person is being deprived of freedom of action in any significant way by a law enforcement officer.

Information / Evidence Gained by a Custodial Interrogation

A. Any custodial interrogation of a youthful offender under sixteen (16) years of age, or of a child, shall be in the presence of the parents, guardian, attorney, adult relative, adult caretaker, or legal custodian of the youthful offender or the child.
B. No custodial interrogation of a youthful offender under sixteen (16) years of age, or of a child, shall commence until both the youthful offender or child and the parents, guardian, attorney, adult relative, adult caretaker, or legal custodian of the youthful offender or child have been fully advised of the constitutional and legal rights of the youthful offender or juvenile, including the right to be represented by counsel and the right to have counsel appointed by the court if the parties are without sufficient financial means.
C. Custodial interrogation shall conform with all requirements for interrogation of adult criminal offenders.

No information gained by a custodial interrogation of a youthful offender under sixteen (16) years of age or a child nor any evidence subsequently obtained as a result of such interrogation will be admissible into evidence against the youthful offender or child unless the custodial interrogation adheres to the above requirements.

Murder I Interrogations

Any person thirteen (13) or fourteen (14) years of age who is charged with murder in the first degree shall be held accountable for the act as if the person were an adult; provided, the person may be certified as a youthful offender or a juvenile. No custodial interrogation of a thirteen (13) or fourteen (14) year old juvenile in custody for Murder I shall commence until the parents, guardian, attorney, adult relative, adult caretaker, or legal custodian of the juvenile have been fully advised of their constitutional and legal rights including the right to be represented by counsel and the right to have counsel appointed by the court if the parties are without sufficient financial means .

Any person fifteen (15), sixteen (16), or seventeen (17) years of age who is charged with murder in the first degree shall be held accountable for the act as if the person was an adult and shall not be subject to the provisions of the Youthful Offender Act or the provisions of the Juvenile Code for certification as a juvenile. Therefore, an adult is not required to be present for the custodial interrogation of any person fifteen (15), sixteen (16) or seventeen (17) years of age if the offense under investigation is murder in the first degree.

6-118.3 Interview Rooms / Investigations Interview Vehicle

This directive is intended to provide clear direction for the use of departmental interview rooms and Investigations interview vehicle to ensure the safety of OCPD personnel and the admissibility of statements made therein.

Interview Room – Any designated room(s) in a police facility or an Investigations interview vehicle which is used by OCPD personnel to either conduct custodial interrogations of arrestees or non-custodial interviews of witnesses, victims, or potential suspects.

General Security:

A. Prior to and after conclusion of an interview/interrogation, officers shall search the room for weapons and/or contraband that may pose a threat not only to OCPD personnel, but also the arrestee, witness or victim.
B. All arrestees/prisoners shall be searched prior to being brought in the interview room.
C. It will be the sole discretion of the officer whether or not they maintain their authorized duty weapon on their person while in an interview room. Should the officer elect to remove the weapon, it shall be properly locked and secured.
D. Removal of handcuffs from an arrestee/prisoner inside the interview room will be at the discretion of the officer conducting the interview. At no time will any person be secured to any furniture, chairs, equipment, or fixed objects within the interview room.
E. It shall be at the discretion of the interviewer if the presence of a second officer is needed for interviewing, due to security issues. Additionally, the interviewer may request a second officer to monitor the interview either from an interview monitoring room or on the officer's computer if that officer has obtained permission to view the interview.
F. If the interviewing officer needs assistance while conducting an interview, they can either verbally summon assistance or utilize the emergency button on their hand-held radio. In interview rooms which are equipped with a panic button, the interviewing officer may press the panic button if immediate assistance is needed.

Interview Room General Guidelines:

A. Interview rooms are not holding cells and shall not be used as temporary detention facilities.
B. All persons being interviewed/interrogated shall be monitored at all times.
C. Items in the interview room should be limited to a table and enough chairs to accommodate the individuals in the room. Any other items brought into the room shall be at the discretion of the officer conducting the interview.
D. The number of personnel allowed in the interview room shall be governed by officer safety, the size of the room and the purpose of the interview/interrogation. Special circumstances may require the presence of a parent, a guardian, translator, or legal representation. Ultimately, it will be up to the officer conducting the interview/interrogation as to who may be present.
E. Persons being interviewed/interrogated shall be provided access to water and restroom facilities. Lengthy interviews should include comfort breaks as needed.
F. Any audio or video recording devices within the interview room shall be operated in accordance with departmental written directives.

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6-119 Follow-Up Reports

A typed report must be made before making case disposition. The date, location, suspects, evidence and witnesses all should appear in the heading. The body of the report should contain details of the investigation in chronological sequence. The disposition and summary should describe briefly the action taken, along with whether or not the case will be closed, the crime cleared, whether a threat assessment was referred to Criminal Intelligence, or is pended upon further investigation. Also, if the crime is cleared without charges being filed, reasons shall be given. In all assigned cases, the detective will contact the victim, inform them of the case disposition, and document this contact in the follow-up report.

A follow-up report on a pending case shall be a typed report indicating the facts/evidence/information/which relates to the investigation. Include all actions the investigator has taken and information received from the victim, witness, suspect, etc. The disposition shall briefly indicate why the case was pending.

Follow-up reports will also be made in these circumstances:

A. Change of status (closed, cleared, etc.)
B. Upon reassignment of the case to another investigator.
C. When new information is developed on a pending case.
D. At the discretion of the supervisor.
E. If a case has been closed related to a Threat Mitigation Management Plan, yet the person of concern returns to criminal behavior; the case may be re-opened.

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6-120 Filing State Charges

Investigators should be aware that they will have occasion to file charges in several different counties, depending upon the location of the crime. The investigator should familiarize themselves with the differing procedures and requirements of each District Attorney for the filing of charges.

Investigators should submit all cases to the prosecutor when all the elements appear to be met and a suspect has been identified.

Felony charges presented to the District Attorney must include the following documents at the time of filing:

A. A complete Case Record, including prior convictions, i.e., all known offenses obtained through interviews, personal knowledge and record checks.
B. Any criminal history sheets on defendants within the submitting agency's files.
C. A current OSBI history sheet. (FBI rap sheet if in Records Unit)
    1. Obtain copy from Records Unit by telephone. Request clerk to pull copy and place in basket at officers' counter.
    2. Assure OSBI Rap Sheet conviction data is current. If not, contact convicting jurisdiction for update.
    3. If no OSBI Rap Sheet is available through Records Unit, obtain a copy from OSBI via Teletype.
D. A Buck slip will be attached to all charges filed where the defendant is in custody and has been fingerprinted prior to bonding out (Oklahoma County only). The Buck slip is obtained from Technical Investigations.
E. If the charges are filed AFCF, and the former conviction(s) is in another state, the District Attorney's office where the conviction occurred must be called by the investigator; the date(s) of conviction and the crime information must be entered on the Case Record before being presented to the District Attorney. The investigator must also request the District Attorney of the other state to send copies of case records to the DA handling the current case in our state.
F. Maintaining information flow is extremely important. Bearing in mind that criminal activity can spill over into other unit's areas of responsibility, investigators should be alert for any information, MO patterns, suspect descriptions, etc., that could be of interest or assistance to other units in the investigation of crimes assigned to them. For example, a burglar can progress to crimes of sex, narcotics, robbery, and even murder. This type, as well as other types of sensitive information in a case, should be brought to the attention of the investigator's immediate supervisor.

6-120.1 Plea Negotiations (Plea Bargaining)

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

With prior consent of the prosecuting authority, the officer causing charges to be filed may negotiate with a person accused of a crime by stating to them that their cooperation, clearing of other crimes, or other assistance will be

relayed to the prosecuting authority. The officer may recommend that such cooperation or assistance be given consideration in legal action to be taken against the person accused of a crime.

6-121 Disposition of Jailed Suspects

Once a suspect has been arrested and jailed with the potential of being charged with a violation of a State Statute, a Hold for State Charge may be authorized by a supervisor. The hold, for investigative purposes, is generally recognized as being valid until 5:00 p.m. of the seventh calendar day following arrest. At the end of the seven day period, if the investigation has not reached a point where the suspect may be charged or released, the investigator shall request authorization for an extension of the hold from their supervisor. Extensions should be authorized only when:

A. The complexity of the investigation requires an unusual length of time to develop sufficient evidence to clear or charge the suspect, AND
B. There is substantial reason to believe that the suspect could not be served with an arrest warrant after state charges are filed.

Once an extension is authorized by a supervisor, the investigator will request an extension from the appropriate district attorney's office. If the request is denied, the investigator will complete a jail disposition form and deliver it to the County Jail.

Some form of release must be made by the assigned investigator on each charge. If during the investigation the investigator determines one or more of the charges are UNFOUNDED or the District Attorney declines to file one or more of the charges, the investigator will immediately complete a disposition sheet for that specific charge, dropping the charge from the jailed suspect's booking record. If the suspect is formally charged in State Court, the suspect will be released to the Sheriff's Office on that charge. If the DA's office declines to file the charge, the suspect must be released, either to liberty or to City Court on a companion City ticket.

There will be instances when the victim will change their mind and desire no prosecution against the arrested subject. When this occurs, it is advisable to require the victim to sign a statement stating their decision not to prosecute. The victim's desires will be communicated to the prosecutor for final disposition.

6-121.1 Disposition Reports

In all cases where suspects have been jailed on a Hold for State Charge, a disposition report will be filled out by the assigned investigator at the conclusion of the investigation and forwarded through the proper channels to the Division Commander of the arresting officer. If the prosecutor declines to accept the charge(s) for which the suspect was held, the investigator will give the specific reason(s) and the name of the prosecutor who declined to file the charge(s).

6-122 Utilization of the Polygraph

Any sworn officer may make requests for polygraph service in conjunction with criminal investigations. Final determination of whether an examination will be conducted, and the specific questions asked, will be made by the polygraph examiner. Factors considered in making the determination are suitability of the case and subject for polygraph.

The Polygraph Technique will be used as a supplement to, not a replacement for, traditional investigative techniques. The Polygraph Technique will not be used in any case as a substitute to a good, thorough investigation.

6-122.1 Procedure for Use of the Polygraph

Although polygraph examinations will generally not be done until the field investigation is complete, the investigating officer should contact the polygraph examiner to discuss the case as soon as it becomes apparent that

polygraph may be helpful. Discussion of the polygraph examination with subjects should be limited to an inquiry as to the subject's willingness to take a polygraph examination.

The investigating officer requesting an examination will provide the examiner with any and all reports and details of the investigation.

The polygraph examiner will provide an agreeable appointment time for the polygraph examinations. The investigating officer is responsible for notifying the subject of the appointment time.

The investigating officer must be present at the beginning and end of the examination, and will be available for contact throughout the examination process. In cases where the examinee is a prisoner, a police officer must remain physically present outside the examination room to maintain custody of the prisoner.

Polygraph reports in criminal cases will be provided directly to the requesting officer.

Section 2: Investigations Division

6-201 Assault Detail

The Assault Detail is responsible for, but not limited to, the investigation of:

A. Felonious assaults
B. Misdemeanor assaults
C. Non-sexual abuse of adults
D. Maimings
E. Threats, in person, by phone, by mail
F. Harassing phone calls
G. Accidental shootings
H. Reckless discharge of firearm
I. Assault on officer (Assault with deadly weapon or Assault and battery) (Non-domestic related)
J. Obscene Phone calls with no sexual connotation
K. Stalking (Non-domestic related)

NOTE: The Assault Unit investigates abductions and attempted abductions when the location of the victim is known (with a reasonable degree of certainty) and the abduction is not apparently a part of another crime. If the victim of an abduction cannot be located and foul play (i.e., possible homicide) may be reasonably assumed, the Homicide Detail will investigate the incident.

If an abduction takes place as a part of the crime of rape, the entire incident will be investigated by the Sex Crimes Detail. If an extortion demand is made after an abduction occurs, the Robbery Detail will be responsible for the investigation.

6-202 Homicide Detail

The Homicide Detail is responsible for, but not limited to, the investigation of:

A. All death-related incidents including homicides, suicides unexplained deaths, and fire deaths (not to include traffic deaths);
B. All shootings of and by OCPD;
C. Shootings by other law enforcement agencies occurring within the City of Oklahoma City with approval from the Chief of Police or designee;
D. Attempted suicide incidents;
E. Overdose incidents;
F. Poisonings;

G. Missing persons (adult and juvenile) when foul play is suspected or known;
H. Response to resistance level III;
I. Abductions when the motive is unknown or when the fate and / or whereabouts of the victim is unknown; and
J. Intentional discharge of a firearm at a suspect/vehicle regardless of whether or not any injury or death occurs.

A Captain commands the Assault and Homicide Details and each supervised by a Lieutenant(s). The on-call status of these Lieutenants is rotated weekly.

6-203 Robbery Detail

The Robbery Detail is responsible for, but not limited to, the investigation of:

A. All robbery and attempted robbery incidents, including purse snatchings;
B. Extortion, attempted extortion, and kidnapping for the purpose of extortion;
C. Carrying/possession of all weapons; and
D. All firearms listed as "Found Property"

Robberies of banks, credit unions, savings and loan institutions and other federally insured businesses in this jurisdiction will be investigated in conjunction with the proper federal agency.

6-204 Sex Crimes Detail

The Sex Crimes Detail is responsible for, but not limited to, the investigation of victims 13 years of age and older:

A. Rape and attempted rape cases
B. Assault and battery with intent to commit rape
C. Sodomy
D. Indecent liberties
E. Incest
F. Abductions with sexual motivations (and fate and whereabouts of victim is known)
G. Child pornography
H. Bigamy
I. Indecent exposure
J. Peeping Toms
K. Bestiality
L. Obscene calls and letters (with sexual connotation)
M. Outraging public decency
N. Sexual Battery
O. Child Sexual and/or Physical Abuse

A Captain commands the Robbery and Sex Crimes Details and each supervised by a Lieutenant. On-call status is rotated among Investigators weekly for those cases occurring after normal duty hours and of a nature that requires some special attention. The Sex Crimes Detail supervisor must approve responses to calls after duty hours.

6-205 Auto Theft Detail

The Auto Theft Detail is responsible for, but not limited to, the investigation of:

A. Larceny of any type of motor vehicle, aircraft, motor boats, heavy equipment, commercial trailers
B. Unauthorized use of motor vehicles
C. Possession of a vehicle with an altered VIN
D. Larceny of vehicle licenses and/or decals

E. Miscellaneous thefts to include trailers 16' and over, dune buggies, outboard motors, all-terrain vehicles and non-tagged dirt bikes
F. Vehicles borrowed or taken on try-out from an individual and not returned.

6-206 Financial Crimes Detail

The Financial Crimes Detail is responsible for, but not limited to, the investigation of:

A. Forgeries (except forged prescriptions)
B. Embezzlements, including motor vehicle from businesses
C. Obtaining /Attempts to Obtain Money/Merchandise by False Pretense
D. Unlawful Use/Possession of Stolen Credit Cards and Money Orders
E. Frauds/Confidence Games
F. Failure to Return Rental Property
G. Possession of Stolen Checks, Credit Card and Money Orders
H. Found/Lost Credit Cards, Money Orders, Checks
I. Larceny of Checks, Money Orders, Credit Cards, etc.
J. Counterfeit Currency
K. Defrauding an Innkeeper
L. Failure to Pay Cab Fare
M. Impersonating an Officer (if no other charges exist normally handled by another detail)
N. Computer Crimes
O. Vehicles borrowed or taken on try-out from business and not returned.

Certain cases can be entered NCIC, but only by a Financial Crimes Investigator.

Bogus check cases (involving insufficient funds, closed accounts or non-existent accounts) are to be referred to the District Attorney's Bogus Check Division. The Police Department does not perform any function in these cases with the exception of arresting persons for whom warrants have been issued.

6-207 Larceny Detail

The Larceny Detail is responsible for, but not limited to, the investigation of:

A. Grand larcenies
B. Petit larcenies
C. Larceny from a retailer
D. Larceny of checks, money orders, credit cards, etc.
E. Larceny of bicycles
F. Larceny of or cruelty to animals
G. Tilltappings
H. Larceny of auto accessories
I. Lost/found bicycles and auto accessories
J. Larceny of petroleum industry related products and equipment
K. Vandalism/destruction of property
L. Larceny of utilities
M. Molesting a standing vehicle
N. Miscellaneous thefts, to include trailers under 16', golf carts, and riding lawn mowers.

6-208 Burglary Detail

The Burglary Detail is responsible for, but not limited to, investigation of:

A. All residential and business Burglaries
B. Auto burglaries, including trucks, airplanes and boats

C. Receiving/Concealing Stolen Property when taken in a residential or business burglary
D. Found or Recovered Property (except checks, money orders, credit cards, bicycles, and auto accessories)
E. Bomb Threats/Bombings/Bomb Suspects (copy to Special Investigations for information).

A Captain commands the Financial Crimes, Auto Theft, Larceny and Burglary Details and each supervised by a Lieutenant(s).

6-209 Crime Scene Investigation Unit

Crime Scene Investigators (CSI) are personnel who have been equipped and trained to identify, collect, submit, and document all types of physical evidence generated at crime scenes. All sworn officers are trained in the basic principles of obtaining physical evidence; however, Crime Scene Investigators may be summoned to:

A. Residential or commercial burglaries that contain substantial property loss ($5,000 or more);
B. Any 1st Degree Burglary;
C. Domestic Assault (require hospitalization);
D. Rape;
E. Child Abuse;
F. Armed Robbery;
G. Stolen vehicle taken in a carjacking;
H. Suicide (gunshot or suspicious);
I. Suspicious Death;
J. Officer Involved Shooting;
K. Homicide;
L. Felonious Assault (Shooting, stabbing, life-threatening assault);
M. Any call involving a unique circumstance, which requires more detailed scene examination or specialized training (i.e. clandestine lab);
N. Drive-by shooting where someone is injured;
O. Incidents when requested by the Watch Commander.

In cases where no CSI is on duty, a field supervisor shall notify a CSI supervisor. If a conflict arises, the Watch Commander will make the final decision to utilize the CSI investigator.

6-209.1 Officer's Responsibilities

Once an officer determines a Crime Scene Investigator is needed, the officer will advise a field supervisor, who will request the CSI to the scene. Every effort will be made to utilize a CSI who is on duty.

When a Crime Scene Investigator is called to a scene, the scene will be secured until the CSI arrives. The CSI will assume responsibility for processing the scene.

6-210 Crimes Against Children Unit

The Crimes Against Children Unit is responsible for, but not limited to, the investigation of children 12 years of age and under:

A. Rape and attempted rape cases
B. Assault and battery with intent to commit rape
C. Sodomy
D. Indecent liberties
E. Incest
F. Abductions with sexual motivations (and fate and whereabouts of victim is known)
G. Bestiality
H. Outraging public decency
I. Sexual Battery

J. Child Sexual and/or Physical Abuse.

A Captain commands the Sex Crimes Unit, Sex Offender Registration Unit and Crimes Against Children Unit and each unit is supervised by a Lieutenant.

6-211 Laboratory and Support Services Division

The Laboratory and Support Services Division is responsible for the scientific examination of physical evidence collected by the Crime Scene Unit and other officers in the course of criminal investigations. Their purpose is to identify, analyze, and provide expert witness testimony concerning evidence.

The Director of Laboratory Services is responsible for the overall operation of this Division and answers to the Deputy Chief of the Investigations Bureau. The Laboratory Services Division is composed of four Laboratory Units: Serology/DNA, Drugs, Latent Prints, and Firearms Examinations. The Director is responsible for administrative, training and budgetary matters for the respective labs.

The OCPD Laboratory Services Division is nationally accredited by the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB). All Laboratory Examiners are required to participate in annual proficiency testing in accordance with the provisions of the OCPD Laboratory Services Division Quality Assurance Manual.

6-211.1 Drug Laboratory

This section is responsible for analysis of all drug evidence and blood alcohol concentration determinations as required for court prosecution. The Forensic Chemist Supervisor is tasked with managing the day-to-day operation of this unit and supervises a staff of Forensic Chemists. The Forensic Chemist Supervisor reports to the Director of Laboratory Services.

The Oklahoma Bureau of Narcotics and Dangerous Drugs, and the Drug Enforcement Administration currently license the Forensic Laboratory Unit under State and Federal standards of operation as required. It is also State certified for Blood Alcohol testing by the Oklahoma State Board of Chemical Testing. At least one Senior Forensic Chemist shall be authorized by the Drug Enforcement Administration to purchase drug standards as needed for lab operations.

6-211.2 Serology / DNA Laboratory

This section is responsible for the identification of biological evidence using traditional serology screening methods. This section is responsible for testing of biological evidence as determined by the chemists and courts. This Laboratory is supervised by the DNA Manager who is tasked with directing the day-to-day operations of the Laboratory and manages a staff of Forensic Scientists. The DNA Manager reports to the Director of Laboratory Services.

Forensic scientists shall work closely with the case investigators and prosecutors in determining the needs to perform DNA analysis.

DNA testing shall operate pursuant to standards set forth by the DNA Advisory Board (DAB) and the American Society of Crime Laboratory Directors/Laboratory Accreditation Board (ASCLD/LAB).

6-211.3 Latent Prints Laboratory

Responsibilities include, but are not limited to, conducting latent fingerprint comparisons, conducting searches of and data entry to the Automated Fingerprint Identification System (AFIS), and fingerprinting of various professional staff personnel as required. Personnel in this Unit are currently supervised by the Director of Laboratory Services.

6-211.4 Firearms Laboratory

Responsibilities of the Firearms Examiner include conducting comparisons of evidentiary projectiles, casings, or toolmarks to known reference materials, conducting searches of and entering data into the National Integrated Ballistics Information Network (NIBIN), and other Laboratory tasks as assigned.

6-212 Domestic Violence Detail

The Domestic Violence Detail is responsible for, but not limited to, the investigation of domestic related:

A. Felonious assaults
B. Misdemeanor assaults
C. Non-sexual abuse of adults
D. Custody/domestic disputes (Child stealing or kidnapping)
E. Maimings
F. Threats and/or harassment, in person, by phone, by mail or by electronic transmission
G. Accidental shootings
H. Reckless discharge of firearm
I. Violation of VPO, whether the VPO is based on domestic abuse or not
J. Assault on officer (Assault with deadly weapon or Assault and Battery where a domestic related crime has occurred)
K. Stalking
L. Violations of Domestic Abuse Act
M. Information Reports

NOTE: The Domestic Violence Detail will be responsible for criminal investigations that involve all domestic related crimes against persons that do not result in death or substantiate a robbery or sex crimes investigation.

6-213 Missing Person Detail

The Missing Persons Detail is responsible for, but not limited to, the investigation of:

A. All missing persons, adult and juvenile (when foul play is not involved)
B. Juvenile runaways
C. The following juvenile offenses:
    1. Public drunk
    2. Trespassing
    3. Disorderly conduct/juvenile disturbances
    4. Contributing to the delinquency of a minor when directly related to the above offenses
    5. All misdemeanor offenses not investigated by other investigating details.

6-214 Major Crimes Procedures

For purposes of this directive, major crimes shall include (but not be limited to) the following: homicides, questionable deaths, rape, multiple aggravated assaults, any felony crime known to be part of an existing pattern crime investigation.

The function of the Police Department is to collect from the scene, and from other sources, all evidence which bears on the issues of the major crime and identification of the parties responsible for the commission of the crime. It is also the Police Department's function to determine the identity of the next of kin in death cases, so that notification of death can be delivered.

In death cases, the Medical Examiner is notified and may establish the physical cause and manner of death of the deceased person through postmortem examination of the body and through medical investigative procedures.

6-214.1 Crime Scene Management

Purpose: to provide a systematic approach to the management of crime scenes and the preservation of evidence; to identify areas of responsibility; to assure that all evidence and information pertaining to a crime scene may be obtained and preserved for possible future use in court.

6-214.2 Initial Responsibilities

The first officer on the scene of a reported major crime will gather all information necessary and available to complete a Crime Incident Report. They will then notify RACOM and CIU, requesting them to meet them on Channel 3. The officer will then transmit pertinent information and request a general citywide broadcast and statewide Teletype. This officer will start a crime scene entry log.

As soon as possible and not more than one hour after the initial broadcast, the officer will locate a telephone and contact CIU to confirm, correct and update the information in the initial broadcast.

The officer's supervisor will respond to the scene immediately upon notification and ensure a crime scene entry log has been started. They will then contact RACOM, CIU and the report clerks to confirm that all broadcasts and messages have been completed.

Only those units assigned will proceed to a crime scene. The first officer to arrive will secure the scene, conduct a preliminary investigation and maintain scene security to the best of their ability, until the arrival of technical or investigative personnel. If the victim is living at the time the first officer arrives, all appropriate aid shall be given.

A supervisor will routinely be dispatched to advise and assist assigned officers. The supervisor will make the necessary reports as to their actions and all assignments given out and to whom tasks were assigned.

The supervisor assigned is to assure that communication with headquarters is established and maintained by radio and/or telephone.

6-214.3 Security of the Scene

When the scene is secured, the assigned officers will inform ALL personnel not assigned to specific crime scene duties that the scene is secured and they may not enter.

Assigned investigators will assume responsibility for the scene upon arrival. When requested, the officers on the scene will remain to assist the investigators. When relieved, the officers will complete necessary reports and return to duty.

Technical Units assigned will work with the officers or investigators assigned to the scene. If an investigator is assigned, technical work will not begin until arrival of that unit, unless unusual circumstances dictate otherwise.

Officers will ensure that EMSA or other emergency personnel take the most direct route through the crime scene, considering which route will disturb the least amount of evidence.

6-214.4 Deceased and Injured Victims

No deceased bodies will be removed from a crime scene without the specific authorization of the State Medical Examiner's Office representative.

If injured parties are removed to a hospital, careful notes should be made indicating the location and position of the injured when discovered the type and extent of injuries, who removed them and their destination.

In cases where human bodies are present, if conclusive signs of death are evident, officers will contact the Communications Unit and have them cancel EMSA. Conclusive signs of death are:

A. Putrefaction
B. Rigor Mortis
C. Complete separation of body parts, which is incompatible with life (such as decapitation).

NOTE: Should any questions exist whether the patient should be resuscitated, such efforts should be immediately initiated.

If the officer has any doubt about the condition of the victim, then EMSA is to be called and will, as a routine procedure, follow the steps spelled out in EMSA Patient Care Protocols, dated July, 1985, page 101, Sections "O" and "P."

After death has been established and/or the injured have been removed from the scene, the investigators will determine whether a Search Warrant or Search Waiver is necessary before processing the scene.

6-214.5 Crime Scene Follow-Up Management

If the scene is spread out over a large area or involves a large amount of evidence or victims, the investigator may want to request additional investigators to assist with the crime scene investigation. After the scene has been thoroughly investigated and the investigators are ready to release any bodies at the scene, the Medical Examiner is to be notified. The investigators are to stand by until the arrival of the ME. While waiting for the Medical Examiner, the investigators may want to compare notes or interview any witnesses that the uniformed officers have detained at the scene.

After the arrival of the Medical Examiner, the scene is released to them. The ME is to be briefed on the findings of the investigators still at the scene. After the ME completes their own scene investigation, the ME will take responsibility for any bodies and their removal from the scene.

The investigator will put in their report the actions taken at the scene and the management techniques used to preserve the scene during the investigation.

6-214.6 Investigations Bureau – Responsibility

The investigator assigned to the case, in addition to routine follow-up investigation, will monitor and update the police communications network through Unit 800 to include additional information, upgrading of the broadcasts or cancellation of information.

6-215 Joint Police Department / Fire Department Homicide or Death Scene Investigation

Homicide Unit Investigators will investigate deaths when a body is discovered at the scene of a fire, whether the fire is intentionally set or not. Additionally, they will investigate when the cause of the fire is unknown, uncertain, deliberately set, or set to cover up, or to commit a homicide. The Fire Department Incident Commander (or designee) will contact dispatch to request Fire Investigators and the on-call Homicide Lieutenant providing the pertinent information surrounding the fire and discovery of the body. In all cases when OCPD and/or OCFD personnel are on a fire death scene, the scene will be secured and protected as required. All witnesses will be separated and secured with the assistance of police operations personnel. Public safety, crime scene investigation, and evidence preservation are of paramount importance during the initial arrival of first responders.

Anytime a possibility exists that evidence may be lost during the initial stages of response, the first investigators to arrive at the scene, whether Police or Fire personnel, will take the necessary steps to preserve evidence. Once the Homicide Unit arrives at the scene, the Homicide Unit Investigator(s) and or Lieutenant(s) will take charge of the crime scene investigation. Fire Department Investigators and the Police Department Homicide Unit will investigate the death conjointly.

After a fire has been extinguished, the fire or police personnel discovering a person's body will:

A. Check for conclusive signs of death, and call for EMSA if appropriate.
B. Secure the scene and maintain scene security until relieved by personnel from either the Fire Investigators or the OCPD Homicide Unit.

The Fire Department Incident Commander or designee will be required to complete the following tasks:

A. Notify EMSA (if appropriate);
B. Notify Police dispatcher, to request Homicide Units; and
C. Notify Fire dispatcher, to request Fire Investigators.
D. Once the area is secured, a complete list of persons who entered the scene prior to and after discovery of the death will be obtained.

Upon arrival of the Homicide/ Fire Investigators, they will be briefed concerning the fire circumstances (if known), information pertaining to possible witnesses, fire survivors, and the discovery of human remains. Additionally, a preliminary crime scene walk-through may be needed for a complete understanding of the event.

A Preliminary crime scene walk-through will consist of the following:

A. An assigned Homicide and Fire Investigator will be allowed to walk through the crime scene for preliminary investigation ONLY. In most instances, there will be no need to have more than one Homicide Investigator and one Fire Investigator assigned to the walk-through unless otherwise determined by a Homicide supervisor. A Homicide Investigator may request a member of the assigned C.S.I. Unit to participate in the preliminary walk-through. If detailed information is learned during the walk-through that is important for other Homicide or Fire investigators to view, photographs will be taken at the time of the walk-through by CSI. The photos should be viewed outside the crime scene perimeter by other investigators assigned to the case. At the end of the initial scene investigation, those photographs will be downloaded and stored with the case file photographs.
B. For the purpose of this directive, a preliminary investigation will mean a walk-through of the crime scene only. No item will be moved, touched or processed.

In order to maintain proper crime scene control and investigation, the Homicide supervisor will be in charge of death scenes once the Homicide Unit becomes involved in the investigation.

A. The Homicide supervisor shall be briefed by Homicide personnel and/or Fire Department personnel on the scene.
B. The Homicide supervisor will be responsible for the assignment of an investigating team consisting of the necessary Fire Investigators, Homicide Investigators, and a Crime Scene Investigators to process the scene.
C. Homicide investigator(s) or supervisor(s) shall have the authority to restrict access to the scene to only those necessary to the criminal investigation.
D. Homicide Investigators will be responsible for interviewing all witnesses, suspects, and other involved parties.
E. Anytime the Oklahoma City Police Department Homicide Unit is conducting an investigation into a fire death, all media releases pertaining to the case will be made through the Oklahoma City Police Department Office of Media Relations or designee.

Determination of the origin and cause of the fire will remain the responsibility of the Fire Investigators. While investigating the immediate area where the victim(s) body is located within the burned structure or area, the assigned Homicide supervisor is responsible for contacting the State Medical Examiner's Office and coordinating with them.

A. Physical evidence surrounding the origin and cause of the fire is generally collected by Fire Investigators and will continue to be collected and stored by them. If requested, C.S.I. personnel are available to assist in the collection of fire related evidence.

B. Physical evidence in the immediate area where the victim's body is located within the burned structure or area that may or may not be related to the death, will be the responsibility of Oklahoma City Police Department C.S.I. personnel as directed by the assigned Homicide Investigator(s).
C. If it is determined the fire death is not a Homicide or related to a criminal act, the assigned Homicide investigators will provide their reports to the Fire Department's Investigation Unit for final disposition.

6-217 Kidnapping for the Purpose of Extortion

In every case of kidnapping for the purpose of extortion (where a demand for ransom is made), the safe return of the hostage or victim is the primary concern; apprehension and prosecution of the suspect is the secondary objective. These cases should be handled as discreetly as possible, unless there are witnesses to the actual abduction and a suspect or vehicle description is available for dissemination. Abductions where the motive is unknown or where there are witnesses will be handled as specified in Section 6-217.1.

The dispatcher or other person who receives the initial call will obtain from the caller the following information:

A. Name and address of the caller.
B. Name and address of the victim.
C. Telephone number of the caller and of the victim.
D. Description of the suspect.
E. Details of the incident.

The reporting person will be asked to stay by the telephone and await an immediate return call by a member of the Investigations Division. The Commander of the Robbery/Homicide/Missing Persons Unit (or secondly, the Homicide Supervisor on call) will be contacted immediately and given all information. The Communications Shift Supervisor will also be informed of the situation. Unless there is suspect or vehicle information to be broadcast, there will be no press releases and no remarks on the police radio, unless cleared by the Homicide Supervisor.

The Communications Supervisor will see that no uniformed personnel are dispatched to the scene, unless cleared by the Robbery or Homicide Supervisor.

The Robbery/Homicide Commander or Supervisor will immediately contact the reporting person for further information, including:

A. Is the victim really missing?
B. What are the alternative locations where the victim might be found?
C. Is there any reason to believe the complaint may be a hoax?

The Communications Commander will be notified of the current state of the case and what communications activity is to be expected.

The Chief of Police and Investigations Division Chief will be notified, as well as the FBI. The Commander of the Special Projects Group will also be contacted for assistance in conducting a discreet investigation into the possible location of the victim. This assistance will include telephone recordings and other intelligence gathering functions.

The Robbery/Homicide Commander or Supervisor on-call will direct the investigation.

All other officers WILL NOT drive by or make contact with the reporting party, except as ordered by the supervisor directing the investigation. Special care should be taken to avoid the dissemination of information to unauthorized persons. The PIO should be contacted, briefed and kept updated as the case progresses. The release of case information to the news media should be postponed until such release will not jeopardize the hostage.

6-217.1 Kidnapping/Abduction Cases Where Motive is Unknown or Where-the Abduction was Witnessed

These cases where suspect/victim/vehicle information is present and ready for dissemination must be handled differently than a ransom case. These cases require the rapid dissemination of information by the Law Enforcement Communications Network, i.e., information bulletins, NCIC entry; Teletype messages (statewide, regional, national, etc.).

The first officer on the scene will contact the dispatcher or RACOM and request that a general broadcast be made on all frequencies of the available description of:

A. Victims
B. Suspects
C. Vehicles
D. Any other pertinent information.

This officer will immediately contact by telephone (or radio if a phone is not available) CIU Unit 800, and give them the same information for entry into the Police Communications Network.

CIU or Unit 800 will enter the available information into the Network:

A. All pertinent information such as victim/suspect/vehicle descriptions, etc., will be sent by a Teletype all-points bulletin, Statewide or Nationwide as the situation warrants.
B. The victim will be entered into NCIC as a Missing Person.
C. If applicable, all vehicle descriptions will be entered into the NCIC Felony Vehicle File. This includes the victim's and/or the suspect's vehicle.

An Investigations Bureau supervisor will be notified to supervise the follow-up investigation. Investigators assigned to the case will monitor and update the Police Communication Network through Unit 800. The monitoring and updating will include, but not be limited to, additional information, upgrading of the broadcasts or canceling all or part of the information.

6-218 U Visa Certifications

The purpose of this directive is to maintain a consistent approach to handling requests to complete a Certification Form I-918B for U nonimmigrant status (U Visa) submitted to the department pursuant to the federal Victims of Trafficking and Violence Protection Act.

6-218.1 Certifying Official

The Deputy Chief of Investigations is the designated certifying official for the department. All U Visa applications will be directed to their office for review and approval. The Investigations Major will be the secondary designee should one be needed. Only the Deputy Chief of Investigations or their secondary designee will sign U Visa applications on behalf of the department.

6-218.2 Procedure

Once a request for a U Visa Certification Form I-918B is received, the request must be fully reviewed to determine if the request meets the qualifying criteria. The certifying official should make this determination by referencing the guidelines in the U Visa Law Enforcement Resource Guide created by the U.S. Department of Homeland Security, and by confirming:

1. The applicant was the victim of a qualifying crime;
2. The individual was, is, or is likely to be helpful in the investigation or prosecution of a qualifying criminal offense;
3. The statute of limitations on the alleged crime has not expired; and
4. The investigation or prosecution is still in progress.

All reports and documents related to the incident listed in the request should be reviewed before determining if the applicant meets the criteria for approval. The request for certification will be classified as meets criteria or does not meet criteria based on the certifying official's review. All U Visa determinations will be forwarded, along with supporting reports and documents, to the Police Legal Advisor for review.

The certifying official will prepare a written response to the requester informing them of the decision. If the request is approved, the certifying official will also complete and sign Form I-918B to send with the response.

Chapter 7: Special Operations Bureau

Section 1: Vice/Undercover Operations

An undercover operation includes any situation when an undercover officer engages in activity where they reasonably expect to come into contact with a criminal suspect or an informant. Officers shall never engage in an undercover operation alone. Officers engaged in an undercover operation shall always be accompanied by another officer or be monitored electronically by another officer(s). See Section 7-106 regarding confrontations between undercover officers and officers in plainclothes or uniform commonly referred to as "Blue-on-Blue Incidents."

7-101 Undercover Operations

Undercover operations are an accepted investigative technique. Undercover operations include, but are not limited to, controlled buys, buy-walks, buy-busts, reversals, prostitution in-calls and prostitution out-calls. Undercover operation plans should be devised to maintain the safety and integrity of the operation, yet be flexible enough to address the inherent dangers and changing situations frequently encountered during such activities.

7-101.1 Conduct of Undercover Officers

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

7-101.2 Undercover Operation Considerations

1. Investigative actions should be taken prior to the operation in an attempt to identify as many involved suspects, addresses, and vehicles as possible. These actions include, but are not limited to, informant interviews, trash pulls, surveillance, background history checks on all addresses, involved persons, and vehicles;
2. Before an undercover operation is initiated, the case agent shall analyze the information to determine the feasibility of such an operation;
3. The case agent shall brief the unit supervisor on the information discovered;
4. The unit supervisor shall determine if there are any legal issues that preclude the operation;
5. The unit supervisor shall determine if there are any safety issues that override the need for the operation;
6. After considering all available information, the unit supervisor will either approve or deny the operation; and
7. If the operation is approved, the case agent, in conjunction with the unit supervisor, will devise an operation plan, following established departmental directives and applicable state and federal laws.

7-101.3 General Guidelines for Undercover Operations

1. Prior to conducting an undercover operation, the case agent shall contact the Deconfliction Center and follow established procedures;
2. No officer will conduct an undercover operation without prior approval of the unit supervisor;
3. No officer will conduct an undercover operation without surveillance and support;
4. Undercover operations outside the Oklahoma City limits will be coordinated with a law enforcement agency having proper jurisdiction unless the undercover officer has legal authority to operate outside the city limits due to a county or task force commission; and
5. If the officer's unit supervisor is not available, another OCPD supervisor may assume those responsibilities.

7-101.4 Undercover Operation Briefings

If an undercover operation is approved, an operational briefing will be conducted prior to the start of the operation for all involved personnel. Issues to be covered include, but are not limited to, the following:

A. Tactical Issues:
   1. Synopsis of the investigation;
   2. Objectives of the undercover operation;
   3. Type of undercover operation;
   4. Diagrams and/or maps of the area where the operation is anticipated to take place;
   5. Photos of suspects, descriptions of vehicles, mode of operation used in violations involved;
   6. The threat assessment should include, but not be limited to, information about weapons, dogs, booby traps, counter surveillance, and hazardous chemicals;
   7. An “Emergency” signal or “Officer in Trouble” signal shall be devised and demonstrated at the briefing;
   8. A “Bust” signal shall be devised and demonstrated at the briefing;
   9. An operation “Shutdown Signal” shall be devised and demonstrated at the briefing;
   10. Personnel who do not attend the pre-operation briefing shall not participate in the operation unless specifically approved by the Unit Supervisor in advance; and
   11. The unit supervisor will ensure all participants have methods of communication. If an outside agency assists in the operation the unit supervisor will ensure an OPCD officer is assigned with those personnel or that an OCPD radio is provided to outside agency personnel;

B. Personnel Assignments:
   1. Designate a “Person in Charge” at the scene;
   2. Assign mobile surveillance personnel;
   3. Assign fixed surveillance personnel;
   4. Assign a cover team for officer safety; and
   5. If an arrest is anticipated, an arrest team should be designated and briefed on the manner in which the arrest is to be affected;

C. Technical Equipment:
   1. It is the responsibility of the case agent to determine what equipment is necessary to complete the mission; and
   2. It is the responsibility of the case agent to ensure all equipment is tested and in good working order prior to the start of the operation.

7-101.5 Recognition of Plain Clothes Officer

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

7-102 Vice Enforcement

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

7-102.1 Handling Expressive Materials

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

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

7-103 Narcotics Enforcement

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

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

7-104 Informants/Human Sources

Often, information from confidential sources is the investigative lead which solves a case and without which, there could not be a prosecution. Information is received by the Department regarding criminal activities and suspects from persons in all walks of life. Many people who give information have been victims or witnesses of crimes, or they may have a strong desire to aid law enforcement. There are others motivated purely by selfish interest. However, regardless of their motivation, the use of informants is a basic weapon in the fight against crime, and they are judicially recognized sources of information. An informant's motivation should be carefully evaluated in determining the extent upon which the information will be relied.

7-104.1 Definitions

Confidential Human Source – Any person who is believed to be providing useful and credible information for the Oklahoma City Police Department and has completed confidential informant (CI) registration but who does not perform or participate in any investigative activity. A confidential human source (CHS) is not providing information due to any pending or current criminal liability, in anticipation of any plea agreement for leniency, or due to any plea agreement with a prosecuting authority. A CHS is typically providing information to law enforcement due to a strong sense of right and wrong or because of their familiarity or close association with criminals; but not necessarily due to monetary reimbursement.

Confidential Informant - Any confidential human source who is believed to be providing useful and credible information or performs an investigative activity for the Oklahoma City Police Department and whose identity, information or relationship with the Oklahoma City Police Department warrants confidential handling. An informant provides information or performs investigative activities in exchange for leniency on pending criminal charges (must have a cooperation agreement with the proper prosecuting authority in place), for money, or because of their familiarity or close association with criminals.

Custodian of Records – The Criminal Intelligence captain is designated as the custodian of records.

Informant – May be either a confidential informant or a confidential human source and will be used interchangeably in reports by referring to the individual by registration number only (e.g., CI 1234).

Primary Control Officer – The officer or investigator who is the primary contact or department representative responsible for maintaining a particular file for a CI or CHS. The primary control officer has custody of the informant file and manages the use of the CI or CHS and the information they provide.

Program Managers – Any individuals designated by the custodian of records as having access to all CI or CHS records within the Special Operations Division Records Management System (SODRMS).

Secondary Control Officer – The officer or investigator who has a general knowledge of the identity of the CI or CHS and could take over as primary control officer if the primary control officer is no longer able to fulfill that role.

Unnamed Source - Any person who provides information strictly in the sense of civic responsibility that is used for investigative purposes with the express expectation their identity will remain confidential. All official reports should refer to these persons as unnamed sources.

Named Source - Any person who provides information that is used for investigative purposes and does not have the express expectation their identity will remain confidential. All official reports should refer to these persons by name.

7-104.2 Use of Juveniles as Informants

In no case will a juvenile informant be used if there is a reasonable likelihood physical harm will come to the juvenile as a result of their police related activity. A release form signed by the parent or guardian giving the Department permission to utilize a juvenile informant must be included in the informant file except in cases where a family member is the subject of the investigation. In the absence of a signed release form, the Chief of Police, the deputy chief of the Special Operations Bureau, or the division commander of the Special Operations Division may authorize using a juvenile as a CI or CHS. Once a signed release form has been obtained or authorization has been granted by one of the parties outlined above, the juvenile will be registered as outlined in Section 7-104.4 prior to being used. A juvenile CI or CHS providing information or performing investigative activities in exchange for leniency on pending criminal charges must have a cooperation agreement with the proper prosecuting authority in place.

7-104.3 Officer/Investigator Responsibility

Prior to registering and utilizing a CI or CHS, a check will be made by the officer or investigator to determine if the individual is:

A. Currently under indictment or charged in a court of jurisdiction based on the CI or CHS home of record and the State of Oklahoma;
B. Wanted for any criminal offense as listed in the Interstate Identification Index (Triple I);
C. On probation or parole as listed in the Interstate Identification Index (Triple I);
D. Entered into the Oklahoma Department of Corrections or OCPD offender databases;
E. Participating in Drug, DUI, Veterans, or any other court supervised diversion program in Oklahoma as listed on the Oklahoma Supreme Court Network (OSCN); and
F. Listed in the Oklahoma Bureau of Narcotics and Dangerous Drugs Control (OBNDDC) deconfliction database.

If the individual is out on bond, the investigator who filed the original charge shall be contacted concerning the suitability of the person to be used as a CI or CHS and for permission to use the individual as such. If the original investigator objects to using this individual as a CI or CHS, the matter will be referred to the Special Operations Division commander. The Special Operations Division commander will notify all involved parties of their decision.

Officers and investigators will not utilize an individual as a CI or CHS when it is known they are wanted for anything more than a Class "A" municipal criminal offense. Arrangements shall be made to surrender the individual and then they may be utilized after bond requirements are met and the officer or investigator who filed the original charge has been contacted. Also, officers and investigators will not use individuals as CI or CHS that are on probation or parole without the approval of the officer or investigator's supervisor and coordination with the assigned state or federal probation and parole agent.

Individuals participating in Drug Court, DUI Court, Veterans Court, or any other specialized court supervised diversion program will not be utilized as a CI or CHS unless approved by the appropriate prosecuting authority and the deputy chief of the Special Operations Bureau.

An interview with the individual will be conducted by the officer or investigator to determine if the individual has previously been a CI or CHS with our department and/or any other law enforcement agency. This interview shall, at a minimum, include the following:

A. Completion of the Confidential Informant and Confidential Human Source Profile form to include biographical information, background information, criminal history, and left and right thumb prints;
B. Completion of and signature obtained on the appropriate Waiver and Release of Liability form;
C. A non-custodial photograph of the individual;
D. Explanation of conduct to include the completion of the Conduct of Confidential Informants and Confidential Human Sources form;
E. Cooperation agreement (if applicable) which accurately describes all requirements regarding the individual's cooperation, requirements to provide testimony, requirements to provide information, requirements to provide covert assistance, and the requirement for prior approval of the prosecuting authority;
F. Explanation of cash payments (if applicable) and the process utilized to make payments; and
G. A photocopy of all which have been issued to the individual: state identification card, driver's license, tribal government card, passport, and medical marijuana card.

A records check will be requested through the Criminal Intelligence captain, or designee, to determine if the individual is documented as being an active, inactive, or censured CI or CHS, as documented in the SODRMS for the Oklahoma City Police Department. As soon as it is confirmed the individual is or has been working with the Oklahoma City Police Department, the primary control officer shall be contacted to determine if any duplication of effort or compromising of an investigation will occur. If it is determined that a CI or CHS is or has been utilized by another agency, that agency shall be contacted to determine the feasibility of using that individual as a CI or CHS with this department.

Officers and investigators will obtain the approval of their assigned unit supervisor prior to registering any person as a CI or CHS.

For any CI or CHS which are used for the sole purpose of conducting compliance checks of businesses licensed by the Alcoholic Beverage Laws Enforcement (ABLE) Commission or those used for the purpose of checking for a business' compliance with state and municipal tobacco laws, these individuals must be registered, managed, and have files maintained in the same way as any other designated and registered CI or CHS. All other departmental directives concerning CI or CHS will be followed.

No officer or investigator may be the control officer for any CI or CHS who is a direct relative, as it is commonly defined.

Once a year, each informant file will be reviewed by the primary control officer. The yearly review will include all of the items as listed above in the sub-paragraphs A through H. The yearly review will occur based on the month the CI number was issued. It may occur no earlier than sixty (60) days prior to the CI number issue month and no later than the end of the CI number issue month.

If a CI or CHS cannot be contacted in order to complete a yearly review within that time frame, then the source shall be considered inactive and reported as such to the custodian of records. If at some time in the future the source again makes contact with the primary control officer, requests can be made to the custodian of records to reactivate any particular CI or CHS. Once a CI or CHS is re-activated, the yearly review shall be completed and added to the informant file.

If an inactive CI or CHS is again activated, and the informant file has been digitally archived, then the custodian of records can provide the primary control officer with the most recent and relevant forms in the archived file for the primary control officer to utilize in the active file.

The custodian of records is charged with ensuring unit supervisors inspect files maintained by control officers bi-annually for compliance with department directives.

7-104.4 Informant Register

The purpose of this electronic register is to establish an official record of the identity of all CI and CHS utilized by officers and investigators of the department; to assign each CI/CHS a control number; and to officially document the CI/CHS as an asset of the department prior to their use.

The informant register will be administered under the direction and administrative control of the Criminal Intelligence captain as the custodian of records. It is the responsibility of the custodian of records to ensure adherence to all federal and state laws, 28 CFR Part 23, and department directives concerning the information maintained by the department on any CI or CHS.

The system of record shall be the Special Operations Division Records Management System (SODRMS). To mitigate the risk of exposing a CI or CHS, all registered informant files shall be restricted to only those individuals designated by the custodian of records as program managers. All files contained within the SODRMS, including the informant files, shall be subject to the provisions of 28 CFR Part 23 of the Omnibus Crime Control Act of 1968. Access to the register, permission to add, delete or change information within the register shall only be granted by the custodian of records. Unless specifically prohibited by the Chief of Police, the primary control officer will be notified of all inquiries about their CI and/or CHS. Before confirming the existence of a CI or CHS and prior to any information about them being provided to the person making the inquiry, the primary control officer will be contacted by the Criminal Intelligence captain or designee.

When an officer or investigator determines a person meets the criteria set forth in the previous definition of a CI or CHS, has completed all the responsibilities listed under Officer/Investigator Responsibility, and obtained supervisor approval, they will complete a Confidential Informant and Human Source Profile form. The form will be presented to the Criminal Intelligence captain or designee, no later than the submitting officer or investigator's next working day, for official registration.

The information provided by CI and CHS warrants confidential handling and concealing of the provider's identity. A CI control number will be assigned to that person and will be used in lieu of their name in all reports when referring to that CI or CHS, any information provided by the CI or CHS, or activities associated with CI or CHS.

The register maintained within the Special Operations Division Records Management System will contain:

A. The name, race, sex, date of birth and social security number of the CI or CHS;
B. The control number assigned to the CI or CHS;
C. The primary control officer's name;
D. The secondary control officer's name (when applicable);
E. The authorizing supervisor of the primary control officer;
F. Contact information for the CI or CHS for use in emergency purposes;
G. A copy of the signed Conduct of Confidential Informant and Confidential Human Sources form;
H. A record of all inquiries made about the CI or CHS, the person making the inquiry and disposition of each inquiry;
I. A non-custodial picture of the CI or CHS; and
J. A copy of any cooperation agreement signed by the prosecution authority (when applicable).

The program managers are responsible for the initiation of the registration of any confidential informant or confidential human source within SODRMS and the uploading of the initial records presented by the control officer. The program managers will update the informant files when the control officer presents updated information or the file is transferred from one control officer to another authorized control officer.

The program managers are responsible for uploading any informant file with a final disposition of inactive or censured so the file can be permanently archived within the SODRMS. The program managers will enter search criteria related to the areas in which each CI or CHS will be providing assistance at the time of original registration or file updating (e.g., gangs, motorcycle gangs, white supremacy groups).

7-104.5 Obtaining Information from the Informant Register

Sworn personnel may request information from the informant register by contacting the Criminal Intelligence captain or the Special Operations Division commander in writing via email or department memorandum. The inquiring officer will provide a detailed explanation of what information is needed and the specific reason for the inquiry. If the officer is requesting the name of a CI or CHS which may be able to provide assistance and/or information on a particular topic, group, or crime type, that information needs to be provided in the request.

No information will be provided to any officer making an inquiry, to include the existence of any CI or CHS, prior to the primary control officer being contacted, unless authorized by the deputy chief of the Special Operations Bureau.

If there is a CI or CHS which may provide information and/or assistance to the requesting officer, the primary control officer shall be responsible for contacting the requesting officer to fulfill the information or assistance request, unless the deputy chief of the Special Operations Bureau directs otherwise.

The "passing" of a CI or CHS to another control officer is prohibited unless expressly permitted in writing by the deputy chief of the Special Operations Bureau. This is to protect the confidential identity of the source. If another officer requires the assistance of a particular CI or CHS due to the source's contacts or criminal associations, the primary control officer shall be responsible for conducting any requested and approved undercover contact through the use of that specific source. The primary control officer shall be responsible for documenting the contact, booking evidence, and informing the requesting officer of the results of the contact and providing the relevant case information.

The custodian of records is the transfer authority of all files maintained on any designated CI or CHS when transfer is requested from the control officer to the custodian of records or within a unit from one control officer to another.

7-104.6 Informant File

The purpose of this file is to establish a record to document the reliability (or lack thereof) of the information supplied by each CI or CHS. An informant file will be established by the primary control officer upon the registration of the CI or CHS.

Informant files will be maintained by the primary control officer in the unit where they are assigned. The control officer is responsible for the maintenance of the informant file and for ensuring the file contains all of the items required within this directive. These files shall be separate from all other files and shall be kept secure at all times. These files will be available for inspection by the unit supervisor(s) upon request.

The informant file will contain the following information:

A. Copy of the completed Confidential Informant and Confidential Human Source Profile form;
B. Signed Waiver and Release of Liability form;
C. Non-custodial photograph of the CI or CHS;
D. Any documentation relative to the CI or CHS to include specific report numbers regarding use of the CI or CHS. This includes the use of the CI or CHS by an officer or investigator who is not the primary control officer. The primary control officer, after granting permission to another officer or investigator to use their CI or CHS, will ensure all report numbers regarding their use are obtained from that officer or investigator. Those report numbers, and a copy of all CI and CHS Payment Receipts forms (if applicable) are placed in the CI or CHS file;
E. Copies of any payments made to the CI or CHS to include a copy of the CI and CHS Payment Receipts and purchase receipts or report numbers documenting any expenditures made for the CI or CHS (purchase of calling card, gasoline, cell phone, etc.);
F. Copy of any cooperation agreement between the CI and a prosecuting authority which concerns the informant's cooperation and/or requirement to provide information on a specific person or investigation;
G. Copies of all search results concerning the required background checks listed under the Officer/Investigator's Responsibilities, including the dates the checks were completed;
H. Contact and activity log documenting the dates the CI or CHS made contact with any officer or investigator for the purpose of providing information or investigative assistance and the outcome of those contacts;
I. A photocopy of all which have been issued to the individual: state identification card, driver's license, tribal government card, passport, and medical marijuana card; and
J. New forms completed as the result of the yearly review. All forms completed from the prior reviews will not be destroyed until the complete file is archived by the custodian of records, which will occur when the CI or CHS is no longer active.

Each officer or investigator with confidential informants and/or confidential human sources will conduct a review of their informant files annually or at the direction of their unit supervisor.

If the CI or CHS is no longer being utilized (death, incarceration, no longer in the area, has fulfilled their obligation under the cooperation agreement, or no longer willing to provide information, etc.) the custodian of records or designee will be notified to update the informant register and classify the CI or CHS as inactive. If a CI or CHS will no longer be utilized for any reason, a notation to that effect will be made within the contact and activity log within the informant file.

Each officer or investigator with confidential informants and/or a confidential human source who leaves an investigative unit (transfer, retirement, resignation, promotion, etc.) will consult with their unit supervisor and determine the status of that officer or investigator's confidential informant(s) and/or confidential human source(s). The officer or investigator's unit supervisor may authorize the transfer of the confidential informant(s) and/or confidential human source(s) and their physical informant file(s) to another officer or investigator within the same investigative unit or notify the informant(s) they will no longer be utilized. The Criminal Intelligence captain must authorize any inter-unit transfer of a CI or CHS within the department.

Once any transfer is authorized, it is the responsibility of the officer or investigator's unit supervisor to contact the custodian of records, or their designee, and document the change in primary and secondary control officers and the unit to which they are assigned. This transfer must also be documented in the contact and activity log contained within the physical file. The unit supervisor will complete an inspection of the physical file to ensure all required contents are present prior to the transfer of the physical file.

The unit supervisor will be responsible for notifying the Criminal Intelligence captain, or designee, of the change in status concerning the CI and/or CHS. The unit supervisor will be responsible for delivery of the physical informant file to the Criminal Intelligence captain, or designee, so the contents of the physical file can be scanned and then imported into the SODRMS under the specific CI number for archiving. Once all information contained within the file has been archived and imported into the system, the Criminal Intelligence captain may authorize their designee to destroy the physical informant file. The importing of this information into the SODRMS will maintain this department's compliance with all federal, state, and local requirements regarding confidential and intelligence information, including but not limited to 28 CFR Part 23.

The Chief of Police may authorize historical CI files, which are paper files stored at the Criminal Intelligence office in the possession of the custodian of records, to be scanned into SODRMS under the original CI number, or a modern number generated by SODRMS, for the purpose of historical preservation and archiving. The original CI number assigned to the individual and/or file will be noted within the file entry so the historical file can be searched by name, original CI number, or new CI number if one is generated. Once any historical file is uploaded and the preservation of the file has been confirmed by the custodian of records, the custodian of records may request destruction of any uploaded historical file through the submission of a memorandum through the Special Operations Division commander and the deputy chief of the Special Operations Bureau. Only after approval from the Chief of Police may any historical records be destroyed.

7-104.7 Payment of Money to an Informant

The following procedures will apply to the payment of money to a CI or CHS:

A. All CI or CHS payments must be witnessed by another officer or investigator.
B. CI or CHS payments up to and including $50.00 do not require prior supervisor approval. Once the payment has been made, the CI/CHS Payment Receipt shall be reviewed by the appropriate supervisor as listed below.
    1. Special Projects Group (SPG) personnel by a SPG supervisor; or
    2. Criminal Intelligence personnel by a Criminal Intelligence supervisor.
C. Payment amounts requiring prior approval:
    1. Payments by Special Projects exceeding $50.00 up to $150.00 must have the approval of a Special Projects Group supervisor. Criminal Intelligence personnel must obtain this approval from a Criminal Intelligence supervisor;
    2. Payments by Special Projects exceeding $150.00 up to $250.00 must have the approval of the Special Projects Group captain. Criminal Intelligence personnel must obtain this approval from the Criminal Intelligence captain;
    3. Payments exceeding $250.00 must have the approval of the Special Operations Division commander prior to making the payment;
    4. All prior approval amounts must have written documentation that the approval was obtained prior to payment.
D. Prior to paying any CI or CHS, the officer or investigator will:
    a. Complete a CI/CHS Payment Receipt;
    b. Obtain a signature and thumbprint from the CI/CHS;
    c. Obtain the signature of the witnessing officer or investigator; and
    d. Sign the CI/CHS Payment Receipt.
E. If the CI or CHS refuses to sign the form, payment will not be made.
F. A copy of the CI/CHS Payment Receipt will be placed in the CI or CHS file maintained by the control officer. All payments made to a CI or CHS will be noted with the CI control number on the control officer's expense report with the original CI/CHS Payment Receipt attached to the expense report.

G. CI/CHS Payment Receipts must be error or mistake free. There can be no corrections, use of "white out" or correction tape, or "line through" corrections on the CI Payment sheets.

7-104.8 General Guidelines for Conduct

All confidential informant and confidential human sources are to be considered assets of the Oklahoma City Police Department and not the asset of the control officer. The Chief of Police or designee may reassign any CI or CHS to the control of another officer when it is in the best interest of the department. Unless prohibited by the Chief of Police, the control officer and their supervisor will be notified of such reassignment.

An officer will not transport or meet a CI or CHS unless another officer is present or the officer and CI/CHS are under direct visual observation by another officer. There are no exceptions.

Contact with confidential informants and confidential human sources, including past, inactive, and censured CI/CHS, will be of a strictly professional nature. Officers and investigators will not meet with any CI or CHS for personal reasons at any time, on-duty or off-duty. Officers and investigators will not discuss details of any investigation with the CI or CHS.

All contacts with confidential informants or confidential human sources which provide actionable information regarding criminal activity will be relayed to the officer's or investigator's supervisor. Within five working days, the information provided by the CI or CHS will be documented in writing and submitted for review and approval by a supervisor. The report number will be documented in the informant file by the primary control officer.

When OCPD investigators are requested to utilize another agency's confidential informant(s) and/or confidential human source(s), an OCPD informant file need not be initiated. An OCPD informant file shall be initiated when the CI and/or CHS is to be paid with OCPD funds or will become involved in an OCPD investigation.

When debriefing any CI or CHS, any information relating to violations of law, which would be of interest to other agencies or divisions of the department, will be explored and appropriate notification and correspondence forwarded.

7-104.9 Censuring a Confidential Informant or Confidential Human Source

In the event an officer or investigator believes a CI or CHS is factually unreliable or their continued use would be detrimental to the goals of the department or hazardous to officers, the officer shall immediately cease using them. The officer or investigator will write a memorandum outlining the reasons why the CI or CHS should be censured and submit the memorandum to their supervisor. The supervisor will prepare a memorandum stating their recommendation and forward both documents to the Criminal Intelligence captain.

The Criminal Intelligence captain will review the recommendation to determine if censuring the CI or CHS is warranted and make a recommendation to the Special Operations Division commander. The Special Operations Division commander will determine if the CI or CHS is officially "censured" or not. The officer or investigator and their supervisor will be notified of the decision.

In the event the officer or investigator and/or their supervisor do not agree with the decision, the officer, investigator, or supervisor may appeal the decision through their chain of command to the deputy chief of the Special Operations Bureau. The deputy chief of the Special Operations Bureau may approve or reject censure. If rejected, the deputy chief of the Special Operations Bureau may reassign the CI or CHS to another officer or investigator.

If the decision by the deputy chief of the Special Operations Bureau is that the CI or CHS should not be censured, the original report requesting censure will be placed in the informant file by the control officer and a notation of the date of final disposition. The informant file will continue to be maintained by the primary control officer unless the deputy chief of the Special Operations Bureau has reassigned the CI or CHS. The informant file will then be transferred to the new control officer.

If censured, the CI or CHS will no longer be utilized without prior approval of the deputy chief of the Special Operations Bureau. The report censuring the CI or CHS will be permanently placed in the Informant Register.

The control officer will place a copy of the report in the informant file, make a notation of the date the CI or CHS was censured, and turn over the informant file to the unit supervisor, who will inspect the file to ensure its contents comply with all provisions of this directive. The unit supervisor will then deliver the physical file to the custodian of records for final disposition.

7-104.10 Informant's Immunity from Prosecution

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

7-105 Deconfliction

The purpose of deconfliction is to coordinate high-risk law enforcement activities and investigations in order to reduce the risk of injury or death and to reduce the duplication of effort by local, state, tribal and federal agencies.

7-105.1 Definitions

Beer and Alcohol Compliance Investigations – A law enforcement activity conducted by officers for the primary purpose of determining compliance with statutory or administrative regulations.

Blue-on-Blue Incident – An action by an identifying or uniformed officer which results in a confrontation with another officer who is not recognizable as a law enforcement officer. If a blue-on-blue incident occurs, the covert or plainclothes officer shall immediately comply with the requests and demands of the identifying or uniformed officer.

Covert Massage Parlor Investigations – A law enforcement activity where the primary target is an individual or business engaged in the business of massage, where a covert operation is utilized to determine the presence of criminal activity.

Covert Operation – A law enforcement activity conducted in secrecy involving confidential informants and/or undercover officers.

Deconfliction – A method of ensuring investigations do not overlap span of authority or control and conflict does not occur.

Deconfliction Operator – OBNDD employees who staff the OIC.

Deconfliction Process – The process by which officers contact the OIC to enter a specific address, subject, vehicle or telephone number into the deconfliction system. All requests are entered as a target/case or as an event. The address, subject, vehicle or telephone number is then searched to determine if another law enforcement action is occurring within the same deconfliction radius or if the address, subject, vehicle or telephone number is under investigation by another law enforcement officer. The deconfliction process enhances officer safety by assisting in the prevention of blue-on blue incidents as well as helping to reduce the potential for duplication of efforts or redundant investigations by other agencies or units.

Deconfliction Radius – If an address is entered as an event, the OIC system checks for any conflict within a radius of 950.4 feet. The radius may be adjusted upon request. If an address is entered as a target/case, then the OIC system only checks for a match at that exact address.

Direct Conflict – A response from OIC to a requestor indicating possible concurrent operations or investigations are planned or are in progress at the same address.

Enrollment Process – The Special Projects Group (SPG) Captain serves as the liaison between the OIC and the Department. Officers requesting to be enrolled should forward their request in writing through their supervisor to the SPG Captain. The SPG Captain coordinates with OIC for enrollment. Once enrolled an officer may serve as a requestor. The SPG Captain will conduct an annual review of the Department's enrolled officers and inform OIC of any changes.

Entry Deletion – The Requestor may request deletion of the address, subject, vehicle or telephone number from the OIC deconfliction system by completing the appropriate OIC form and faxing it to the OIC. The OIC will not accept deletion requests by email or telephone.

Event – A planned high risk law enforcement activity at a specific location such as a search warrant, buy-bust, buy-walk, controlled buy, jump-out, reversal, etc. The OIC will enter such activities as an event. If the same address has already been entered as a target/case, then the OIC case number will be carried forward. An event is entered into the system for a period of one to thirty days depending upon the type of operation.

High Intensity Drug Trafficking Area (HIDTA) – An area or region designated by the United States Government to receive federal funding for narcotics enforcement activities. The Texoma region includes north Texas, the Texas panhandle and Oklahoma.

High Intensity Drug Trafficking Program – A federal grant program administered by the White House Office of National Drug Control Policy which provides resources to assist federal, state, local and tribal agencies coordinate activities that address drug trafficking in specially designated areas of the United States.

High Risk Law Enforcement Activities – Serving a search warrant, conducting a buy-bust, buy-walk, controlled buy, jump-out, reversal, etc. are considered high risk activities.

Indirect Conflict – A response from OIC to a requestor usually indicating possible operations or investigations within the same radius.

Juvenile Beer and Alcohol Sales Investigations – A law enforcement activity, both covert and overt, conducted by officers for the primary purpose of determining compliance with statutory or administrative regulations and/or to determine if the target is engaging in the sale of regulated product to minors.

Match – A response from OIC to a requestor indicating that the same address, subject, vehicle or telephone number is being investigated by another law enforcement officer.

Massage Parlor Compliance Investigations – A law enforcement activity conducted by officers for the primary purpose of determining compliance with statutory or administrative regulations.

Oklahoma Intelligence Center (OIC) – A subsidiary of the Texoma HIDTA that is housed, managed and staffed by the Oklahoma Bureau of Narcotics and Dangerous Drugs (OBNDD). The OIC is tasked with operating the deconfliction system for the State of Oklahoma.

Prostitution In-Call Investigations – A law enforcement activity where the primary target of the investigation is a criminal target who advertises prostitution services and the customer must respond to their location.

Prostitution Out-Call Investigations – A law enforcement activity where the primary target of the investigation is a criminal target who advertises prostitution services and the target responds to a location controlled by the investigator.

Prostitution Reversal Investigations – A law enforcement activity where the primary target of the investigation is the customer who responds to a prostitution ad or initiates prostitution contact, regardless of the target's location.

Requestor – The officer who requests that an address, subject, vehicle, telephone number or event be entered into the OIC Deconflicton system. To serve as a requestor an officer must be officially enrolled with the OIC.

Target/Case – If an address, subject, vehicle or telephone number is under investigation or surveillance the OIC will enter it as a target/case. This information will remain in the system indefinitely or until the requestor requests removal.

7-105.2 Deconfliction Requirement

Any officer who intends to conduct a covert investigation or a planned high risk law enforcement activity at a specific address shall ensure the OIC Deconfliction Center has been contacted and the deconfliction process initiated.

Officers conducting covert prostitution investigation out-calls, covert massage parlor investigations, prostitution reversal investigations, and other similar investigations shall utilize the deconfliction directive. Prostitution investigation in-calls, juvenile beer or alcohol sales investigations, routine massage parlor compliance investigations, and beer and alcohol compliance investigations do not require deconfliction.

The requestor who contacts OIC will provide the target address, subject, vehicle or telephone number, the time frame, the type of investigation and other pertinent details as requested by OIC. OIC will provide the requestor with an OIC confirmation number and an official response as to any possible conflict or match.

7-105.3 Resolution of a Possible Conflict or Match

If a possible conflict or match is detected, the OIC will alert all requestors, from whom they have received an address, subject, vehicle, telephone number or event. The OIC will provide contact information for each requestor to all involved requestors. When notified by OIC of a possible conflict or match the requestor shall call the contact provided by OIC and attempt to resolve the possible conflict or match prior to initiating any activity. If the conflict or match cannot be resolved at this level or the requestor cannot contact the law enforcement officer identified by OIC, the officer shall notify their supervisor before taking any further action. If the conflict or match is not resolved at the supervisory level no further action will be taken without prior approval of the Special Operations Division Commander.

7-105.4 Reporting

The officer who requested an address, subject, vehicle, telephone number or event be entered into the OIC Deconfliction System shall complete a report. The report should include the address, subject, vehicle, telephone number or event entered, the OIC confirmation number for entry and the OIC's response (i.e. no conflict, direct conflict, indirect conflict, match). If there is a direct conflict, indirect conflict or match, the officer will indicate in their report who they contacted and the result of that consultation.

7-105.5 Exception to Deconfliction

Certain organized crime investigations shall be conducted in accordance with the provision of federal regulations (i.e. 28 Code of Federal Regulation Part 23). Such investigations shall remain in compliance with the United States Attorney General's Guidelines that require certain investigations to remain classified. Disclosure of any information regarding such investigations could compromise the investigation and violate those guidelines.

If the commander of a division tasked with conducting an investigation determines that complying with this directive would violate the aforementioned regulation and guidelines or should otherwise be an exception, they shall notify the Chief of Police. Only the Chief of Police may grant an exception to the deconfliction directive.

7-105.6 Internal Deconfliction

Specified officers are granted access to the Department's intelligence database. Officers who have such access shall use this system to deconflict any covert investigation or planned high risk law enforcement activity in addition to the OIC Deconfliction Process and document the results in their report.

7-106 Blue-on-Blue Incidents

A blue-on-blue incident is defined as an action by an identifying or uniformed officer which results in a confrontation with another officer who is not recognizable as a law enforcement officer. If a blue-on-blue incident occurs, the covert or plainclothes officer shall immediately comply with the requests and demands of the identifying or uniformed officer.

7-107 Surveillance

Surveillance is an accepted investigative technique. All surveillance will be conducted in accordance with departmental directives and state and federal law.

Surveillance equipment enhances an officer's ability to conduct effective surveillance. The department maintains various types of surveillance equipment at the unit and division level. Supervisors will ensure all surveillance equipment under their control will be listed on a unit or division inventory. All surveillance equipment must be checked out through the appropriate supervisor, or their designee. Supervisors will monitor the use of surveillance equipment to ensure compliance with departmental directives and state and federal law.

7-107.1 GPS Tracking Device

The Oklahoma City Police Department utilizes GPS tracking devices and maintains these devices in the Special Operations Division. These devices may be used to track moveable items such as containers, vehicles and other vessels in order to lead to the discovery of evidence or the fruits or instrumentalities of a crime or attempted crime.

Any officer needing to use a GPS tracking device during the course of an investigation will coordinate with either the Criminal Intelligence Group (CIG) or the Special Projects Group (SPG) GPS Program Coordinator. Regardless of which GPS program coordinator is utilized to obtain a device, these procedures will be followed.

The Special Operations Division Commander will designate at least two GPS program coordinators within the Special Operations Division. One shall be assigned from the Criminal Intelligence Group and one from the Special Projects Group. The coordinators will be responsible for the storage, maintenance and handling of all GPS tracking equipment owned or leased by the department. The program coordinators will maintain all GPS records in accordance with the division SOPs.

Instruction on the Use of a GPS Tracking Device

All officers requesting the use/deployment of a GPS tracking device will be instructed on its use prior to being allowed to check out a device. The instruction will be provided by one of the program coordinators and will include a review of these procedures.

Deployment – Consensual

A GPS tracking device may be utilized without a court order if an officer has the consent of the person who owns or is in lawful control of the property to be tracked. Examples include, but are not limited to, deployment with consent by victims or potential victims of crimes and deployment with consent for controlled deliveries. In all consensual deployments of a GPS device, the following procedures will be followed:

A. An officer must make a request to their immediate supervisor for a consensual deployment. The immediate supervisor will notify the next level of their command if approval is granted.
B. The requesting officer will complete the department authorized GPS Consent Form, fully explain the information included on the form to the owner of the property the GPS device will be deployed on and

obtain the requisite signatures. The immediate supervisor may grant approval after the form has been completed and all signatures are affixed.

C. After approval has been authorized by the officer's supervisor, the officer will provide a copy of the completed and signed consent form to the program coordinator. The program coordinator will check out the device and provide a user name and distinct password to the employee(s) who will be monitoring the device. The user name and password will be effective for the time period the officer(s) has need to access the GPS data.
D. Prior to checking out the GPS device, the officer will fill out the "GPS Sign-out Log" located in the program coordinator's office.
E. When deploying a GPS device, at least two (2) officers will be present at the scene for officer safety purposes and to witness the deployment.
F. The officer making the deployment will document the date, time and location when the device is deployed. That information will be forwarded to the program coordinator.
G. The officer that checks out the GPS device is responsible for monitoring the battery life and for recovering the GPS tracking device prior to the expiration of the battery life.
H. After use, the device must be returned to the program coordinator as soon as practical.

Deployment – Non-Consensual with a Court Order

When an officer is assigned a case where a GPS device may further the investigation, the following procedures will be followed:

A. The officer will consult with their immediate supervisor for approval to make a request for the use of a GPS device. The immediate supervisor will notify the next level of their command if approval has been granted.
B. If approved, the officer will make application for a court order in accordance with the requirements of Section 177.6 of Title 13 of the Oklahoma Statutes or, Section 3117 of Title 18 of the United States Code and Rule 41 of the Federal Rules of Criminal Procedure.
C. Once the court order is obtained, the officer will provide a copy (paper or electronic) of the Affidavit and court order (signed by a magistrate) to the program coordinator who is providing the GPS device.
D. After receiving a copy of the Affidavit and court order, the program coordinator will check out the device and provide a user name and distinct password to the employee(s) who will be monitoring the device. The user name and password will be effective for the time period the officer(s) has need to access the data from the GPS device.
E. Prior to checking out the GPS device, the officer will fill out the "GPS Sign-out Log" located in the program coordinator's office.
F. When deploying a GPS device, at least two (2) officers will be present at the scene for officer safety purposes and to witness the deployment.
G. The officer making the deployment will document the date, time and location when the device is deployed. That information will be forwarded to the program coordinator.
H. The device may not be deployed for more than sixty (60) days if a state order is obtained, or more than forty-five (45) days if a federal order is obtained. If an extension warrant is obtained, a copy of the Affidavit and extension will be provided to the program coordinator. The program coordinator will monitor GPS deployment for the expiration of court orders.
I. The officer that checks out the GPS device is responsible for monitoring the battery life and for recovering the GPS tracking device prior to the expiration of the battery life.
J. It is the responsibility of the officer that checked out the device to discontinue use of the GPS tracking device by the court order expiration date.
K. After use, the GPS device will be returned to the program coordinator as soon as practical.
L. Within ninety (90) days after the expiration of a state order and ten (10) days after the expiration of a federal order, the officer who obtained the court order shall serve a copy of the court order upon the person(s) likely to have a reasonable expectation of privacy in the area where the electronic monitoring device was installed, unless an extension for delay of notification has been authorized by the court.

Deployment – Exigent Circumstances

A. In rare cases, exigent circumstances may justify the deployment of a GPS tracking device without a court order when there is an immediate danger of death or serious injury to a person and there is insufficient time to obtain a court order.
B. In such rare circumstances an officer may deploy a GPS tracking device without first obtaining a court order with supervisor notification.
C. When deploying a GPS device, at least two (2) officers will be present at the scene for officer safety purposes and to witness the deployment.
D. The officer making the deployment will document the date, time and location when the device is deployed. That information will be forwarded to the program coordinator.
E. When a device is deployed under exigent circumstances, the officer's supervisor will ensure an officer is seeking a court order to continue the use of the GPS tracking device as soon as reasonably possible.
F. If the magistrate declines to issue such an order, the supervisor will ensure officers immediately discontinue tracking the GPS device and that the Special Operations Division Commander is notified of that fact.
G. If a court order is obtained, the officer will provide a copy (paper or electronic) of the Affidavit and court order (signed by a magistrate) to the program coordinator who is providing the GPS device.
H. The device may not be deployed for a longer time period than authorized in the warrant unless an extension warrant is issued by the magistrate. If an extension warrant is obtained, a copy of the Affidavit and extension will be provided to the program coordinator. The program coordinator will monitor GPS deployment for the expiration of court orders. It is ultimately the case agent's responsibility to discontinue use of the GPS tracking device by the court order expiration date.
I. The officer that checks out the GPS device is responsible for monitoring the battery life and for recovering the GPS tracking device prior to the expiration of the battery life.
J. After use, the GPS device will be returned to the program coordinator as soon as practical.
K. Within ninety (90) days after the expiration of a state order and ten (10) days after the expiration of a federal order, the officer who obtained the court order shall serve a copy of the court order upon the person(s) likely to have a reasonable expectation of privacy in the area where the electronic monitoring device was installed, unless an extension for delay of notification has been authorized by the court.

Deployment – Personnel Investigations by the Order of the Chief of Police

The Chief of Police may authorize the use of a GPS tracking device for personnel investigations without consent from another party or application for a court order. In all such cases, the deployment will only be authorized by the Chief of Police for City owned or leased equipment. In all cases involving an order by the Chief of Police, the following procedures will be followed:

A. Investigators will provide a copy of the Chief's written authorization to use of a GPS device to the program coordinator.
B. After receiving a copy of the memorandum, the program coordinator will check out the device and provide distinct password to the employee(s) who will be monitoring the device. The username and password will be effective for the time period the officer(s) has need to access the data from the GPS device.
C. Prior to checking out the GPS device, the officer will fill out the "GPS Sign-out Log" located in the program coordinator's office.
D. When deploying a GPS device, at least two (2) officers will be present at the scene for officer safety purposes and /or to witness the deployment.
E. The officer making the deployment will document the date, time and location when the device is deployed. That information will be forwarded to the program coordinator.
F. The officer who checks out the device is responsible for monitoring the battery life, recovering the GPS device prior to the expiration of the battery life, and discontinuing use of the GPS tracking device when instructed by the Chief of Police.
G. After use, the GPS device must be returned to the program coordinator as soon as practical.

Documentation and Retention of Evidence

After the GPS device has been returned to the program coordinator, the officer who obtained authority to utilize the device will be responsible for:

A. Downloading all data onto a disc or separate drive (memory stick, thumb drive, etc.);
B. Making a copy of the disc or drive to maintain as a working copy or for discovery;
C. Transport and book the original download disc or drive to the Property Management Unit for retention and evidence purposes, unless instructed otherwise by the Chief of Police; and
D. Download and print all reports for the case file.

The program coordinator will be responsible for updating deployment records to indicate the date the device was returned.

7-108 Special Operations Division

The division commander of Special Operations is required to stay informed and brief the Chief of Police on the status of vice, drug, and organized crime investigations on a regular basis. Investigative responsibilities are described for the following details; they may change at the discretion of the Special Operations division commander. In addition to these enumerated areas of responsibility, each unit will:

A. Investigate incidents of contributing to the delinquency of a minor, when related to that unit's areas of responsibility.
B. Handle teletypes and requests from other agencies requesting information or assistance concerning crimes in that unit's areas of responsibility.
C. Process persons arrested on warrants for crimes, which fall within that unit's area of responsibility.
D. Investigate incidents when a person is arrested for one of those crimes and escapes from city custody.
E. Investigate incidents when a person is held as a material witness, for Harboring a Fugitive or Intimidating a State's Witness in a case within that unit's area of responsibility and
F. Assist other investigators and community partners with Behavioral Threat Assessment and Management strategies and multi-disciplinary teams.

7-108.1 Special Projects Unit

The Special Projects Unit is responsible for, but not limited to, the investigation of:

A. Narcotics offenses;
B. Compliance violation (Obtaining or Attempting to Obtain CDS by Forged Prescription/Fraud or Larceny of CDS); and
C. Narcotics seizure investigations.

7-108.2 Criminal Intelligence Unit

The Criminal Intelligence Unit is responsible for, but not limited to, the investigation of:

A. Criminal intelligence information;
B. Behavioral Threat Assessment and Management;
C. Organized criminal activity;
D. Gang related activity;
E. Dignitary protection;
F. Vice related offenses; and
G. Soliciting without a permit.

Revised 12/23

7-108.3 Real Time Information Center (RTIC)

The purpose of the Oklahoma City Police Department Real Time Information Center (RTIC) is to improve situational awareness for officers in the field in real-time. The RTIC's intent is to improve officer and resident safety while also respecting the individual rights of the public we serve.

The department's goal is to identify, disrupt, and prevent crime in real-time by providing relevant, actionable information to officers while they are engaged in high-risk calls for service as the situation develops. The role of the RTIC is to provide situational awareness to the officers engaged in these calls for service and to assist officers in making more informed decisions. This information is intended to increase safety for officers and residents. The RTIC staff, in communication with the officers, are responsible for ensuring only relevant information is provided to officers.

All information provided by the RTIC shall be treated as an investigative lead only and is not considered probable cause for an arrest. Investigative leads must be corroborated through the officer's additional investigative methods and probable cause developed through these additional methods prior to taking action (e.g., arrest). An arrest will not be made solely on the information provided by the RTIC.

General Procedures

The RTIC watch operator will provide information based on their experience and the data available to them at that time through their resources and are expected to exercise discretion in choosing what information is relevant.

The RTIC watch operator will prioritize which calls receive attention based on circumstances and information available as the call develops based on a tier protocol. When the situation permits, the RTIC may provide information to officers engaged in a critical incident or assist with other calls and investigations as needed.

RTIC watch operator will use the following tier protocol:

Top Tier Status

Top tier status will be given to in-progress calls where an active threat exists and/or an offender is still present at the scene.

All calls classified as a "Priority 1" will be considered a top tier call and shall be worked if sufficient initial information is provided.

Second Tier Status

Second tier status will include crimes where an offender is still present but is not actively causing a threat or has left the scene and information is present that can help identify or locate them.

Third Tier Status

Third tier status will include all other calls for service that do not meet top tier or second tier status.

Non-Priority Calls

For non-priority calls, RTIC assistance can be requested by officers, dispatch, or a supervisor.

Observational Status

The RTIC will maintain an observational status on all calls it becomes involved with after an officer's arrival. The RTIC will continue to provide situational awareness (if available) as the call progresses. The RTIC watch operator will determine when RTIC services are no longer needed. In doing so, the RTIC watch operator will consider the following criteria:

A. Status of offender (in custody or outstanding);
B. Status of officers at the scene;
C. Status of active threat; and
D. Status of additional available information not already provided.

Intervention

A. Any intervention or activation by the RTIC will be logged to the CAD call in question.
B. The RTIC watch operator will ensure that all RTIC interventions are documented.

Privacy Statement

The RTIC will always recognize the protections afforded by the US Constitution to the residents of Oklahoma City and will at all times operate under the guidance of 28 CFR Part 23 (Criminal Intelligence Systems Operating Policies).

The Oklahoma City Police Department values the privacy of the residents of Oklahoma City. Department cameras shall never be installed in a location where there is a reasonable expectation of privacy.

Department cameras shall be placed in areas based on security analysis, the specific needs of the department, and relevant crime trends. Video monitoring and recordings generated by closed circuit television (CCTV) accessible by the Oklahoma City Police Department and RTIC are to be used solely to enhance the safety of the public and provide public safety officers with real time mission critical intelligence to enhance situation awareness.

Private/Public Sector Camera Integration

All private/public partner camera feeds shall be the property of the private/public partner. The process by which video is reviewed and shared by the private/public partner will be at the sole discretion of each private/public partner.

Private/public partners' camera feeds will not be accessed by the RTIC unless the following exist:

A. The private/public partner obtains and utilizes specific equipment to enable department access to their cameras.
B. The private/public partner agrees in writing to share any video footage for investigative purposes.
C. The private/public partner is responsible for responding to any request from the media or public regarding their cameras. All private/public partners' videos are owned by the private/public partner and is not subject to public records requests.
D. The RTIC shall only access live video feed or control private cameras for incidents or situations with a criminal nexus, related to public safety, or during routine audits of the Video Network for system maintenance and approved training.

Camera registry is a voluntary database of business or residential partners that have recorded surveillance. The registrant will have the option to provide contact information should an incident occur in the area of their provided location. This will enable RTIC the ability to request videos from businesses or residents who want to participate in the registry. This does not give RTIC access to the live video feed.

Video Network Requests from Other Units

Units may request assistance from the video network for tactical operations.

A. The request must be made through the RTIC manager.
B. The RTIC manager will make the determination if the request is reasonable and will have final authority to approve or disapprove the request.
C. The RTIC manager or designee will contact the officer making the request.

D. The RTIC may not be available for all requests.
E. Given the limitations of recording hardware, video may or may not be available.

Officers may request assistance from the RTIC to obtain recordings, if available, for the purpose of aiding in an investigation.

A. If video is available from department cameras, the RTIC watch operator will archive and upload the unaltered video relevant to a call for service for which the RTIC is activated within 24 hours.
    1. The recording(s) may only be used as a tool to further assist officers in their investigation.
    2. If there was no RTIC intervention or activation for a call, the officer or investigator will be responsible for requesting video recordings from the RTIC for each incident. The RTIC watch operator will then archive and upload the unaltered video relevant to the call for service.
B. If video recordings from private/public partners' cameras exist, the officer will contact the business where the recordings may be obtained with approval from the proprietor.

Officers may be allowed to review video at the RTIC after prior approval from the RTIC watch supervisor(s).

Adopted 9/24

7-109 Bomb Squad

The Oklahoma City Police Department maintains a Bomb Squad comprised of trained bomb technicians. Bomb technicians will be called out to investigate any scene where an explosion has occurred. A bomb technician or an explosive detection K-9 will not be called to the scene of a bomb threat UNLESS a suspicious or potential bomb device, explosive device, or piece of military ordnance is found, or at the direction of the Bomb Squad Commander if certain other criteria are met (see Section 8-109).

7-109.1 Suspected Explosive Devices

When a bomb squad call-out is initiated, at least two bomb technicians will respond, if possible. An explosive detection K-9 may also be notified at the request of a bomb technician. All necessary equipment should be transported to the scene by the responding technician(s). Upon arrival at the scene, the technician(s) will meet with the field supervisor in charge to coordinate security of the area. Fire and EMS personnel should be placed on standby near the scene of any suspected explosive device.

All personnel who were involved in the discovery of the suspected device should be interviewed. If a suspect is in custody, they will be interviewed.

After all available information regarding a suspected explosive device has been collected, the bomb technician in charge will handle the device in the least dangerous manner with regard to life and property by rendering safe, detonating in place, or removing the device to a remote area. If removal is deemed necessary, the bomb technician will request an escort. Two marked police units will be used and emergency lights, sirens, and headlights will be used.

If an explosion occurs during rendering safe or removal procedures, the procedures set forth in Section 7-109.3 will be followed.

7-109.2 Suspected Bombing

Upon receiving notification of an explosion where a bomb is the suspected cause, 911 Communications personnel will notify the Watch Commander and the Bomb Squad Commander. The Bomb Squad Commander will notify the bomb technicians to respond.

7-109.3 Responsibilities of Bomb Technicians After an Explosion

The first bomb technician to arrive at scene will take charge of the scene and be the team leader. Bomb technicians shall identify and dispose of any remaining devices and request additional personnel to respond, if necessary. Bomb technicians will notify the Bureau of Alcohol, Tobacco, and Firearms, if needed. If an explosion occurs on a government lease, airplane, or at an airport, they will notify the FBI. If an injury or death has occurred, the appropriate investigative unit and Watch Commander will be notified.

The team leader of the bomb squad will maintain custody of the site until all technical investigations are completed. Each technician who responds to the scene shall complete a report.

Section 2: Uniform Support Division

7-201 Airport Police Unit

The Airport Police Unit is located organizationally under the Uniform Support Division of the Support Services Bureau. Officers and supervisors assigned to this unit assume the general law enforcement duties of any other Uniform Bureau officer. Additionally, this unit is principally responsible for airport security as mandated by Federal Aviation Administration regulations. To that end, the officers assigned to the unit have the responsibility of the "protection of persons and property in air transportation against act of criminal violence and aircraft piracy".

For a detailed description of police operations of the Airport Police Unit, refer to Standard Operating Procedures held within the unit, the Will Rogers World Airport Master Security Plan, and the Will Rogers World Airport Emergency Operation Plan.

7-202 Air Support Unit

The Oklahoma City Police Department Air Support Unit provides services to citizens of the City not available from ground units. Helicopters provide rapid response to remote locations and routine patrol of large land areas. Air surveillance provides a modern, effective crime prevention tool.

7-202.1 Use of the Air Support Unit

The Air Support Unit will provide surveillance, transportation and other assistance as requested from units of the Oklahoma City Police Department. These services will be provided to other agencies with proper authorization. The use of Air Support outside Oklahoma City should be limited to the following crimes or incidents: felony suspect(s) on the ground, pursuits, missing persons (where air search is appropriate) and a downed aircraft. Other unique situations or requests may arise, and will be evaluated on a case-by-case basis. All situations in which Air Support is utilized outside the metropolitan area will be documented in a report and submitted to the Air Support Lieutenant.

The following applies to the request of Air Support:

A. During normal business hours (0800 to 1600 hours): The Air Support Captain or the Air Support Major may authorize the use of Air Support anywhere outside the city limits but within the four encompassing counties.
B. Other than normal business hours or when air support coverage is not normally scheduled: The Air Support Captain, Air Support Major or the Watch Commander may authorize the use of Air Support anywhere outside the city limits but within the four encompassing counties.
C. The Chief of Police or designee will be notified via the chain of command when the decision is made to utilize Air Support outside the city limits but within the four encompassing counties.
D. The Chief of Police or a bureau chief shall be the only personnel authorized to send Air Support outside the four encompassing counties.

In situations where time is critical and/or a life-threatening emergency exists, the Air Support Lieutenant is authorized to initiate flight planning or the actual flight while approval is being obtained. If approval is denied, Air Support will return to the City and resume normal duties.

Air Support Unit pilots will be qualified in all unit aircraft to allow for 24-hour deployment capability.

7-202.2 Supervisor's Duties

The Air Support Unit supervisor will ensure that all flight and maintenance operations of the unit are in accordance with the current Federal Aviation Administration (FAA) regulations and the manufacturers' requirements. They will ensure that all pilot and medical certificates required by the department and the FAA are reviewed annually with Oklahoma City Risk Management for insurance purposes.

7-203 Parking Enforcement Unit (PST)

The Department utilizes Police Service Technicians for parking enforcement. They will issue parking citations and assist in traffic direction and control.

The duties of the Police Service Technician assigned to a district are to enforce parking meters, two-hour parking, sidewalk and alley violations or any parking violation observed while on patrol.

7-203.1 Prohibited Activities

Employees will not use their vehicle to push another vehicle. No more than one employee will be in a unit at a time unless approved by the supervisor. Employees are not required, nor expected, to answer any call of a suspicious nature if it requires going inside buildings, apartment complexes, etc.

7-203.2 Special Circumstances

The employee will make note on the Tow-In report in the event a wrecker service damages a car that is being impounded and will notify the supervisor immediately. The employee will use discretion when impounding vehicles out of time zones such as, "No Parking 4 to 6pm Tow Away", etc. At least 15 minutes will be allowed after the hour before starting the impounding procedures. The employee will report any incorrect or missing signs, as well as places where signs are needed to their supervisor.

7-204 Solo Motorcycle Unit

The Police Department has elected to utilize motorcycles as a traffic law enforcement tool. Motor Officers have the same basic police responsibilities as all other uniformed officers consistent with their assignment.

7-204.1 Training

No one will be accepted for training who has not met all of the criteria as outlined in Department Motorcycle Training Manual.

Training will be conducted by a state certified Police Motorcycle Instructor whenever possible. For training course outline see Motorcycle Training Manual.

Continued assignment to the Solo Motorcycle Unit is contingent upon the maintenance of skills. Periodic in-service training and evaluation will be conducted to measure continued competency levels of all unit personnel.

7-204.2 Assignment

Duty hours will be determined by operational needs. Although primary duty hours of assignment will be on the day and afternoon shifts, duty hours are subject to change.

Unit personnel may be assigned to cover primary zones, special target areas, special enforcement functions, or to other details as deemed necessary and appropriate.

7-204.3 Command and Guidelines

The Uniform Support Division Commander will retain overall control and responsibility for the motorcycle program.

A designated Uniform Support Captain will retain administrative control over all unit personnel, equipment, and functions. An assigned Uniform Support Lieutenant will coordinate all regular and special assignments for unit personnel, training, record keeping, purchasing, and equipment assignments. Special emphasis shall be given to the review of all motorcycle accidents.

Motorcycle officers will comply with all directives contained in Section 7-203 and in the Motorcycle Officers' Training Manual. They will conduct and log the required safety inspections and maintenance on a regular basis, immediately report any accidents involving Department motorcycles or damage thereto, and will immediately report any health problems to the Unit Supervisor.

7-204.4 Inclement Weather

During periods of inclement weather, all motorcycle officers will be assigned to vehicular traffic patrol. If adverse weather conditions occur prior to reporting for duty the officer will appear prepared to operate from a police automobile. For periods of inclement weather that occur during duty hours, the officer will return to Headquarters at the earliest opportunity for reassignment to an automobile.

7-204.5 Prohibited Activities

A. Unauthorized use of off-duty motorcycles or associated equipment, materials or uniforms without prior approval of the Unit Supervisor.
B. Transportation of passengers.
C. Use of motorcycles during inclement weather, except when returning to the Department from a place of temporary shelter.
D. Participation in any Code 3 escorts, blood runs, or similar acts without prior specific approval from the Unit Supervisor or Chief of Police.
E. Storage of unauthorized personal property on or in the motorcycle.
F. Riding on the motorcycle without ALL required safety equipment and apparel in use.

7-205 Emergency Streetcar Operations

7-205.1 Notifications

When responding to a streetcar derailment, incapacitated operator, or a major event involving a streetcar, officers should request a supervisor and the fire department respond as soon as possible. The 911 Communications Unit will ensure the fire department and a supervisor are responding and notify the Streetcar Operations Control Center (OCC).

7-205.2 Response to Derailments or Collisions

When responding to a streetcar derailment or collision, officers should look to the operator's cabin window to see whether the operator has posted a green safe sign or red stop sign. A green sign indicates the streetcar is not energized and is safe to touch and enter. A red sign indicates the streetcar is still energized and is not safe to touch or enter. If an officer cannot obtain visual confirmation from the operator, they should treat the streetcar as though it is energized and unsafe.

A streetcar that has been derailed but is still connected to the overhead power line may be energized and will electrocute anyone who touches it. Officers should keep all persons away from the streetcar if the operator has posted a red sign or if the operator is incapacitated.

7-205.3 Entering the Main Cabin in a Streetcar Deemed Safe

If the power to a streetcar is deemed safe, officers may enter the streetcar by utilizing the yellow door button located in the center of the entry doors. If the doors will not automatically open by pressing the yellow door button, they may be opened manually by accessing the emergency release (ER) panel on either side of the streetcar. To access the emergency release panels, officers will need to obtain the key from the operator, a streetcar supervisor, or inside the Knox Box at a Traction Power Sub-Station (TPSS). Officers may open the emergency release panel with the key, pull the red lever, and pry the doors apart.

7-205.4 Response to Energized Streetcars

In the event officers have verification from an operator that a streetcar is energized or officers are unable to verify whether a streetcar is energized and it appears the streetcar may have been derailed or involved in a collision, and the pantograph is in the up position, touching the overhead lines, officers should not touch or attempt to enter the streetcar. Officers will secure the area around the streetcar and advise any bystanders to stay away from the streetcar and any persons onboard to remain in the streetcar. Officers should make contact with either a streetcar supervisor, the fire department, or the Streetcar Operations Control Center to have them shut off the power to the overhead line.

Once officers have received confirmation from the fire department or streetcar personnel that power has been shut off, officers may touch or enter the streetcar. Officers do not have to shut off the streetcar's onboard power (by accessing the Emergency System Shutdown (ESS) panel) prior to being able to touch or enter the streetcar, as long as they have verified power to the overhead line has been shut off.

7-205.5 Shutting Off Power to Overhead Lines

Officers will not attempt to shut off power to the overhead lines. Officers should contact a streetcar supervisor, the fire department, or the Streetcar Operations Control Center to have them shut off the power to the overhead line. The Streetcar Operations Control Center can remotely shut off power to all of the overhead lines. Officers should request dispatch to contact the Streetcar Operations Control Center to shut off power.

7-205.6 Traction Power Sub-Stations

There are six Traction Power Sub-Stations located throughout the streetcar routes. Officers may obtain an emergency release/emergency shutdown switch key and an operator's cabin key at each Traction Power Sub-Station. These keys may be retrieved from inside a Knox Box mounted on the outside of the stations.

Officers shall not touch or enter a station if the amber light above the door is flashing.

7-205.7 Opening the Operator Cabin Door

Officers can utilize an operator's cabin key to gain access into the operator's cabin should the need arise. Officers may obtain an operator's cabin key from a streetcar supervisor or from inside the Knox Box on the outside of a Traction Power Sub-Station.

7-205.8 Shutting Off a Streetcar's Onboard Power

There may be some emergency circumstances or tactical situations where shutting off a streetcar's onboard power will be necessary to conduct police operations.

To shut off the onboard power, officers will need to access the Emergency System Shutdown panels on both sides of the streetcar. To access the Emergency System Shutdown panels, officers will need to obtain the key from the operator, a streetcar supervisor, or inside the Knox Box at a Traction Power Sub-Station. The key that accesses the Emergency System Shutdown panels is the same key that accesses the Emergency Release panels. Open the

Emergency System Shutdown panel with the key and push the red button. The onboard power will not be fully shut off until the red button in the Emergency System Shutdown panels is pressed on both sides of the streetcar.

7-205.9 Streetcar Collision Investigations and Reporting

Collisions involving streetcars will be documented the same as train collisions. When reporting streetcar collisions on the state form, officers will:

A. Utilize the following designations for the streetcar:
   a. Configuration – 14;
   b. Make - OTHE;
   c. Model - STCR; and
   d. Special Function - OTHER BUS; and
B. Document all passengers that were on the streetcar and location where they were seated or standing.

7-206 Adult School Crossing Guards

The Police Department utilizes Adult School Crossing Guards to ensure the safety of school children crossing streets that have been identified as potentially hazardous.

7-206.1 Limitations

Adult School Crossing Guards have no peace officer authority and shall not perform such functions as traffic enforcement, traffic direction or other tasks normally performed by a police officer.

7-206.2 Supervision

Adult School Crossing Guards are under direct supervision of the designated Crossing Guard Coordinator, which is a Police Service Technician/Uniform Support Division. If the Crossing Guard is unable to be at the assigned location, it is the guard's responsibility to contact the Crossing Guard Coordinator and the Principal of the school.

7-206.3 Equipment

Adult School Crossing Guards will be issued an OCPD Professional Staff Identification Badge/photo ID that clearly identifies the person as a Crossing Guard. Appropriate safety equipment, an orange vest and a crossing flag or hand-held stop sign, shall be issued to Adult Crossing Guards and must be used while crossing children at all times. As funding allows, other safety equipment may be issued periodically.

7-206.4 Training

The Crossing Guard Supervisor will provide the training to all Adult School Crossing Guards regarding their role responsibilities, authority and limitations. Additionally, training will be provided on appropriate techniques to be utilized in performing the duties of a Crossing Guard.

7-206.5 Locations

Adult School Crossing Guard locations will be determined by the following means:

A. At the beginning of each school year, the Superintendent of Schools or a designee, shall determine what crossings are in the jurisdiction of the City of Oklahoma City and contact the Department of Transportation, Engineering and Planning with the City of Oklahoma City and request a review of crossings in the school district. A Traffic Study will be conducted by the Transportation Department and the findings reported to the Traffic Commission.
B. If the study indicates an adult Crossing Guard is needed, the Commission will authorize the placement of a Crossing Guard at a specific location. The Crossing Guard Supervisor, Uniform Support Division, will then

make the assignment of the guard. The Crossing Guard Supervisor or a designee shall contact the Principal of the school where a crossing has been established to determine the hours a Crossing Guard will be needed.

C. A citizen complaint regarding a problem location will be handled as indicated above. Private schools and adjoining school districts shall also be referred to the Traffic Commission concerning crossing guard placement.

7-206.6 Responsibilities

Adult Crossing Guards are responsible for notifying the Crossing Guard Supervisor if student pedestrian patterns change and their services are no longer required at a specific location.

7-206.7 Location Checks

The Crossing Guard Supervisor, or a designee, shall make periodic checks of each crossing guard location throughout the school year to verify the existence of the post, the guard attendance, etc. The Supervisor will monitor the pedestrian and traffic flow of crossing locations and will report faded crosswalk paint to the Office of Traffic Management for repair.

7-207 School Resources and Truancy Enforcement

School Resources is assigned to the Police Community Relations Unit and is responsible for providing a safe and secure environment for the Oklahoma City Public Schools. The school officers are under a professional service contract to the Oklahoma City Board of Education for one year. School officers respond to the police needs of designated high school and middle school campuses during normal school hours and provide law enforcement services for extracurricular activities. During the summer months, School Resources provides law enforcement services to designated summer school campuses or are temporarily reassigned to other areas in the police department needing assistance.

Supervisors assigned to School Resources provide a direct liaison between the department and the school districts within the City of Oklahoma City. They are also charged with supervising the department's Truancy Enforcement Program which is committed to reducing truancy. Truancy officers will partner with the Oklahoma City Public School District to obtain information on students with ten or more unexcused absences. They will then follow up with truant students and/or their parents to determine the cause for truancy and initiate solutions through community resources or the enforcement of truancy ordinances.

7-207.1 Police Athletic League

The Police Athletic League (PAL) puts police officers on school campuses to be effective role models for the students, as well as promote a positive and engaging relationship between students and the police department. Police officers assigned to the Police Athletic League will organize and administer PAL-sponsored sports programs for at-risk youths year-round.

The Oklahoma City Police Athletic League is a charter member of the National Police Athletic/Activities League and is a not-for-profit organization. PAL works with volunteers from the police department and the community to provide these services.

7-207.2 Family Awareness and Community Teamwork

The Family Awareness and Community Teamwork Program (FACT) uses police officers as youth outreach officers to facilitate mentoring programs for troubled and at-risk youth in the community. FACT officers organize various mentoring and leadership programs year-round through partnerships with local churches, non-profit foundations, and private businesses with the focus of lowering juvenile crime, increasing educational opportunities and building lasting relationships with youth. Youth outreach officers are supervised by a FACT Program lieutenant who is also responsible for FACT programming and facilities.

7-207.3 TRIAD

TRIAD is a collaboration between senior citizens and law enforcement with the purpose of working together to reduce criminal victimization of the elderly. The TRIAD coordinator organizes events and services where senior citizens can be educated on crime prevention, services and victim programs for the elderly. The TRIAD coordinator is a full-time professional staff position which is supervised by the PAL lieutenant.

7-208 Small Unmanned Aircraft Systems (sUAS)

The purpose of the sUAS program is to provide aerial support in crime scene investigations, collision investigations and other operations, when approved, by collecting forensic digital data utilizing a sUAS. Use of the sUAS will be in strict accordance with constitutional and privacy rights and is governed by Federal Aviation Administration (FAA) regulations. The Uniform Support division major will serve as the sUAS commander. The Signal 30-unit captain will serve as the program manager.

7-208.1 Definition

A small unmanned aerial system is an unmanned aircraft weighing 55 lbs or less, capable of sustaining directed flight, whether preprogrammed or remotely controlled, and includes attached systems designed for gathering information through imaging, recording, or other means.

7-208.2 Selection Process

Employees must meet select criteria in order to operate a sUAS. Employees may apply through their chain of command to participate in the sUAS program. Division commanders should forward applications meeting the criteria to the commander of the Uniform Support division for consideration. The sUAS commander and program manager will select qualified candidates for available positions.

Employees must meet the following requirements to be a Pilot in Command (PIC):

1. Must be a department employee;
2. Must not be on any type of probationary status;
3. Must receive approval from division commander; and
4. Must successfully complete department training curriculum, to include Part 107 FAA commercial license.

Employees must meet the following requirements to be a Visual Observer (VO):

1. Must be a department employee;
2. Must not be on any type of probationary status; and
3. Must receive approval from division commander.

In order to be considered for either a PIC or VO position, there must be an opening in the employee's designated work area for the desired position.

7-208.3 Deployment

Only authorized operators who have completed the required department training and have successfully obtained the Part 107 commercial license shall be permitted to deploy the sUAS. Only department-approved sUAS and equipment shall be used to conduct deployments. Use of personal sUAS and equipment is prohibited.

A. No employee shall use a sUAS without approval of the program manager or sUAS commander. All deployments utilizing the sUAS must first be approved by the department's program manager.
B. Use of the sUAS to conduct a search of an area in which a person has a reasonable expectation of privacy must at all times comply with the 4th Amendment's reasonableness requirement. Absent exigent

circumstances or the consent of the property owner, a warrant shall be obtained prior to deployment of the sUAS in an area in which a person has a reasonable expectation of privacy.

C. The PIC shall be the final authority for determining when the sUAS may be safely utilized or if a deployment must be terminated based on weather, airworthiness, darkness or other hazardous conditions.
D. sUAS equipment shall only be operated by qualified employees who can ensure a safe and secure deployment. Reasons for which an employee may be removed from the program include, but are not limited to:
   1. Demonstrating an inability to safely or effectively operate the equipment;
   2. Poor deployment decisions; or
   3. Engaging in unprofessional conduct when using the department's sUAS or equipment.
E. The program manager and sUAS commander may remove an employee from the program for cause.

7-208.4 Incident / Collision Reporting

In accordance with 14 CFR § 107.9, the FAA requires notification no later than ten days after incidents involving the sUAS that result in:

1. Serious injury to any person;
2. Loss of consciousness of any person involved; or
3. Damage to any property greater than $500 (other than the sUAS).

The PIC must report the incident to the program manager immediately. The program manager will complete the online FAA incident report and submit it to the administrator of the FAA.

7-208.5 Collection and Preservation of Evidence

PICs operating a sUAS for investigative purposes will collect, preserve and submit physical evidence related to the incident in accordance with departmental directives. Photographic and video evidence will be uploaded to the Digital Evidence Management Unit for the preservation of such evidence.

Section 3: Canine Procedures

The department will utilize canine units as a supportive tool to assist with crime deterrence and offender apprehension, and to increase officer safety.

7-301 Police Canine

A canine unit should be assigned to any operational need suited to the unique capabilities of the police canine. Attempts must be made to minimize any and all obstacles the canine encounters. For instance, a scene should not be contaminated prior to calling for a canine. The canine should be used first, followed by human resources. Poor environmental conditions, and the health of the canine, can affect the canine's daily performance.

Types of calls on which a police canine may be assigned include but are not limited to:

A. Burglary in progress or just occurred, to include silent and loud alarms;
B. Open window or door (building search);
C. Armed robbery in progress or just occurred;
D. Prowler;
E. Assaults in progress;
F. Major disturbances;
G. Area searches to locate suspects, individuals or evidence; or
H. Explosives or drug searches.

7-301.1 Use of the Police Canine

The primary use of the police canine is to locate persons, evidence, objects, narcotics, and/or explosives. When a police canine is used to search for a suspect, the canine handler shall make an audible announcement, announcing their identity and purpose in a loud and clear voice stating that a police canine is present and will be deployed, except as provided in the following procedures.

Use of the police canine for other than official police functions is not authorized under any circumstances. The use of the police canine for extra duty or off duty employment is prohibited unless specifically authorized by the Chief of Police.

During daytime or non-duty hours, the officer on a call and in need of a canine unit will notify their supervisor. Once the supervisor authorizes a call out of a canine unit, 911 Communications will then notify the Canine Unit supervisor.

If the Canine Unit supervisor cannot be contacted, the canine handlers' phone list will then be used to call a canine unit.

Assistance to other agencies may be provided, but only upon approval by the watch commander. (See Section 5-107).

7-301.2 Handler Regulations

The handler may allow their police canine to engage under the following conditions:

A. If the handler is assaulted;
B. If the canine is assaulted;
C. To prevent the escape of a known felon;*
D. To apprehend a known or suspected felon;*
E. To prevent a suspect from injuring or assaulting a citizen or police officer;
F. To apprehend a suspect who the canine handler has probable cause to believe has assaulted another person; * or
G. Misdemeanor suspect who is concealed or hiding in a known location. Once a suspect is located, the canine handler will establish a perimeter and contact a supervisor. The on-scene supervisor will assess the situation and ensure all other practical less lethal measures have been attempted or would clearly be ineffective prior to deploying the police canine. If the supervisor authorizes deployment of the police canine, the reason(s) for deploying the police canine must be documented in the appropriate report. The goal under these circumstances is to provide for the safety of the officer(s) and the police canine and use the minimal amount of force to arrest the suspect. *

* Actions under conditions specified in subsections C, D, E, F, and G are to be taken only when all other practical less lethal measures have been taken or would clearly be ineffective.

A handler shall not allow their canine to engage under the following conditions:

A. To effect the arrest of a highly intoxicated person who obviously could not escape or offer serious resistance;
B. To intimidate, coerce, frighten, or punish a suspect; or
C. When the size, age and physical capabilities of the offender are such that use of the canine would be inappropriate.

7-301.3 Canine Bite Incidents

If the police canine bites an arrestee, the handler will:

A. Ensure medical aid is rendered and have arrestee transported to a hospital;
B. Immediately notify the on-duty supervisor who will complete a response to resistance assessment;
C. Complete the appropriate report; and

D. Forward a copy of the report to the Canine Unit supervisor.

If the police canine accidentally bites a citizen, the handler will:

A. Render first aid and have the citizen transported to the hospital if necessary;
B. Immediately notify a supervisor, who will conduct an administrative investigation;
C. Notify the Canine Unit supervisor;
D. Complete the appropriate report;
E. If the incident occurred outside Oklahoma City, contact the watch commander and the appropriate law enforcement agency; and
F. Make no statements as to liability or fault in the matter.

If the handler or other officer is accidentally bitten, the handler will:

A. Ensure treatment if necessary;
B. Notify a supervisor who will conduct an Injury on Duty Investigation;
C. Notify the Canine Unit supervisor;
D. If another officer is bitten, the handler will complete an incident report;
E. The officer bitten will complete an Injury on Duty Report and a supplemental report, regardless of extent of injury or treatment; and
F. Recommend the officer seek medical treatment regardless of the perceived seriousness of the injury.

7-301.4 Building Searches

Building searches of a business are conducted to locate suspect(s) hiding within the interior of a building, or in open door/window, alarm, or burglary situations. The following procedures apply:

A. Officer should not enter the building unless an emergency exists or a canine unit is not available.
B. The perimeter of the building shall be secured by patrol personnel.
C. The owner or other responsible person shall be contacted to verify if any authorized personnel might be in the building, or if there is reason to believe that someone might legitimately be inside.
D. Upon arrival, the handler shall verify the status of anyone suspected of being in the building with the officers on the scene.
E. Once satisfied no authorized personnel should be in the building, the handler shall make an announcement. This shall consist of announcing their identity and purpose in a loud and clear voice into the building's interior, stating that a police canine is present and will be released into the building. This should be done several times in a large building and on different floors. No announcement is required if the canine handler can clearly articulate why making the announcement would lead to injury to the officer or the police canine. If no announcement is made, however if an apprehension takes place, the canine handler must include the justification for no announcement in the appropriate report.
F. The canine handler should request a radio channel be cleared before entering the building. The channel shall remain clear until the handler and canine are out of the building, or until the handler gives an all-clear statement.
G. Once the canine unit has entered the building, all exits should be closed.
H. No attempt should be made to communicate verbally or by radio with the canine unit while they are inside the building unless it is an emergency. However, units outside should periodically contact the canine unit to ensure the handler's safety.

7-301.5 Tracking Procedures

Tracking procedures are used to track fleeing suspects or lost persons. The following procedures will apply to the responding officers:

A. If contact with a subject(s) is lost, the officer should stop at that point, pinpoint the exact location subject(s) was last seen and call for a canine unit.

B. Shut off engines of all vehicles in the area. Roll up windows.
C. Discourage any unnecessary pedestrian and/or vehicle movement in the area as this will contaminate the area and minimize tracking ability.
D. Do not walk up to the area where the subject or suspect was last seen. If possible, stay in the vehicle.
E. Units will set up a perimeter in all directions, within a minimum of 1/4 mile, if possible, while awaiting the arrival of the canine unit (The size of the perimeter will depend on terrain, location, and time lapse.)
F. Officers on the perimeter should ensure lights from their patrol vehicles are not directed toward the handler in the field, in order to avoid blinding them.
G. When the canine unit arrives, advise them of the situation and where the subject or suspect was last seen.
H. While the canine unit is tracking do not attempt to communicate with the handler unless it is an emergency. The handler will advise of direction or problems.
I. Be prepared to alter direction and size of perimeter as the canine unit is tracking.
J. No announcement is required if the canine handler can clearly articulate why making the announcement would lead to injury to the officer or the police canine. If no announcement is made, however if an apprehension takes place, the canine handler must include the justification for no announcement in the appropriate report.

7-301.6 Area Search

Area search procedures are used to locate subject(s) who may be contained in a small area. Also, the area search may be conducted in an attempt to locate any evidence, which was dropped or hidden. The following procedures apply:

A. Units will secure the suspected area.
B. Do not contaminate the area. Keep pedestrian traffic clear of suspected area.
C. No announcement is required if the canine handler can clearly articulate why making the announcement would lead to injury to the officer or the police canine. If no announcement is made, however if an apprehension takes place, the canine handler must include the justification for no announcement in the appropriate report.

7-301.7 Crowd Control

Crowd control procedures are utilized to disperse or contain large and/or disorderly gatherings of people. In these situations, canine handlers may only utilize police canines with expressed authorization of the on-scene supervisor.

7-301.8 Requests for Public Demonstration

The Canine Unit may give public demonstrations to any interested group, with the approval of a Canine Unit supervisor. Demonstrations will be scheduled according to workload demands. All requests will be referred to the Canine Unit supervisor.

Chapter 8: Critical Incident Management

Section 1: Critical Incidents

8-101 Emergency Notification

In such instances as riots or natural disasters requiring a call-out of personnel, the Chief of Police will be notified by the 911 Communications Unit supervisor on duty. The 911 Communications Unit supervisor will ensure that call out procedures are followed.

In cases where emergency notification is utilized, all officers must conform to uniform requirements. A supervisor will identify appropriate dress and equipment needed in each incident.

8-102 Utilization of the Tactical Unit

The Tactical Unit of the Department will be utilized to deal with dignitary protection, barricaded criminal suspects, barricaded mental health consumers, hostage situations, or any event where a requirement exists for special operations or tactics.

The Tactical Unit and Crisis Negotiators are considered as one. Neither will be called out without the other except in the case of an ongoing suicide threat that obviously does not involve weapons.

8-102.1 Situations Requiring Consultation with the Tactical Unit Commander

A. Hostage Situation - Subject holding one or more persons against their will with the actual or implied use of force.
B. Barricaded Criminal Suspect – A criminal suspect, who takes a position of cover or concealment in a room, structure, or vehicle to avoid capture and refuses to surrender after attempted verbal contact, who:
    1. Officers have reasonable suspicion to believe is armed; or
    2. Has committed an act of violence or threatened to commit an act of violence which constitutes a felony.
C. Barricaded Mental Health Consumer – A person requiring treatment as defined in Section 5-204, who takes a position of cover or concealment in a room, structure, or vehicle to avoid being taken into protective custody after attempted verbal contact.
D. Sniper situation - Subject(s) that have placed themselves in a position with a firearm or has implied that they have a firearm and/or threatens or fires upon anyone.
E. Executive Protection - Relating to “special" protection of dignitaries.
F. Suicide - Any ongoing suicide threat involving a weapon which could present a danger to innocent bystanders or responding officers.
G. Other - Any situation which warrants a response, as determined by the Shift or Watch Commander. Such situations may include a preplanned arrest where a high probability exists that subject(s) will resist with the use of weapons.

8-102.2 Deployment in Anticipation of the Commission of a Crime

The purpose of deploying officers at the scene of an anticipated crime is to arrest the perpetrator of the attempted or consummated crime; however, since that objective is subordinate to the protection of life, officers should not subject themselves or other innocent persons to unreasonable risk. In the event officers contact or anticipate contact with an armed subject who has or may attempt to discharge a weapon, or barricade themselves, a preformed tactical plan shall be utilized to effect the arrest with the least possible risk to all persons concerned.

8-102.3 Out of Jurisdiction Request for Assistance

In the event the Tactical Unit is requested for out of jurisdiction assistance, the requesting agency must first seek assistance from the Sheriff's Office having jurisdiction. If the Sheriff cannot respond, only then will the Oklahoma City Police Department be contacted.

Protocol has been established to provide guidelines and authority to assist other law enforcement agencies when requested to resolve police tactical unit situations.

Providing the location is within the metropolitan area, the Watch Commander will respond to the location. An evaluation of the incident and determination of what resources will be needed will be made. The requesting agency will articulate the inability of the Sheriff to respond with the means necessary to resolve the situation. The Watch Commander shall contact and brief the Tactical Unit Commander.

The Tactical Unit Commander shall contact the Chief of Police or a designee. Either the Chief of Police or a designee must authorize the assignment of the Tactical Unit to another jurisdiction. This authority is established by Oklahoma State Statutes (1988), Title 11, Section 34-103. If approval is given, the Watch Commander will request a Tactical Unit Commander or designee.

The Tactical Unit Commander or a designee will respond to the location for an evaluation of the incident. The Chief of Police will be briefed for their final authority and assignment of personnel.

The Tactical Unit Commander or a designee will contact and brief the requesting agency. The Commander will define what authority and responsibilities the Tactical Unit will assume in resolving the situation. If authority is granted by the requesting agency, the Department will retain operational and command control over all aspects of the tactical situation. In the event the Tactical Unit assumes the operation or serves as a support unit; this will be established prior to the assignment.

The Tactical Unit members shall be supervised only by the Oklahoma City Police Department Tactical Unit Commander or a designee. All directives of the Operations Manual shall be followed.

The Chief of Police may directly assign the Tactical Unit to out-of-jurisdiction incidents upon direct requests of said agency or scheduled events.

8-102.4 Responsibility of Officer on Call

Officer receives information of a situation that, if confirmed, requires the use of the Tactical Unit. Upon arrival, they confirm that the reported situation actually exists. They then advise the field supervisor and request additional personnel as needed.

They secure the area and, if possible, try to identify the number of suspects and determine whether or not they are armed, and whether or not hostages are present. They evacuate citizens that can be evacuated safely and keep a log of buildings evacuated and all names of those evacuated.

8-102.5 Responsibilities of the Field Supervisor

The on-scene supervisor will assume responsibility for the incident upon their arrival. They will ensure that certain appropriate preliminary steps are taken while awaiting the Tactical Unit. These steps may include but are not limited to:

A. Responds to scene and makes perimeter assignments as needed.
B. Advises Watch / Shift Commander of the situation.
C. Activates a tactical radio channel.
D. Advises dispatch of the best location for the Command Post and Tactical Unit truck.
    1. The location should be close enough to the scene to allow for the ease of deployment of men and equipment, but preferably out of view.
    2. The location should be in an area that will allow access to and from the Command Post without endangering those personnel using it.

E. Cordon off the area around the incident.
F. Establish a traffic control perimeter.
G. Establish an area for the media and request the Public Information Officer.

8-102.6 Responsibilities of the Watch / Shift Commander

Makes the decision when to request a tactical unit call out and advises the Communications Unit. They will ensure that a tactical situation does indeed exist.

8-102.7 Tactical Unit Arrival

When the Tactical Unit Commander arrives at the scene, they will be briefed by the on-scene supervisor and will assume command of the operation.

8-103 Emergency Response Team

The Oklahoma City Police Department will maintain a trained Emergency Response Team, which may be utilized, in natural, industrial, commercial and manmade disasters or catastrophes. The Response team may be utilized to deal with group acts of disruption, violence, disturbance or destruction. The primary operational mission of the Emergency Response Team (ERT) is to contain and isolate the danger during certain critical or potentially critical situations with the intent of safeguarding lives.

8-103.1 Emergency Response Team Personnel

The Emergency Response Team will be comprised of a group of trained and qualified officers who may be quickly assembled and rapidly deployed at the direction of the Chief of Police or a designee.

ERT members will be selected from within all Bureaus of the Department. Each member will be available for 24-hour call-out and must display the ability to maintain the established standards required of a team member.

8-103.2 Emergency Response Team Chain-of-Command

The Emergency Response Team Chain of Command shall consist of the:

A. Chief of Police,
B. Operations Bureau Deputy Chief,
C. Emergency Response Team Commander (Major),
D. First Contingency, consisting of two (2) Captains commanding 4 Squads, 16 Officers per squad, each squad supervised by one (1) Lieutenant and one (1) Training/Reserve Lieutenant per contingency,
E. Second Contingency, consisting of two (2) Captains commanding 4 Squads, 16 Officers per squad, each squad supervised by one (1) Lieutenant; and one (1) Training/Reserve Lieutenant per contingency; and,
F. Processing Unit consisting of four (4) Lieutenants commanding four (4) squads, 10 officers per squad.

8-103.3 Emergency Response Team Call-Out

The Emergency Response Team Commander or the designated Emergency Response Team Captain shall have sole responsibility for activating the ERT or selected squads.

8-103.4 ERT Training

ERT members shall be scheduled for training one (1) full shift each month or at least 100 hours per calendar year. Training shall consist of classroom and/or field performance related to those call-out situations listed herein. Physical education and proficiency shall also be included in the training as directed by the ERT Commander.

The minimum training may be increased or decreased by the ERT Commander. Actual call-outs may be considered a part of the training requirement, if so approved, by the Team Commander.

8-103.5 Emergency Response Team General Operational Procedures

The establishment of a Field Command Post and direction from the designated Incident Commander will be in accordance with the current department directives and guidelines.

The staging and utilization of the ERT, in an actual field situation, will be in accordance with applicable departmental directives and Emergency Response Team directives. The Emergency Response Team Captains maintain the Emergency Response Team directives.

8-103.6 Out-of-Jurisdiction Agency Assistance

The possibility exists for out-of-jurisdiction requests and utilization of the Emergency Response Team. In the event the ERT is requested, the requesting agency must first seek assistance from the Sheriff's Office having jurisdiction. If the Sheriff cannot respond, only then will the Oklahoma City Police Department be contacted.

Protocol has been established to provide guidelines and authority to assist other law enforcement agencies.

Providing the location is within the metropolitan area, the Watch Commander will respond to the location. An evaluation of the incident and determination of what resources will be needed will be made. The requesting agency will articulate the inability of the Sheriff to respond with the means necessary to resolve the situation. The Watch Commander shall contact and brief the Emergency Response Team Commander.

The ERT Commander shall contact the Chief of Police or a designee. Either the Chief of Police or a designee must authorize the assignment of the Emergency Response Team to another jurisdiction. This authority is established by Oklahoma State Statutes (1988), Title 11, Section 34-103. If approval is given, the Watch Commander will request an Emergency Response Team Commander or a designee.

The ERT Commander or a designee will respond to the location for an evaluation of the incident. The Chief of Police will be briefed for their final authority and assignment of personnel.

The Emergency Response Team Commander or a designee will contact and brief the requesting agency. The Commander will define what authority and responsibilities the Emergency Response Team will assume in resolving the situation. If authority is granted by the requesting agency, the Department will retain operational and command control over all aspects of the tactical situation. In the event the Emergency Response Team assumes the operation or serves as a support unit; this will be established prior to the assignment.

The ERT members shall be supervised only by the Oklahoma City Police Department ERT Commander or a designee.

The Chief of Police may directly assign the Emergency Response Team to out-of-jurisdiction incidents upon direct requests of said agency or scheduled events.

8-103.7 Responsibilities of the Officer On-Call

The officer receives information of a situation, and upon confirmation, requires the use of the Emergency Response Team and notifies the Field Supervisor. The officer shall advise Communications if additional personnel are needed.

The officer will secure the area, evacuate citizens, and attempt to identify the suspect(s) and the magnitude of the situation. At all times, Communications will be kept informed of the problem.

8-103.8 Responsibilities of the Field Supervisor

The on-scene field supervisor will assume responsibility for the incident upon arrival. The supervisor shall ensure the proper preliminary steps are taken while awaiting the arrival of the Emergency Response Team. These steps may include but are not limited to:

A. Setting up necessary perimeters.
B. Advising the Watch Commander of the situation.
C. Requesting additional personnel as needed.
D. Advising Communications of the best location for the Mobile Command Post, if necessary.
E. Advising Communications of the best location for a staging area that is secure.
F. Advising Communications and the Watch Commander of the following (if applicable):
    1. If isolation of the area is necessary.
    2. If containment of area is necessary.
    3. If there are any detrimental or hazardous areas.
    4. If traffic rerouting is necessary.
    5. Determine magnitude of situation and the propensity of additional violence and/or destruction.
    6. Designates area for media and PIO.

8-103.9 Watch Commander Responsibilities

The Watch Commander shall evaluate and determine the appropriate departmental response. The Watch Commander shall:

A. Utilize available resources as necessary.
B. Advise the Emergency Response Team Commander of the situation and make a recommendation pertaining to the activation of the Emergency Response Team.
C. Oversee the incident until the Emergency Response Team Commander or Captain arrives.
D. Activate the other support units, as needed, i.e. Air Support, K-9, Mobile Command Post, etc.

8-103.10 Emergency Response Team Responsibilities

The Emergency Response Team, when so ordered by the ERT Commander, shall convene where directed for a briefing on the immediate problem. By diminishing the potential for injury and destruction of private or public property, it is the responsibility to control or apprehend those violators within the realm of minimal danger to citizens of the community.

Emergency Response Team Member Responsibilities

It is each Emergency Response Team member's responsibility to ensure the safety of all lives involved when responding to any given situation. Each ERT member shall:

A. Respond to the page.
B. Report to the staging area with all equipment for an assignment by the ERT Supervisors.

Emergency Response Team Commander's Responsibilities

Once notified by the Watch Commander, the Emergency Response Team Commander shall:

A. Receive and review all necessary information from the Watch Commander.
B. Contact the Operations Bureau Deputy Chief, or a designee, and relay all the facts of the situation with recommendation(s) on the plan of action.
C. With authorization from the Operations Bureau Chief or a designee, contact the Communications Center and notify them of a partial or full ERT call out. Communications is provided with the information for ERT officers regarding the ERT staging area.
D. Assume command of the situation and coordinate scene activities.

E. Ensure that the transportation needs of the ERT are met in the event it is not advisable for all scout cars to respond to the scene.
F. Assume responsibility for any increase or decrease in ERT manpower.
G. Provide updates to the Operations Bureau Deputy Chief as necessary.
H. Provide information to the Public Information Officer for media release.
I. Provide a complete After-Action Report to the Chief of Police.

8-103.11 Responsibilities of the Communication's Supervisor

The Communications Supervisor shall maintain a current contingency list of Emergency Response Team members and their pager numbers from the Emergency Response Team Captain.

Once the units are activated, the ERT Commander or designee will notify the Communication Supervisor as to the staging area location.

The Communications Supervisor shall set up and clear a specific radio channel for communications between all units involved and Commanders. When so notified by the ERT Commander or a designee, the Communications Supervisor shall monitor this designated radio channel.

8-104 Police and Fire Mobile Command Center Activation

The Police and Fire Mobile Command Center is a vital tool, which can be used in coordinating the activities and investigations at a major scene. Activation of the Police and Fire Mobile Command Center may be considered when investigating a missing person or juvenile, hostage situation, major disaster scene, major riot scene, barricaded suspect, a major city event where large crowds gather, or any other scene where a shift commander may deem a central information center necessary.

8-104.1 Field Lieutenant's Responsibilities

The field lieutenant will be required to direct the investigation from the outset; however, the patrol assignment responsibilities will necessitate that the lieutenant be returned to original duties as soon as a coordinated exchange of information and responsibilities can be arranged with the Police and Fire Mobile Command Center lieutenant in charge. When a field lieutenant arrives at the scene, an evaluation of the situation will be conducted to determine whether or not the Police and Fire Mobile Command Center should be activated. The field lieutenant will ensure that:

A. Sufficient manpower is present to control the situation;
B. All unnecessary personnel are removed from the scene;
C. Urgent information is broadcast on all police radio frequencies; and
D. The field lieutenant may wish to confer with the investigative unit that would normally conduct a follow-up investigation on the type of incident at hand, if that unit were on duty at the time. If the conference results in a decision to activate the Police and Fire Mobile Command Center, the field lieutenant will make the request to the shift or Watch Commander. The on-duty Watch Commander shall be notified of the need for activating the Police and Fire Mobile Command Center. The decision to activate the Police and Fire Mobile Command Center will be made by the Watch Commander.

When the Police and Fire Mobile Command Center is to be activated, the field lieutenant will notify the Communications Unit. The Communications Unit supervisor will notify the primary Police and Fire Mobile Command Center lieutenant on call. The Police and Fire Mobile Command Center lieutenant will activate the necessary members of the Police and Fire Mobile Command Center team on call.

The field lieutenant will be responsible for all actions taken on the case until they are relieved by the assigned Police and Fire Mobile Command Center lieutenant. The field lieutenant will deliver a written supplemental report to the assigned Police and Fire Mobile Command Center lieutenant, describing actions taken prior to the lieutenant's arrival.

Each patrol division will have a specially trained Police and Fire Mobile Command Center team, consisting of a lieutenant and officers. This team will be responsible for staffing and maintaining the Police and Fire Mobile Command Center during the investigation. These personnel will be on call.

When the Police and Fire Mobile Command Center team is utilized for an extended period of time, the primary Police and Fire Mobile Command Center lieutenant may contact the secondary Police and Fire Mobile Command Center lieutenant on-call for relief.

For Police and Fire Mobile Command Center vehicle operating procedures and each Police and Fire Mobile Command Center team member's responsibilities refer to the Police and Fire Mobile Command Center Standard Operating Procedures.

8-104.2 The Police and Fire Mobile Command Center Team Members

Each Police and Fire Mobile Command Center team shall consist of several members with specific responsibilities assigned to them by the Police and Fire Mobile Command Center lieutenant. They include, but are not limited to, a Communications Coordinator, an Actions Coordinator, a Vehicle Operator/Supply Coordinator, an Information Analyst/Report Taker and a Police and Fire Mobile Command Center lieutenant.

8-105 Hostages

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

8-105.1 General Information

In order to avoid having any additional hostages taken, no one will be allowed to enter the subject’s area of control. Under no circumstances should weapons, alcohol or drugs be provided to the subject during negotiations.

An attempt should be made to ascertain the number, identity, condition and specific location of any hostages.

As a general rule, the initial officers on the scene should avoid any form of direct contact with the suspect; officers are strongly discouraged from engaging the suspect in conversation. There will be instances where this general rule will be violated, but this must be done with the knowledge that these are the great exception to the rule. If some form of direct contact is made with the suspect, the job of the negotiator is made more difficult once they arrive, as the suspect may be reluctant to deal with someone new once they have established what they feel is a rapport with the initial officer.

8-105.2 Hostage Negotiations

The objective in any hostage situation is the release of the hostage unharmed and the arrest of the hostage taker(s) without incident. Officers should not lose sight of the objective and should remain flexible, adapting to the circumstances and conditions unique to that particular situation. The concept of time, talk, and tactics will be applicable to negotiations.

8-106 Barricaded Criminal Suspects and Barricaded Mental Health Consumers

Barricaded criminal suspects and barricaded mental health consumers may pose an extreme danger not only to police officers who seek to place them in custody, but to other persons as well. Good judgment demands that a tactical plan be developed rather than immediately rushing a barricaded suspect or mental health consumer. The Tactical Unit Commander shall be consulted in these circumstances.

8-106.1 Initial Contact

Upon contact with a barricaded criminal suspect or mental health consumer, the immediate area must be cordoned off to seal avenues of escape. Innocent bystanders must be evacuated from the area. A command post should be established from which operations should be directed. A traffic control perimeter should be established to control traffic in the area. A department tactical radio channel may be activated. Attempts to establish communication with the barricaded criminal suspect or mental health consumer shall be made in an attempt to persuade the subject to surrender. In the case of a barricaded mental health consumer, a CIT officer shall be requested to respond to the scene. The CIT officer will be utilized unless relieved by a Crisis Negotiator with the Tactical Unit.

Every possible attempt shall be explored in order to ensure the barricaded subject is isolated. Time is to the benefit of the officers, and the full resources of the department are available to remove the subject from their location.

8-106.2 Supervision at Scene of Barricaded Subject

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

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

8-107 Major Disaster Scene

When an officer is assigned to or happens upon the scene of a major disaster (i.e., tornado, flood, or explosion scene), their primary concern will be to determine if there are any injured victims and call for medical assistance to the disaster scene. The officer will render first aid to victims when possible.

8-107.1 Assigned Officer's Responsibilities

The first officer on the scene should adhere to the following procedures:

A. Notify dispatchers of the disaster and request additional police, medical, and Fire Department assistance if needed.
B. Contact a field supervisor and advise them of the extent of the damage.
C. Try to establish a scene perimeter and keep unauthorized persons and spectators outside of the disaster scene area.

8-107.2 Supervisor's Responsibility

A field supervisor, upon arriving at the scene, will immediately take control of activities and duties of the officers assigned to the disaster scene. They will be responsible for assigning personnel to specific locations around and within the scene and advise those officers of their specific duties during their assignment.

The field supervisor on the scene will determine if the Mobile Command Post should be activated and will contact the shift Captain or Watch Commander. When determination is made to establish the command post, procedures will be followed as outlined under Section 8-104.

8-108 Clandestine Laboratories

Due to the volatile and unstable nature of chemical mixtures, no officer will enter a structure believed to contain a clandestine laboratory, except during emergencies, without first contacting a narcotics supervisor. If an emergency exists, the Fire Department and EMSA will be notified prior to the officer entering the structure. Care should be exercised by an officer when in and around these structures; i.e., no light switches turned on, no excessive change in temperature, etc.

NO FEMALE OFFICER will be allowed on the scene of any PCP laboratory without authority of a Special Projects Group Supervisor, due to possible health risks inherent to females.

8-108.1 Clandestine Indoor Marijuana Grow / Cultivations

Due to the potential of exposure to hazards such as fungi, mold, bacteria, electrical and hazardous chemicals, no officer will enter a structure believed to contain an indoor marijuana grow, except during emergencies, without first contacting a Special Projects supervisor. Indoor marijuana grows will be investigated by Special Projects, Clandestine Lab certified officers. If an emergency exists, the Fire Department and EMSA will be notified prior to the officer entering the structure.

Care should be exercised by an officer when in and around these structures. Appropriate PPE including respiratory protection such as an APR or SCBA should be utilized. Do not touch or dismantle any equipment or items related to the marijuana grow.

8-109 Bomb Incidents

Bomb incidents place unique demands upon the Police Department. In the event of the non-availability of a trained bomb technician from this department, the Oklahoma County Sheriff's Office Bomb Squad or the Oklahoma Highway Patrol Bomb Squad may be contacted for assistance through mutual aid and/or agency assist procedures.

8-109.1 Limitations

No member of the Oklahoma City Police Department, except for qualified bomb technicians, will move or attempt to move, handle, dismantle or take any other action that could cause the detonation of a suspected explosive device unless such action is a last resort and an imminent danger to human life exists. All efforts will be made to evacuate people from the area of a suspected explosive device. Only when it is impossible to evacuate people, such as in the case of a hospital intensive care unit, would an officer, other than a bomb technician, become duty-bound to attempt to minimize the threat. It is emphasized that an officer should not attempt to take any action that could cause the detonation of a suspected explosive device unless no other alternative exists. If an officer must move a suspected explosive device, they should do so remotely by utilizing a rope, wire, or other means.

8-109.2 Responsibilities

The Operations Bureau will be responsible for the initial response and assuming control over the area where a suspected explosive device is located. A command post may be established and an orderly, systematic evacuation plan may be implemented.

The primary responding officer shall obtain as complete and accurate a description of the device as possible including color, composition, size, etc. The primary officer at the scene will provide information to support units (i.e., Fire and EMS) regarding the likelihood of an explosion.

The primary officer will ensure that telephone communications remain open and available and that all responding units are notified that no radio traffic or cell phone use is permitted within the tactical perimeter (300 feet) of where the suspected explosive device is located. Upon arrival at the scene, all radios will be turned off. All communication with the 911 Communications Unit will be made by phone outside the 300-foot zone. Communications will make notification to the necessary agencies as directed by the on-scene supervisor and departmental directives.

Upon arrival of a bomb technician at the scene, they will assume command of the scene and will maintain custody of the scene until all technical investigations are completed.

The bomb technician will coordinate the notification of federal agencies as needed. If the circumstances permit, photographs will be taken of the device.

8-109.3 Bomb Threats

In cases of bomb threats where no specific evidence exists of explosive substances, the officer or field supervisor shall use discretion in searching the premises.

The evacuation of the premises is at the discretion of the person responsible for the property; however, an officer may order an evacuation when there is compelling evidence of the presence of an explosive device.

All searches shall be thorough and systematic, and supervised by the field supervisor on scene. Persons who are familiar with the premises should be used to identify suspicious looking items that may require further attention. The search should begin at the exterior of the premises and work inward, focusing particular attention on areas most accessible to the public.

If guidance is needed on a bomb threat call, the Bomb Squad Commander should be consulted. A field supervisor will contact the Bomb Squad Commander if any of the following criteria are met:

A. There is a named suspect;
B. There is a suspicious item or specific evidence related to the bomb threat;
C. There is a suspicious package or article that cannot be identified by the person responsible for the property;
D. There are facts that indicate a real possibility that an explosive event may occur against the location or person threatened; or
E. The threat is against critical infrastructure or a local, state or federal government facility.

The Bomb Squad Commander will make a determination as to whether or not Bomb Squad team members will respond.

A bomb technician may request an explosive detection K-9 if needed. If time is a factor in the threat, the search shall be discontinued 15 minutes before the scheduled detonation time. The search shall not resume until 30 minutes after the scheduled detonation time.

If no device is found, the person responsible for the property will be advised that it is their decision as to whether or not to return people into the area.

The officer will complete and submit an incident report. A significant incident message should be posted by a field supervisor after any bomb threat incident.

8-109.4 Undetonated Explosive Substance

If an officer discovers an undetonated explosive, they shall notify Communications by telephone outside the 300-foot zone. The dispatcher shall then request a field supervisor to respond to the scene.

The supervisor shall request assistance of a bomb technician and start evacuation of the premises if necessary.

The supervisor will provide the bomb technician the following information:

A. Description and type of device, if known;
B. Exact location; and
C. Information regarding what type of action has already been taken at the scene.

If a bomb technician is requested to respond to the scene, the supervisor should obtain an estimated time of arrival from the responding technician.

No person shall be admitted into the danger zone unless authorized by the field supervisor.

No person shall touch, examine or otherwise tamper with any explosive substance except as directed by the bomb technician in charge of deactivation or removal.

The assigned bomb technician will determine if a detonation site is needed.

If a bomb technician requests an escort, the field supervisor shall provide the marked units necessary. All emergency lights, siren and headlights shall be activated, but the radio shall be used only at the recommendation of the bomb technician.

8-109.5 Explosions

In cases where an explosion has occurred, the procedures for notification, scene security and responsibility for follow-up investigation are the same as in a major crime scene.

When the scene is secured, the field supervisor shall coordinate the preservation of evidence and allow no unauthorized personnel into the danger zone.

Explosions may cause structural damage and other undetonated explosives may still be present. Persons on scene should use caution, and no person shall enter the danger zone except to prevent injury to another. This does not apply to investigators or specialists examining the scene. Secondary devices and explosions as a result of leaking gas lines or entrapment bombing techniques must be guarded against to prevent injury to other persons.

8-110 Active Threats

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

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

An active threat is any situation where one or more persons are actively in the process of killing, inflicting serious bodily injury, or otherwise causing serious imminent danger to others. An active threat may occur in any environment and is not limited to any particular weapon or means of causing danger. Active threats may occur inside a structure such as a school, mall, or business, but they can also occur outside, in public, and in other open areas.

Police Objectives and Priorities in Response to an Active Threat

In response to an active threat, the police department's overarching objectives are to:

A. Locate the active threat;
B. Stop the active threat;
C. Rescue victims; and
D. Secure and preserve the crime scene.

At all times during active threat incidents, officers shall prioritize safety as follows:

1. Captive(s);
2. Innocent bystander(s);
3. Officer(s); and
4. Suspect(s).

8-110.1 Definitions

Ambulance Exchange Point – A geographical location where transport vehicles are available to load victims.

Casualty Collection Point – A temporary location used for gathering, triage, medical, stabilization, and subsequent evacuation of nearby casualties. Where vehicular access might be limited, usually in the warm zone. Casualties can be transferred to an ambulance exchange point from this location.

Contact Team (Call sign "Contact One") - An officer or group of officers whose primary mission is to stop the active threat.

Family Assistance Center (FAC) – A safe reception center used to provide information and assistance about missing or unaccounted for persons and the deceased, reunification of survivors with friends and family, accounting for survivors of the incident, and handling missing person reports related to the incident.

Incident Commander (Call sign "Incident Command") – Establishes command and control of the incident and has the authority and responsibility for the overall management of the incident and incident activities.

Inner Perimeter Team Leader (Call sign "Inner Perimeter") – Role is to establish and manage the inner perimeter that encompasses the active threat.

Intel Team Leader (Call sign "Intel") – Role is to obtain and analyze intelligence on the event.

Med Boss – A ranking fire official that assumes leadership roles and coordinates rescue efforts inside of the warm zone.

Medical Team Leader (Call sign "Medical") – Role is to establish a central triage, treatment, and transport capability outside the inner perimeter.

Outer Perimeter Team Leader (Call sign "Outer Perimeter") – Role is to establish and manage a large outer perimeter that encompasses the inner perimeter and staging areas for first responders and protects the public.

Rapid Deployment – The immediate deployment of law enforcement personnel and resources to an ongoing, life-threatening situation where delayed deployment could result in death or serious bodily injury to innocent persons.

Rescue Team (Call sign "Rescue One") – A group of fire and police personnel assigned to enter areas cleared by the contact team to locate, recover, and facilitate the evacuation process of victims to safe areas or to medical personnel for treatment. Police personnel provide protection to fire personnel focusing on their safety and the safety of the victims they are treating.

Room Boss – An officer who assumes leadership roles and coordinates rescue efforts inside of the warm zone. This can be a member of the original contact team or rescue team.

Safety Officer (Call sign "Safety") – Role is to support the incident commander, recommend measures for assuring personnel safety, and to evaluate hazardous or unsafe situations.

Situational Awareness – Identifying and understanding critical information about an incident.

Staging Area Manager (Call sign "Staging One") – Role is to establish and manage staging areas for Police/Fire/EMSA early in the response.

Threat Assessment – Measurement to analyze a threat's credibility based on confirmation of its existence; history of criminality or terrorism; credible information that the threat endorses violence, is developing or acquiring weapons, or has plans to participate in a violent attack; capability of the threat to acquire resources and use them effectively to cause mass casualties; and credible information that a threat is planning an attack against a specific target.

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8-110.2 Implementation of Active Threat Protocol

The initial determination of whether an active threat incident exists will be made by sworn law enforcement officer(s) at the scene or 911 Communications supervisors at the Public Safety Communications Center. Once the determination is made that an active threat exists, the Active Threat Protocol will be initiated by 911 Communications to ensure an immediate and coordinated response by police, fire, emergency medical services (EMSA), command staff, and designated support personnel.

The primary channel will be used during the crisis phase to keep radio communications on the original channel/frequency as when the incident began. The primary channel will be used by the contact team(s), rescue team(s), and inner perimeter personnel.

The secondary channel (OCPD1 Dispatch 6) is designated for all other personnel on the incident (e.g., outer perimeter, staging area, intel team, media relations) as this channel allows both OCPD and OCFD to communicate with each other.

A third channel will be used by the affected division for all radio traffic not related to the incident. The affected division will be directed to utilize their TACT channel for non-incident related communications, see Section 8-110.6.

Active Threat Protocol Coordination, Collaboration, Command, and Control

Coordinated response components should include:

A. Contact team(s);
B. Incident commander;
C. Staging area manager;
D. Medical team leader;
E. Inner perimeter team leader;
F. Outer perimeter team leader;
G. Intel team leader;
H. Rescue team(s);
I. Office of Media Relations;
J. Family assistance center; and
K. Safety officer.

Command and control of an active threat response is achieved using initial response incident management. Initial response on-scene incident management shall minimally include the use of a functional approach and application of the principals of the Incident Command System (ICS). The functional approach involves identifying the functions that need to be performed based on the circumstances and assigning resources to accomplish them. Therefore,

responding officers, police supervisors, and communications supervisors must understand their responsibilities associated with the activation of active threat protocols.

8-110.3 Responsibilities of Responding Officers

Officers are authorized to respond as quickly and safely as possible to an active threat; they do not need to notify 911 Communications they are responding Code 3. Upon arrival at the scene, they should adhere to the following procedures:

A. The first officer(s) on scene will conduct a quick assessment of the situation and determine if an active threat exists and if rapid deployment is appropriate. Facts available on scene will be relayed to 911 Communications. If an active threat exists, officer(s) will move to neutralize it at the first opportunity they believe they have a reasonable probability of success.
B. When an active threat is reasonably believed to exist, request 911 Communications implement the active threat protocol. Facts on scene will be relayed to 911 Communications to facilitate situational awareness.
C. If appropriate, the first officer(s) on scene will establish a contact team ranging from one to six officers. If possible, any plain clothed officers responding to an active threat should pair up with uniformed officers and/or wear a properly marked police vest or jacket.
D. If the contact team consists of more than one officer, they will identify one member to be the lead officer. The lead officer will direct and control all movements of the contact team.
E. The lead officer of the contact team will designate a member of the contact team to be the communications officer. The communications officer will use call sign Contact One and be responsible for advising 911 Communications:
    1. The unit number of the officers on the team;
    2. Whether any members of the contact team are in plain clothes, and if so a clothing description;
    3. When the contact team makes entry;
    4. The entry point;
    5. Direction of travel;
    6. Updated suspect information;
    7. The location of any victims located;
    8. The location of barricades or potential explosive devices; and
    9. Any other pertinent information.

    Critical information broadcasted by radio should be repeated more than once to increase awareness and understanding. If there are additional contact teams deployed, call signs will be Contact Two, Three, etc. Should it become necessary to separate a team or merge with another team, 911 Communications should be notified.
F. The contact team's primary objective is to locate and stop the active threat. The contact team will attempt to locate the suspect(s) as quickly as possible, consistent with tactical considerations and reasonable officer safety concerns, but remaining mindful of the priority of safety. At no point should an officer place their safety above those higher in the priority of safety scale.
G. If the contact team locates and confronts the suspect(s), the team will take actions that are reasonably necessary to prevent any further injury or death while neutralizing the threat. The contact team's response will be largely dependent on the actions of the suspect(s).
    1. In the event the suspect barricades themself with potential captives, officers should consider the suspect as an ongoing active threat and continue their active pursuit of the suspect in an attempt to neutralize the threat.
    2. In the event the suspect barricades themselves in a location where officers believe there is no imminent threat to civilians, or where there are no known or potential captives, strong justification will be required to discontinue active pursuit of the suspect. See Section 8-106 for handling of barricaded subjects who do not pose an active threat.
    3. Should officers choose to stop the active pursuit, the contact team shall establish an inner perimeter to contain the suspect and request the response of the Tactical Unit.
    4. Should officers believe the suspect located additional captives or is engaging in active killing, officers will reengage their active pursuit to neutralize the threat.

5. During a confirmed active threat response, officers should commit to actively pursuing the threat while adhering to the priorities of life with a clear understanding the successful rescue of victims takes precedent over their own life. The more desperate the situation, the more willing officers should be to take risks to neutralize the threat.
6. The contact team is encouraged to think "outside the box," utilizing all means necessary to breach, locate, and neutralize the threat.

H. If the contact team locates ambulatory persons who could be safely evacuated, officers will direct them to the safest exit route. If persons cannot safely be evacuated, they will be directed to shelter in place.
I. If the contact team is unable to locate the suspect(s), the team will initiate a systematic search for the suspect(s).
J. As each area that includes injured persons is cleared by the contact team, the contact team should assess whether it is safe for a rescue team to enter each cleared area. Any information known about a secondary hazard needs to be communicated. For purposes of using unified terminology between police, fire, and EMSA first responders, the following location identifiers are defined:
    1. Hot Zone – Areas that have not been cleared by police;
    2. Warm Zone – Areas that have been quickly cleared by police but not secure; and
    3. Cold Zone – Areas that are secure.
K. If additional contact teams are formed, they will consult and coordinate with the communications officer in the first contact team prior to making entry.
L. Responding officers not part of a contact team should:
    1. Monitor the primary channel for updates from the contact team(s);
    2. Begin forming and deploying rescue teams, if necessary;
    3. Render medical aid to victims, if necessary;
    4. Secure and preserve the scene(s) and triage area;
    5. Respond to and assist the contact team(s) as directed;
    6. Direct uninjured victims and witnesses to a safe designated area away from the inner perimeter. Police officers must be assigned to this location to obtain victim and witness information and provide security. Depending on the scale of the event, this function may become a Family Assistance Center. The location of a Family Assistance Center will be determined by the Incident Commander and Oklahoma City Emergency Management; and
    7. Assist the on-scene supervisor or incident commander with accomplishing other objectives and related tasks as directed.
M. Information on the incident developed by responding officers will be provided to the first supervisor on-scene.
N. Once the suspect is located and neutralized, members of the contact team should assist in facilitating rescue operations by assuming the role of room boss, establishing a casualty collection point and safety cordon and working with the incident commander to establish an ambulance exchange point if necessary. The rescue efforts do not preclude or delay additional contact teams from conducting a more thorough or systematic search of the area of operations.

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8-110.4 Responsibilities of the On-Scene Supervisor

The first supervisor on the scene of an active threat that is not part of a contact team will serve as incident commander using call sign Incident Command. Upon establishing Incident Command and advising 911 Communications of their designation as incident commander, this supervisor is responsible for the following duties:

A. The first and primary responsibility of the supervisor is to ensure enough contact teams have entered the structure to neutralize the threat as quickly as possible.
B. Once enough contact teams are deployed, the second priority is to insert rescue teams into the structure.
C. Once contact teams and rescue teams are sufficiently deployed, the supervisor can focus on all other responsibilities outlined in this procedure.
D. While establishing contact with and monitoring communications from the contact team, the incident commander will be briefed by responding officers, make an initial assessment of the incident complexity,

and begin managing the incident identifying the functions that need to be performed and assigning resources to perform them.

E. Ensure that 911 Communications understands the communications plan and that all logistical and support communications will be broadcasted using a secondary channel (OCPD 1 – Dispatch 6), so the primary channel is available for emergency air transmissions from the contact team(s).

F. Assign a staging area manager (call sign "Staging One").
    1. When possible, a fire officer will serve as staging area manager.
    2. A police officer will be assigned to the staging area manager to assist with coordination efforts.
    3. Multiple staging areas may be needed based on the scale of the event.

G. Assign a medical team leader (call sign "Medical") after consulting with fire supervisors.
    1. A police officer will be assigned to the medical team leader to assist with coordination efforts. Safety information will be shared between police, fire, and EMSA personnel working with the medical team.

H. Assign an inner perimeter team leader (call sign "Inner Perimeter").
    1. When possible, a police supervisor will serve as inner perimeter team leader.
    2. The inner perimeter controls the incident through containment, which entails keeping the incident from expanding, restricting suspect movement, protecting the crime scene, and isolating the area by controlling access to it. Contain and isolate the incident by assigning personnel to specific posts at points of ingress and egress. Remove the general public and unauthorized persons from the inner perimeter.

I. Assign an outer perimeter team leader (call sign "Outer Perimeter").
    1. When possible, a police supervisor will serve as outer perimeter team leader.
    2. The outer perimeter controls the response to the incident by civilians, media, and emergency responders. The primary function is to control ingress and egress to the scene. Personnel should be assigned to specific posts at points of ingress and egress (e.g., streets, intersections, gates) to provide traffic control and control or restrict access.

J. Assign an intel team leader (call sign "Intel").
    1. When possible, a police supervisor from the Special Operations Division will serve as the intel team leader.

K. Coordinate rescue teams with fire department personnel (call signs Rescue One, Rescue Two, etc.).
    1. When numerous non-ambulatory injured persons are identified and the contact team has cleared a specific area, the incident commander will coordinate the deployment of rescue teams with fire and police personnel.
    2. The role of the rescue team is to enter areas cleared by the contact team for the purpose of rescue. During rescue, treatment provided by rescue team personnel will be limited to life-threatening injuries only; others should be evacuated to the triage area for treatment.
    3. When reasonable, rescue teams should be formed with a minimum two fire personnel and two police personnel. Rescue team size may be increased in multiples of two up to a maximum of eight fire personnel and eight police personnel for each rescue team. Rescue teams should be formed with an adequate number of police and fire personnel to provide security.
    4. Police officers assigned to a rescue team will provide protection and security for the rescue team and will focus on that priority and the movement of the team rather than the physical removal of casualties. If it is safe to do so, members of the fire department will properly mark casualties according to their training and procedures. The fire department will also close and conspicuously mark the doors of rooms that have been cleared of live victims according to fire department procedures and as has been communicated to the incident commander. The markings will reduce duplication efforts when more than one rescue team is operating. If the threat level increases to an unacceptable level, police officers assigned to a rescue team may suspend rescue operations, transition to extrication only without treatment, or shelter in place.
    5. Rescue team efforts will be coordinated based on information provided by the contact team. Rescue teams will notify 911 Communications of their entry point, movement, and other safety information that will assist in life saving efforts.
    6. Additional uniformed police officers may be assigned to enter areas cleared by the contact team and move with the rescue team but focus on evacuation when it can be safely accomplished.

L. Coordinate with the police Office of Media Relations to establish a designated media staging area outside the outer perimeter. The Office of Media Relations will be responsible for public information releases.
M. Coordinate with Oklahoma City Emergency Management the establishment of a family assistance center (FAC). Police officers/investigators must be assigned to this location to assist with the below listed duties.
    1. A FAC may be established in a safe designated location away from the scene. The FAC will be established and operated in accordance with the city's family assistance center plan. The FAC is a collaborative effort of the American Red Cross, the Oklahoma City Police Department, Medical Examiner's Office, funeral home directors, local clergy, and mental health professionals.
    2. Uniformed police officers must be assigned to this location to provide security.

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8-110.5 Incident Command Responsibilities

Responsibilities of the Staging Area Manager – "Staging One"

The responsibilities of the staging area manager include the following:

A. Ensure 911 Communications is notified of the staging area manager's unit number and location;
B. Identify a safe location outside the danger area with clear ingress and egress to serve as the staging area;
C. Notify 911 Communications of the specific location of the staging area;
D. Immediately direct incoming resources to the staging area;
E. Ensure full ingress and egress is maintained for triage and police, fire, and EMS. It is important to plan for ambulances in multiple casualty incidents constantly moving into and out of a staging area;
F. Do not allow any unoccupied or parked vehicles to block access;
G. Organize and maintain a running list of incoming police vehicles, ambulances, and fire companies available for assignment. Log by agency, unit ID, type, and time;
H. Notify 911 Communications what additional resources are needed at staging;
I. Resolve radio problems while in staging; and
J. Respond to incident command requesting resources.

Responsibilities of the Medical Team Leader – "Medical"

The responsibilities of the medical team leader include the following:

A. Ensure 911 Communications is notified of the medical team leader's unit number and location;
B. Ensure full ingress and egress of emergency medical services by coordinating with staging area manager;
C. Ensure triage is performed through identifying the severity, number, and location of injured persons;
D. Ensure stabilizing treatment is rendered;
E. If a central triage, treatment, and transport capability is established but not sufficient due to the specific circumstances of the incident, multiple areas of triage, treatment, and transport may be required; and
F. Ensure injured persons are transported to appropriate medical facilities based on severity.

Responsibilities of the Inner Perimeter Team Leader – "Inner Perimeter"

The responsibilities of the inner perimeter team leader include the following:

A. Ensure 911 Communications is notified of the inner perimeter team leader's unit number and location;
B. Ensure only public safety personnel authorized by the incident commander enter the inner perimeter;
C. Cover exit points for victims, witnesses, and suspects;
D. Officers maintaining the inner perimeter will assist in directing evacuees to either the medical triage area if injured or the family assistance center if not injured. This response will allow each evacuee to receive assistance as needed and aid in the investigative process; and
E. Ensure crimes scene log(s) are completed.

Responsibilities of the Outer Perimeter Team Leader – "Outer Perimeter"

The responsibilities of the outer perimeter team leader include the following:

A. Ensure 911 Communications is notified of the outer perimeter team leader's unit number and location;
B. Evaluate the need to coordinate with Public Works for barricades as perimeter maintenance support;
C. Direct responding concerned parties to the family assistance center; and
D. Ensure crimes scene log(s) are completed.

Responsibilities of the Intel Team Leader – "Intel"

The intel team leader should gather and analyze information to support the following principles of incident management:

A. Development of a Common Operating Picture – Overview of the incident shared amongst responders, managers, and affected parties
B. Development of Actionable or Tactical Intelligence – Information that has been evaluated and produces intelligence with time sensitive or immediate objectives

Information and actionable intelligence should be shared with response partners, when appropriate. Information may include: building floorplan/schematics; suspect(s) information; known weapon(s); layout of neighborhood, surrounding area, or building(s); previous events at the location; suspect(s') associates; size of affected area; number of persons involved; potential threats or opposition, timeline of events, and weather forecast.

The responsibilities of the intel team leader will include the following:

A. Ensure 911 Communications is notified of the intel team leader's unit number and location;
B. Assist with obtaining contact information and a brief interview with each individual who has information about the event;
C. Function as the intel liaison with agencies (federal, state, local) which may need information or have information about the event;
D. Determine what additional intel assets are needed for the event and ensure the assets are deployed;
E. Ascertain if any direct or peripheral threats (person, group, vehicles, residences, businesses) still exist at the initial event location or at a secondary location; and
F. Update the contact team or incident commander as needed with pertinent information.

Responsibilities of the Family Assistance Center

The FAC can be scaled as necessary to provide the following functions in a secure, controlled, and centralized location. The responsibilities of the FAC include the following:

A. Accounting for victims and survivors in the affected area or location of attack;
B. Reunification of families with separated persons;
C. Missing persons reporting and investigations;
D. Collecting victim and witness information;
E. Collecting ante mortem information on deceased and missing and presumed dead persons;
F. Delivering death notifications to next of kin and coordinate the release and disposition of human remains;
G. Providing information to friends, families, and next of kin about search and rescue and body recovery operations and the investigative process;
H. Protecting the next of kin and families from the media and onlookers;
I. Providing emotional, spiritual, and mental health care for next of kin, families, and survivors; and
J. Meeting the immediate needs of the victims, survivors, and families.

8-110.6 Responsibilities of the Watch/Shift Commander

The watch/shift commander will immediately report to the scene of an active threat. The watch commander will ensure 911 Communications has implemented the active threat protocol. Once at the scene, the watch/shift commander shall:

A. Contact the on-scene incident commander and receive a briefing.
B. Assume the role of incident commander and notify 911 Communications of the change of command.
C. Assign the original incident commander as safety officer to continue making the assignments outlined in Section 8-110.4. Notify 911 Communications of the assignment.
D. Establish communications with the contact team on primary channel and ask for an update if needed. Command and logistics functions should be done on a secondary channel while the contact team is deployed.
E. Establish an incident command post location when possible near the staging area.
F. Establish and maintain a face-to-face communication and coordination capability with fire and EMSA supervisors.
G. Identify resources needed for the event and request them from staging. If resources needed are not available at staging, they should be requested from 911 Communications.
H. If an extended response is necessary, notify the division commander, create or request an incident management team, and begin the planning process to develop an incident action plan.
I. After the event response is complete, the watch commander will coordinate with fire and EMSA representatives to prepare an after-action report to assist with Section 8-110.8.

8-110.7 Responsibilities of the 911 Communications Supervisor

The 911 Communications supervisor is responsible for the following duties in response to an active threat:

A. Activate alert tone to notify police, fire, and EMSA, and broadcast the call on all channels. The broadcast will advise all on-duty Tactical Unit members to proceed to the scene. The Tactical Unit notification system will be activated, and all members will be advised to proceed to the scene. The Bomb Squad and Crisis Negotiation Unit are activated with the Tactical Unit. The Tactical Unit commander will contact a 911 Communications supervisor to be briefed on the situation. The Tactical Unit commander will make the final determination on whether to continue or cancel the deployment. If the tactical commander cannot be immediately contacted, an assistant tactical commander will be contacted.
B. The watch commander will be immediately contacted and briefed on the circumstances.
C. Ensure the primary radio channel is cleared for the contact team(s), rescue teams, and inner perimeter personnel.
D. Assign a secondary dispatcher to the primary channel to log all events as broadcast by involved officers such as rooms cleared, location of casualties, location of contact and rescue teams, and any other significant information.
E. The secondary channel (OCPD1 – Dispatch 6) is designated for all other personnel on the incident (e.g., outer perimeter, staging area, intel team, media relations) as this channel allows both OCPD and OCFD to communicate with each other. If possible, 911 Communications will repeat updates from the contact team(s), rescue teams, and inner perimeter on the secondary channel.
F. Ensure a third channel is assigned for use by the affected division. The division will be directed to use their TACT channel for non-incident related communications.
G. Relay information from the contact teams(s) or rescue teams as necessary. Critical information needs to be broadcasted more than once to increase awareness and understanding.
H. Notify OKC Emergency Management.
I. Notify the police department's Office of Media Relations.
J. Notify surrounding jurisdictions or other resources as directed.
K. Notify proper command personnel.

8-110.8 Reporting

All police employees that responded to or participated in any way with the active threat incident shall complete a detailed report. All completed reports will be reviewed by the incident commander or designee. Approved reports

will be given to the intel team leader to be processed in accordance with department procedures. 911 Communications personnel shall complete a report as directed.

8-110.9 Reviewing and Training

The Administration Bureau Deputy Chief will ensure a documented review of this procedure shall be completed on an annual basis to determine if training or other changes are necessary. Multi-disciplinary table-top exercises for supervisors shall be conducted periodically.

8-111 Notification of Schools During High-Risk or High-Visibility Operations

When a high-risk or high-visibility operation (i.e. search warrant, barricaded criminal suspect, barricaded mental health consumer, pursuit of an offender, etc.) is conducted by our department and it is within direct line of sight, or in close proximity to a school open for business, the supervisor in charge of the operation shall complete the following tasks:

1. Notify and provide a school administrator with general information about the event and how the incident could impact security of the school so that the administrator can decide if a lockdown is necessary;
2. Contact the Watch Commander; and
3. Contact the Office of Media Relations during business hours or the on-call PIO after hours.

For planned operations, notification to the school shall be done in advance and allow for enough time for a school administrator to initiate a lock-down if they deem necessary. Notifications should be made in a manner not to compromise operational security or security of persons at the school. Once the operation is concluded, the school administrator, the Watch Commander, and the on-call PIO shall be immediately notified.

When department personnel carry out a planned and/or high-risk operation in another jurisdiction all of the above requirements apply and the supervisor in charge of the operation shall notify the affected school and local law enforcement agency.

When an outside agency makes advance notification to our department of a planned operation in our jurisdiction and the situation fits the elements outlined above, the Watch Commander shall be immediately notified and they will be responsible for carrying out the necessary notifications on behalf of the outside agency.

8-112 Dispersal of Assemblies

It is always the goal of this department to support basic civil rights and the right to lawfully assemble; however, there are situations when assemblies become unlawful and/or violent and threaten the safety of everyone involved. In these circumstances, it is necessary to disperse such assemblies efficiently and safely.

Every attempt should be made to disperse unlawful assemblies before conducting mass arrests or utilizing less lethal munitions. Once the decision has been made to disperse an assembly, at least one clear and concise warning must be given. The warning must include:

1. An announcement that the assembly has been deemed unlawful;
2. An order for all attendees to leave the area;
3. A specific egress route;
4. Consequences for failing to disperse to include arrest and/or exposure to less lethal munitions

Depending on the size of the assembly, there may need to be several officers conducting warnings in different areas. Police vehicles and their PA systems may be utilized to provide the warning(s). Department social media platforms may also be used to broadcast the warning(s) via live feed or recorded footage.

Sufficient time for dispersal must be given depending on the circumstances including the size of the crowd or other criminal or dangerous activity occurring, and the threat posed to the public and officers.

Should an assembly refuse to disperse after being declared unlawful, warnings have been issued and participants continue to engage in violent or illegal conduct, further action should be taken to include mass arrests and/or deployment of less lethal munitions. Refer to Sections 4-301.3 and 4-306.8 as well as the Emergency Operating Procedures and other applicable directives.