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## **PART I - INTRODUCTION TO THE POLICE MANUAL-(Updated 11/01/2013)**

### **1-01-00.00 MISSION STATEMENT OF THE IDAHO FALLS POLICE DEPARTMENT**

#### VISION

"A Community safe from crime and disorder"

#### MISSION

"The Idaho Falls Police Department strives to create an environment free from crime and disorder through efficient service and valuable community collaboration."

#### VALUES

The dominant values of the Idaho Falls Police Department are (1) Integrity (2) Professionalism (3) Respect and (4) Trust.

Values are the most fundamental beliefs by which the organization operates. They serve as a foundation on which leadership and management are provided and decisions are made.

The values established by this department are non-negotiable, and are constantly held before the employees and the community.

- Integrity: We will strive daily to provide quality service, and be honest and truthful in all our dealings.
- Professionalism: We will bring honor to our profession through leadership and example to fellow employees and the public. We will be loyal to our profession by honoring the code of ethics; to our employer by encouraging a positive work environment, looking for ways to be more successful each day, and holding one's self accountable; and to the public by providing dependable service.
- Respect: We will show respect for fellow employees and the public and show empathy to those in less fortunate circumstances. We will respect the dignity of every person.
- Trust: We will build trust by being honest and working with the public to keep this community safe from crime and disorder.

## 1-03-00.00 LAW ENFORCEMENT CODE OF ETHICS

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

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

### 1-03-01.00 PRIMARY RESPONSIBILITIES OF A POLICE OFFICER

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

### 1-03-02.00 PERFORMANCE OF THE DUTIES OF A POLICE OFFICER

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

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

### 1-03-03.00 DISCRETION

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

Consistent and wise use of discretion, based on professional policing competence, will do much to preserve good relationships and retain the confidence of the public. There can be difficulty in choosing between conflicting courses of action. It is important to remember that a timely word of

advice rather than arrest - which may be correct in appropriate circumstances - can be a more effective means of achieving a desired end.

#### 1-03-04.00 USE OF FORCE

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

Force should be used only with the greatest restraint and only after discussion, negotiation and persuasion have been found to be inappropriate or ineffective. While the use of force is occasionally unavoidable, every police officer will refrain from applying the unnecessary infliction of pain or suffering and will never engage in cruel, degrading or inhuman treatment of any person.

#### 1-03-05.00 CONFIDENTIALITY

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

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

#### 1-03-06.00 INTEGRITY

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

The public demands that the integrity of police officers be above reproach. Police officers must, therefore, avoid any conduct that might compromise integrity and thus undercut the public confidence in a law enforcement agency. Officers will refuse to accept any gifts, presents, subscription, favors, gratuities or promises that could be interpreted as seeking to cause the officer to refrain from performing official status. Respect from the public cannot be bought; it can only be earned and cultivated.

#### 1-03-07.00 COOPERATION WITH OTHER OFFICERS AND AGENCIES

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

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

#### 1-03-08.00 PERSONAL/PROFESSIONAL CAPABILITIES

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

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

#### 1-03-09.00 PRIVATE LIFE

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

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

#### 1-03-10.00 BIASED POLICING

The Idaho Falls Police Department is concerned for the safety of our citizens and thus the violation of law is of primary interest in dealing with any subject. Race, gender, religion, sexual orientation, age, occupation or other arbitrary aspects are of no bearing on the decision to detain, question, cite, or arrest.

To assure the community that Idaho Falls Police officers only consider violation of the law or possible criminal conduct when detaining, questioning, citing or arresting individuals, the Police Department conducts audits and surveys regarding police/public contacts. These audits and surveys will be made on a continuing basis as directed by the Chief of Police.

**1-04-00.00 IDAHO PEACE OFFICERS CODE OF ETHICS**

*As a Law Enforcement Officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality and justice.*

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

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

*I know that I alone am responsible for my level of knowledge and competence. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...Law Enforcement.*

★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★ ★

\_\_\_\_\_  
(Signature of Officer)

\_\_\_\_\_  
(Witness)

\_\_\_\_\_  
(Date)

1-05-00.00 OATH OF OFFICE

# OFFICIAL OATH

STATE OF IDAHO

(County of Bonneville)

I do solemnly swear that I will support the Constitution of the United States, the Constitution and Laws of the State of Idaho and the City of Idaho Falls, and I will faithfully discharge the duties of the office of Police Officer according to the best of my ability.

Subscribed and sworn to before me the \_\_\_\_ day of  
, 20\_\_.

Notary Public  
Residing at Idaho Falls, ID  
My commission expires:



## 01-05-01.00 Administration of the Oath of Office

All newly appointed officers, prior to assuming sworn status, will take and abide by an Oath of Office, to support the law and uphold the Nation's Constitution as well as the constitution of the State of Idaho.

When officers are sworn in, they will also be administered The Peace Officer's Code of Ethics and will swear to abide by it.

## **1-06-00.00 CITY ORDINANCES GOVERNING THE POLICE DEPARTMENT**

### 1-06-01.00 POWERS AND DUTIES

The Mayor is the Chief Executive Officer of the city and is responsible for the proper administration of all affairs of the city. The Mayor's power and duties include but are not limited to the following:

- A. Appoint the Chief of Police with the advice and consent of the Council.
- B. Supervise the administration and enforcement of all laws and ordinances of the city.
- C. Administer and exercise control of all departments of the city.
- D. Supervise the administrative functions of other departments and agencies which are related to or effect city operations, to the extent requested or delegated by the officers or bodies having primary responsibility for the operation of such departments or agencies.
- E. Authorize the issuance of administrative rules and regulations and outline general administrative procedures which are not in conflict with the laws of the state or of city ordinances.
- F. Hire and appoint all executive department employees, officers and agents (subject to the advice and consent of the Council where required by law), and discipline or terminate the same in accordance with City Personnel Policy and/or Department Policy, and/or Civil Service Rules.

### 1-06-02.00 DISCHARGE OR TRANSFER

In all cases where any employee subject to Civil Service Rules and Regulations is discharged or disciplined, the employees' rights are governed by Civil Service Rules and Regulations.

Employees not subject to Civil Service Rules and Regulations have their rights defined by city personnel policy.

1-06-03.00 POLICE DEPARTMENT DUTIES

1-06-03.01 Functions

Police Officers; All police officers will be subject to the direction of the Mayor, Council and Chief of Police. All police officers will perform all duties of police officer, preserve order and peace, ensure all laws are enforced, and carry out the lawful instructions of the Chief in all matters pertaining to the enforcement of laws and the protection of persons and property within the City.

1-06-03.02 Duties

A. Chief of Police; The Chief of Police will be the chief administrative officer of the Police Department and all officers of the Department will be under his immediate supervision, direction and control. The Chief of Police will ensure the laws of the State of Idaho and the ordinances of the City are obeyed and executed and he will have such other powers and duties prescribed herein or granted or imposed by law.

Ordinances of the City of Idaho Falls: Title 3 chapter 1 section 4: Chief of Police: The Chief of Police shall be the chief administrative officer of the division and all officers of the division shall be under his immediate supervision, direction and control. The animal control shelter shall be under the immediate supervision, direction and control of the Chief of Police. The Chief of Police shall ensure the laws of the state of Idaho and ordinances of the City are obeyed and executed, and he shall have such other powers and duties prescribed herein or granted or imposed by law. The Chief of Police may be removed, with or without cause, by the mayor, subject to confirmation by a vote of at least four members of the Council, provided the Council may, on its own initiative, remove the Chief upon a unanimous vote of the full council.

B. In the absence of the Chief of Police, in times when he/she is incapacitated, out of town, or otherwise unable to command, responsibility will go to the senior ranking captain,

or to the officer designated by the Chief of Police.

In time of extended absences, the Chief of Police shall designate in writing the "acting" authority and disseminate this to all personnel.

In times when the Chief of Police is off duty, the highest ranking officer on duty will assume responsibility for the office of the Chief of Police, and act in his stead.

In times of emergency or unusual call outs, as in SWAT activations, personnel should refer to the specific section of the Idaho Falls Police Manual for the designated command protocol.

During the normal day to day operations, officers will look to their chain of command for supervision and direction.

### **1-07-00.00 STATE LAW REQUIRING A POLICE DEPARTMENT**

The people of the United States of America and the State of Idaho have created police agencies to serve public purposes within our constitutional form of government.

*The policemen of every city, should any be appointed, will have power to arrest all offenders against the law of the state, or of the city, by day or by night, in the same manner as the sheriff or constable. Whenever such policeman will be in fresh pursuit of any offender against any law of the state, including traffic infractions, or of the city and the offense has been committed within the corporate limits of such city, such policeman, while in such fresh pursuit may go beyond the corporate or geographical limits of such city subject to the provisions of chapter 7, title 19, Idaho Code, for the purpose of making such arrest or citation. [1967, ch. 429, § 73, p. 1249; am. 1980, ch. 152, § 2, p. 322; am. 1987, ch. 85, § 1, p. 160.]*

## **PART II - ORGANIZATION AND ADMINISTRATION**

### **2-01-00.00 ORGANIZATION**

## 2-01-01.00 OFFICE OF THE CHIEF

### 2-01-01.01 Function of the Office of the Chief

- A. The Chief of Police plans, organizes staffs, directs, and administers the department in a manner consistent with the ordinances of Idaho Falls and laws of the State of Idaho.
- B. The Chief of Police has the authority to issue, modify and approve the department's written directives, policies, procedures and general orders.
- C. All procedures, proposed policy additions or changes, new or revised rules and regulations will be reviewed by the Chief of Police and the Captains prior to official posting. Any amendments or proposed changes will be recommended or requested in writing through the chain of command.
- D. The Captains under the authority of the Chief of Police are authorized to issue written directives, not included in the manual, to their individual divisions.

### 2-01-01.02 Organizational Structure of the Office of the Chief

In order to enhance the Chief's control over various department functions, department responsibility and control is shared by three captains who report directly to the Chief of Police.

Divisions are further divided into units or smaller sections.

### 2-01-01.03 Planning and Research

The planning and research officer will work with the Chief of Police in the development of short range goals as well as the departments multi-year long-range goal and objective plan. This comprehensive plan will be updated annually and will be distributed to all personnel. Included in this plan will be all anticipated workloads and population trends, as well as anticipated personnel levels. Attention will be given to capital improvements and equipment needs.

A committee appointed by the Chief of Police and working in conjunction with the Planning and Research Officer, will oversee the review and revision process of the Department goals and operational objectives.

Each division Captain will ensure that goals and objectives are developed and written for their respective division. The goals and objectives will then be distributed to divisional personnel. The established goals and objectives will be reviewed by a designated supervisor. A quarterly written report showing progress toward the

attainment of the goals and objectives will be submitted to the Captain for distribution to the affected personnel.

2-01-02.00 UNIFORM DIVISION

A. Function of the Uniform Division

The Uniform Division directs, controls, and coordinates the activities of all field operations, and related areas.

B. Organizational Structure of the Uniform Division

Units and sections within the Uniform Division:

2-01-02.01 Patrol Unit

Responsible for field operations, conducting preliminary police investigations, staffing the Desk and providing customary uniform services.

A. Field Operations

B. Desk Officer

C. Bicycle Patrol

D. K-9 Services

2-01-02.02 Police Service Dog Team (K-9 Team)-(Updated 4/15/14)

A. Function The primary responsibility of the K-9 program is to conduct searches for wanted persons, lost persons, and evidence in Idaho Falls. The use of K-9s in crowd control situations is prohibited.

B. Requesting K-9 Team Assistance

K-9 teams will be deployed city wide and remain available for search requests during duty hours. When not involved in searches, the team will respond to calls as dispatched, or to officers requesting K-9 assistance. In addition, the K-9 officer will offer assistance where the K-9's can be used.

All K-9 teams are subject to call out 24 hours a day. Call out will be initiated by the shift commander. Requests for assistance from another agency will be directed to the shift commander.

K-9 teams will not be deployed in situations involving armed or possibly armed barricaded suspects unless requested by the SWAT commander.

C. Searches (General Search and Seizure Guidelines are referenced in the manual)

1. K-9 teams will respond to search requests:

- a. For armed un-barricaded suspects; including perimeter and building searches for possible suspects.
- b. When a field supervisor determines a K-9 team would greatly reduce staffing requirements in building or area searches for suspects who pose an imminent threat of violence or serious harm to the public or any officer.
- c. When searching for lost persons or misdemeanor suspects. In this case the service dog will be maintained on lead.
- d. Explosive Detection
- e. Narcotics Detection

2. Duties of Officers Requesting the K-9 Team

When requesting the services of a K-9 team, every effort should be made by the officer(s) at the scene to:

- a. Establish a perimeter using available resources before the K-9 team arrives.
- b. Avoid contamination of the area with human scent by excessive handling of a suspect's property or by the presence of unnecessary vehicles or people, including police officers.
- c. Provide backup for the K-9 team during a building or area search for a suspect.
- d. Collect any evidence or process arrested persons resulting from the search.

3. K-9 Team Response to Search Requests

The K-9 team will immediately respond to the search location. The K-9 handler will locate the person in charge and obtain all pertinent facts relating to the search. The on-scene supervisor and the handler will decide if the search meets department criteria and the most effective way to conduct the search. The decision to apply a dog in any situation will be that of the on-scene supervisor.

The K-9 handler has the primary responsibility of directing the search team. Although the handler will not be responsible for the individual actions of search team officers, several factors for a successful search should be considered:

- a. Officers having specialized skills, such as other K-9 officers or SWAT officers.
- b. Officers inexperienced or sensitive to working near police dogs.
- c. Searches involving suspects are considered preplanned activities.
- d. The use of a shotgun or rifle by search team or perimeter officers will be at the discretion of the K-9 handler. In searches where the search team will be near the handler, the use of a shotgun or rifle may be prohibited.

#### 4. Search Team Planning

Usually, the officer(s) handling the original call will comprise a search team. Before the search begins, the K-9 handler will inform the search team of a general search pattern and plan. The information should include the following points:

- a. Whether the search is on or off-lead.
- b. The handler will watch the dog.
- c. The officers are for handler protection when apprehending a suspect.
- d. Officers are to stay with the handler.
- e. Officers will follow the directions issued by the handler.
- f. In case of an altercation between the dog and the suspect, or the handler and the suspect, the search team will be prepared to act but do nothing until directed by the handler. The handler will recall the canine immediately when the subject has ceased resistance or combat.
- g. After locating the suspect and recalling the dog, controlling the suspect will be the search team's responsibility.

- h. When not using the canine for searches, the animal will be secured to prevent officers from being bitten.

## 5. Challenges

When circumstances allow, handlers should give a warning before using the police dog. An example of a warning is:

- a. Identify yourself.
- b. Give notice a police dog is about to be released into the building, house, yard, etc.
- c. Tell the suspect(s) you want them to respond. Give suspect(s) an opportunity to respond.
- d. Continue issuing warnings on long searches or as the situation dictates.

In the event of an apprehension, the handler shall document in any related report whether or not a verbal warning was given and, if none was given, the reasons why.

## D. Field Situations

### 1. Patrol

Because of their high visibility and availability, K-9 teams can easily become involved in many different tactical/patrol situations. Some situations lead to spontaneous use of the dog, and handlers should consider all factors before any deployment.

A K-9 may be used to locate and apprehend a suspect if the canine handler reasonably believes that any of the following conditions exists:

- a. There is a reasonable belief the individual poses an imminent threat of violence or serious harm to the public or any officer.
- b. The individual is physically resisting arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.



- c. The individual(s) are believed to be concealed in an area where entry by other than the K-9 would pose a threat to the safety of officers or the public.
- d. It is recognized that situations may arise that do not fall within the provisions set forth in this policy. In any such case, a standard of objective reasonableness shall be used to review the decision to use a K-9 in view of the totality of the circumstances. Mere flight from pursuing officers shall not serve as good cause for the use of a K-9 to apprehend an individual.

2. Narcotics

A narcotic detection trained K-9 may be used in accordance with current law under the following circumstances:

- a. To assist in the search for narcotics during a search warrant service.
- b. To obtain a search warrant by using the detection canine in support of probable cause.
- c. To search vehicles, buildings, bags, and any other articles deemed necessary.
- d. A narcotic detection K-9 will not be used to search a person for narcotics.

3. Explosives

An explosives detection trained K-9 may be used in accordance with current law under the following circumstances:

- a. To assist in the search for explosives concerning bomb threat.
- b. To assist the Bomb Squad in searching areas of concern.
- c. To search vehicles, buildings, bags and any other articles deemed necessary.

#### 4. Non-Apprehension

Because K-9 have senses far superior to those of humans, they may often be effectively utilized to track or search for non-criminals (e.g. lost children, individuals who may be disoriented or in need of medical attention) or suspects wanted for minor criminal offenses. In such circumstances, it will be necessary for the handler to evaluate the conditions and ability of the K-9 to determine the feasibility of such an application.

- a. Absent a change in circumstances which presents an immediate threat to officers, the K-9 or the public, such applications should be conducted on leash or under such conditions that the canine will not bite or otherwise injure the individual, if located.
- b. Throughout the deployment of the K-9 the handler should give periodic verbal assurances that the K-9 will not bite or hurt the person.
- c. Unless otherwise directed by a supervisor, assisting personnel should take direction from the handler in order to minimize interference with the K-9.
- d. Once the individual has been located, the K-9 should be placed in a down stay or otherwise secured as soon as it becomes reasonably practical.

#### E. Deployment of the K-9's

The use of K-9's is not considered deadly force. The Idaho Falls Police Department does not practice with or use police dogs as a deadly force.

In no instance will officers of this department use force other than what is reasonable and necessary and fully justified by the circumstances.

In cases where the handler is physically jeopardized, the dog is trained to protect the handler.

The handler may be required to use the dog as a tactical tool. The dog's ability to control a suspect could avoid a situation requiring a greater use of force by officers. Therefore, a dog will be deployed before a K-9 handler must use deadly force if possible. This use should be intended to avoid the potential of serious injury to police officers and citizens.

In cases where the suspect is known to have a firearm, the handler will not deploy as part of an apprehension plan unless upon considering the totality of the circumstances, it is determined by the handler and the on-scene commander that it is necessary.

F. Officer Conduct with K-9's

No officer or employee of the department will agitate, tease, or taunt a K-9. No officer will pretend to assault or suddenly and purposefully confront a K-9 handler.

No handler will agitate or use a K-9 to intimidate any officer or employee of this department or member of the public. Officers will encourage normal social interactions with police service dogs.

G. Bite Procedure

1. In the event that a K-9 bites a suspect or any other person, the K-9 handler is responsible for the following:
  - a. Obtaining immediate medical evaluation of and treatment for the person at a medical center.
  - b. Having the injury photographed and accurately described in reports.
  - c. Ensuring the transportation of bitten juveniles to a medical facility and the notification of a parent, guardian, or other responsible person.
2. The K-9 handler will notify the shift supervisor when possible, and will submit a written report before going off shift.

H. Explosive Detection (General Guidelines for Bomb Threats are referenced in the manual)

1. The K-9 Team will report to the on-scene commander for briefing and consultation.

2. If it is believed safe to search, techniques will be utilized as per training the handler has received.

Safety will be determined by analysis of the best information available.

3. The on-scene commander will make the determination as to when the scene can be deemed safe and re-opened to normal activities. The determination will be based on all available reliable information and after consultation with the K-9 handler.

The term "deemed safe" means that the K-9 handler is comfortable that a thorough search has been made and no explosives were located.

After the Police have deemed the premise safe, the information will be shared with the person responsible for the business or building. That person will make the final decision regarding the safety of their premise and when it should be opened to normal activities.

I. Handler Selection Criteria

Once the open position of K-9 handler is posted, applicants have 10 calendar days to submit an e-mail of interest to the division Captain over the open position

Candidates must be off probation and have at least three years of law enforcement experience. The quality of the candidate's work performance, past evaluations, supervisor's recommendations/ratings, previous experience, and personnel motives will be explored.

J. Certification

The K-9 and handler will maintain certification as required by State P.O.S.T.

K. Training

The department requires a police dog and handler receive initial training in one or a combination of: illegal drug detection, tracking, apprehension, or explosive detection.

Each K-9 team shall continue in service training. Additional training considerations are as follows:

- a. K-9 teams shall receive training as per requirements set.

- b. K-9 handlers are encouraged to engage in additional training with approval of K-9 Supervisor.
- c. In order to ensure that all training is consistent, no handler or trainer is authorized to train an Idaho Falls Police K-9 to a standard that is contrary to the policies of the Idaho Falls Police Department.
- d. All K-9 training shall be conducted while on duty unless otherwise approved by the K-9 Supervisor or Shift Supervisor.

2-01-02.03 Traffic Unit

Directs city wide traffic enforcement duties and accident investigation.

- A. Selective Enforcement
- B. Hit and Run
- C. Parking Enforcement

2-01-02.04 Communications Unit

Maintains radio communications

2-01-03.00 INVESTIGATIVE DIVISION

- A. Function of the Investigative Division

The Investigative Division is generally responsible for follow-up investigations, functions generally requiring an undercover response, and other specialized duties as outlined.

- B. Units and Sections within the Investigative Division:

2-01-03.01 Detective Unit

Responsible for conducting follow-up investigations for the purpose of bringing police cases to a successful conclusion, arresting offenders, presenting quality information to the prosecuting attorney, recovering property, and identifying and monitoring persons who operate on the fringes of the law.

Detectives assigned by the Captain will be responsible for monitoring and controlling narcotics and dangerous drugs, sex crimes, sex offender registry, gambling, dangerous repeat offenders, intelligence and alcohol violations, etc. These position will be a 5 year rotational position.

#### 2-01-03.02 Youth Unit

Conducts follow-up investigations on auto theft, youth, and sex crimes cases, in addition to providing community services through school programs, crime prevention programs and victim counseling.

- A. Youth/Youth Counseling
- B. Sex/Child Abuse
- C. School Resource Officers
  - 1. The school district will have the right to generally assign work tasks to School Resource Officers, provided such work is performed in accordance with City Personnel Policy and any orders by the Chief of Police.
  - 2. All District work assignment rights will be limited to the time when school is in session.
  - 3. The City will be responsible for the education, training and disciplining of all School Resource Officers.
  - 4. Conditions of the School Resource Officer's employment will be in accordance with the Idaho Falls Police Manual, the City Personnel Policy, Civil Service ordinances, rules, regulations and procedures established by statute or City Ordinance.

#### 2-01-03.03 Training

- A. The Training Unit will coordinate department training and will maintain SOP approved by the Division Captain.

Officers Responsibilities:

- 1. Be prompt for training.
- 2. Have absences approved by a supervisor in advance.
- 3. Wear Shirts with collars to all classrooms training unless notified otherwise. No shorts or mini-skirts will be allowed.
- 4. Take Training certificates to the training secretary promptly. The training secretary will maintain copies.

#### 2-01-03.04 Police Volunteer Program

- A. Purpose

The Police Volunteer Program is to enhance service already being provided by the Idaho Falls Police Department. Volunteers will work under the supervision of a full-time employee in the Training Unit who will monitor the performance of the volunteer. Volunteers will work under the supervision of the Community Coordinator.

B. Procedures

1. Volunteers are not authorized to carry weapons.
2. Prospective volunteers are required to complete an application. After background investigations are completed, applicants who successfully pass will be interviewed and placed in an appropriate area for service.
3. Volunteers are required to attend training and orientation sessions.
4. Volunteers who have a driver's license are allowed to drive Idaho Falls City vehicles.
5. Volunteers are permitted to write reports in limited situations as approved by the coordinator or a supervisor.
6. Volunteers are required to wear and maintain uniforms provided by the department and present a clean and well-groomed appearance.
7. Volunteers will be issued photo-identification badges to be worn while on assignment.

2-01-04.01 Police Training Officer Program (PTO)

A. Purpose

To standardize the initial training officers receive upon employment with the department, to enhance POST Academy training, to ensure the best prepared officer in the shortest possible time for solo duty and to assist the department screening process through discovery and elimination of an unsuitable candidate.

B. Policy

State law requires that sworn officers of the department successfully complete the basic Peace Officers Standards and Training, POST academy within one year of hire. The Idaho Falls Police Department is financially responsible for POST academy costs for all employed IFPD officers. Officers hired after they have completed POST will not be reimbursed.

Each new officer hired without previous law enforcement experience will receive a minimum of fifteen (15) weeks of training with five (5) separate Police Training Officers.

At the discretion of the Chief of Police, a recruit with a POST Certificate or with previous police experience may receive an abbreviated program as outlines in the Police Training Manual.

The training schedule and procedures as described in the Idaho Falls Police Training Manual will be the basis for the training. The fifteen (15) week PTO program will utilize curriculum that is based upon tasks assignments associated with the duties of police officers. All evaluations and techniques used are designed to measure competency in the required skills, knowledge and abilities. The fifteen (15) week PTO program will include training regarding the IFPD's policies, procedures, rules and regulations.

To qualify as a Police Training Officer (PTO) an officer should:

1. Be assigned to the patrol unit.
2. Have no less than three years service, primarily in patrol.
3. Have a good service record
4. Be a superior communicator.
5. Have the ability to get along with others.
6. Have high moral and ethical standards.
7. Be willing to adjust his/her schedule when asked or needed.
8. Have a good recommend from supervisors.
9. Have a positive attitude.

C. During the time a PTO has a trainee the following should apply:

1. While assigned to the PTO program the trainees' whereabouts will be supervised by the PTO.



2. The PTO and trainee will be treated as a one person car and calls which require a backup officer will still have a back-up officer dispatched.
3. The PTO and trainee will be assigned the same days off.
4. While assigned to the PTO program the trainee will not ride with another officer either on or off duty except as described with in policy.
5. When the PTO is gone for a day the trainee should be assigned to another PTO on that shift. When there is no other PTO, the trainee should be assigned to a high quality senior officer.
6. If the PTO is absent for an extended period of time the Division Commander and Program Manager will be notified and the trainee will be reassigned to another PTO.
7. Whenever possible the PTO and trainee should be given as many different types of call as possible.
8. During times the trainee needs prescriptive or remedial training, the PTO will notify the shift supervisor and dispatch and, if possible, be allowed time away from the PTOs normal patrol duties to accomplish the training. The PTO will also document the additional training as directed in the Patrol Training Officer Manual.

D. Training

1. PTOs will receive specialized training when initially appointed.
2. In addition to the annual training required of all officers, PTOs will receive periodic training to keep them current with PTO responsibilities.

E. Supervision

1. The Program Manager serves as the Chair on the Board of Evaluators, is responsible for the overall management of the PTO program, and works closely with the Program Coordinator.
2. The Program Coordinator is responsible for managing and facilitating the program on a daily basis and providing coaching to the PTO/Trainee. This person

maintains all the program records, conducts weekly PTO interviews, conducts PTO transfer meetings, serves on the Board of evaluators, and facilitates and schedules all training assignments and evaluation phases.

3. The Board of Evaluators is an oversight board that meets after the Mid-Term Evaluation, Final Evaluation and any time requested by the program Coordinator or program manager to address special concerns. The board evaluates the training of the new officer, the effectiveness of the PTO trainers and the overall training program. The Board also makes final recommendations for solo duty. The Board is staffed by:
  - a. Program Manager (Board Chair)
  - b. Division Commander
  - c. Program Coordinator
  - d. Patrol Lieutenant
  - e. PTO
4. PTOs and their trainee are subject to the supervision of the normal chain of command.
5. The PTO program is the responsibility of the Division Commander. The Commander may designate a program coordinator and make other assignments regarding the program.

F. Trainees

1. Officers who have been hired, but have not successfully completed POST will not be used in any activity requiring carrying a weapon, enforcing the law or making an arrest except when under the direct supervision of a PTO.
2. Officers who have not yet successfully completed POST and are not authorized to wear the Idaho Falls Police Department uniform or carry a department issued firearm, when not in the police station or under the

direct supervision of a PTO.

#### 2-01-04.02 Hostage Negotiators

##### A. Function

Negotiators proved the department with a pool or personnel trained in the tactics of negotiation. They may be utilized whenever the need arises, but most particularly in:

1. Hostage situations,
2. Barricaded suspects, and
3. Potential suicides.

##### B. Organization

The negotiators are listed in conjunction with the SWAT teams. The team leader is responsible for organizing, training and monitoring the availability of negotiators. The team leader is responsible to the Incident Commander or the Shift Lieutenant in the event of a call out.

##### C. Responsibilities

Team members are responsible for the state of their negotiating skills and should constantly update them with available data from police magazines, journals, etc.

Team members must keep the team leader aware of assignments and off duty time schedules or any information which affects availability.

- ##### D.
- Requests for call out of the negotiators will be made through the Incident Commander or the Shift Lieutenant. When called out, negotiators will report directly to the Incident Commander or Shift Lieutenant at the command post unless otherwise directed.

#### 2-01-04.03 SWAT Teams

##### A. Function

The Special Weapon and Tactics Teams provide the department with a pool of personnel highly trained in team tactics, special weapons, specialized skills and equipment, crowd control and V.I.P. protection. SWAT should be used in any of the following situations:

1. Snipers,

2. Hostage situations,
3. Barricaded persons,
4. Crowd control or riots,
5. Protecting of visiting or local dignitaries.

B. Organization

SWAT operates under the direction of the Investigation Division Captain or the designate.

SWAT is under the supervision of a Lieutenant who is assigned by the Captain with approval of the Chief of Police. The Lieutenant is responsible for organization, training, and monitoring the availability of team members. The Incident Commander or his designee is on-call and responsible for the deployment of SWAT members and hostage negotiators.

Team leaders are chosen from the team members by the Incident Commander, with approval of the Investigations Division Captain. The team leaders will supervise the teams.

Team members will be chosen from among officers below the rank of Lieutenant. The members are selected according to SWAT protocol standard for entry.

1. One year work experience with the Idaho Falls Police Department
2. Make application
3. Team vote of confidence to be evaluated by administration
4. Physical fitness
5. Shooting
6. Mental evaluation
  - a. Problem solving
  - b. Attitude

There is no rank designation below team leader. All members, other than team leaders, are referred to as team members.

C. Responsibilities

Team members are responsible for all equipment assigned to their care.

Team members are required to attend such training and meetings as determined necessary by the lieutenant.

Team members must make assigned team leaders aware of vacation, shift changes, or other information that affects availability.

D. Procedures

Requests for SWAT call out must be channeled through the Shift Lieutenant or, if not available, to the shift supervisor.

When called out, dispatch personnel will notify the SWAT Lieutenant. The lieutenant will then make notification of SWAT personnel and the Investigation Division Captain. If the SWAT Lieutenant is not available, he will designate a team leader to be contacted. The team leader must make notification to other team members and the Investigative Division Captain.

When called to respond, on-duty officers will notify their respective supervisors.

When SWAT is called out, the SWAT Lieutenant will report to the Shift Lieutenant for briefing. The team leader and other members will report to the SWAT Lieutenant for assignments. Team members may be assigned to any team and must carry out all orders.

Once released from the SWAT response activity, members and all other involved personnel will report to the SWAT Lieutenant for debriefing.

After debriefing, members and others will report to their primary assignments.

2-01-04.04 Traumatic Incident Corps (TIC)

A. Introduction

The TIC is comprised of a team of police personnel established to deal with the stress inherent in traumatic incidents such as officer-involved shootings, accidents involving severe injury or death, or other situations determined by the shift commander, division supervisor, or chief of police.

Traumatic incidents, and situations involving severe injury or death, can develop high levels of stress for an officer and his family. Research has shown that an officer may be best assisted by his or her peers. The TIC team in conjunction with the Chaplains Corps, will make notifications to the family of

the dead or injured officer in a timely and personal manner. Assistance will be offered to help at the hospital, and support of the family at the funeral and burial. Assistance will also be offered with legal and benefit matters, counseling the family regarding finances and other possible problems, along with support of the family during criminal proceedings (if any). The TIC team will also maintain long term contact with the family to keep informed of family needs.

B. Purpose

The purpose of this order will be to establish a team of police personnel to assist any officer in dealing with the stress inherent in traumatic incidents. Traumatic incidents are defined to include shooting incidents, accidents involving severe injury or death, or any other situation deemed a traumatic incident by the Shift Commander, Division Supervisor, or Chief of Police.

C. Qualification and Selection of TIC Team Members

1. The TIC will operate within the Idaho Falls Police Department at the discretion of the Chief of Police.
2. Membership is voluntary and the selection is done by the Chief and Captains. Training was done by the department's psychological consultant.
3. The training has consisted of counseling methods and awareness of officer needs.

D. Procedure

Whenever an officer's actions result in death or critical injury to any person, whether or not a shooting was involved.

1. The officer, if uninjured, will complete necessary evidence collection at the scene and complete any immediate paper work required; to document the facts of the incident.
2. The Shift Commander, as soon as possible, will contact the designated TIC Team leader and request that they respond a TIC Team member to the involved officer's location.
3. As soon as practical after the incident, the TIC Team member will contact the involved officer to provide assistance regarding the impact of the incident on the officer.

Unless the officer is seriously injured and hospitalized, this contact will be made during the time before and after the investigative team has completed interviews and other investigative actions which require the involved officer's presence. If it is felt to be necessary for the good of the involved officer, (by the detective supervisor with input from the investigating officer) the TIC team member may be present during interviews. The TIC team member will only be there for support of the officer and in no way be part of the interview. TIC members will in no way interfere with or be part of the investigation.

4. The officer involved may be placed on mandatory administrative leave with pay, by a command level officer, immediately following the incident.
5. The TIC team member will remain with the involved officer for whatever period is deemed necessary by the team member.
6. The officer, upon being placed on leave, will maintain regular contact with his direct supervisor, and may, on a voluntary basis, participate in follow-up contacts with the TIC team member or the department psychologists.
7. The Chief of Police will determine the appropriateness and duration of the extended/mandatory administrative leave, based upon the findings of the preliminary criminal investigation and the recommendations of the TIC team members regarding the officer's readiness to return to his assignment.
8. The officers' contacts with the TIC team or department psychologists are intended for the benefit of the officer. ALL contact between the employee and TIC team member or department psychologists will be strictly CONFIDENTIAL.

2-01-04.05 Shift Lieutenant

A. Function

The shift lieutenant represents the Office of the Chief, overseeing day-to-day field operations to ensure that orders and procedures are properly executed and professional standards are maintained.

B. Organization

Shift Lieutenant's operate within the Uniform Division and report directly to the Uniform Division Captain.

C. Responsibilities

As a representative of the administration, the shift lieutenant must:

1. Remain available to the Uniform Division Captain and the Chief of Police.
2. Oversee major crime scenes and take command in the absence of a supervisor.
3. Consult with supervisors regarding the execution of procedures.
4. See that proper notifications of major incidents are made.
5. In the absence of the Press Release Officer, the shift lieutenant will respond to inquiries from media and provide accurate information which will not interfere with the investigative process or rules of confidentiality.
6. As the department's administrative representative, it is mandatory that the on-duty shift lieutenant personally oversee the following:
  - a. Incidents involving injury or death of an officer.
  - b. Incidents in which injury or death of a citizen results from an officer's actions.
  - c. Major incidents which require their direct command.

At their discretion, the shift lieutenant may oversee:

- (1) Major injury accidents
- (2) Major crime scenes

D. Span of Authority

The shift lieutenant, exercising their authority and good judgment, may do the following:

1. Authorize call-out of off-duty personnel.
2. Handle complaints about personnel, or make the appropriate referral to initiate the proper investigation of unresolved complaints occurring on their shift. When necessity dictates and in the absence of the Chief of



Police, initiate disciplinary action.

3. Authorize special use or restrictions of the radio.

2-01-05.00 RECORDS DIVISION

Maintains and disseminates computerized police records and statistical information.

2-01-06.00 ADMINISTRATION

The Administrative Unit directs and supervises department research and planning efforts, the statistical analysis of criminal activities, and the department's budgetary process, in addition to the Staff Services and Internal Investigations.

(See manual procedures Part IV where applicable.)

2-01-06.01 BUDGETARY PROCESS

For the purpose of Police Department Policy, The Chief of Police has the ultimate authority and accountability over all fiscal matters of the Idaho Falls Police Department. However, The Chief of Police, as a department head for the City of Idaho Falls is obligated to follow all city procedures as outlined by the mayor and city council regarding fiscal matters.

The City of Idaho Falls Police Department operates on an annual budget from October 1, to September 30. The Idaho Falls Police Department currently uses a line-item budget. Although, the Chief of Police is ultimately responsible for the budget, Division Commanders are responsible for developing and managing the budget items for their assigned units.

The budgeting process begins in April of each year. Division Commanders will meet with the Chief of Police on the Monday on or following April 15, to discuss needs for the upcoming year.

Weekly meetings between the Chief of Police and Division Commanders will follow and continue until the closest Monday following June 1. All budget items will be finalized and passed on to the City Council at the meeting following June 1. The Idaho Falls Police Department budget will be considered by the City Council and the department will cooperate regarding any necessary modifications. The City Council is directed by law in the budget process they follow. The Idaho Falls Police Department will cooperate with the council to assist them in meeting their obligations.

2-01-07.00 Reserve Officers Program – DELETED JANUARY 15, 2013

**Attachment 2-01-08.00 Organizational Chart**

Updated 2/8/2011

**2-02-00.00 ADMINISTRATIVE RELATIONSHIPS**

2-02-01.00 ADMINISTRATIVE DUTIES

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

Division captains have authority to formulate division policy and to carry out any functions deemed necessary to meet department and community objectives. No division policy may supersede a department policy.

2-02-02.00 UNITY OF COMMAND

The authority delegated or granted to a superior officer is not generally confined or restricted to the officers' division. That authority includes supervision over all subordinate members of the department in any situation necessary for the efficient operation of the department.

In order to avoid confusion among department members or conflict in orders and commands, superior officers will use their authority with discretion and, under normal circumstances, will avoid giving commands to persons not assigned to their control, except when, in the absence of the person's superior officer, the purpose of efficiency and discipline can be served.

2-02-03.00 ORDER OF RANK AND SUPERVISION

The order of rank among sworn personnel is:

- Chief of Police
- Captain
- Lieutenant
- Sergeant
- Police Officer/Detective

The order of supervision among nonsworn personnel is determined by position. Nonsworn personnel assigned to the Records Unit and

Communications Unit are responsible to the unit supervisor. The supervisor is directly responsible to the lieutenant in charge of the unit.

Secretaries and other clerical members serving in positions outside the Records Unit are under the supervision of the unit commander or division captain of their assigned areas.

#### 2-02-04.00 CHAIN OF COMMAND

The chain of command describes the flow of command authority from officers of superior rank through the ranks within their own designated area of responsibility. Accountability follows the same lines from subordinate officers upward.

The chain of command will be preserved in order to maintain principles of good administration. Rank will not be bypassed except in the absence of an immediate officer of superior rank, or claims of violation, misinterpretation, misapplication, or unfair application of department directives of common practice, if the employee's relationship with the immediate supervisor is the cause of a grievance.

Authority may be delegated through the chain of command. Responsibility may not be delegated through the chain of command.

#### 2-02-05.00 SUPERVISORY RESPONSIBILITIES

The supervisor's responsibility is to enhance the level of performance of subordinates. This is accomplished through effective leadership which consists of:

- A. Dedication to the department's mission and philosophy.
- B. Creating and fostering teamwork among subordinates.
- C. Providing the necessary support to subordinates and to the department.

To this end supervisors will be held accountable for the use of delegated authority. Supervisors must understand and promulgate their responsibilities as outlined by the Department Mission Statement and policy application. In addition, each employee is held accountable for the use of delegated authority. Basic supervisory authority includes items listed below:

- A. Scheduling
- B. Problem solving
- C. Analysis and supervision

- D. Orientation to the community
- E. Encourage new ideas
- F. Recognition
- G. Remedial Corrective Action
- H. Other responsibilities outlined in the manual such as pursuits, use of force, etc.
- I. As given verbally or in writing by a ranking officer.
- J. Maintaining accountability with subordinates.
  1. Supervisors will thoroughly understand their subordinate's responsibilities as outlined by the department's Mission Statement. The supervisor will encourage long-term quality solutions to problems and will strive toward the goal of professionalism through Community-Oriented Policing.
  2. Supervisors have the responsibility to see that complaints against police personnel are investigated and to notify their chain of command if violations of policy, procedure or misconduct occur. Supervisors will assist or cooperate with the Internal Investigations Unit.
- K. Employees Assistance.
 

Supervisors must be ever vigilant regarding the actions of subordinates. Although, supervisors are not psychologists, they are in a position to observe changes in behavior that might indicate a subordinate is in need of professional counseling or some other type of interdiction. If a supervisor observes these types of behavior, the supervisor should immediately discuss the issues with the division Captain so the matter can be addressed.

The City has an Employee Assistance Program E.A.P. It is a supervisory and management responsibility to help officers in a timely manner. Although every case is different we must do all we can to help our employees in difficult times.

The City's E.A.P. is outlined in the City's Policy Manual.

2-02-05.01 Acting Supervisor Responsibilities and compensation

Occasions arise necessitating the designation of acting supervisors. They will be selected based on the supervisor's assessment of their capability and professionalism. Acting supervisors will be appointed with the approval of the division Captain.

Acting supervisors will be held accountable for their actions or decisions while acting in the supervisor's stead. Acting supervisors will confer with an on-duty supervisor or shift lieutenant when circumstances require. They will call their off duty Lieutenant or Captain if necessary

Personnel problems are not investigated or otherwise handled by an acting supervisor. It may be necessary to initially address such a situation, but then immediately defer to an on-duty supervisor or the shift lieutenant.

Compensation for an acting supervisor is two (2) hour straight time off for each shift completed. One (1) hour straight time off is given for a half-shift or less completed.

#### 2-02-06.00 DISCRIMINATION AND HARASSMENT

No employee of, or applicant to, the Idaho Falls Police Department will be discriminated against on the basis of race, sex, religion, national origin, age, or disability.

It is the policy of this department that all employees will be entitled to an equal opportunity to perform their required job duties, and each employee will be dealt with on an individual basis in relation to the performance of those duties. Other sections in this manual and in the city's personnel policy address sexual harassment specifically.

#### 2-02-07.00 SEXUAL HARASSMENT

It is the policy of the Idaho Falls Police Department to provide members a work environment free from sexual harassment, and to vigorously investigate and eradicate sexual harassment. Members will adhere to both the city's sexual harassment policy and the policy outlined herein.

##### A. Purpose

The purpose of this policy is to:

1. Communicate to members that sexual harassment as defined herein, is prohibited, and that violations of this policy may result in discipline, including termination. Prohibited conduct exposes not only the department, but individuals involved in such conduct, to significant liability under the law.
2. Communicate to members the definitions of sexual harassment and unlawful retaliation.

3. Communicate to members experiencing sexual harassment that they have a means to identify, discourage and report offensive conduct without fear or reprisal.
4. Communicate to members that violations of this policy will be used as a basis for disciplinary action, up to and including termination, and that such behaviors will also impact performance appraisals, work assignments and promotions.
5. Communicate to members that employment decisions such as promotions, performance evaluations, pay adjustments, disciplinary or corrective actions, or work assignments, will be job related and not related to sex, sexual relationships, or other irrelevant criteria.
6. Identify the responsibilities for education and training regarding prohibited sexual harassment.
7. Define departmental responsibilities for investigating and preventing sexual harassment.

## B. Definitions

### 1. Sexual Harassment

Sexual harassment is a form of sex discrimination and is a violation of the Civil Rights Act of 1964.

- a. The Equal Employment Opportunity Commission (EEOC) has defined sexual harassment as unwelcome sexual advances, requests for sexual favors or other verbal or physical acts of a sexual or sex-based nature where:
  - 1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
  - 2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
  - 3) Such conduct unreasonably interferes with an individual's job performance or creates

an intimidating, hostile or offensive working environment, even if it leads to no tangible or economic job consequences.

- b. It is also unlawful to retaliate or take reprisal against anyone who has brought forward concerns about sexual harassment or provides information about sexual harassment, such as:
  - 1) Taking disciplinary action, changing work assignments, providing inaccurate work information, refusing to cooperate or discuss work-related matters with a member because that member has complained or resisted harassment.
- c. The following are examples of conduct that would be considered sexual harassment or unlawful retaliation. These examples are provided to illustrate the kind of conduct prohibited by this policy and is not an exhaustive list.
  - 1) Physical assaults of a sexual nature, such as:
    - i. Rape, sexual battery, molestation or attempt to commit these assaults.
    - ii. Intentional physical conduct which is sexual in nature, such as touching, pinching, patting, grabbing or brushing against another's body.
  - 2) Unwanted sexual advances, propositions or other sexual comments, such as:
    - i. Obscene and insulting terms related to gender.
    - ii. Uncalled for and unwelcome persistence in requesting social contacts.
    - iii. Comments about a person's sexuality or sexual experience, and

other sexually oriented or sexually demeaning jokes or comments.

- iv. Preferential treatment or promises of preferential treatment for submission to sexual favor or behavior.
- v. Intentionally or unintentionally making performance of a members job more difficult because of the member's gender.

3) Behavior which has an adverse effect on members who are not directly subjected to harassment but whose employment status or work environment are impacted by sexual conduct directed toward others, whether that behavior is welcome to others, or not.

4) Displaying or publicizing in the work place sexually oriented or discriminatory displays or publications, such as sexually oriented pictures, posters, calendars, graffiti, sexually oriented objects or other materials.

d. Sexual harassment is unlawful and hurts other members. Each incident of harassment contributes to a general atmosphere in which all members suffer the consequences. Sexually-oriented acts or sex-based conduct has no legitimate business purpose; accordingly members who engage in such conduct will be made to bear the full responsibility for such unlawful conduct.

## 2. Reprisal

A retaliatory action taken against a complainant, department, investigator, witness, or other city official or property as a result of a sexual harassment complaint or investigation.

## C. Responsibilities

- 1. Division Captains, Lieutenants and Supervisors will:
  - a. Ensure that all members within their respective



divisions or units are informed of the city's, and the department's Sexual Harassment Policy.

- b. Ensure that members within their respective divisions or units have open access to report sexual or other harassing behaviors to their immediate supervisors, division commander, department head, city personnel, or other city official.
  - c. Ensure that individual members wishing to report sexual harassment are able to do so without fear of reprisals or other intimidating or hostile actions.
  - d. Inform the Chief of Police of complaints and coordinate objective investigations.
  - e. Ensure that they and members in their divisions cooperate and comply with sexual harassment investigations, findings and subsequent recommendations.
  - f. Take appropriate disciplinary actions against individual members who harass others in violation of this policy.
  
  - g. Maintain confidentiality to the fullest extent possible and sharing information only on a need-to-know basis.
  - h. Protect the rights of both complainants and alleged harassers.
2. Members will:
- a. Refrain from all comments, gestures, jokes, conversations, threats, pictures/posters, or other actions which may promote or contribute to a harassing situation.
  - b. Communicate to the harasser that demeaning or otherwise harassing comments, gestures, actions, or other behaviors, are unwelcome.
  - c. Report sexual harassment which the member experiences or observes to immediate supervisor or other city official. If the supervisor is the

harasser, or if the member is uncomfortable reporting to the immediate supervisor, the member must report harassing behavior to the Chief of Police, city personnel, and/or another city official, as outlined below in procedures.

D. Procedures

1. Whenever members believe they are discriminated against or harassed in a sexually oriented manner, the following steps are recommended:
  - a. Verbally express to the individual(s) involved in the harassing behavior that actions/comments are unwelcome and must stop.
  - b. If possible, identify a witness.
  - c. Document occurrences. Immediately write down everything that occurred, including date, time, location, potential witnesses, comments or actions.
  - d. If appropriate, consider communicating the unwelcome behavior to the harasser in writing, keeping a copy for future reference if needed.
  - e. Complaints may be submitted, either verbally or in writing, by any individual member irrespective of whether the complaining member was personally subjected to the offending behavior.
  - f. Immediately inform a supervisor, the Chief, city personnel, or any other city official of retaliatory acts which occur as a result of informal or formal complaints.
2. An individual member may report sexual harassment, verbally or in writing, to any of the following:
  - a. Any supervisor or administrator in the member's chain of command.
  - b. The Chief of Police, city personnel, or any other city official.
  - c. Through the employee grievance process.

3. Whenever a supervisor or police administrator receives a complaint of sexual harassment or unlawful retaliation the supervisor or administrator should immediately inform the Chief, unless the Chief is implicated in the charge. If **NECESSARY**, the complaining member's identity may be initially withheld.
4. All complaints of sexual harassment will be investigated objectively and thoroughly.
  - a. The Chief will normally contact city personnel with the details of the report for input before investigation into the harassment begins.
  - b. The Chief will inform the City Attorney's Office regarding all harassment reports and investigations.
  - c. The results of the investigation will be reviewed with the complainant prior to further action.
  - d. Complaining members may appeal to City Personnel if they are dissatisfied with the investigation, its conclusions, or the disciplinary action taken, if any.
5. All complaints of sexual harassment will be confidential, and only those persons necessary to the investigation and resolution of the complaint will be provided information. Every effort will be made to protect the rights and privacy of all involved.
6. The following factors will be among those evaluated to determine the extent and nature of sexual harassment and the nature of appropriate disciplinary action:
  - a. The work relationship of the complaining member and the alleged harasser. Supervisors are held to a higher standard than subordinates.
  - b. Whether the behavior is an isolated incident or part of a pattern behavior.
  - c. Whether the alleged harasser has been disciplined previously for sexual harassment.
  - d. The actual or potential harm to the victim member and to the public trust.

- e. Whether the behavior is physical, visual, verbal or a combination.
  - f. The extent of the complaining member's communication (verbal or nonverbal) that the behavior is unwelcome, and whether the complaining member solicited or participated in the conduct.
  - g. Whether, a reasonable person would have found the behavior offensive, acknowledging that some individuals may have different tolerance levels than others for sexually oriented behavior.
  - h. Whether the harassing behavior has ceased.
  - i. The demeanor and the motivation of witnesses, complainants, and alleged harassers.
7. Members who engage in sexual harassment, breach confidentiality, make false statements, retaliate against complainants or witnesses, fail to cooperate in investigations, or refuse to implement remedial measures, will be subject to disciplinary action, up to and including termination.
- a. The most important goal of disciplinary action will be to stop offensive behavior.
  - b. Disciplinary action will be based on the extent and seriousness of the prohibited behavior.
  - c. Clearly criminal conduct such as rape or assault will be handled as the department handles criminal cases.
  - d. Failure to correct unacceptable behavior after discipline, blatant disregard of public trust and abuse of power, and retaliation against the person complaining about the behavior, may result in immediate suspension without pay or termination.

**2-03-00.00 HIRING AND TRAINING OF PERSONNEL-(Updated 2/4/14)**

2-03-01.00 AUTHORITY TO HIRE

A. Hiring Process

- 1. City policy requires the Civil Service Commission and

City Human Resources to oversee the department hiring process. The Civil Service Commission coordinates efforts with City Human Resources and the Police Chief to recruit, test, and certify a list of qualified police applicants for positions in each department.

2. Before a candidate for Police Officer is hired, the following hiring process must be followed:
  - a. Written examination may be limited to top 30 examination scores
  - b. Physical agility test
  - c. Oral Interview as ordered by the Civil Service Commission.
  - d. The names of all eligible candidates shall be placed on the eligible list in the order of their standing in the examination.
  - e. Background Investigation
  - f. Polygraph test
  - g. Interview with Police administrators
  - h. Conditional job offer
  - i. Medical Exam
  - j. Psychological Exam
  - k. Hire
3. After a job offer is made, the candidate will be given a physical exam by the city physician and a psychological exam by an approved psychologist. Only qualified physicians will interpret the results of the physical examination.

Only qualified psychologists or psychiatrists will interpret results of psychological examinations. The results of the

psychological examination will be given to the Chief of Police.

B. Hiring considerations

The Chief of Police holds the authority to hire eligible candidates from a certified list of applicants to fill positions within the Police department.

1. Accreditation through the Idaho Chiefs of Police Association require that:
  - a. Applicants are disqualified for employment consideration for current or prior unlawful activity involving the sale or dispensing of any controlled substance.
  - b. Applicants are disqualified for employment consideration if they have unlawfully used marijuana within the previous three years of the date scheduled for the written examination.
  - c. Applicants are disqualified for employment consideration if they have unlawfully used any other controlled substance within the previous five years of the date scheduled for the written examination.
  - d. Applicants are disqualified for employment consideration if they are a current user or seller of controlled substances.
  - e. Applicants are disqualified for employment consideration if they have been found guilty by a court of law or have pled guilty in a court of law of driving while under the influence of intoxicants within the previous five years of the date scheduled for the written examination.
2. The Idaho Falls Police Department will not accept applications from any person who has committed a

felony as an adult.

Applicants who have committed a felony as a juvenile will be considered on a case by case basis.

Any felony committed at any time involving a firearm or deadly weapon will disqualify an applicant.

3. In addition to the above, only candidates meeting the "minimum standards for employment as set by the rules of the Idaho Peace Officers Standards and Training Council will be eligible for employment.

#### 2-03-02.00 PROBATION

Upon appointment to an entry-level position in the department, an officer is placed on probation. The duration of the probationary period as set by the Civil Service Rules and Regulations Rule IX #1. At the end of twelve (12) months' probation period the employee will automatically move up to Police Officer 2<sup>nd</sup> Class, provided all the requirements of the probationary period are met satisfactorily. Recruits must be certified by Idaho POST Academy. Officers are required to satisfactorily complete the Police Training Officer (PTO) Program.

Non-sworn members do not have a probation period and are considered at-will employees.

#### 2-03-03.00 TRAINING OF POLICE OFFICERS AND PHYSICAL FITNESS

- A. Once hired, officers begin a training schedule under the direction of the Training Unit. The training consists of the academic, physical, and practical training necessary to complete Idaho Peace Officer Standards and Training (P.O.S.T.) certification requirements.
- B. POST Academy: Recruits must complete all academic and physical requirements before being placed in the Police Training Officer (PTO) program. Failure to meet certification standards will result in termination.
- C. Police Training Officer Program: The PTO program allows administrative control over field training experience by placing the training responsibility in the hands of field officers trained by the Training Unit. Officers are required to

successfully complete PTO program. The program benefits the training officers through incentives such as additional pay and specialized training. It benefits recruits through quality training and fair ratings. The department benefits from officers who are well qualified for police service. Unqualified recruits are identified early in the program for additional training or dismissal.

D. In Service Training

1. All officers are required to participate in block training annually. The training will include law updates and other current law enforcement issues. The department will provide additional training opportunities as budget, time and needs allow.
2. Every officer promoted to the rank of Sergeant will be provided with supervisory training approved by P.O.S.T.
3. Every officer promoted to the rank of Lieutenant will be provided management training approved by P.O.S.T.

E. Physical Fitness

1. All officers are required to have an annual medical examination as provided by the City of Idaho Falls.
2. All officers are required to maintain a condition of personal physical fitness to perform their duties.

2-03-04.00 Civilian Employees

- A. The Police Department will adhere to federal law and City Personnel rules when employing civilians. The Police Department will use an employment process that is uniform, fair and unbiased in all phases of the employment process.
- B. Background investigations will be completed on all civilian applicants before they are interviewed for employment.
- C. A polygraph test will be given after an offer of employment is



made. Failure to successfully pass it will result in the job offer being withdrawn.

- D. When determined necessary by the job assignment a medical examination will be given after an offer of employment has been made. The Americans with Disabilities Act, ADA, guidelines will be followed by the City of Idaho Falls when making any employment decision regarding the health or disability of an employee.

## **2-04-00.00 PROMOTIONS AND TRANSFERS**

### 2-04-01.00 PROMOTIONS

There are established promotional paths within the department that allow for upward mobility for all members. The department is obligated to recruit the best qualified employees to fill vacancies. The Civil Service Commission establishes eligibility standards for civil service positions. Promotions are based on the applicant's ability to meet the eligibility criteria, ascertained merit, seniority, and the standing obtained on a competitive examination.

Unless an extension is requested, the employee selected must accept the promotion within 10 days of notification. Failure to accept the promotion results in the employee forfeiting the opportunity and the position on the eligibility list.

### 2-04-02.00 TRANSFERS

#### 2-04-02.01 Transfer Policy

##### A. Purpose

The purpose of this policy is to establish a consistent process for interdepartmental transfers.

##### B. Policy

It is the policy of this department to make interdepartmental transfers that are in the best interest of the department while

remaining fair to individual officers. This policy applies to sworn officers for the rank of patrol officer.

- C. Transfers that apply to this policy and minimum time on the department required:
  - 1. Traffic            2 Years
  - 2. DARE             2 Years
  - 3. SRO              2 Years
  
- D. Overview
  - 1. A supervisor appointed by the Captain of the affected division will oversee the grading process.
  - 2. Once the position is posted, applicants have 10 calendar days to submit a letter or e-mail of interest to the division Captain.
  - 3. Applicants follow the selection process and are graded as follows:
    - a. LT.& SGT. Rating            50%
    - b. Committee Rating            50%
    - c. Seniority will break a tie
  - 4. The candidate with the highest score will be selected.
  
- E. Lieutenant and Sergeant Rating.
  - 1. All Lieutenants and Sergeants will be given the opportunity to rate each applicant.
  - 2. Applicants will be ranked from 1 to the number of applicants with 1 being the lowest.
  
- F. Committee Rating
  - 1. The Captain of the affected division will appoint a committee of three consisting of:
    - a. The immediate supervisor of the open position and
    - b. Two supervisors at least one of which is from Patrol
    - c. For the positions of DARE and SRO, the Captain may allow an additional committee member appointed by a school administrator.

2. The committee will develop a list of job-related questions. All candidates will be asked the same questions. However, a candidate's answer may require follow-up questions.
  3. The committee may require candidates to make a presentation and/or complete a written paper.
  4. Applicants will be ranked from 1 to the number of applicants. 1 being the low score.
  5. The average supervisor score will be added to the average committee score to determine the applicants overall score.
- G. Individual ranking will be available to the applicants for 30 days. The list will expire 90 days from the initial posting date.

Detective Selection:

- A. Candidate must have 5 years of Police experience with the Idaho Falls Police Department.
- B. Once the position is posted, applicants have 10 calendar days to submit a letter or e-mail of interest to Human Resource Division.
- C. Lieutenant and Sergeant Rating:
  1. All Lieutenants and Sergeants will be given the opportunity to rate each applicant. The rating will account for 30% of the overall score.
- D. Written Test

A written test will be administered by the Idaho Falls Human Resource Division. The test will account for 30% of the overall score.
- E. Assessment Rating

The Captain of the division will appoint a committee of three consisting of:

  1. The immediate supervisor of the open position and,

2. Two supervisors, at least one of which is from Patrol
3. The committee will develop a list of job-related questions. All candidates will be asked the same questions. However, a candidate's answer may require follow-up question. The committee may require candidates to make a presentation and/or complete a written paper.
4. The committee rating will be worth 40% of the overall score.

F. Seniority will break any tie.

G. Human Resource Division will be responsible for the tabulation of the scores and the ranking of the candidates. The top three candidates will be forwarded to the Chief of Police for final selection.

### **2-05-00.00 WORK RELATED BENEFITS**

#### **2-05-01.00 OVERTIME WORK**

- A. An officer must have prior approval from the division captain or designee to perform work in excess of 40 hours per week. Provided, however, an officer who responds to dispatched calls or on-view incidents while off-duty must comply with the following:
1. The officer must receive prior approval from the on-duty shift commander or designee to perform work in excess of 15 minutes duration.
  2. The officer must submit a completed overtime form as required, including supporting documentation, the date and actual time worked (beginning and ending), case number of the incident responded to if applicable, and the name of the approving supervisor.

**Officers who perform overtime work without the required authorization may be subject to disciplinary action.**

Authorized overtime and compensatory time will be compensated at a rate of one and one-half times the officer's hourly wage.

B. Administrative Responsibility

1. The normal work week, regardless of shift arrangements, will be 40 hours of work. This clause will not be construed to limit or prevent the department from changing or establishing work shifts as the need arises or to guarantee officers 40 hours work per week.
2. Authorized overtime and compensatory time will be documented on the appropriate forms and submitted to the division captain within 72 hours of completing the overtime.
3. Accrued compensatory time will not be revoked or forfeited. Accrued compensatory time will remain credited to an officer until such compensatory time is either used by the officer or purchased by the department.
4. The division captain will adjudicate overtime problems and authorize overtime when administrative approval is necessary.

2-05-02.00 WORKER'S COMPENSATION FOR ON-THE-JOB INJURIES

Members are subject to the state laws governing workman's compensation benefits. An employee may lose rights to these benefits if the procedure for reporting on-the-job injuries is not followed.

A. On-The-Job Injuries Requiring Medical Attention

1. Policy

If an employee is injured in the performance of his or her assigned duties, they must report such injury as soon as reasonably possible to his or her immediate supervisor.

2. Procedure

The supervisor will immediately report each injury verbally to the Division Captain who will report the injury to the Chief of Police and give all particulars including:

- a. Time and place

- b. Exact cause and circumstances of injury
- c. Witnesses
- d. Nature and location of injury
- e. Name of attending physician

The supervisor will also complete a Supervisor Accident Report.

The Division Captain will ensure the injured employee reports to the Personnel Office for purposes of completing the necessary reports to be forwarded to the insurance company carrying the Worker's Compensation and Liability Insurance Policy for the City of Idaho Falls.

An employee receiving leave with pay due to occupational injury or disease under the City's Worker's Compensation insurance will, during the period of such leave, receive his or her regular time wages, excluding shift differential. Such leave (O.I. Leave) will be limited to fifty calendar days or a period equal to the employee's accrued Sick Leave, whichever is the greater, but in no event more than one hundred twenty (120) working days. The employee will repay to the city, during the period of O.I. Leave, a sum equal to all income benefits which he or she has received or become entitled to, from workers' compensation insurance during such leave. As a condition for receipt of this benefit, the employee will direct the workers' compensation carrier to mail his or her worker's compensation payment directly to the City, or will otherwise personally deliver such payment to the City Personnel Administrator. Failure on the part of the employee to immediately surrender such payments to the City may result in the loss of further O.I. benefits and the deduction of such excess compensation from the employee's accumulated sick leave or vacation leave.

B. On-The-Job Injuries Not Requiring Medical Attention

The injured employee should report the injury, in writing, through the chain of command, to the Chief of Police to ensure Worker's Compensation coverage for any future medical attention that may become necessary as a result of the injury.

Any expenses arising from an unreported injury will be the sole responsibility of the employee, and no claim will be paid or benefits received under Worker's Compensation.

## 2-05-03.00 LIGHT DUTY

The purpose of this policy is to set forth guidelines to be used if an employee becomes injured or sick.

### A. Injury or Illness

The department is not obligated to provide any employee with light-duty. However, when determining if light duty is available, the department may consider any assignment in any of its divisions. Light duty will be limited to 6 calendar months.

The employee will notify their immediate supervisor as quickly as possible of the extent of the injury or illness and projected date of return to full duty.

### B. Restrictions

1. Work restrictions will be documented in writing by the employee's physician and forwarded to the employee's captain. Prescription drug therapy is included.
2. An expected date of return to full duty will be noted on the written document from the physician.
3. Officers will not use their assigned police vehicle. It will be parked at a location designated by the department.

## **2-06-00.00 SERVICES OFFERED TO EMPLOYEES**

### 2-06-01.00 FUNERAL HONORS

#### 2-06-01.01 Sworn Officers

The services offered by the department to the family of a deceased officer include:

- A. An Honor Guard at the viewing, the funeral services, and the cemetery.
- B. An escort from the place of service to the cemetery.  
(Geographical limits: Pocatello, Arco, Ashton, Swan Valley)
- C. Pallbearers, speakers, musical offerings, and photographs, if requested by the family.

The Honor Guard, composed of personnel from the department will be provided at the funeral services of an officer of this department. Efforts will be coordinated by the Traffic Lieutenant.

During a public viewing held in conjunction with funeral services, the Honor Guard will be conducted in the following manner:

- A. Two officers, in appropriate uniform, will stand at military parade rest - one at the head of the casket, the other at the foot.
- B. The Honor Guard Sergeant will march and post the Honor Guard and present a hand salute on the posting of the first detail. The detail Sergeant will march relief Honor Guards every twenty minutes, and alternate personnel until the public viewing is concluded. As each relief detail is marched to a halt, they will assume the parade rest position simultaneously. Officers being relieved will fall back, then march from the room with the Honor Guard Sergeant.

The escort will be formal. The formal line of escort vehicles will consist of:

- A. One Idaho Falls Police marked vehicle at the head of the procession.
- B. One vehicle from the deceased's division.
- C. One vehicle from each outside agency represented.
- D. Honor Guard.
- E. The hearse.
- F. The family vehicle.
- G. All other vehicles.
- H. One marked Idaho Falls Police vehicle at the end of the procession.

Because every officer renders service to the United States and is sworn to uphold its Constitution, officers will be afforded departmental honors similar to military honors.

An appropriate flag of the United States of America, provided by the department, will be draped over the casket. Following the religious/fraternal services, the flag will be folded into a triangle within the field of blue by two members of the Honor Guard.

The flag will be entrusted to the Chief of Police or the deceased officer's division captain. The Chief of Police or the division captain



will present the flag to the deceased's next-of-kin in a military manner, and offer appropriate remarks.

During the presentation of the flag the Honor Guard will stand at attention and face the next-of-kin as the Chief of Police or the Division Captain makes the presentation.

Officers attending services in uniform will wear the winter uniform with a tie. Badges will be uniformly draped in black as a sign of respect and mourning with the drape horizontally across the badge.

Officers in uniform will line up, in formation, with two facing columns extending from the chapel door toward the direction of the coach. As the casket and family progress between the columns, the Honor Guard Sergeant will order officers to salute.

Uniformed officers present at the cemetery will follow the same procedure, lining up in columns from the coach toward the grave site.

Uniformed representatives from other agencies will be invited to join the formation and, while in formation, will respond to the order of the Honor Guard Sergeant.

During services at the cemetery, all uniformed officers will form, in ranks, to the right of the family, facing the casket. As the dedicatory prayer is offered, officers should remove hats and place them over their hearts.

A designated lieutenant will coordinate department efforts with the family and the family's clergy or funeral director so the department honors and services will enhance and support the planned religious or fraternal services.

#### 2-06-01.02 Retired Officers

Any officer who has retired from the Idaho Falls Police Department, under honorable circumstances, is entitled to the same services described above.

#### 2-06-01.03 Other Funeral Honors

The department may, upon request, provide a police escort from the place of funeral service to the place of interment (within prescribed boundaries) in conjunction with the funeral services of:

- A. A nonsworn employee
- B. A retired nonsworn employee
- C. A member of an employee's immediate family

D. The spouse of a retired officer

2-06-02.00 NOTARY PUBLIC

The department will provide free notary public services to members of the department or other city employees.

Members who have been authorized and appointed as notaries may not charge a fee for these services while on duty or while on police department premises.

2-06-03.00 IDENTIFICATION CARDS

All permanent members will be issued department identification cards.

Employees are accountable for the use and safekeeping of their ID cards, and must return them to the department upon termination.

2-06-04.00 REPORTING PERSONAL EVENTS

In the event of a serious illness, serious injury, death or birth that affects the personnel of this department, such information should be forwarded, through the chain of command, to the Office of the Chief. The office of the Chief will notify the appropriate personnel to aid the employee or to extend congratulatory messages.

2-06-05.00 PSYCHOLOGICAL SERVICES

Voluntary psychological services are available to department employees, their spouses, and their dependent children.

Psychological services that aid in developing or evaluating police training, programs, and personnel are available to department administrators.

Specific program descriptions and guidelines are offered in the city personnel policy.

Generally, the information shared between the employee and the psychologist is considered private and confidential. However, if an employee is ordered by the department to see a psychologist, the department may review certain information about the employee with the psychologist. The department will always inform the employee when it is intended that psychological information be

shared.

## **2-07-00.00 GRIEVANCES**

The grievance procedure is outlined in the city personnel policy and civil service rules and regulations.

The Chief's office is required to be responsive to every grievance. All documentation and storage of records relating to grievances will be stored and maintained by the Chief's office while they are active.

When grievances are resolved, copies of grievance records will be maintained by the Internal Investigations Unit.

## **2-08-00.00 PERSONNEL RECORDS**

### **2-08-01.00 PERSONNEL FILE INFORMATION**

It is the policy of the department and the city to maintain appropriate and confidential personnel files containing documents that are useful to management practices.

#### A. Personnel files

##### 1. Maintenance of Files

The official personnel files for all Civil Service employees are maintained by the Chiefs Office.

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

Any member may petition the Chief of Police to remove any document from their personnel file provided:

- a. The employee has had no adverse personnel action within the last year, including the action

sought to be purged.

- b. The action does not relate in any respect to the employee's actions or failure to act involving potentially prosecutable issues.

No petition will be granted unless the Chief of Police determines that removal of such information will not increase the potential for litigation or, jeopardize the interest of the department or the city.

## 2. Access to Files

Access to personnel files is limited to:

- a. The employee
- b. Those employees responsible for maintaining the files.
- c. Supervisory personnel in the employee's direct chain of command
- d. The City Attorney
- e. Law enforcement investigators conducting criminal investigation at the request of the Chief of Police or the Mayor.
- f. Investigators conducting proceedings pursuant to law for the E.E.O.C. or the State Industrial Commission.
- g. Anyone so ordered by the state or federal courts of record having jurisdiction over such records
- h. Others obtaining authorization by the Mayor or City Attorney.

A person designated by the Chief of Police will be in continuous attendance during review of a file by anyone other than file maintenance personnel.

## 3. Entries Into Personnel Files

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

- b. The entry may be made, if after reading the document, the employee refuses to sign it. The employee's refusal to sign will be noted in the document. An officer has ten working days to file a written response to any adverse document entered in their personnel file. The written response will be attached to and accompany the adverse document.

B. Medical files

1. Maintenance of files

The medical files for all civil service employees are maintained in the Chief's office. Medical files include medical and psychological documents. These files are extremely sensitive and will be handled as such.

2. Access to files

Access to medical files is limited to:

- a. Those responsible for maintaining the files.
- b. The Chief of Police
- c. A Captain with permission from the Chief.
- d. The City Attorney.

3. Entries into files

a. All medical information obtained about an employee through pre-employment physicals, annual employment physicals, and other medical information obtained because of a direct relationship between an employee and the department will be filed.

b. All psychological information obtained by pre-employment exams and testing will be filed.

Anytime an officer is ordered to submit to a psychological exam or counseling, the results and other psychological data will be placed in the files.

C. Background files

Pre-employment background investigations will remain on file in the Chief's office. They are extremely sensitive. Therefore, they will be handled exactly as medical files.

2-08-02.00 ATTENDANCE AND PAYROLL RECORDS

Department attendance and payroll records will be kept by the secretary in the Office of the Chief.

All attendance paperwork will be routed through the employees chain of command.

2-08-03.00 ADDRESS AND TELEPHONE NUMBER REQUIREMENTS

Members will have a telephone at their residence and make the telephone number available in their divisions and the dispatch office.

Members who change their residence or telephone number will report the address or number change within 72 hours.

Telephone numbers and addresses of department members will not be released to the public. Messages will be relayed to the employee or the member's immediate supervisor.

Telephone numbers and addresses of sworn personnel will only be released to other members of the department who have been properly identified by department identification number. The telephone numbers and addresses of nonsworn personnel will only be released to a supervisor.

2-08-04.00 PROVIDING INFORMATION ON FORMER EMPLOYEES

Persons requesting information about former employees will be referred to the city's Personnel Director.

2-08-05.00 PERFORMANCE APPRAISALS

The City of Idaho Falls requires performance appraisals be completed on employees on annual basis. Because Idaho Falls Police Department employees work various shifts and for different supervisors during a year's period, the Police Department will complete performance appraisals at the following intervals.

Animal Control:

Supervisor: Once every six months

All others: Once every three months

Dispatch:

Lieutenant: Once every six months

Supervisors: Once every six months.

Dispatchers: Once every shift change

Records:

Supervisor:	Once every six months
Clerks:	Once every six months
Patrol/Traffic	
Lieutenants:	Once every six months
Sergeants:	Once every six months
Officers:	Once every shift change
Others:	
Captains:	Once Annually
Lieutenants:	Once every six months
Sergeants:	Once every six months
Officers:	Once every six months
Civilian Employees:	Once every three months

The Police Department will use the standard City of Idaho Falls Performance Appraisal. The copy for the Division Director (Chief of Police) will be placed in the employee's personal file.

## **2-09-00.00 CHAPLAINS CORPS**

### 2-09-01.00 PURPOSE

The department and its members realize the need for spiritual support in our community, especially in the highly emotional fields we work on a daily basis. The Chaplain program will assist members of our community and our employees with spiritual, moral, and temporal support in times of crisis or need.

### 2-09-02.00 POLICY DEFINITIONS

#### **Chaplain**

An appointed volunteer with the police department who is a licensed or ordained clergy with standing in a church, endorsed by a major faith in the United States and an officer of the said denomination.

#### **Head Chaplain**

A Chaplain appointed by the Chief of Police to head up and oversee the Idaho Falls Police Chaplain Program. He is also the public relations officer to deal with the media and public regarding the activities of the Chaplain program.

### **First Assistant Chaplain**

A Chaplain assigned the by Head Chaplain to assist with the day to day operations of the Chaplain program. Namely duty schedules and equipment. To assume Head Chaplain duties in the absence of the Head Chaplain.

### **Second Assistant Chaplain**

A Chaplain assigned by the Head Chaplain to assist with keeping records and minutes of all meetings. To be treasurer of the Chaplain program.

### **Liaison Officer**

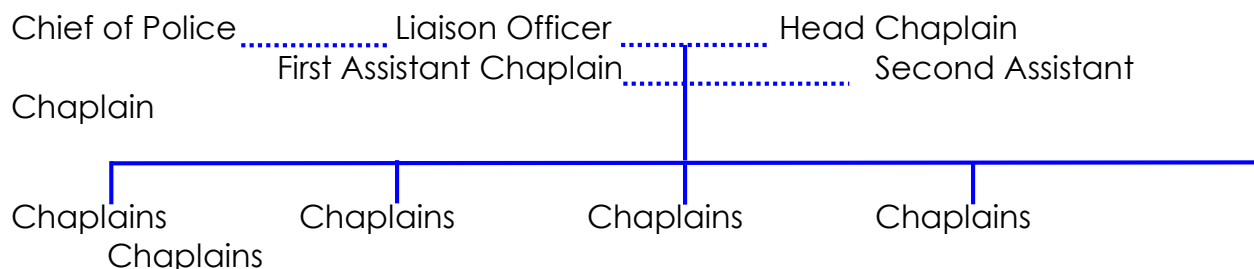
A sworn officer of the police department with the rank of Lieutenant or above assigned by the Chief of Police.

### **Selection Committee**

A committee made up of the Head Chaplain, two Assistant Chaplains, the Liaison Officer and two line officers assigned by the Chief of Police.

## 2-09-03.00    STRUCTURE

The Idaho Falls Police Department Chaplain Program will be an all volunteer program. It will have a Head Chaplain and two assistant Chaplains. The following chart shows the chain of command within the program.



## 2-09-04.00    CHAPLAIN DUTIES

### **Head Chaplain**

To oversee and maintain the Idaho Falls Police Chaplain Program. To see that duty assignments are made and carried out. To see that the training needs of the Chaplains are addressed and work closely with the Liaison Officer and Chief of Police to see that the needs of the department and community are met. To Chair the selection Committee.



### **First Assistant Chaplain**

To assist the Head Chaplain with the day to day activities of the Chaplain program. To assume the duties of the Head Chaplain in his absence. To set up and maintain the duty schedule. To serve as a member of the selection Committee.

### **Second Assistant Chaplain**

To assist the Head Chaplain by setting up meetings. To keep minutes of all Chaplain meetings and maintain the records including being the treasurer for the Chaplain program.

### **Chaplain**

To be of service to the police department and the citizens of and visitors to the City of Idaho Falls. This is done by assisting in, but not limited to, the following areas:

- A. Assist the police with delivering death messages.
- B. Assist friends and families involved in:
  - 1. Unattended Deaths
  - 2. SIDS Deaths
  - 3. Accidental Deaths and Serious Injuries
  - 4. Suicides
  - 5. Homicides
- C. Assisting victims of serious Crimes Against Persons.
  - 1. Rapes
  - 2. Battery
  - 3. Domestic violence
- D. Assist as requested by the Incident Commander in Critical Incidents such as:
  - 1. Barricaded subjects
  - 2. Hostage Incidents
  - 3. Suicidal Person
- E. Assist victims, TIC Team and Department members in the aftermath of a Critical Incident.
- F. Other victim assistance when asked.
- G. Assist members of the department and/or their families at their request.

#### 2-09-05.00 HOW TO BECOME A CHAPLAIN

- A. An applicant wishing to become a Police Chaplain must be a licensed or ordained clergy with standing in a church, endorsed by a major faith in the United States and an officer of said denomination.
- B. Submit to a full background check.
- C. Have a valid Idaho drivers license.
- D. Go before the Selection Committee and be approved.
- E. Successfully complete the Chaplain Program training requirements.
- F. Agree to serve for a two year term. (This includes up to four 24 hour shifts per month. Two as primary on-call Chaplain and two as back-up Chaplain. Number of shifts will be based on number of available Chaplains.)
- G. Provide and maintain personal and professional Insurance (Liability, Auto, Medical, and Life)

#### 2-09-06.00 CHAPLAIN CALL-OUTS

The Chaplains will be on a rotating schedule with a primary and secondary Chaplain on-call at all times. When a Chaplain is needed the shift supervisor will be notified and dispatch will page the primary Chaplain. If no response within a reasonable time the secondary Chaplain will be paged.

Chaplains will be encouraged to ride with the officers on a regular basis. If there is a Chaplain riding, that Chaplain will be the primary Chaplain even if he is not the scheduled primary Chaplain. When riding, the Chaplain will wear the issued Chaplain jacket for easy identification. When doing a ride along the Chaplain will attend at least one patrol roll call.

The responding Chaplain will report to the location assigned by dispatch. They will wear the issued Chaplain jacket for on scene identification. The responding Chaplain will make all needed notifications of the victims desired clergy and family/friends. He can also call for any additional Chaplains that may be needed.

#### 2-09-07.00 TRAINING REQUIREMENTS

After being accepted into the Chaplain program, the New Chaplain must successfully complete the department Chaplain Academy. They must also ride with an officer at least one time per month for the first six months.

Topics of Chaplain Academy:

- A. Structure of the Idaho Falls Police Department Patrol tactics
  - 1. Traffic stops
  - 2. Domestic and Fight Calls
  - 3. Warrant Service
  - 4. Field interviews/Interrogations
  - 5. First response Crime Investigations
- B. Accident Investigation Investigative Tactics
  - 1. People Crimes
  - 2. Property Crimes
  - 3. Sex Crimes
  - 4. Domestic
- C. Death Investigations Response to Critical Incidents
  - 1. Barricaded
  - 2. Barricaded with Hostages
  - 3. Suicidal
  - 4. Use of the SWAT Team
- D. Police Culture Grief and Stress Management
  - 1. Victim Assistance
  - 2. Officer Burn-out
  - 3. Chaplain Burn-out

**IDAHO FALLS POLICE CHAPLAINS CODE OF ETHICS**

The Chaplains are to maintain the highest possible standard of professional ethics. We recognize that the goal of pastoral care is to enable the person to use their own religious system of beliefs and values to find meaning and purpose in life.

**A Chaplain is a servant:**

A Chaplain is a servant of God, and chooses to serve the Idaho Falls Police Department and citizens of the Idaho Falls community. As a servant, the Chaplain recognizes no distinction between people in regard to race, color, religion, sex, or age, but, sees every human as God's creation, who deserves respect and compassion.

**A Chaplain receives directions, doesn't give them:**

A Chaplain receives directions first from the dispatcher in regard to which officer to report to, and where. Upon arrival, the Chaplain reports to the officer in charge, and waits for instructions.

**A Chaplain recognizes personal and professional limits:**

A Chaplain should always strive to improve their knowledge and pastoral care skills. They should recognize their limitations and be quick to refer to others when referrals are in the best interest of the people whom they are serving. Chaplains are to remember at all times, that they are not Law Enforcement Officers, and are not to interfere with the officers in the performance of their duties.

**A Chaplain is a volunteer:**

A Chaplain is a volunteer and will accept no financial gifts or remuneration for services rendered in their performance as a Chaplain.

**A Chaplain will be confidential:**

A Chaplain should hold to the "Seal of Confession." They should regard privileged communication as highly confidential material and only reveal or report that communication when risk to the individual or others is imminent or knowledge of criminal offense is received.

**A Chaplain will not proselytize:**

A Chaplain must be able to understand and respect the difference between imposing beliefs and revealing or sharing them. It is considered unethical to proselytize (to attempt to 'convert' a person from one religious belief to another) while performing in the role as a Chaplain. Personal beliefs can always be shared, but coercion or speaking poorly of another faith is unacceptable. A Chaplain is to refer and assist in connecting an individual to his/her own religious leader (minister, bishop, priest, or rabbi) or other community agency as quickly as possible. If the person has no religious affiliation, the Chaplain must use good wisdom and sound judgment in counseling and referrals.

## **PART III - RULES AND REGULATIONS-Revised 12/09/2015**

### **3-01-00.00 CODE OF CONDUCT AND DEPARTMENT REGULATIONS**

#### **3-01-01.00 OBLIGATION TO KNOW AND ABIDE BY LAW**

Every officer will know and abide by the laws relating to the protection of civil liberties and the restraints upon governmental power. The moral and legal basis for the exercise of police power is liberty under the law. Illegal exercise of this power erodes the foundation of government

Officers will know the criminal law defined by federal, state, and local ordinances, as well as those specified by this manual, departmental orders, regulations, and bulletins. The following codes are basic:

- A. Idaho Criminal Code and Traffic Law
- B. City ordinances relating to criminal and traffic code

#### **3-01-02.00 OBLIGATION TO ABIDE BY REGULATIONS**

Police department personnel will abide by the rules of conduct as set forth by the city, the Civil Service Commission, and all orders and rules of the Idaho Falls Police Department. Any violation of these or other regulations may subject the employee to disciplinary action.

#### **3-01-03.00 OBLIGATION TO DEPARTMENT OBJECTIVES**

Officers will work with citizens, preserve life, maintain human rights, protect property, and promote individual responsibility. Officers will preserve the public peace, detect and arrest offenders, prevent crime, protect life and property, and enforce the ordinances and statutes of Idaho Falls, the state of Idaho, and the United States.

Professional staff, although not personally responsible for the enforcement of the law, will provide vital support for the department's basic mission.

#### **3-01-04.00 OBEDIENCE OF ORDERS**

- A. The department is an organization with a clearly defined hierarchy of authority. Employees will obey the lawful orders of superiors. Orders known to be contrary to law will NOT be obeyed. Obedience to an order known to be contrary to law is no defense against legal or disciplinary action. However, anyone refusing to obey an order will be required to justify the refusal.
- B. If an employee is given an order, that he/she knows to be contrary to law, the officer shall verbally discuss this with the

supervisor giving the order. If the order is still not rescinded the employee should communicate to the supervisor both verbally as well as written the reasons for not obeying the order and then forward a copy of the reasoning for disobedience of the order to the next supervisor in the chain of command. That supervisor will review and forward immediately to the Chief of Police. Intervention by the next supervisor in the chain of command may be able to resolve the situation. In any event, whether the order was resolved or not, the situation should come to the attention of the division captain as well as the Chief of Police in the form of a written memorandum.

### 3-01-04.01 Insubordination

An essential requirement in the operation of any police agency is the ability and willingness of all personnel to carry out assigned duties, as directed by their superiors. Unquestioned obedience of a supervisor's lawful order is essential for the safe and prompt performance of law enforcement operations. The most desirable means of obtaining compliance are recognition and regard for proper performance and the positive encouragement of a willingness to serve.

Insubordination is defined as:

- A. A specific act by an employee that demonstrates a resistance, a failure, or a refusal to comply or obey a lawful order given by a supervisor, or the willful violation of the rules and regulations promulgated by the Idaho Falls Police Department or the City of Idaho Falls.
- B. Disrespectful or discourteous conduct or verbal statements directed toward a supervisor.
- C. Failure to carry out a lawful order.
- D. Disparaging remarks made to the public about the police department or any police department personnel

### 3-01-05.00 SUPPORT OF CO-WORKERS

Employees are required to perform their duties in a cooperative and supportive manner, one with another. They will assist and protect each other in the performance of their lawful duties.

Employees will be courteous, civil, and otherwise act with respect towards one another.

Members will address one another by use of their titles and will not use first names or nicknames in front of the public.

### 3-01-06.00 OFFICERS' USE OF DISCRETION

Although every officer must enforce the law, an arrest is not necessary every time there are sufficient grounds to make one. Unless an arrest is required by departmental directives, orders of a superior officer, or other competent authority, the officer's discretion to choose a course of action is explicitly recognized.

Officers are accountable for their discretionary exercise of authority. The balance between individual discretion and the rule of law can be maintained only if officers are willing to submit their actions to scrutiny.

In order to guard against the abuse of discretion, the following guidelines apply:

In dealing with situations which are classified more as disorderly or irregular than as dishonest or violent, an officer may decide to advise, warn, cite, or help in some other way. Although technical violations of the law may occur in such circumstances, discretion may be used if the legitimate law enforcement objective can be served by an action other than arrest.

Improper discretionary use of authority may be deemed a neglect of duty.

### 3-01-07.00 CONDUCT UNBECOMING POLICE OFFICERS AND OTHER POLICE EMPLOYEES

Idaho Falls police officers are expected to conduct themselves in a manner that represents the public office they hold and are subject to constraints on their behavior and activities on and off duty.

These constraints on behavior and activities, on and off duty, will also apply to professional staff.

#### 3-01-07.01 Unbecoming Conduct Defined

- A. Behavior or activity that is contrary to police ethics.
- B. Conduct that is not in the best interest of the department's public image.
- C. Conduct that is subversive to the morale, efficiency and operation of the department.
- D. Conduct that has a tendency to adversely affect, lower, or harm the public interest and confidence of the officer or the reputation of the department.

The foregoing is not exclusive but is merely illustrative and intended to be a guideline for unacceptable activity or behavior.

#### 3-01-07.02 Summary Types of Regulated Conduct

The following are examples of the types of conduct which may be regulated by this policy. **THIS LIST IS NOT ALL INCLUSIVE.**

- A. Association with crime figures who are not relatives.  
Exceptions can be made with permission of a captain or chief.
- B. Bigotry  
Bigotry is defined as behavior wedded to an opinion in matters of religion, race, nationality, ethnicity, gender bias, age, or intolerance of physical/mental disability.
- C. Criminal conduct  
Conduct, which is proven, would be criminal or a violation of law, regardless of charges being filed or not.
- D. Dishonesty
- E. Traffic offenses
- F. Fighting/threats/physical confrontations
- G. Insubordination/disrespect



- H. Mishandling of property entrusted to the officer. This includes evidence, found property, and property for safe keeping.
- I. Sexual misconduct
- J. Substance abuse
- K. Verbal tantrums/obscene language
- L. Misuse or abuse of city equipment
- M. Violations of City Code of Conduct or City Personnel Policy

3-01-07.03 POLICE OFFICERS' AND OTHER POLICE EMPLOYEES' RESPONSIBILITIES REGARDING THEIR RESPONSIBILITY TO REPORT THEMSELVES UNDER CERTAIN CIRCUMSTANCES RELATING TO LAW VIOLATIONS, CPOs, DOMESTIC ARREST, ETC.

- A. Any employee who is under investigation, arrested, charged or cited with, or pleads guilty to any criminal charge in any jurisdiction, will notify their division commander or superior officer immediately. This policy does not apply to traffic citations EXCEPT for charges of driving under the influence, reckless driving, and hit and run.

Any officer, who has their driver license suspended or revoked, will notify their division commander or superior officer immediately.

- B. Any officer who has been named in any type of civil protective order or restraining order will immediately report it to their immediate supervisor.
  - 1. The Police Department makes no assumption that an officer is guilty of any criminal behavior simply because a protection or restraining order has been issued. However, the Department cannot allow an officer to possess or use a firearm while such an order is in effect.
  - 2. Upon notification by the officer or any other source, the officer's supervisor or any other ranking officer will immediately have the officer surrender all Department issued weapons to his/her division captain.
  - 3. The officer will be given temporary duties that do not require a weapon.
  - 4. The officer will be returned to full-duty status as soon as the order has been lifted. If there are accompanying

criminal charges, the Department will handle those separate from this policy section.

- C. This policy also puts officers on notice that any officer convicted of a domestic crime cannot, by federal law, be in possession of a firearm. Because the Police Department has no regular position that does not require a firearm, any officer so convicted will be dismissed from employment.

### 3-01-08.00 AUDIO AND VISUAL RECORDINGS

#### 3-01-08.01 Purpose

To establish guidelines for the use and retention of audio and visual recordings and to promote candor between members of the department.

#### 3-01-08.02 Definitions

- A. Audio Recordings: pocket recorders, desk recorders, directional microphones or telephone recording devices.
- B. Visual Recordings: video recordings or still photos.
- C. Evidentiary Recordings: audio or visual recordings made while observing, interviewing, or interrogating suspects, victims, or witnesses of a crime, not to include infractions.

#### 3-01-08.03 Policy

- A. Department members may use full knowledge or surreptitious audio or visual recordings when engaged in official business for the purpose of collecting evidence, protecting the officer, or protecting the Police Department.
- B. Promptly attach to the police report or enter into evidence any evidentiary recordings collected during a criminal investigation.
  - 1. This would normally apply only when a case report is generated.
  - 2. By exception, in-car video recordings involving traffic infractions and DWP may be placed in evidence.
- C. Record all Domestic Violence and Child Abuse investigations and promptly attach the recording to the police report or enter it into evidence.

3-01-08.04 Prohibited

Audio or visual recordings of another police officer, police supervisor, or police department employee without that person's prior knowledge unless authorized by the Chief of Police for an official investigation.

## **3-02-00.00 PUBLIC RELATIONS**

### **3-02-01.00 COURTESY IN PUBLIC CONTACTS**

Public support of department activities is imperative if the objectives of suppressing criminal activities and providing security for the community are to be accomplished.

Public cooperation and support can best be generated through satisfactory public contacts. All police department personnel will be responsive to the needs of the public by rendering prompt and courteous service and consistently conducting themselves in a manner that encourages public respect.

Employees are expected to conduct themselves in a professional manner at all times while in public view. It is important that police department personnel be seen as possessing a sense of control, confidence and tolerance. The actions of public safety personnel in a crisis can serve as a calming example to the public as well as minimize the effects of an incident.

### **3-02-01.01 Personal Contacts**

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

Employees will not ask any person their status as a United States citizen unless the person has already been arrested and is being booked in jail. Immigration violations are not a primary concern for our department. Refer to immigration violation section in this manual.

Asking a person citizenship status has a chilling effect on a person that is dealing with a police officer. Our Police Department's duty is to protect every person's rights and to do nothing that would hamper our ability to investigate crimes and other events an officer may be called to.

Employees will make every effort to communicate with anyone who we have contact with and will make use of department and outside resources if necessary to overcome a language barrier.

It is the policy of the Idaho Falls Police Department to not discriminate against or target any individual based on race or religion. It is also our duty to do nothing that would cause one to believe they are being discriminated against because of race, color, ancestry, religion, national origin, or sexual orientation.

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

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

### 3-02-01.02 Telephone Courtesy

Much of the department's business is conducted by phone. Employees will maintain a courteous and professional telephone demeanor whether dealing with the public or with members of other agencies.

Personnel will answer the telephone promptly and identify themselves.

Employees will identify themselves by name and department when placing business calls or calls to the homes of other department personnel.

### 3-02-02.00 NEWS MEDIA RELATIONS

#### 3-02-02.01 Purpose

It is our intent to maintain transparency with the public and to promptly release information to the media when it does not violate the law or prosecutorial ethics. Establishing a climate of trust and cooperation with the media ensures they have access to reliable facts and minimizes prejudicial or negative publicity.

#### 3-02-02.02 Methods of Releasing Information to the News Media

- A. The Public Information Officer (PIO) will be the primary contact for the media and will provide information on a regular basis. When requested, the PIO will respond to major incidents and distribute information to the media.
- B. The Shift Commander, in the absence of a PIO, will be responsible to cooperate and distribute information to the media.
- C. Dispatch, if contacted by the media, should release the time and location of occurrence, call classification, and refer them to the PIO or Shift Commander.
- D. Other employees may answer questions from the media concerning a situation in which they are directly involved provided it doesn't interfere with their duties, in which case they should politely explain the reason for the delay and refer them to the PIO or Shift Commander.

### 3. Media Recordings

The media cannot be restricted from taking recordings if they are on public property and outside the cordoned area of the crime scene. Media recordings taken from outside the crime scene on private property are permitted unless denied by the property owner. Employees are not to restrict the media from any scene once the department interest in the scene is passed; however, we may assist a private property owner with a trespass complaint.

Regardless of how the media obtained recordings, personnel may not seize equipment or recordings from the media without a warrant/court order.

#### 3-02-02.04 Legal and Prosecutorial Restrictions on Releasing Information

- A. Juvenile names.
- B. The identities of suspects before their arrest absent a warrant, unless the release is necessary for public assistance in apprehension or to warn of danger.
- C. Forcing a suspect to pose for a media recording.
- D. The contents of a statement by the accused.
- E. The identity or credibility of witnesses.
- F. When revealing the identity of victims would place them in jeopardy or discourage other victims from reporting similar crimes to police.
- G. Nothing in this policy is to restrict the release of public information.

An inactive investigatory record shall be disclosed unless the disclosure would violate the provisions of A-F of this section and will be evaluated on a case by case basis.

Denial of release of information:

Upon formal and written request of any media or private source the denial of release of the requested incident or information will be determined by the City or Prosecuting Attorney's Office in compliance with I.C. 9-339.

#### 3-02-03.00 COURTESY TOWARDS OTHER AGENCIES

Police department personnel will support associated agencies in their pursuit of lawful activities without unnecessarily interfering with the cases, work, or operation of those agencies.

### 3-02-03.01 Conduct Toward Officers From Other Jurisdictions

Employees of the department will cooperate with, support and assist officers from other police agencies in the performance of their official duties.

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

### 3-02-03.02 Criticism of Other Agencies

Complaints against or criticisms of other agencies will be channeled through the chain of command so that appropriate resolutions to problems may be negotiated. Public criticism of other agencies, the courts, or the disposition of cases will be avoided.

### 3-02-03.03 Responding to Other jurisdictions

#### A. Jurisdiction on State or Federal Property

Officers will respond to all appropriate requests for service on state or federal property within Idaho Falls city limits.

#### B. Authority Outside Normal Jurisdiction

An Idaho Falls police officer, being duly authorized by a governmental entity of the State of Idaho may exercise a peace officer's authority beyond the limits of such officer's normal jurisdiction, as follows:

1. When in fresh pursuit of an offender for the purpose of arresting and holding that person in custody or returning the suspect to the jurisdiction where the offense occurred.
2. When a public offense is committed in such officer's presence.
3. When participating in an investigation of criminal activity which originated in such officer's normal jurisdiction, in cooperation with the local authority.
4. When called to assist peace officers of another jurisdiction.

An officer, prior to taking such authorized action, will first receive authorization from the shift commander, then will notify and receive approval from the local law enforcement authority. If prior notification is not reasonably possible, the officer will notify the local

authority as soon as reasonably possible.  
Unless specifically requested to aid an officer of another jurisdiction or otherwise as provided for by law, no legal responsibility for an officer's actions outside that officer's normal jurisdiction in the law will attach to the local law enforcement authority.

C. Responding to Incidents Occurring on Jurisdictional Boundaries

Officers will respond to any incident occurring on or near city boundaries when jurisdiction is questionable. The investigation may be turned over to another agency once the actual jurisdiction is determined.

3-02-04.00 PATRIOTIC COURTESY

Officers in uniform with headgear will come to attention then salute the flag when it is presented in formal ceremony indoors or outdoors.

To present colors, an officer delegated will give the orders: "Officers, attention. Present arms." The salute will be held until the command "Order arms" is given.

Uniformed officers will come to attention when the flag passes in formal procession unless urgent assigned duties make such action inadvisable.

Saluting the flag while the National Anthem is being played is appropriate when in uniform.



### 3-02-05.00 DIPLOMATIC AND CONSULAR RELATIONS

Under the Diplomatic Relations Act of 1978, and international law and treaty, the status of diplomatic and foreign consular officers affords them specific immunities, as outlined below.

#### 3-02-05.01 Diplomatic Immunity

- A. Full diplomatic immunity to criminal arrest, detention, and prosecution for any criminal offense is granted to diplomatic agents, their administrative and technical staff and their families.
- B. Members of the service staff of diplomatic missions have immunity for actions carried out in the course of their official duties.
- C. No immunity is granted to the family of the service staff or to the private servants of embassy personnel.

#### 3-02-05.02 Consular Immunity

- A. Foreign career consular officers are immune from arrest or detention, except for a felony that endangers public safety AND is authorized by a warrant. They are not immune from prosecution, except for those acts performed in the course of their consular duties. They may be issued citations, since a notice to appear in court is not an arrest.
- B. Honorary consuls (usually U.S. nationals or residents) are NOT immune from arrest or detention, except for criminal acts performed in the course of their official consular duties.
- C. Family, staff, and servants of consular offices have no immunity.

#### 3-02-05.03 Members of Congress

When Congress is in session, and when traveling to and from Congress, no Senator or Representative will be arrested, except for treason, felony, or breach of peace.

### **3-03-00.00 CONSTRAINTS ON BEHAVIOR**

#### **3-03-01.00 PURPOSE OF CONSTRAINTS ON BEHAVIOR**

Employees must recognize that certain constraints on behavior arise from their role in society. The underlying purpose of such constraints is to increase general confidence in the law enforcement system by encouraging exemplary personal conduct and fairness in matters of social or political interaction. Employee's actions have a symbolic importance, reaching beyond the immediate consequence. Acceptance of these obligations will multiply the department's contributions to the well-being of the community we serve.

#### **3-03-02.00 SECONDARY EMPLOYMENT**

##### A. Purpose

Employees' primary employment obligation is with the Idaho Falls Police Department. All secondary employment will conform to the provisions established within this policy. This policy applies to both sworn and professional staff.

City ordinance 3-1-14 specifically addresses the issue:

"3-1-14: OUTSIDE EMPLOYMENT: No member of the Police Division will engage in any other employment or undertaking which will interfere with the performance of his or her duties or which will bring disrespect upon the City or the Division. Before engaging in any outside employment or undertaking, all members of the Division will obtain the written approval of the Chief of Police."

##### B. Definitions

Secondary employment: Any employment, including self-employment, performed by any employee of the department apart from their official assigned duties and required duty times.

##### 1. Police-Related Secondary Employment:

Secondary employment performed by a sworn employee requiring the use of peace officer authority.

2. Non-Police Work:

Secondary employment performed by any employee of the department not involving the use of peace officer authority.

C. Eligible Employees

Officers who have successfully completed P.O.S.T. Academy/Challenge packet and the Idaho Falls Police PTO program will be permitted to perform police-related secondary employment.

Officers, who are placed on probation (other than initial probation) or suspension, will be excluded from participation in police-related secondary employment until such time as the probation is terminated or the suspension is removed.

Officers who are on sick leave, light-duty status, injury leave, long term disability or administrative leave, are prohibited from police-related secondary employment.

D. Secondary Employment Application

An Application for Secondary Employment form must be completed by the employee and will be used to approve or disapprove secondary employment for employees of the department.

Approval will be made by the employee's captain as authorized by the Chief.

Verbal approval from the captain or next in command is acceptable under unusual circumstances until a formal permission is obtained.

E. Employment

1. The following are conditions where secondary employment is prohibited:

- a. Where the employer is involved in labor disputes.
- b. Where the employer restricts the officer in any way from performing the duties of a police officer.
- c. For private security agencies as an agent with contract authority for that company.
- d. Private investigative work of any kind.

- e. Outside the city limits in the capacity of police-related secondary employment without prior approval of the Chief of Police.
- f. At any location where the employer will not hire an adequate number of officers to safely handle the situation.
- g. Where an employee may be involved in photographs, voice recordings, or advertisements endorsing commercial products while being identified as an Idaho Falls Police Officer or non-sworn employee of the department.
- h. Officers will not work for bars or bar areas of restaurants or other establishments where the sale and consumption of alcohol is the primary business without written authorization of the Chief of Police.
- i. Officers will not work for sexually-oriented business.
- j. No employee will accept employment or engage in any business or secondary employment which might require or induce that employee to disclose confidential information gained by reason of the employee's position with the department, nor will any employee accept employment that might impair the independence of judgment in the performance of departmental duties and law enforcement responsibilities.
- k. No employee of the department will be employed as a bondsman.
- l. No employee of the department will accept employment with any business, or own or operate any business that may imply a conflict of interest.

- m. No employee may engage in secondary employment as a consultant for any person or entity who is either under investigation by any government agency as a suspect in a criminal matter, or who is a litigant, or proposed litigant against the City of Idaho Falls or any of its departments or employees, or any other government agency.
  - 2. The following considerations will be taken into account regarding secondary employment:
    - a. Officers working private security will be allowed employment only if they are paid hourly or wages. Under no condition will an officer accept bounty, or bonuses or any portion of fines recovered.
    - b. Officers performing police-related secondary employment will use discretion and not enforce employer rules. Enforcement action will only be taken on violations of law, breach of peace, or public disorder.
    - c. It will be the prerogative of the Chief of Police to disallow any employee secondary employment if it is believed by the Chief to be detrimental to the police department.
- F. Equipment  
Officers will not use any city-owned equipment for secondary employment unless authorized in advance.
- G. Abiding by Department Rules and Regulations  
Any employee engaged in secondary employment must abide by the Rules and Regulations of the police department at all times.
- H. Revocation  
Any deviation from this order must be authorized in advance by the Chief of Police or the Chief's designee. The Chief of Police or designee may suspend or revoke employee's approval for violation of any department order or policy.

- I. Procedure for authorization  
Approved secondary employment by the employee's captain will be directed to the Chief's office. A file will be maintained containing all pertinent paperwork.  
Requests for secondary employment for security details will be directed through the Chief of Police. The Chief's office will provide the requestor a list of those employees willing to provide these services.  
Authorization will begin with the completion and submission of the Application for Secondary Employment form.  
(However, verbal approval from the Captain can be substituted during emergency situations until the appropriate forms can be completed and submitted.)

### 3-03-03.00 SLEEPING OR READING ON DUTY

Sleeping while on duty is cause for disciplinary action. A supervisor will determine an appropriate course of action for any subordinate who is unable to remain awake during the shift. Supervisors will report any subordinate found in violation of this section. Failure to do so will be considered neglect of duty by the supervisor.

Members may only read job-related material while on duty in circumstances that bring them into public view.

### 3-03-04.00 SICKNESS; MALINGERING

All employees will follow City Personnel Policy governing sick leave.

### 3-03-05.00 USE OF INTOXICANTS, DRUGS, AND TOBACCO

All employees will follow City Personnel policy governing the use of intoxicants and drugs.

#### Use of Tobacco or vaping devices

- A. Employees may smoke on duty, except:
  1. When in a City vehicle
  2. When in formation
  3. When smoking interferes with the performance of duty
  4. When engaged in traffic or crowd control duties
  5. When in direct contact with the public
  6. When riding a police bicycle
  7. When inside the Law Enforcement Building
  8. When smoking would result in a violation of law

B. Enforcement

All employees share in the responsibility for complying with and enforcing this order. Consideration of others and cooperation between smokers and nonsmokers is necessary. Conflicts should be brought to the attention of the immediate supervisor and resolved at the lowest possible level.

In all cases, the right of nonsmokers to protect their health takes precedence over any employee's desire to smoke.

3-03-07.00 LOITERING

On-duty officers will not loiter in cafes, drive-ins, or other public places, except in the performance of police duties.

3-03-08.00 ACCEPTING SPECIAL PRIVILEGES

Employees will not use their positions with the department to secure special privileges or exemptions.

3-03-09.00 ACCEPTING GIFTS AND GRATUITIES

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

This policy is intended to set a pattern of conduct whereby members will not indulge in the acceptance of gratuities, no matter how small, which may raise questions of favoritism in the discharge of official duties.

Exceptions:

- A. Any reward or present tendered for meritorious service upon a recommendation by the Chief of Police.
- B. Any other reward or gift authorized by the Chief of Police.
- C. An officer may accept free coffee or drink at a retail establishment, however, if accepted, the officer must leave a tip which exceeds the amount of the drink accepted.

3-03-10.00 RECOMMENDING ATTORNEYS, BONDSMEN, OR OTHER SERVICES

Employees will not recommend attorneys, bondsmen, bail brokers, or commercial services of competing companies to any individual.

3-03-11.00 POSTING BAIL

Employees will not post or become bail for any other person, except immediate family. Generally, immediate family means son, daughter, mother, father, sister, brother, and extended family meaning step children and in-laws.

3-03-12.00 RECOMMENDATIONS OF LENIENCY

Employees will not make any promise to a prisoner or the prisoner's legal representative relative to immunity, probations, lesser degree of prosecution, or similar promises without express permission of the prosecutor.

3-03-13.00 ASSOCIATION WITH EX-CONVICTS

Department personnel will not knowingly associate with ex-convicts or known felons except in the performance of duty. Any association out of the line of duty will be reported immediately to the employee's commanding officer. Exceptions can be made by the Chief of Police.

3-03-14.00 AFFILIATIONS WITH POLICE ASSOCIATIONS AND UNIONS

Associations/Unions

Department personnel may belong to police associations. Any meetings with the administration will be preceded by advance notice and, upon request, written agenda with a time period considered appropriate by the administration, unless the meeting is of an emergency nature.

Employees will not attend meetings while on duty, except with specific permission from the Chief of Police.

Strikes, work slow-downs, abuse of sick time or other benefit in any form, will not be tolerated. Employees who participate in such tactics will be subject to disciplinary action.

Prohibited Membership

No department employee will become a member of any organization, association, movement, or group that has adopted a policy of advocating violence or acts of force to deny others their Constitutional rights or groups based on bigotry.

3-03-15.00 JUDICIARY CONTACTS



Department personnel will not contact any Federal judiciary officer, magistrate, judge or juror with the intent of influencing a decision in a matter before that court.

Additionally, employees will not contact any other judges, magistrates, judicial officers, justices of the peace or jurors in any court in any state with the intent of influencing a decision in a matter before that court.

### 3-03-16.00 ELECTIONS AND POLITICAL ACTIVITY

All employees will follow City Personnel policy governing Political Activity

### 3-03-17.00 PURCHASES OR DAMAGE CLAIMS

No employee will incur a liability chargeable against the department without proper prior authorization. No employee will imply or state the city or department will pay or make reimbursement to any individual or group for any damages or expenses incurred by that individual or group as a result of a police action. Any individual or group making a claim for damages or expenses are to be referred to the City Clerk's Office.

When authorized purchases are made, receipts or invoices will be obtained on each purchase, signed by the employee making the purchase, and forwarded to the proper authority in a timely manner.

### **3-04-00.00 PERFORMANCE OF DUTY**

#### **3-04-01.00 REPORTING FOR DUTY**

Members will report for duty at the time and place designated by their supervisor and will be properly dressed and equipped. Briefings held for all patrol officers and traffic officers will be held on a daily basis commencing at the beginning of scheduled shifts. All briefings are open to any personnel that would like to attend.

Detective briefings will be held at 0900 hours Monday through Friday. This briefing is open to all officers that would like to attend.

#### **3-04-02.00 ON-DUTY UNTIL RELIEVED**

Members will remain at their place of assignment until properly relieved or dismissed from that responsibility by a supervisor. During the course of patrol duties, an officer may have occasion to leave an assigned beat or area of patrol for authorized rest breaks. The officer will keep the dispatcher advised of their location during such breaks.

#### **3-04-03.00 OFFICERS CONTINUING RESPONSIBILITY TO ACT**

Officers will be considered on duty at all times and will be prepared to act in an official capacity when the circumstances warrant police action. An off duty officer should not intervene in ordinary neighborhood or domestic quarrels. Under no circumstances will an officer take police action in personal grievances or those of the officer's family unless circumstances are so grave as to justify defensive measures. Such matters should be referred to an on duty officer.

No officer will take any police action if that officer has consumed an alcoholic beverage within the previous four hours unless immediate police action is necessary to protect a life.

#### **3-04-04.00 RESPONSE TO CALLS**

Officers will respond to all calls without delay and in a manner that is consistent with normal safety precautions and law.

Officers will respond to all calls assigned by the dispatcher, and will keep the dispatcher advised of all changes of activity or status. Failure to do so will warrant a full explanation to the officer's superior.

Unassigned units responding to a call will notify the dispatcher and if the call is already sufficiently covered, unassigned units will leave

the scene so other areas of the city are not left without proper coverage.

### 3-04-05.00 EMERGENCY RESPONSES (CODE RUNS)

#### 3-04-05.01 Policy

Generally, Code Run will only be used when responding to an imminent serious personal injury incident or traffic accident with serious injuries.

##### A. Guidelines for Response

1. Use of emergency equipment does not relieve an officer of the responsibility to drive prudently
2. Examples include: officers calling for emergency assistance, traffic accidents with serious injuries (if the extent of the injuries is unknown, the assumption must be made that they are serious), aggravated assault and batteries, pursuits, and domestic disturbances that are physical or have been physical and the suspect is still present. Burglar alarms, general disturbances and similar calls do not require a Code Run.

##### B. Driving Guidelines

1. Officers responding Code will use both emergency lights and siren.
2. Except for an officer's call for emergency assistance or during a pursuit, Code Runs will not exceed the posted speed limit by more than 15 mph. An intersection governed by a light or sign will not be entered at a speed more than 10 mph when the light or sign is against the officer. Officers will yield to all traffic close enough to present a hazard.
3. An officer needing help in a situation posing physical threat will notify the dispatcher he/she is 10-33 at their location. 10-33 means send all available units - Extreme Emergency, an officer is in a grave situation.
4. An officer needing anything less than every available unit will notify the dispatcher that they need a specified amount of help and request the responding unit(s) respond code if necessary. Unless a code run is requested, the response will not be code.

5. Officers will not run Code if they have a civilian in the vehicle.

### 3-04-06.00 EMERGENCY MOBILIZATION STATUS

If emergency conditions place an unusual demand on police department resources, the Chief of Police will determine the degree of mobilization required by the situation and initiate call-out procedures.

#### A. Call-Out Notification

Division commanders who will provide staffing requirements and assignments through the chain of command to squad sergeants.

##### 1. Personnel Call Out

- a. Squad sergeants from each division will notify each person under their command by telephone or in person and will have them report in appropriate uniform with proper equipment to a designated point.

Each sergeant should have available up-to-date notification phone numbers including:

- 1) Home phone numbers
  - 2) Part-time work numbers
  - 3) Any phone number where the officer can frequently be reached
- b. If a squad sergeant is unavailable due to illness, injury, vacation, etc., that sergeant will make arrangements to delegate these duties to another sergeant through the chain of command.
  - c. The sergeant making notification of mobilization will confirm that personnel notified actually responded, and report this through the chain of command.
    - 1) The sergeant making notification of mobilization will periodically call back those officers unable to be reached with the first call.
    - 2) The sergeant will require written explanation from all personnel unable to be reached or failing to respond to mobilization orders.

- d. All mobilized personnel are responsible to their respective chains of command or to the sergeant who mobilized them in the absence of their squad sergeant.
- B. Special Assignments  
SWAT teams once activated for a major emergency or disaster will fall under the command of the Patrol Captain.
- C. Establishing Duty Schedules  
The Chief of Police may extend the hours of on-duty personnel at the time of mobilization or may extend all shift hours of personnel as part of mobilization.
  - 1. Compensation for mobilization call out and overtime during mobilization shall be handled under appropriate orders.
  - 2. The Chief of Police may cancel all holidays, vacations, and schools as part of mobilization.

### 3-04-07.00 PERSONAL BREAK POLICY

Officers will be available during their tours of duty to answer calls, assist in police-related problems, and cover other beats during shift changes or when caseloads require. To provide adequate police coverage, the following guidelines will govern personal breaks.

- A. Officers will take breaks and lunch periods in accordance with the operational needs of the department. The time period allowed for breaks will be as follows:
  - 1. Officers may check out for a 60-minute break during each 8 hour work shift, 75-minute for each 10 hour work shift and 90 minute for every 12 hour work shift.
  - 2. Time spent on breaks/lunch will be included within the work shift. There will be no additional compensation to police officers who forego such periods.
- B. Officers who by assignment are subject to dispatched calls for service will take their personal breaks in accordance with the following guidelines:
  - 1. If the dispatch office is not holding any priority calls, officers may check out for a break.
  - 2. No more than 1/3 or 2 officers, whichever is greater, of

the total officers assigned to and working in the field for that particular shift may be on a break at any one time.

3. The shift supervisor, or shift lieutenant if the supervisor is not available, may authorize additional police officers to be on a break when conditions allow.
  4. Officers will remain in radio contact with the dispatch office while on break/lunch, and may be required to respond to calls under exigent circumstances.
- C. Calling officers out of a break to respond to calls will be coordinated by the shift supervisor, who will determine the most expeditious method of responding under the circumstances.
- D. No more than two uniformed officers will take a personal break at the same public coffee shop, restaurant or café.
- E. Eating establishments are not proper locations for report writing or squad meetings. Time so spent in public eating establishments will be counted as break time. A shift Lieutenant may allow exceptions based on good reason.
- The shift supervisor may suspend breaks under exigent circumstances.

### **3-05-00.00 WEAPONS AND WEAPONS TRAINING**

#### **3-05-01.00 FIREARMS**

##### **3-05-01.01 Purpose**

This procedure is to provide a training and qualification program for firearms and allowing the carrying and use of alternative weapons by the Idaho Falls Police Department officers.

##### **3-05-01.02 Policy**

- A. Officers may carry their issued handgun, or an alternative weapon authorized in this policy.
- B. All Officers will qualify with any weapon chosen for duty, off-duty, or back-up.
- C. Officers are not authorized to take a department issued weapon out of the state unless on official duty.
- D. The trigger pull or other internal workings of an issued, alternative, back-up, or off-duty weapon will not be modified in any way without written permission from the Chief of Police.
- E. Officers working a secondary job in uniform will carry the same weapon they carry on duty.
- F. The Idaho Falls Police Department will not employ any individual as a Police Officer who has been convicted of a domestic violence related crime.
- G. The training unit may designate a firearms instructor to assist them with firearm related matters.

##### **3-05-01.03 Procedures**

- A. All Police Officers will be issued a handgun. Rifles and/or shotguns may be issued as available.
- B. A duty weapon is the primary weapon authorized by the department to be carried while in the performance of law enforcement duties.
- C. Alternative Weapons
  - 1. An alternative weapons is:
    - a. a duty weapon that has not been provided by the department or,
    - b. a back-up or off-duty weapon or,
    - c. a rifle or shotgun either provided by the department or the officer.

2. Officers will furnish holsters and accessories for alternative, back-up and off-duty weapons not provided by the department.
3. Officers who carry an alternative weapon, not provided by the department, will have the weapon inspected by the training unit or designee and receive written authorization by the Chief of Police. A copy will be placed in the officer's file.

D. Ammunition

1. Duty and department issued weapons, including rifles and shotguns that are the same make and model that are issued by the department: The Department will furnish all ammunition for qualification, department sponsored practices, and duty. Except for off-duty practice sessions, officers will only have department-issued ammunition loaded in department-issued weapons.
2. Officers may use self-purchased ammunition authorized by the training unit for off-duty practice with department issued weapons.
3. Back-up and off-duty weapons: Officers will provide all ammunition for non-issued weapons used for back-up or off-duty purposes regardless of the caliber of the weapon. Ammunition must be approved in writing by the training unit.

E. Deployment

Rifles and shotguns will be secured in a gun lock or in the trunk of the officer's car. A magazine may be in the magazine well, but the chamber will be empty.

F. Carrying and Storing Firearms

1. Officers will be armed with a department-approved firearm at all times while on duty.



2. While not on regular tour of duty, officers will have an approved firearm readily available at all times while in Idaho Falls or in an Idaho Falls police car. Readily available means as near at hand as is reasonable considering the activity of the officer.
  3. Revolvers will not be cocked into the single action mode.
  4. Officer will never brandish a firearm other than in the proper performance of duty. Weapons will not be removed from their holsters in a police building or a public place, except as required by performance of duty, authorized training or for inspection by a supervisor or the department armorer.
  5. Officers will provide security for all firearms located within their residences, to provide for the safety of other persons and to lessen the possibility of the firearms being obtained by unauthorized persons.
- G. The training unit will periodically inspect all firearms carried. Any weapon found to be defective, damaged, or unsafe may be removed from service.

### 3-05-02.00 FIREARMS QUALIFICATIONS REQUIREMENTS

#### 3-05-02.01 Policy

All officers of the Idaho Falls Police Department will qualify annually with their firearms.

#### 3-05-02.02 Qualification Requirements

- A. There is one day and one night qualification required per year. The passing score will be determined by the training unit. Officers are required to pass in order to carry a firearm.
- B. This requirement may be temporarily waived for an officer on extended sick leave or vacation. When the officer is available for duty, they must complete the qualification promptly. However, all waivers must be authorized by the Chief of Police.
- C. The Training unit will keep training records for the department.

### 3-05-02.03 Remedial Training and Failure to Qualify Policy

- A. If an officer fails to qualify with their duty weapon on their first attempt, after instruction they will be given a second chance to qualify. If they fail to qualify on the second attempt, onsite instruction will continue as resources allow. If an officer cannot qualify before leaving the range, they will immediately be placed on remedial training status.
- B. Remedial training status may include training, examining alternative weapons and other issues with the goal of helping the officer successfully meet qualifications. Eye exams and other physical conditions may be evaluated. When not in training, the officer will be assigned to duties not requiring the use of a firearm. The officer's regular schedule will be suspended and the hours worked will be adjusted without special compensation for the change.
- C. If the officer still fails to pass the qualification course after being on remedial training status for a period of time determined reasonable by the Chief, the officer may be subject to termination.
- D. If an officer fails to qualify with an alternative weapon on their first attempt, after instruction they will be given a second chance to qualify.
- E. If they fail to qualify on a second attempt they will not be allowed to carry that weapon until they have successfully completed remedial training and qualification.

### 3-05-02.04 Approved Rifles

The purpose of this program is to add a tactical tool to the police officer's inventory. This tool must be rugged, and up to the rigors of police use. A rifle must be accurate, able to deliver a powerful strike out to 200 yards. Because of these requirements, this program is restricted to the following types of rifles:

AR-15 types

Ruger Mini-14

Others as approved by the training Unit and the Chief of Police.

The training unit will determine if the requested weapon is suitable and ensure that the officer has qualified with the weapon prior to carrying the weapon on duty.

To submit a request for a rifle to be approved, send a written request to the Chief of Police.

#### 3-05-02.05 Deployment Policy

Rifles will only be deployed by officers in those emergencies that warrant their use. The same general procedures for deployment of shotguns should be followed for rifles.

If the rifle is discharged in the line of duty, the officer will immediately notify a supervisor. A report detailing the incident will be forwarded to the Captain and Chief's office through the chain of command.

#### 3-05-03.00 CARRYING AND STORING FIREARMS

- A. Officers will be armed with a department-approved firearm at all times while on duty. Division commanders may authorize officers to carry an alternative or additional weapon or be unarmed while on special assignment.
- B. Except for shotguns and patrol rifles securely locked in authorized storage racks, or firearms locked in an authorized lock box, firearms will NEVER be left in the passenger compartment of a police vehicle when the officer is not in the vehicle.
- C. Except for the above, if a firearm must be left in the police vehicle the officer will lock the weapon in the trunk and lock out the trunk release button in the vehicle. If the trunk release button cannot be locked out, the weapon will not be left in the vehicle.
- D. Officers will not leave any firearms in police vehicles overnight unless the vehicle is parked in a locked garage at the officer's place of residence.

(3-05-04.00 – DELETED)

### 3-05-05.00 ASP TACTICAL BATONS

#### 3-05-05.01 Authorized Baton

The authorized impact tool is the ASP tactical baton. ASP tactical batons may be from 16" to 26" in length. All ASP tactical batons will be black in color whether purchased by the officer or issued by the department.

#### 3-05-05.02 Availability of the ASP Tactical Baton

All uniform officers will have the ASP tactical baton readily available while on duty. Officers will evaluate available information concerning individual situations that may dictate the possible need for the ASP tactical baton to be on the officer's person.

#### 3-05-05.03 Training and Certification

- A. Officers will not carry or use an ASP tactical baton until they are trained and certified.
- B. Training for officers in the plainclothes divisions will be at the discretion of the division commander.

#### 3-05-05.04 ASP Tactical Baton may be used in Intermediate Force Situations

Intermediate force is defined as force requiring more than empty-handed force but less than deadly force.

#### 3-05-05.05 Non-target Areas

Officers will not deliberately strike another person with an ASP tactical baton on the head, neck, solar plexus, spinal column, kidneys, or in the groin area unless such action meets the criteria for that use of force. Such action would be considered a force likely to produce serious permanent injury or death.

#### 3-05-05.06 Medical Assessment

Prior to releasing or incarcerating an individual having been restrained by the use of, but not limited to: deadly force, less than lethal force, tactical baton, aerosol defensive tools, electronic restraint device, or if a suspect complains of injury after an arrest, the officer will have that person examined by qualified medical personnel. Fire department paramedics, private medically certified technicians and doctors are considered qualified medical personnel.

### 3-05-05.07 Required Reports

- A. When an officer utilizes the ASP tactical baton in the apprehension or detention of a suspect, or in self-defense, the officer will complete an INITIAL REPORT if assigned the initial case. The officer will complete a standard SUPPLEMENTARY REPORT if assisting or backing the initial officer. The reports will describe the nature of the incident and the reasons for the application of the force used.
- B. Every effort will be made to photograph and document any injury received by an officer or any other person if injuries occur by use of an ASP tactical baton.
- C. The officer **WILL** note in the report if photographs were or were not taken.
- D. The report requirement also applies if officers find it necessary to defend themselves with a flashlight, handcuffs, ticket book cover, or any other implement whose primary purpose is not defense.
- E. Furthermore, if an officer uses an implement other than a baton in an intermediate force situation, they will adhere to the above procedure.

### 3-05-06.00 ELECTRICAL RESTRAINING DEVICES

#### 3-05-06.01 Policy

An electrical control weapon may be used only under the statutory authority of Idaho Code 19-610, which authorizes whatever force is reasonable and necessary to affect an arrest and/or overcome the resistance of a person being arrested.

#### 3-05-06.02 Stun Guns

- A. Only devices issued by the department will be authorized. They will be used in accordance with approved training.
- B. Any time such a device is used; required reports as described in the section on the use of batons will be completed.

#### 3-05-06.03 Tasers

- A. Only Tasers issued by the department will be used.
- B. Tasers are mandatory carry, if issued, for all Uniform Division officers while on duty. Tasers will be carried on the opposite side of the officer's duty weapon in the issued holster.

Tasers may be carried at waist level or on the issued external vest carrier.

C. Training and Qualification

1. Officers will not carry or use a Taser until they are trained and certified by a certified instructor. Officers are required to re-certify every year.
2. Training will be provided by department- approved instructors.

D. Deployment

When a Taser is deployed, others should be warned that less than lethal force is being used by announcing "Taser."

E. Post Deployment

1. Normally, Taser darts may be removed once the suspect has been restrained. Universal precautions will be followed to protect the officer from the transfer of body fluids. The suspect will be taken to an emergency care facility for removal of the dart in cases where it has penetrated sensitive tissue areas (such as the groin, eye, female breast, face, or neck), or in cases where the suspect, deploying officer, or supervisor determines it is necessary.
2. Photographs of the affected area will be taken after the dart is removed.
3. When the Taser has been deployed, the officer will collect the air cartridge, wire leads, darts, and microdots as evidence.

F. Medical Assessment

The suspect will be examined by qualified medical personnel prior to incarceration

G. Reporting

1. The deploying officer will notify his or her supervisor as soon as practical after using the device.
2. The officer will complete a standard Case Report. The report will describe the nature of the incident and the reasons for the application of the force used.
3. The officer will note in their report the number of trigger pulls used.

4. The officer will note in their report that photographs were taken and where the photographs are located.
5. The officer will note in the report's property section that evidence was collected including the cartridge and weapon serial number.

H. Supervisor Responsibilities

1. After a Taser is deployed, the supervisor will ensure that the officer writes a detailed report of the incident.
2. The supervisor will download the Taser information and submit it with the police report.
3. The supervisor will write a memo regarding the deployment to the appropriate Captain, detailing the necessary information for a Taser review board ([see Supervisor's Use of Force Report – Taser](#)).

3-05-06.04 Maintenance and Auditing

4. All Tasers will be turned in for maintenance semi-annually for data downloads and clock time changes.
5. If a complaint of unnecessary force is made against an officer related to the use of a Taser, the officer will turn in the Taser used to Internal Investigations for inspection and data downloads.

3-05-07.00 UNAUTHORIZED EQUIPMENT

Brass knuckles, sap gloves, black jacks, do-rites, batons other than the ASP, or other equipment not specifically authorized by the Chief will not be carried or used by officers at any time.

### **3-06-00.00 USE OF FORCE**

#### **3-06-01.00 DEPARTMENT POLICY**

All officers will be issued and receive instruction/training on all use of force policies and procedures prior to being authorized to carry a weapon.

It is imperative that officers act within the boundaries of legal guidelines and ethics, good judgment, and accepted practices whenever using force in the course of duty.

Department policies concerning the use of force, firearms and vehicle pursuits are intended to offer general guidelines so that officers can be confident in their lawful exercise of such force. Forcing a fleeing vehicle off a roadway must be considered potential deadly force. The rules specified by department policy do not cover every possible situation, but offer a foundation on which to base critical decisions regarding the use of force.

Department guidelines may be viewed as an administrative guide to decision making and review, but are not intended to serve as a standard for external judgment in any civil or criminal litigation that may arise from such action.

This policy will be obeyed by all officers of this department when they are in the State of Idaho or acting in an official capacity.

#### **3-06-02.00 DEADLY FORCE – STATUTORY AUTHORITY**

##### **3-06-02.01 Authority to Use Deadly Force**

As per Idaho Code 18-3302-12(A); 18-4011, officers may carry a weapon in the performance of duty, and have the authority to use deadly force.

Deadly force may be used only when:

- A. The officer reasonably believes that the use of deadly force is necessary to prevent death or serious bodily injury to the officer or another person.
- B. The officer is effecting an arrest or preventing an escape from custody, **AND** The officer reasonably believes deadly force is needed to prevent the arrest from being defeated by escape; **AND** (one of the following must be present):
  1. The officer has probable cause to believe the suspect has committed a felony offense involving the infliction or threatened infliction of death or serious bodily injury.



2. The officer has reasonable cause to believe the suspect poses a threat of death or serious bodily injury to the officer or to others if apprehension is delayed.
- C. If feasible, give a verbal warning prior to any use of deadly force.

### 3-06-03.00 DEPARTMENT GUIDELINES

#### 3-06-03.01 Justification for Use of Deadly Force

Justification for the use of deadly force must be limited to what reasonably appear to be the facts known or perceived by an officer at the time the officer decides to use such force. Facts unknown to an officer, no matter how compelling, cannot be considered at a later date to justify the use of such force.

#### 3-06-03.02 Considerations in Use of Deadly Force

Deadly force will ONLY be exercised when all reasonable alternatives have been exhausted or appear impractical. Officers should consider:

- A. Other methods of affecting an arrest (examples are, but not limited to; calling the supervisor, swat team, etc.)
- B. The direction in which the firearm is to be discharged because of the possibility that innocent persons or property may be struck
- C. The age of the suspect and the offense committed
- D. Light conditions (extreme caution must be used at night or when other conditions obscure the officer's vision)
- E. The danger of firing while running or moving.

## 3-06-04.00 USE OF FORCE OTHER THAN DEADLY FORCE

### 3-06-04.01 Statutory Guidelines

- A. Fleeing or Resisting Person  
Notwithstanding the limitations on the use of deadly force, officers, under Idaho Code 19-610, are only authorized to use whatever force is reasonable and necessary to affect an arrest and/or overcome the resistance of a person being arrested.
- B. Preventing Escape from Confinement  
Reasonable force may be used if necessary to prevent an escape from a penal institution or other place of confinement in which the officer reasonably believes the person to be lawfully detained.
- C. Arrest With a Warrant
  - 1. The possession of a warrant of arrest does not provide the officer any additional powers to use force. The use of force or deadly force guidelines are the same whether or not a warrant exists.
  - 2. When making an arrest based upon a warrant issued for a misdemeanor or a bench warrant, an officer may NOT use deadly force, UNLESS the situation meets the criteria contained in the "Justification for Use of Deadly Force" section.
- D. Misdemeanants and Juveniles  
An officer will not intentionally use deadly force to effect an arrest or prevent the escape of one known by the officer to be a misdemeanor, or a juvenile unless such person is attempting to escape by use of a deadly weapon or otherwise indicates that he will endanger human life or inflict great bodily harm unless arrested without delay or in situations where deadly force is necessary for the immediate protection or safety of the officer or others.
- E. Use of Aggressive Physical Force  
Whenever an officer makes an arrest and determines it necessary to control individuals through the use of aggressive physical force, the officer must detail why such action was taken in their report.

F. Search of Prisoners and Handcuffing Policy

1. Purpose

The purpose of this policy is to further enhance officer safety while making arrests.

2. Policy

a. Prisoners should be searched each time they come into the transporting officer's custody, preferably by a member of the same sex, including transports to and from court appearances.

b. Every adult person arrested will be handcuffed - hands behind their back - immediately after being told they are under arrest. Any deviation from this policy will be based on the arrested person's physical disability or an extreme special circumstance.

Generally, the same policy will hold true for juveniles. However, the officer may use more discretion considering age, crime, etc.

Routine handcuffing incident to an arrest does not require a written explanation.

c. It is understood that a person who is handcuffed is limited in their ability to protect themselves. Officers will use good judgment to protect handcuffed persons. That protection will include but not be limited to the following:

- 1) If possible, handcuffed persons will be seat belted in vehicles when the vehicle is in motion.
- 2) Officers will assist handcuffed persons when walking to prevent tripping.
- 3) Officer will open doors for and clear obstacles in the path of handcuffed persons or assist them in getting past such obstacles.
- 4) Officers will take all other reasonable precautions to prevent handcuffed persons from injuring themselves.

- d. Handcuffed prisoners who remain combative will not be struck with fists, batons, or other implements unless there are extreme circumstances where officers must defend themselves or another or it is necessary to control a very violent prisoner. The use of an Electrical Restraining Device should be viewed in the same light.
- e. When controlling violent handcuffed prisoners, officers must use only the reasonable amount of force necessary and use options that will cause the least amount of injury to prisoners.
- f. ANYTIME aggressive physical force is used against a handcuffed person, officers will include the details in their report.

Officers will immediately notify their supervisor of such action.

#### 3-06-04.02 Aerosol Defensive Tools

Oleoresin Capsicum based aerosol products provided by the department will be authorized for use by department members in accordance with this policy.

This substance is intended for use in situations which do not require the use of deadly force. Using this substance may greatly reduce the need for other types of physical force by the officer resulting in serious or potential deadly injury to the offender, officer or others present.

Only department issued aerosol is authorized for use by officers with the approval of their captain and meeting all department training requirements.

On-duty officers will carry only those department-issued canisters bearing the serial number registered to the officer.

Off-duty officers may carry department-issued pepper spray.

Authorization to use or carry aerosol defensive tools may be revoked by the officer's captain at any time.

Any intentional or accidental use of an OC based product except during approved training will be reported in writing to the officer's immediate supervisor as soon as practical.

Any use of an OC based product contrary to the direction of this policy can result in the revocation of the officer's right to use such product and may subject the officer to disciplinary action.

- A. Training  
All personnel who carry or use OC based aerosol products must first successfully complete an approved training course.
- B. Use of Aerosol Defensive Tool (ADT)
  - 1. Use of ADT is intended to prevent injury to the subject involved, the officer, and other persons present. The governing factor in the use of the aerosol is whether its use is REASONABLE AND NECESSARY.
- C. Use of ADT may prevent the use of more severe physical force and may be used when:
  - 1. An officer is threatened with physical force and other means of controlling the offender are unreasonable or could cause injury to the offender, the officer, or others present.
  - 2. An officer is threatened by a dangerous animal.
  - 3. In cases where the size or demeanor of an offender indicated that the officer or the offender would be endangered by the use of other physical force.
- D. As soon as practical after an offender has been controlled by the use of ADT, the officer will:
  - 1. Flush the offenders face and other affected areas with water if the offender cooperates. Offenders will NOT be forcibly decontaminated.
  - 2. Expose the offender to fresh air if cooperative.
  - 3. Have paramedics respond and offer first aid.
  - 4. Transport to medical facility for treatment, if necessary.
- E. All intentional uses of ADT are required to be documented in a police report and will include:
  - 1. All circumstances surrounding the use of the aerosol.
  - 2. Effects on the offender that were caused by the aerosol.
  - 3. Name, address, date of birth, and arrest charges for the offender.

4. First aid measures given to, or offered to, the offender to neutralize or alleviate the effects of the product.
- F. All accidental uses of ADT are required to be documented via memo to the officer's immediate supervisor and may at a later time require a police report. A copy will be forwarded by the officer's supervisor to the Internal Affairs Unit and the officer's captain.

### 3-06-05.00 RESTRICTIONS ON THE USE OF FIREARMS

#### 3-06-05.01 Warning Shots

Warning shots are prohibited.

#### 3-06-05.02 Destroying Dangerous or Injured Animals

- A. Dangerous Animals  
An animal will only be destroyed if exigent circumstances exist. The officer will immediately notify the supervisor after the incident. The officer will also complete an initial report detailing the incident.
- B. Injured Animals  
When Animal Control is not available for an extended period of time, an officer may destroy a severely injured animal for humanitarian purposes. The officer will notify the supervisor immediately after such an incident and complete an initial report detailing the incident.
- C. If an officer uses a firearm to destroy an animal, safety to people and property in the area must be addressed.

### 3-06-06.00 INTERNAL INVESTIGATION OF USE OF FIREARMS

The office of the Chief of Police will direct an investigation of all incidents in which an officer discharges a firearm, on or off duty, EXCEPT the discharge of firearms on the department range and all other forms of target practice and test firing, and the discharge of firearms during sporting events, including hunting and organized shooting matches, or when destroying a dangerous or injured animal.

Whenever tear gas is fired from a gun, its use will be reviewed by the respective division commander, who will make recommendations to the administration. Review by the Use of Force Board will be excluded since the use of tear gas is less than deadly force.

### 3-06-06.01 Investigative Responsibility

The investigation will be initiated immediately and completed as soon as possible.

- A. Noncriminal Situations  
The commander of the officer's assigned division will conduct the investigation when a firearm has been discharged by an officer in a noncriminal situation unless otherwise directed by the Chief.
- B. Criminal Situations
- C. Refer to 3-06-07.00 [Critical Incident Task Force](#)
- D. The Internal Investigations Unit will conduct an investigation of any critical incident to determine if its employee(s) acted in accordance with Department policies and procedures. As outlined in the Eastern Idaho Critical Incident Protocol, an internal investigation will be conducted independently of the criminal investigation.
- E. This type of situation can best be handled in an interview setting by the criminal investigator(s) allowing the internal investigator(s) to monitor the criminal part of the interviews. Once the criminal investigator(s) have completed the interviews and leave the room, the internal investigator(s) can continue the interview if necessary.

Therefore, in most situations, the involved Actors will only have to sit through one interview for both the criminal and internal investigations

Internal Investigations is responsible for the presentation of the shooting investigation to the Use of Deadly Force Review Board.

### 3-06-06.02 Required Notifications

- A. Notification of Immediate Supervisor
  - 1. Discharge of a firearm by an on-duty officer  
Immediately following the discharge of a firearm by an on-duty officer, except as noted earlier, the officer's immediate supervisor will be notified.
  - 2. Discharge of firearm by an off-duty officer  
If the incident occurs while the officer is off-duty, the shift supervisor will be notified. If the incident takes place outside the jurisdiction of this department, the officer's immediate supervisor will be notified.
- B. Notification of the Shift Lieutenant  
The officer's supervisor will advise the shift lieutenant of any incident in which an officer discharges a firearm, except as noted earlier.
- C. Notification of the Captain  
The shift lieutenant will notify the Duty of **any** incident in which an officer discharges a firearm, excluding those exceptions noted earlier.
- D. The shift lieutenant or in his/her absence the field supervisor, will immediately notify the Internal Investigations Unit Investigator of any incident in which an officer discharges a firearm in the performance of official duties or endangers, injures or kills a person by the discharge of a firearm.  
EXCEPTION: No notification is required in the case of accidental discharges or the destruction of an animal where no person was endangered, injured or killed.
- E. The shift lieutenant, or in his/her absence the field supervisor, will immediately notify the Chief of police of any firearm incident requiring the notification of a captain.

### 3-06-07.00 OFFICER INVOLVED INCIDENTS RESULTING IN DEATH OR INJURY OF A PERSON

The Critical Incident Task Force (CITF) under the direction of the Bonneville County Prosecutor will conduct the criminal investigation of a serious injury or death that is the result of an officer's action(s). See the [Memorandum of Understanding](#) and [Agreement and accompanying procedures](#) following this policy



### Notification Responsibilities

The notification process can only be approximated. It is understood that some personnel may be unavailable. In such cases, it is up to the person making notifications to continue on with the process while adhering as close to the procedure as possible.

- A. The Shift Commander will immediately notify dispatch. The Shift Commander will respond to the scene to ensure it is being properly handled.
- B. Dispatch will notify a Detective Supervisor.
- C. The Detective Supervisor will call out the investigative team.
- D. The Detective Supervisor will immediately notify the Detective Captain.
- E. The Detective Captain will notify the other Captains, the Internal Affairs Unit Commander and the Chief of Police.
- F. The Chief will appoint a lieutenant to handle Internal Affairs issues if the Internal Affairs Unit Commander is unavailable.
- G. The Patrol Captain will notify dispatch to call out any additional supervisors of other personnel that may be necessary to facilitate crime-scene protection or fill shift assignments.
- H. The Services Captain will determine if he should respond and if the Services Lieutenant will respond. The Services Captain will make call outs as necessary.

### 3-06-07.02 Internal Affairs Responsibilities

**An internal investigation will proceed as outlined in the manual.**

### 3-06-07.03 Administrative Leave and Reinstatement

When an officer fires a weapon resulting in the injury or death of another person, the officer will be relieved of duty, without loss of pay, until such time that return to work is deemed appropriate.

This policy does not imply that the officer acted improperly. The officer will be relieved of duty by a command-level officer who will make a report of the date and time of such action. This report will be part of the case under investigation.

- A. Immediately following the incident the officer involved will be relieved of duty for the remainder of the present shift.

- B. The officer will be available at all times for official interviews and statements regarding the case and will be subject to recall to duty at any time.
- C. The officer will not discuss the case with anyone except the prosecuting attorney, personal attorney and authorized department personnel.

#### 3-06-07.04 Debriefings

The Chief will conduct a staff debriefing after the situation has stabilized to ensure all necessary issues have been addressed.

#### 3-06-08.00 USE OF DEADLY FORCE REVIEW BOARD

##### 3-06-08.01 Purpose

To further the department's ability to fairly evaluate incidents of deadly force and from this to create a continuous review of police policy regulating these activities.

##### 3-06-08.02 Goal

The goal of the Board is to reach a majority decision as to whether or not action(s) by the officer(s) involved in an incident where deadly force was employed was within department policy.

##### 3-06-08.03 Make-Up of the Use of Deadly Force Review Board

- A. When the Use of Deadly Force Board will be convened
  - 1. In any situation where the use of a firearm by an officer was investigated by the Police Department. This includes intentional and accidental acts.
  - 2. Any situation in which a person suffered great bodily injury or death because of the actions of a police officer. Traffic accidents are excluded unless the collision was intentional.

##### 3-06-08.04 Selection of Board Members

- A. Make-up of the Use of Deadly Force Board
  - 1. Although the Chief may staff the board at his discretion, it will generally consist of one or two civilians and five members of the department; the Captain of the officer involved a lieutenant, a Training Unit supervisor, one sergeant appointed by the Chief, and one non-ranking officer appointed by the Chief.

3-06-08.05 Findings

- A. Cases brought to the Use of Deadly Force Board will be prepared and presented by an Internal Investigation investigator.
- B. The Board will reach one of the following conclusions and report their findings to the Chief.
  - 1. The officer(s) action(s) were within established policy.
  - 2. The officer(s) action(s) were not within established policy.
  - 3. The Board may defer a decision until further investigation is completed.
- C. Conclusions:  
The decision of the Board need not be unanimous. However, all Board decisions will be given to the Chief in writing, detailing the reasoning for the decision.  
In cases where the decision is not unanimous, the Board will give the Chief BOTH majority and minority decisions in writing, detailing the reasoning for the decisions.
- D. The Chief may make his determination based upon the reports from the board and any other independent information he deems pertinent.

### **3-07-00.00 MAINTAINING AND SAFEGUARDING POLICE RECORDS**

#### **3-07-01.00 CONFIDENTIAL NATURE OF POLICE BUSINESS**

Each employee has the responsibility of safeguarding the confidentiality of police business and will not disseminate information in an indiscriminate manner.

Employees will not divulge or make available any information contained in police records or reports to any person or agency except as provided by departmental procedure or may be required by law. No employee will remove any official report, book, record, log, or computerized data without authorization. No member will disclose confidential information for the gain or benefit of self or others.

#### **3-07-02.00 PRIVACY AND SECURITY ACT**

The Crime Control Act of 1973 provides that:

“All criminal history information collected, stored, or disseminated through support under this title shall contain, to the maximum extent feasible, disposition as well as arrest data where arrest data is included therein. The collection, storage, and dissemination of such information shall take place under procedures reasonably designed to insure that all such information is kept current therein. The Administration will assure that the security and privacy of all information is adequately provided for and that information will only be used for law enforcement and criminal justice and other lawful purposes. In addition, an individual who believes that criminal history information concerning him contained in an automated system is inaccurate, incomplete, or maintained in violation of this title, will, upon satisfactory verification of his identity, be entitled to review such information and to obtain a copy of it for the purpose of challenge or correction.”

#### **3-07-03.00 CRIMINAL HISTORY INFORMATION**

##### **A. Criminal History Information – Defined**

Criminal History information consists of notation of arrests, detentions, indictments information or other formal criminal charges and any disposition stemming from such charges; including sentencing, correction, supervision and release, when coupled with identifiable descriptions of individuals. The term also includes records or dismissals or decisions to drop charges.

Regulations governing Criminal History information do not apply to intelligence or investigative information such as suspected criminal activity, association with criminal enterprises, financial information, ownership of property, or other personal information.

The regulations also do not apply to psychiatric records, social histories, or other evaluative types of data, or to identification information, such as fingerprint records or photographs, where such information does not indicate a specific involvement of the person in the criminal justice system. The regulations also do not apply to statistical data which does not identify particular individuals.

B. Accuracy Required in Criminal History Records

As a criminal justice agency, the Idaho Falls Police Department has a legal responsibility to provide the highest possible level of completeness and accuracy on all Criminal History Record Information which it disseminates to other agencies or individuals.

C. Dissemination of Criminal History Information

1. Access to Criminal History Information

Access to Criminal History information will be through the Records Unit. Employees of the department will not obtain Criminal History information for the purpose of passing it along to unauthorized persons or agencies.

Dissemination of Criminal History information is limited to criminal justice agencies for use in criminal justice activities or employment, and to the individual, who has the right to review and challenge criminal history information about themselves. (This right of the individual does not include intelligence or other notation not classified as criminal history information.)

Dissemination of information to non-criminal justice agencies is not authorized.

2. Recording the dissemination of information

In order to maintain a uniform procedure for obtaining Criminal History Information which complies with the Privacy and Security Act, the Records Unit will record all criminal history information disseminated.

3-07-04.00 DRIVER'S AND MOTOR VEHICLE RECORDS

Vehicle registration information and drivers' license records may be released to members of the department or other law enforcement agencies. Officers will make requests for such information for law enforcement activities only.

This policy allows officers the prerogative to release vehicle registration information during the course of a criminal investigation when doing so facilitates the best resolution to the case. All other requests for such information will be referred to the Division of Motor Vehicles and Drivers' License Divisions.

3-07-05.00 RECORDS UNIT AND EVIDENCE ROOM SECURITY

Access to the Records Unit and the Evidence Room will be limited to authorized personnel only.

The Records Unit supervisor will monitor any persons entering the restricted Records area and will challenge anyone who is not authorized to be there.

The Evidence Room personnel are responsible for restricting admittance to the Evidence Room.

### **3-08-00.00 CARE OF DEPARTMENT PREMISES AND EQUIPMENT**

#### **3-08-01.00 CARE OF DEPARTMENT PREMISES/BUILDING SECURITY**

##### A. Care of Department Premises

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

##### B. Building Security

###### 1. Security Responsibility

- a. The Patrol Division will provide coverage at the front lobby desk.
- b. The Bonneville County Sherriff's Office is responsible for monitoring all visitors gaining access to the secured portion of the building.
- c. It will be the responsibility of all department employees to challenge anyone who is in any secured area in the building.

#### **3-08-02.00 CARE OF DEPARTMENT EQUIPMENT**

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

Employees are responsible for the security of any and all equipment assigned for their use. Any equipment that is damaged, lost, or stolen must be reported to the division commander immediately. Employees found to be negligent in the care of equipment may be required to reimburse the department for a portion or all of the replacement costs.

#### **3-08-03.00 LOST EQUIPMENT**

Whenever an employee loses any assigned equipment, a Lost Property report must be completed when the loss is discovered.

A copy of that report will be forwarded to the Division Commander as soon as the report is completed.

### 3-08-04.00 Authorized Ballistic Vest – (Updated 8/1/13)

#### 3-08-04.01 Purpose

Practical safety measures should be used to reduce the risks associated with police work. Soft body armor has been shown to be effective in reducing deaths and serious injuries.

#### 3-08-04.02 Policy

All uniformed officers whose primary duties involve first response will wear soft body armor while on duty.

1. The department will issue soft body armor vests to all police officers.
2. Only soft armor vests approved by the Department will be worn on duty.
3. It is mandatory that on-duty officers, whose primary duty of the day is to respond to calls for service, wear body armor.
  - a. Concealed body armor is the primary uniform standard.
  - b. Body armor will be worn concealed under a uniform shirt or;
  - c. Body armor will be worn over a standard issue uniform shirt in a departmental approved external vest carrier. The vest will only be removed when the officer is not in public view, such as police station, at the officer's residence, etc.
  - d. The external vest carrier will meet the following requirements;
    - 1) "black" in color
    - 2) "POLICE" on the back in white lettering. (Supervisors have gold lettering and insignia.)
    - 3) Badge on the left front.
    - 4) Name tape/tag on the right front.
    - 5) Rank insignia will be attached near the name plate or on either vest epaulet.
    - 6) All accompanying attachments and/or pouches must be black.
    - 7) Only items normally carried on the duty belt will be carried exposed on the vest. (No backup guns, knives, etc.)
    - 8) Primary handguns will be carried in a security holster on the duty belt.



Other situations in which body armor is mandatory are SWAT deployments (except deployed marksman / observers), warrant service, and search warrant entry.

#### 3-08-04.03 Availability

The vest must be readily available to all officers whenever they are engaged in duties that place them at risk.

#### 3-08-04.04 Training Unit Responsibilities

It is the responsibility of the Training Unit to continually evaluate the ballistic vests that are available and to ensure that the issued vests are acceptable considering both safety and comfort.

#### 3-08-05.00 OWNERSHIP AND TRANSFER OF IDAHO FALLS POLICE BADGES

##### 3-08-05.01 Ownership of Badges

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

##### 3-08-05.02 Custody of Badges

The department will issue badges necessary to the officer's assignment and position. Upon termination of employment with the department, all badges must be immediately surrendered to the department. When rank advancement, change of assignment or other circumstances requires the issuance of new or different badges, the badges being replaced must be surrendered to the department.

##### 3-08-05.03 Care and Security of Badges

Employees are responsible for the care and security of all badges issued to them.

##### 3-08-05.04 Loss or Theft of Badges

The loss or theft of a badge must be reported immediately to the employee's supervisor. A detailed initial report with case number describing the circumstances of the loss or theft will be submitted for follow-up investigation. The lost or stolen badge will be listed N.C.I.C whenever possible. All such losses will immediately be reported to the appropriate division commander.

### 3-08-05.05 Transfer or Conveyance of Badges

The department and its members will not convey, donate, sell, or otherwise transfer custody of a badge to anyone except under the following conditions:

- A. At the express direction of the Chief of Police.
- B. Or upon recommendation and by approval of the Chief of Police, a member may receive a badge(s) at retirement as a gift of appreciation for honorable and distinguished service.
- C. Other exceptions as authorized by the Chief of Police.

## 3-09-00.00 POLICE VEHICLES

### 3-09-01.00 OPERATION AND USE OF POLICE VEHICLES

#### 3-09-01.01 Driving Habits

- A. Officers will operate police vehicles in a careful and prudent manner and will set a proper example in driving habits.
- B. Officers will wear seatbelts at all times. Upon final approaches to tactical situations the seatbelt may be removed.
- C. All passengers will be seat belted when riding in the front seat and when practicable in the back seat. **NO CHILDREN** under the age of 12 will ride in the front seat of a police car at any time if the vehicle is equipped with passenger side air bags.

#### 3-09-01.02 Vehicle Maintenance

- A. Employees who are issued a department vehicle will be responsible for the vehicle's condition, including, but not be limited to, the vehicle's cleanliness, mechanical condition and maintenance, and the care and maintenance of all equipment assigned to the vehicle.
- B. Supervisors may inspect all vehicles and department issued equipment annually or as determined necessary by the command staff. These inspections will include equipment availability, condition and functionality (i.e. fire extinguishers; IT systems plugged in and operational).

### 3-09-02.00 REPAIR OF POLICE VEHICLES

#### A. Repair/Reporting Damage

The officer must make a report of the incident that resulted in the damage. A memo detailing the incident and copies of the report are sent through the chain of command to the appropriate division captain.

### 3-09.03.00 RIDE-ALONG POLICY

#### 3-09-03.01 Purpose

The Idaho Falls Police Department recognizes the need for mutual understanding, respect and cooperation between the police department and the citizens of the community. Through the ride-along program, citizens will be allowed to ride with an experienced officer, and will be able to view first-hand the problems that the department faces. This program will provide an avenue of communication not otherwise possible. The policy outlined here considers on-duty ride-along issues. The Cars-For-The Community policy addresses take-home vehicle use restrictions.

#### 3-09-03.02 Policy

- A. Within budget and personnel limits, members of the community are allowed to observe the operations and response.
- B. The physical safety of the observer will be a primary concern. Therefore, when responding to calls, host officers will weigh the potential hazards. In high risk situations such as gun calls, the observer will be let out of the patrol car at a safe distance. In violent situations such as fights, disturbances, and family disputes, the observer will be told to stay in the patrol car.
- C. Sometimes this may not be possible, but officers will do everything they can to protect the observer.

#### 3-09-03.03 Procedures

- A. APPLICANTS: All applicants will be limited to the following individuals. ONLY persons 18 years of age and older are eligible for the program unless specifically granted by the captain.
  - 1. Members of the Criminal Justice System such as judges, court employees, prosecutors, police officers from outside agencies, and elected officials.
  - 2. Student interns, including Idaho State university cadets, coordinated through the training supervisor.
  - 3. Citizen Academy students coordinated through the training unit.

4. With permission from a captain, juveniles in a career exploration class may participate in the program during the day. Their legal guardian must sign a waiver.
5. Members of citizen and civic groups and teachers.
6. Family members of an officer.
7. Elected officials of the City of Idaho Falls.or others as approved by the Chief of Police.
8. Adults interested in a law enforcement career.

B. FREQUENCY OF PARTICIPATION:

1. Observers will be limited to one person per shift. This limit does not include elected officials, criminal justice system employees, police officers, or ISU cadets.
2. All participants will be limited to one riding experience per three year period. Exceptions to this rule include the following:
  - a. Members of the Criminal Justice System, and fulltime law enforcement officers.
  - b. Elected officials of the City of Idaho Falls.
  - c. Individuals obtaining special permission from the Patrol Captain.
3. Applicants may start their ride any time during a shift; however, the observer's ride will end at shift change unless other arrangements are made.

C. APPLICATION PROCEDURE

1. Each application must be submitted to the Records Unit at least five days in advance. Members of the local criminal justice system, elected officials, and full-time law enforcement officers from an outside agency will require a 24-hour notice. Exceptions may be made by a captain or lieutenant.
2. Except for members of the criminal justice system, police officers, and elected officials, each applicant will receive a copy of the rules for the ride-along program at the time of application. This will include a background check, information sheet, and a signed liability release form.

3. All applicants must show a legal picture I.D. at the time of application as well as at the time of the ride. The applicant will sign the appropriate waiver forms at the time of application. If the applicant is from an outside law enforcement agency, and is not personally recommended by an Idaho Falls Police Officer, a call to the applicant's home department will be made to verify the applicant's credentials.
  4. The records department will conduct an N.C.I.C. and local check of each applicant, except those in the criminal justice system, elected officials, and police officers.
  5. A lieutenant or sergeant may deny participation of any individual if they determine the motives for riding are not in the best interest of the applicant or the department. Refusals will be promptly reported in writing to the Captain and will include the reason for the decision.
  6. The records department will notify the applicants and tell them the time they are approved to ride or the reason they have been denied.
  7. Each applicant's application and liability release form will be kept on file in the shift supervisor's office.
  8. The affected shift supervisor will be given notice that they will have a rider.
  9. An observer's ride-along may be stopped by the hosting officer for failure to observe the rules. A written explanation will be forwarded to the Captain.
- D. BILINGUAL RIDERS: Host officers may ask bilingual riders to translate for victims and witnesses, but not suspects.
- E. SPOUSES AND ADULT FAMILY MEMBERS: Spouses and adult family members may ride with officers to gain first-hand knowledge of the officer's working environment. The following guidelines will be used:
1. Each applicant must submit a written application form along with a liability release form to the records department five days in advance of the requested date. Applications must be submitted each time an individual wishes to ride.

2. Spouses and adult family members will ride only once during the Calendar year. Exceptions to this rule may be authorized by the captain.
- F. DRESS CODE: Observers will be required to dress in a neat, clean and well-groomed fashion.
1. Casual dress is acceptable; however, no shorts or miniskirts will be allowed.
  2. No slogan shirts, hats, or jackets of a gang or obscene nature will be allowed.
  3. No torn or tattered clothes will be allowed.
  4. All ride-along participants will be issued a bullet proof vest for their ride.
- G. WEAPONS POLICY:
1. Only full-time employees of an Idaho or Federal law enforcement agency or Level Two or above Idaho reserve police officers may carry a weapon during the ride-along.
  2. Observers who carry a weapon must carry it concealed and will only use the weapon under the direction of police officers on a scene.
  3. The observer will tell the host officer that they are carrying a weapon before starting the ride-along.
- H. AUDIO/VISUAL RECORDINGS: Unless approved by a captain, observers will not be allowed to use video or audio recorders during a ride-along.
- I. HOST OFFICERS
1. The shift supervisor should select experienced officers who have completed probation. Officers still on probation may have an observer if approved by the shift supervisor. If possible, requests for individual officers will be honored.
  2. The officer having an observer should be notified at least one day in advance.
  3. The host officer will tell dispatch they have a rider and whether the rider is carrying a weapon.
- J. The chief may grant exceptions to this policy.

### 3-09-04.01 Policy

With the continued emphasis on community policing and the reduction of crime in the City of Idaho Falls, a voluntary program for sworn members of the Idaho Falls Police Department has been initiated that allows officers the use of a take-home vehicle for on duty and off-duty use. Unless an exception is made by the Chief, only officers living within a 12 mile radius of First Street & Boulevard will be eligible for the program.

While operating the police vehicles on or off-duty, officers are bound by the provisions of all written directives pertaining to the operation of a departmentally owned vehicle. In addition to existing department policy, city ordinances and state laws, the guidelines set forth in this document must be observed by all members of the department who participate in this program.

### 3-09-04.02 General Guidelines

- A. The vehicle will only be driven by an Idaho Falls Police Officer.
  1. Officers living within Idaho Falls: The car may be driven anywhere within the city limits.
  2. Officers living outside Idaho Falls but within the 12 mile limit: Officers may drive the car directly to their residence from Idaho Falls and vice-versa. However, the vehicle will not be used for personal business outside Idaho Falls. The vehicle may be driven into Idaho Falls during off-duty time to do personal business within the city. Any exception must be authorized by the Chief.
- B. All officers assigned a police vehicle under this program will submit an AGREEMENT FOR USE OF POLICE VEHICLE form to the Chief of Police. This form will act as an agreement between the officer and the department authorizing the vehicle's use and providing for personal use reimbursement if required. The authorization may be revoked at any time by the Chief of Police in the best interest of the City or if the officer fails to comply with requirements or departmental rules and regulations. An injured officer on light duty must forfeit the police vehicle upon request of the Chief of Police. An unmarked vehicle may be provided based on individual circumstances.
- C. Assigned vehicles will generally stay with the originally issued officer until they are replaced by a new vehicle.



1. Exceptions are:
  - a. Transfer from uniform to plainclothes division or vice versa. In this case, officers coming into the respective division will be assigned any available vehicle as their take-home vehicle.
  - b. Traffic accidents or other damage that total a vehicle will be based on a review of the case or facts of the incident by the Chief of Police. Based on the findings of the review, a new or fleet vehicle will be issued.
- D. Any officer who chooses to change the location of their residence to anywhere outside the established limits of the twelve mile radius will forfeit participation in the Cars-For-The-Community-Program unless a special agreement is entered into between the officer and the Chief of Police.
- E. Vehicle use off-duty will be reasonable and incidental to domestic usage and will not include operation by anyone other than an Idaho Falls Police Officer.
- F. Officers must carry their departmental radio and approved firearm at all times when operating the vehicle.
- G. Officers will assist with any incident or situation requiring immediate action (e.g. the giving of first aid, standing by a hazardous scene until an on-duty officer arrives, or the commission of a felony or other serious offense). However, passenger safety is primary and intervention or apprehension is secondary. Officers should use common sense and the response will be left to the officer's discretion if there are passengers in the vehicle. High speed pursuits and code three driving when off-duty with civilian passengers in the vehicle are strictly prohibited.
- H. Officers will not operate any department vehicle if they have been taking restrictive prescription medicine or have been drinking alcoholic beverages within the previous eight hours.
- I. Officers must be dressed in an appropriate manner when operating the vehicle. Attire should be sensible in nature and not cause embarrassment to the department. (e.g. short shorts, halter tops, or tank tops) Shirt and shoes must be worn at all times.

- J. Officers are responsible for maintaining the entire vehicle in a clean condition and will ensure the vehicle receives preventive maintenance as scheduled.
- K. When an officer is off-duty, rider waiver forms are not required for passengers. On-duty riders must sign the rider waiver form and be approved by the appropriate shift supervisor.
- L. When the vehicle is in use off-duty, the officer and all passengers will be seat belted at all times the vehicle is in motion.
- M. Children under the age of 12 years will not sit in the front seat if the car has passenger-side air bags.

#### 3-09-04.03 Vehicles and Equipment

- A. Officers are responsible for obtaining and maintaining the equipment and supplies required by written directives for their vehicle.
- B. An officer may petition a Division Commander to install additional equipment on his or her vehicle. The equipment must meet OSHA standards and must not interfere with the operation of the air bag system. All equipment additions or modifications will be requested in writing and approved by the Division Commander or designee prior to installing the equipment in the vehicle. The following guidelines will apply:
  - 1. Officers may have their names (e.g. Officer John Smith) lettered beneath the window of the driver's door. The lettering must not exceed one inch in height, and must be neatly and professionally done. NICKNAMES ARE PROHIBITED. Altering or removing confidential numbers or decals is also prohibited. Bumper stickers and window decals are prohibited unless issued by the department.
- C. Vehicles must have preventive maintenance as recommended by the City Garage and should be serviced, fueled, and washed during on-duty time. **No overtime will be paid for preventive maintenance, washing, or fueling of take-home vehicles.**
- D. Vehicles may be used to drive to off-duty employment within the restrictions of the written directives. The vehicle may not be used in the performance of any part-time employment.

- E. Officers leaving town for an extended period of time may either secure the take-home vehicle at their residence or the department can secure the vehicle at the City Garage. The department may reassign the vehicle during a vacation period.
- F. Each car will be equipped with a spare tire and jack. Officers will be responsible for changing the tires when needed.
- G. Not Permitted
  - 1. Pop-in strobe lights, no holes
  - 2. Boom boxes (extra speakers)
  - 3. Radio equalizers (factory radio only)
  - 4. Replacing light bars (personal)
  - 5. Window tinting
  - 6. Drilling holes
  - 7. Trailer hitches
  - 8. Cargo protruding from trunk
  - 9. Objects dangling from rearview mirror
  - 10. Bumper stickers (unless authorized)

#### 3-09-04.04 Finances

- A. Officers participating in the take-home vehicle program will be assessed a monthly fee based upon review of economic factors i.e., gas prices. Each officer who is assigned a permanent take-home vehicle will sign a payroll deduction card that allows the Controller's office to deduct the determined amount on the first pay day of the month. Officers who elect not to sign the payroll deduction card will forfeit the use of a take-home vehicle.
- B. The City of Idaho Falls will insure the vehicle, and all passengers in the vehicle, regardless if the employee is on-duty or off-duty, under the current insurance system. Officers should be reminded that if they operate the vehicle outside of department policy (e.g. driving the police vehicle after drinking alcoholic beverages), the liability could ultimately fall back on the individual officer.

#### 3-09-04.05 Miscellaneous

- A. The take-home vehicle privileges may be forfeited by order of the Chief of Police for matters of abuse or misuse of the vehicle by the officer.
- B. If an officer is suspended, the officer is prohibited from operating the vehicle for the entire period of time of the suspension.

### 3-09-05.00 WASHING AND CLEANING POLICE VEHICLES

- A. Fleet Vehicles:
  - 1. Fleet vehicles are authorized to be washed at a contracted car wash once a week. They are authorized to have the interior cleaned at a contracted car wash once every two weeks. Authorization to wash or clean the vehicle more than the allotted times will be at the discretion of the Shift Commander.
- B. Assigned Vehicles:
  - 1. Washing and cleaning of assigned vehicles will be handled the same ways as for fleet vehicles.
    - a. Officers will generally be responsible for washing and cleaning their assigned vehicle. However, assigned vehicles are authorized to have the exterior of the car washed once every two weeks and the interior cleaned once every four weeks.
    - a. If the car has been dirtied by blood or vomit, the Shift Commander has the discretion to authorize the vehicle's cleaning at a contracted car wash.
- C. Detailing of vehicles will be authorized by the Division Captain.

**3-10-00.00 UNIFORM AND GROOMING STANDARDS** Revised 02/11/16

3-10-01.00 UNIFORM WEAR POLICY

Purpose

To ensure that department members present a professional image to the public.

Policy

Employees will adhere to the policy when wearing the uniform on or off duty. The department may change uniform style or color from time to time. Employees will be served notice via a Chief's memo if a particular issued uniform can no longer be worn because of a change.

3-10-02.00 ISSUED CLASS A UNIFORM

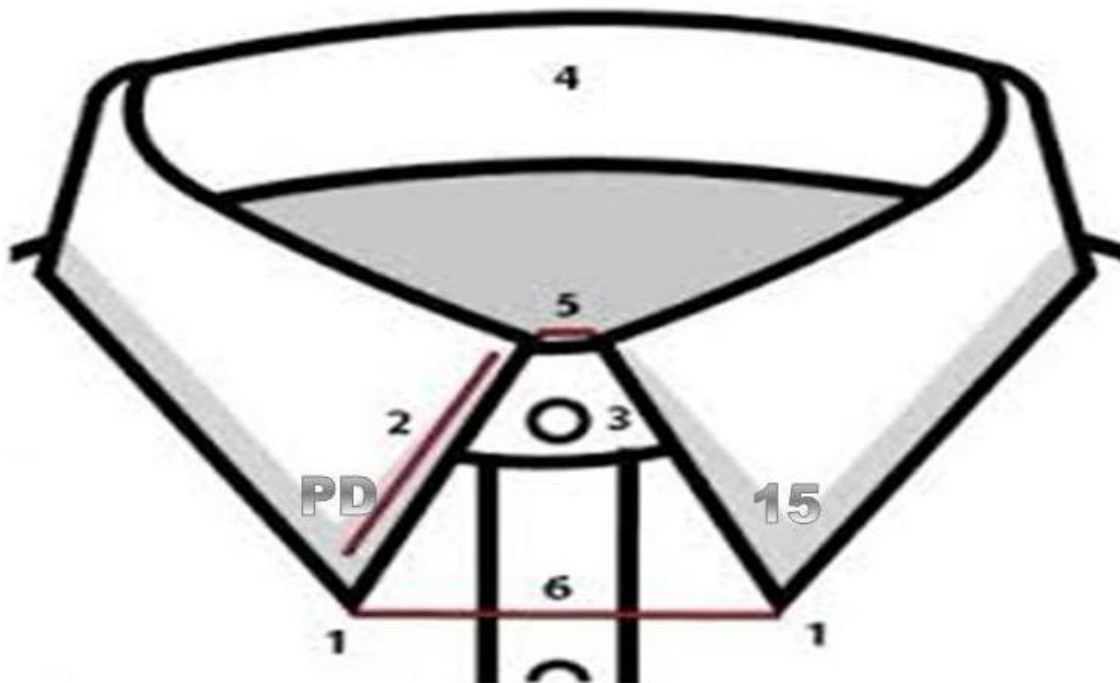
A. Collar Brass is required on the Class A uniform.

1. Patrol Officer

a. A silver badge number is worn on the left collar.

b. A silver Police Department (PD) insignia is worn on the right collar.

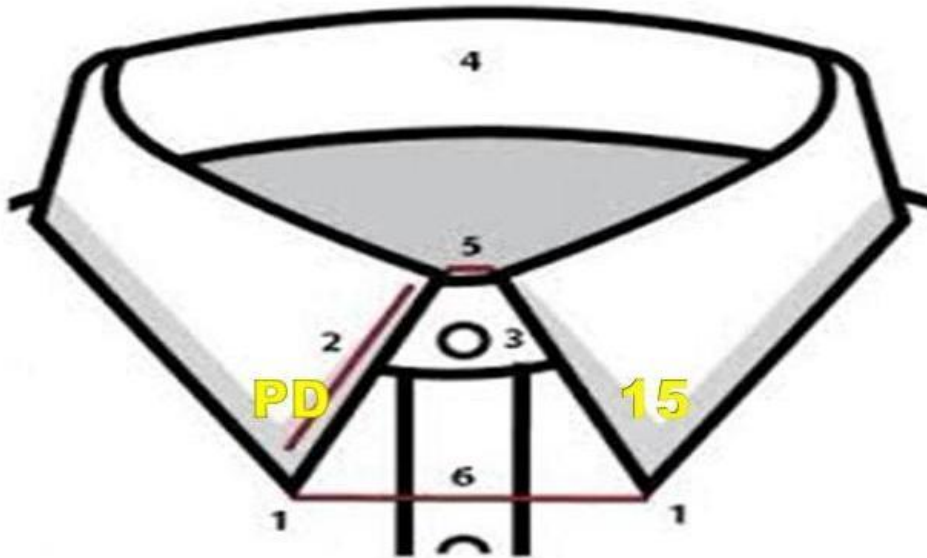
Patrol



2. Sergeant

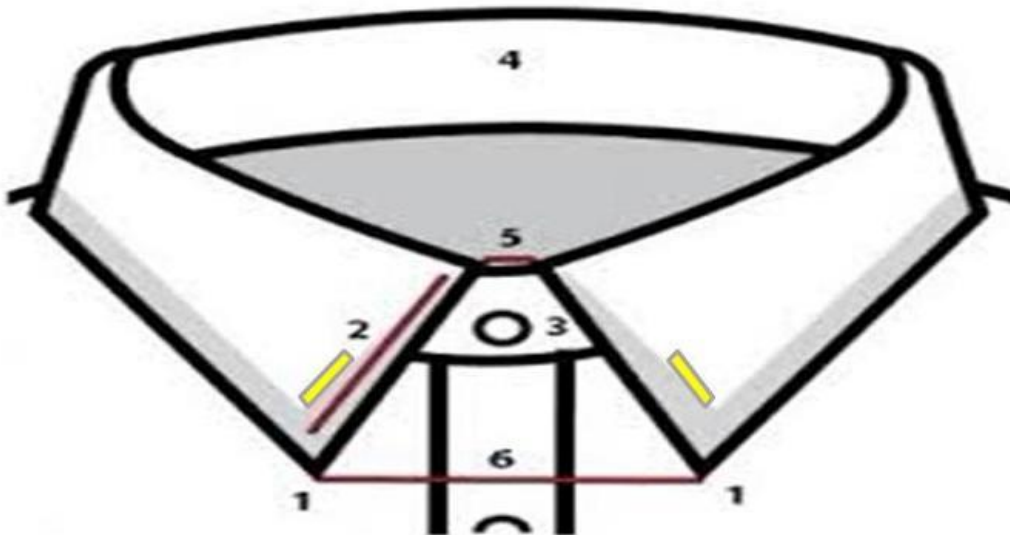
- a. A gold badge number is worn on the left collar.
- b. A gold Police Department (PD) insignia is worn on right collar.

Sergeant

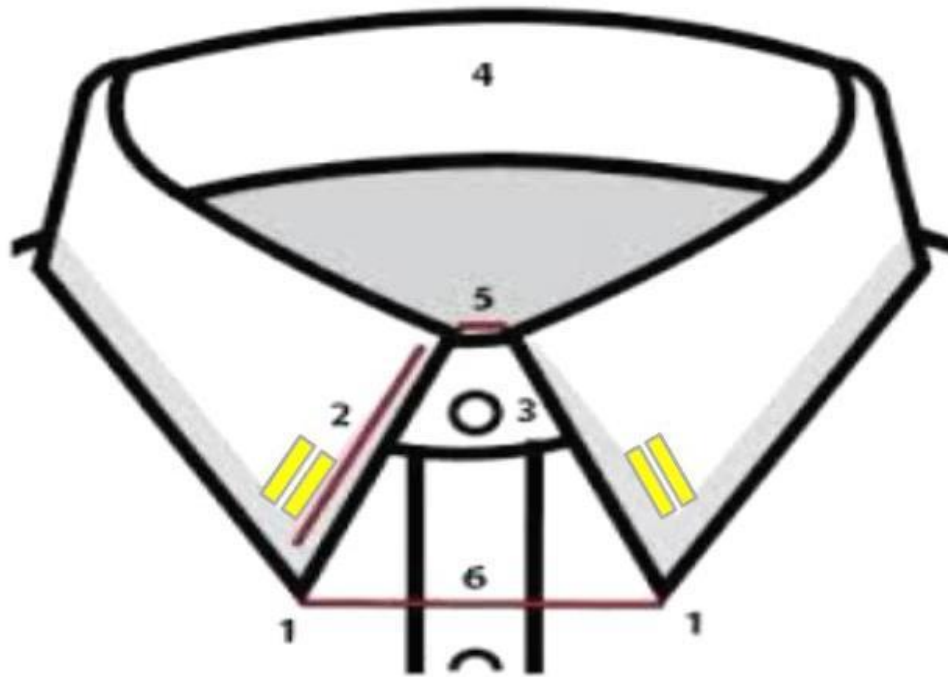


- 3. Captain and Lieutenant  
Gold rank insignia is worn on both collars, centered along the inside thread line.

Lieutenant



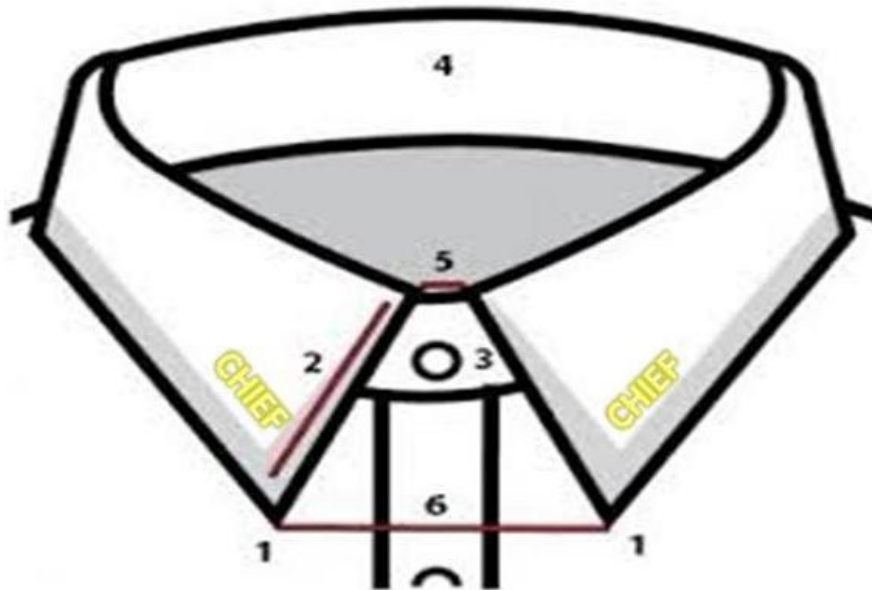
Captain



4. Chief

Gold insignia is worn on both collars, spaced evenly along the outside thread line, across the collar.

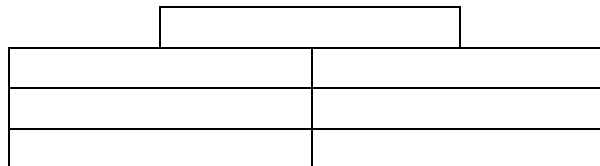
Chief



B. Name Plate

Officers are required to wear a nameplate issued by the department on their uniform. Chrome color for officers and gold color for sergeant and above. They are worn over the right pocket with the lower edge touching the pocket.

C. Awards



D. Service Stripes - One for each five years of law enforcement service will be sewn on the left sleeve above the cuff.

E. Tie - A dark navy tie is worn, with a silver or gold tie bar in accordance with rank.



- F. Shoulder Patches - Only the authorized Idaho Falls Police Department patch will be worn. The patch will be sewn to both shoulders of the shirt and other outer garments.
- G. Shield - The issued shield will be worn on the shirt. Sew-on shields will be worn on jackets.
- H. Trousers - Class A trousers as issued. Six pocket pants are not acceptable.
- I. Shirts - Issued long sleeve button down uniform shirt. Sleeves will be buttoned and not rolled or pushed up.
- J. Leather/Nylon Gear - Black leather duty belt with leather holsters and holders or black nylon duty belt with nylon holsters and holders.
  
- K. Accents
  - 1. Patrol Officer will wear silver colored buckles, shields, snaps, etc.
  - 2. Sergeants and above will wear gold colored buckles, shields, snaps, etc.
- L. GIG LINE - The centerline of the uniform when the shirt, belt buckle and pants are in a straight line from the collar to the zipper.
- M. Footwear - Black, clean and shined shoes or boots with no obvious logos. Socks will be black or navy blue.
- N. Hats
  - 1. Officers
    - a. Hats will have a silver metal band, glossy brim and no oak leaves or other insignia on the brim.
    - b. The hat badge will be silver in color and indicate Police Officer or appropriate title.
  - 2. Sergeants
    - a. Hats will have a gold metal band, glossy brim and no oak leaves or other insignia on the brim.
    - b. The hat badge will be gold in color and indicate Sergeant as rank.
  - 3. Lieutenants

- a. Hats will have a gold cloth band and a cloth brim with a set of five oak leaf clusters on each side.
  - b. The hat badge will be gold in color and indicate Lieutenant as rank.
4. Captains
- a. Hats will have a gold cloth band and a cloth brim with a set of five oak leaf clusters on each side.
  - b. The hat badge will be gold in color and indicate Captain as rank.
5. Chief
- a. The Chief's hat will have a gold cloth band and a cloth brim with seven oak leaf clusters on each side.
  - B. The hat badge will be gold in color and indicate Chief of Police as title.
6. Radio microphones, lanyards and other devices or ornamentation may be worn if authorized for an assignment or for a special purpose.

3-10-03.01 Class B Uniform

- A. Shirts- Long or short-sleeved issued button down uniform shirts. Undershirts that show under an open collar will be white or black. Long sleeve undershirts will only be worn with long sleeve shirts. Collar brass will be worn only by Lieutenants and above. Long Sleeves will be buttoned and not rolled or pushed up.
- B. Name Plate - Officers are required to wear a metal nameplate issued by the department on their uniform. Chrome color for officers and gold color for sergeant and above.  
  
They are worn over the right pocket with the lower edge touching the pocket.
- C. Awards - Ribbons are not to be worn on the class B uniform.

- D. Shoulder Patches - Only the authorized Idaho Falls Police Department patch will be worn. The patch will be sewn to both shoulders of the shirt and other outer garments.
- E. Shield - The issued metal shield will be worn on the shirt. Sew-on shields will be worn on jackets.
- F. Trousers - Issued dress trousers or internal 6 pocket pants. Shorts are not to be worn as part of a Class B Uniform.
- G. Leather/Nylon Gear - Black leather duty belt with leather holsters and holders or black nylon duty belt with nylon holsters and holders.
- H. Accents
  - 1. Patrol Officer will wear silver colored buckles, shields, snaps, etc.
  - 2. Sergeants and above will wear gold colored buckles, shields, snaps, etc.
- I. GIG LINE: The centerline of the uniform when the shirt, belt buckle and pants are in a straight line from the collar to the zipper.
- J. Footwear - Black, clean and shined shoes or boots with no obvious logos. Socks will be black or navy blue.
- K. Hats - Only those authorized by the department.
- L. Radio microphones, lanyards and other devices or ornamentation may be worn if authorized for an assignment or for a special purpose.
- M. Department issued sweater is considered outerwear and may be worn with class B uniform, with a metal badge and name tag.
- N. A department issued or personal mock turtleneck can be worn under a class B long sleeve shirt with or without a sweater, in black only. No visible logos allowed.
  
- P. Class B uniform will be worn by commissioned officers when in uniform and is optional for sworn staff while working a patrol shift; only upon approval of the shift commander and determined daily according to the assignment.

Q. Class B uniform will be mandatory wear for secondary uniformed employment, airport duty, SRO's when in uniform, and DARE.

3-10-04.00 Class C Uniform

- A. Shirts- Long or short-sleeved issued pullover uniform shirts with no collar brass or tie. An issued external vest is optional. Undershirts that show under an open collar will be white or black. Long sleeve undershirts will only be worn with long sleeve shirts.
- B. Name Plate - Officers are required to wear a cloth or embroidered 3/8" name tag, issued by the department, on their uniform. Silver stitching for officers and gold stitching for sergeant and above.  
They are worn over the right pocket.
- C. Awards - Ribbons are not to be worn on the class C uniform.
- D. Shoulder Patches - Only the authorized Idaho Falls Police Department patch will be worn. The patch will be sewn to both shoulders of the shirt and other outer garments.
- E. Shield – Badge on Class C uniform shirts and external vests will be cloth or embroidered, as issued by the department. Sew-on shields will be worn on jackets.
- F. Trousers - Issued trousers with external side cargo pockets or issued shorts.
- G. Leather/Nylon Gear - Black leather duty belt with leather holsters and holders or black nylon duty belt with nylon holsters and holders.
- H. Accents
  - 1. Patrol Officer will wear silver colored buckles, shields, snaps, etc.
  - 2. Sergeants and above will wear gold colored buckles, shields, snaps, etc.
- I. GIG LINE: The centerline of the uniform when the shirt, belt buckle and pants are in a straight line from the collar to the zipper.
- J. Footwear - Black, clean and shined shoes or boots with no obvious logos. Socks will be black or navy blue.
- K. Hats - Only department issued baseball cap or black stocking cap with no visible logos.
- L. Radio microphones, lanyards and other devices or ornamentation may be worn if authorized for an assignment or for a special purpose.

- M. Department issued sweater is considered outerwear may be worn with class C uniform, with a metal badge and name tag.
- N. A department issued or personal mock turtleneck can be worn under a class C long sleeve shirt with or without a sweater, in black only. No visible logos allowed.
  
- P. Class C uniform is required for sworn staff while working a patrol shift. Upon approval of the shift commander and determined daily according to the assignment Class B or A uniforms may be authorized.

3-10-05.00 PLAINCLOTHES: CIVILIAN AND OFFICER

- A. Male Employees assigned to plainclothes duties will wear either
  - 1. A collared shirt and slacks or
  - 2. A suit or a sport coat with coordinating pants.
  - 3. Dress shoes or boots.
- B. Female Employees assigned to plainclothes duties will wear professional business apparel either
  - 1. Shirt and slacks.
  - 2. A suit or a sport coat with coordinating pants.
  - 3. Dress shoes or boots.
- C. Makeup will be conservative and promote a professional image without drawing undue attention.
- D. Accessories – Jewelry is limited to one earring per ear, a wedding or religious ring and a watch.
- E. Clothing with an obscure and non-controversial logo is acceptable for male and female employees.

- F. Denim jeans are not acceptable unless authorized by the Chief of Police.
- G. Plainclothes officers will keep their firearm/duty equipment concealed while in public places.
- H. Employees in special assignments may be excused from these standards by their division commander.

#### 3-10-06.00 Court appearance:

- A. All male employees when attending court or formal hearings will wear either a Class A or B uniform (no shorts), or a dress shirt with a dress suit or a dress sport jacket with coordinating pants and a coordinating tie.
- B. All female employees when attending court or formal hearings will wear either a class A or class B uniform, or blouse, shirt, or sweater with coordinating slacks.

#### 3-10-07.00 Training Attire

Officers may wear a class B or class C uniform while attending training or, a collared shirt with slacks or nice jeans without holes. No open toed shoes.

Exceptions may be made by the supervisor depending on the type of training being conducted, i.e. firearms, arrest techniques, etc.

#### 3-10-08.00 GROOMING STANDARDS

Members will be clean and neat in their appearance. They will bathe frequently and will care for their personal grooming, maintaining the standards of grooming expected of a professional person.

- A. Male (sworn & professional staff)
  - 1. The hair on top of the head will be neatly groomed. Length and bulk of hair will not be excessive or present a ragged, unkempt or extreme appearance. It will be of a style that will not look unprofessional when the dress hat is worn.
  - 2. The hair will not fall more than ½" over the top of the ears, will not touch the eyebrows, or touch the collar. Moderate fullness in the back is permitted as long as it does not interfere with standard headgear.
  - 3. Wig or hairpieces must conform to the above criteria.

4. Sideburns must be neatly trimmed. The base will be clean-shaven, horizontally to the vertical tapered line. Sideburns will not extend downward beyond the bottom of the ear.
5. The face will be clean-shaven, except:
  - a. A mustache is permitted. If a mustache is worn, it will be kept neatly trimmed and tidy in appearance. It will not extend more than ½" in length below the corner of the mouth, nor will it be over ½" in width from the corner of the mouth.  
It will not exceed ½" in hair length.
  - b. A full goatee is permitted. If a goatee is worn, it will be kept neatly trimmed and tidy in appearance. It will not exceed ½" in length. It will not exceed the shape that is formed by the top of the lip, ½" in width from each corner of the mouth and 1" above the top of the Adam's apple.
  - c. Any officer who is out of policy twice within a 6 month period of time will lose the privilege of wearing facial hair while on duty. No other facial hair is permitted.
6. Earrings are not permitted while on duty.

B. Female (sworn & professional staff)

When in uniform, long hair must be tied back so it does not hang in the face. Pointed objects that could be used as weapons against the officer will not be used to secure the hair. The hair must be well groomed, neat and clean. Only stud type earrings may be worn.

C. Officers in special assignments may be excused from these standards by their division commander.

3-10-09.00 Body Piercings

- A. With the exception of earrings, an employee will not have any visible body piercing jewelry while on duty or while operating a department vehicle.
  1. Female: A female employee may only wear one earring per ear while on duty or while driving a department vehicle.

2. Male: A male employee will not wear earrings while on duty or while driving a department vehicle.
- B. Officers in special assignments may be excused from these standards by their division commander.

3-10-10.00 Body Art, Tattoos, and Brandings

- A. An employee will not have any visible tattoos, body art, or branding while on-duty or while driving a department vehicle. Pre-existing conditions will be either removed or covered by cosmetics or clothing.
- B. Any tattoos, body art, or branding that are obscene, advocate or symbolize gang, supremacist, or extremists groups, drug use, or sexual discrimination will not be permitted on or off-duty.



## **3-11-00.00 INVESTIGATION OF COMPLAINTS AGAINST POLICE PERSONNEL**

### 3-11-01.01 Policy

The purpose of this policy is to establish guidelines and uniformity for handling complaints and internal investigations against employees and to provide for public and employee confidence in the process of handling complaints.

It is the policy of the department to investigate all complaints of alleged misconduct against any employee and to make a determination if the employee acted within department policy.

#### Procedures

1. Any employee approached by someone wishing to make a complaint will notify the on-duty shift commander. The shift commander will promptly make arrangements to speak with the complainant. If the complainant is intoxicated, arrangements should be made to meet the following day.
  - a. To file a complaint, the citizen should normally meet with the supervisor in person and show photo I.D. or otherwise satisfy the supervisor that correct identification has been made. However, citizen inquiries do not always rise to the level of a complaint. For the purposes of this policy, an inquiry will only become a complaint if the citizen is willing to meet in person with a supervisor.
  - b. If the citizen does not wish to do this, the supervisor will explain that there will be no record of the inquiry.
  - c. Supervisors should never discourage a citizen from formalizing their complaint; however, they should try to appropriately satisfy the citizen's concerns.
  - d. If the complaining party does not live near Idaho Falls, the supervisor should accept the complaint without requiring face to face contact.
2. Some Complaints may be valid and some may later be proven false, but to ensure the accountability of the process, all complaints will be documented and investigated by the supervisor except when:

- a. The allegation, even if proven true, would not be a violation of law or policy.
  - b. The allegation, without any investigation, is an obvious fabrication.
  - c. The allegation is harassing such as retaliatory complaints by criminals intending to punish an officer for taking enforcement action.
3. Minor complaints, such as rudeness and driving habits should be handled by the shift commander including the investigation and determining the disposition. Unless they qualify as an exception. Minor complaints will not go to Internal Affairs and a Garrity warning does not need to be given.
4. Except under unusual circumstances, complaints from juveniles will not be accepted unless accompanied by a legal guardian.
5. Complaints from third parties will not be accepted if they did not witness the event. In those instances, the person will be instructed to have the alleged victim contact the police department.
6. Supervisor responsibilities
  - a. Any supervisor becoming aware of a complaint will receive the information and arrange to have the supervisor of the employee contact the complainant for resolution. The supervisor should:
    1. Define the key issues and provide detailed written information to the supervisor in charge of resolving the complaint.
    2. Give the complainant their own contact information with an invitation to contact the Chief of Police directly if they are not satisfied with the resolution.
  - b. Supervisor Investigation
    1. Talk to all witnesses and employees involved.
    2. Examine other evidence such as recordings and dispatch logs.
    3. Attach officer's written response to any complaint filed against them, if so desired.

4. Notify the complainant of the disposition, but not any disciplinary action taken. Document this notification.
    - c. Serious complaints that can't be handled at the Shift Commander level will be forwarded to the employee's Captain.
  7. Captains Responsibilities
    - a. The Captain will have the complaint investigated either:
      1. Personally
      2. By an assigned supervisor
      3. By Internal Affairs
      4. By an outside agency
    - b. Complaints involving a Captain will be forwarded directly to the Chief.
  8. Internal Affairs Responsibilities
    - a. The Internal Affairs Investigation
      1. Promptly provide written notice to employees that they are the subject of an internal investigation with summary information on the nature of the complaint.
      2. Conduct a thorough investigation
      3. If necessary to compel a statement, the employee will be given a copy of the Garrity admonition. Both interviewer and employee will sign it.
        - i. The employee will be required to answer questions regarding the allegations as per the Garrity admonition.
        - ii. Any statement made under Garrity can only be used in administrative proceedings. They cannot be used against the employee in any subsequent criminal proceedings.
      4. Interviews will be voice recorded by the interviewer. The employee may also record the interview or be provided a copy.

5. Employees will be permitted to have an attorney or fellow employee present during the interview. This person cannot be someone involved in or a witness to the allegation.
  6. Internal Affairs has no authority to sustain charges or discipline employees. When the investigation is complete, the employee's Captain or Chief will determine the disposition.
  7. Provide written notification to the complainant and employee of the final disposition.
- b. Maintain a central file.
  - c. Monitor complaints to determine the need for changes in training or policy.
  - d. Review supervisory investigations to ensure complaints are being handled properly.
  - e. Provide summary reports to administration as requested.
9. Dispositions will be determined as follows:
- a. Resolved
    1. The complainant no longer wants to pursue an investigation or is satisfied with the explanation.
    2. The complaint, even if proven true, would not be a violation of law or policy.
    3. The offense is minor and the complainant is satisfied that the supervisor will deal with the situation appropriately.
  - b. Sustained – The employee violated policy.
  - c. Not-Sustained
    1. The employee is not found to have violated policy or,
    2. If outside policy, the actions taken were reasonable and necessary.
10. Only supervisors will have access to complaint files. They will not disclose information to other employees. Employees may have access to their own records.

11. All specific records associated with complaints, including Internal Affairs will not be disclosed unless ordered by a judge or the Chief of Police.
12. Special examinations
  - a. The department may require a chemical test of the department's choosing if the employee's action(s) give the investigator or a supervisor cause to believe the employee is under the influence of alcohol, illegal drugs, or prescription drugs that impair the employee's ability to perform their duties. The employee may, at their own expense, have an independent test.
  - b. Property belonging to the City is subject to inspection at any time. Property includes, but is not limited to vehicles, desks, files, computers, lockers, and cell phones, etc.
13. Employees being investigated for a crime will be afforded all rights conferred by the U.S. Constitution and laws of the state of Idaho.

3. Early Warning System

The Internal Affairs Unit will monitor complaints and act as the Early Warning System for the Idaho Falls Police Department. Any employee who receives 3 documented complaints within a 90 day period will be flagged. The Captain(s) and the Chief will be notified of the complaints for review. The Officer will receive notice of the complaints.

An annual evaluation of all complaints on personnel will be conducted by the Internal Affairs Office with reports and recommendations submitted to the Chief.

**3-12-00.00 DISCIPLINARY ACTION, REVIEW AND APPEAL**

3-12-01.00 DISCIPLINE

Discipline is intended to foster voluntary compliance with policies, regulations and proper conduct. It is the responsibility of supervisors at all levels to encourage proper conduct through feedback, praise and other forms of recognition for a job well done and awards for exemplary performance in the line of duty. Inappropriate conduct should be discouraged or changed by corrective or disciplinary actions.

3-12-01.01 Disciplinary Action

When positive corrective action fail, it may be necessary to impose sanctions to reinforce the department's intent to improve the employee's performance or behavior.

Employees of this department are subject to disciplinary action for violations of:

1. Idaho Falls Police Department Policy Manual.
2. City of Idaho Falls Personnel Policy Manual.
3. Civil Service Commission Rules and Regulations.
4. Federal, state and local laws and regulations.
5. A universal standard of behavior that every employee is presumed to know (e.g., conduct that is wrong in and of itself).

### 3-12-02.00 ADMINISTRATION OF CORRECTIVE AND DISCIPLINARY ACTION

Employees are subject to corrective and disciplinary action within their division and to disciplinary action at the department level. Disciplinary action will conform to statutory or any other legal requirements.

The role of the first-line supervisor is crucial. The immediate supervisor has the best opportunity to observe the conduct and appearance of employees and to detect when corrective or disciplinary actions are warranted.

- A. Positive corrective action should be considered before the imposition of sanctions. The following factors should be considered when determining the degree of disciplinary action needed:
  1. Nature of the violation and the circumstances in which it occurred.
  2. Impact the behavior has on the department.
  3. Mitigating circumstances.
  4. Length of service and previous work record.
  5. Consistency of discipline.
  6. Extent to which disciplinary action may play a rehabilitative role, and its effect on the employee, the department, and its operations.
  7. Attitude and conduct of the employee throughout the investigation and personal interviews.

8. Adequacy of department training needs or practices and department policies and procedures.

#### 3-12-02.01 Pre-disciplinary Conference

Employees will be provided with a notice of the charges, a statement of the grounds for charges, and evidence relied upon and given a reasonable amount of time to prepare to respond to the allegations in a pre-disciplinary conference which will be held before any recommendation of disciplinary sanctions.

#### 3-12-03.00 TRAINING

A lack of knowledge, abilities, skills, or training, once recognized, should be resolved by the employee's immediate supervisor when possible. Training will be scheduled and provided as needed.

#### 3-12-04.00 FITNESS FOR DUTY

Fitness for duty evaluations may be required as part of the investigative process. Evaluations are used to decide if employees are able physically, mentally, or emotionally to perform their assigned duties.

- A. Fitness for duty evaluations may be required at the discretion of the Chief. Examples of when fitness for duty evaluations may be required are:
  1. When there is a serious example of misconduct; e.g., excessive force.
  2. When there is chronic or repetitive misconduct or a pattern of similar complaints.
  3. After a traumatic incident or other unusual circumstances; e.g., post shooting trauma.
  4. When there is evidence of marked behavioral changes; e.g., mental illnesses, etc.
  5. Any other time it is believed to be in the department's or employee's interest.
- B. The administration will complete a written referral with the date and time of the appointment and an explanation of the behavior or circumstances that led to the request for evaluation to a department selected evaluator.
  1. A copy will be forwarded to the employee.
  2. The evaluator will be consulted by a department representative before the employee interview to

confirm the referral and to enable the evaluator to formulate relevant questions that pertain to the specific reasons for the evaluation.

3. Noncompliance with the evaluation process will be considered insubordination and subject to appropriate disciplinary action.
  - a. Reports from the evaluator are the property of the department and will be discussed or reviewed by persons who need to know. The evaluator will not release reports to an employee or any other person unless so directed by department administration.

### 3-12-05.00 RELIEF FROM DUTY

An employee may be temporarily relieved from duty when in the best interest of the employee or the department. Relief from duty may also result in loss of police powers.

- A. Authority: Ranking officers or supervisory personnel may temporarily relieve employees from duty for the balance of their shift with instructions to meet with their captain at 9:00 a.m. on the next regular work day. This is a special application of the authority to make assignments.
  1. Detailed reports and any other documentation will be forwarded to the Chief through the chain of command immediately following such event.
  2. Relief from duty is with pay.
- B. An employee may be required to relinquish issued police equipment while relieved from duty, as directed by a command-level officer.

The command-level officer will give the employee a letter of receipt of property and document their temporary loss of police powers.

### 3-12-06.00 CORRECTIVE OR DISCIPLINARY ACTIONS NOT INVOLVING SUSPENSION, DEMOTION OR TERMINATION

Corrective or disciplinary action not involving suspension, demotion, or termination occurs when instruction or training has failed or when warranted by the seriousness of the problem.

Such actions include, but are not restricted to the following:

- A. Corrective interview:



1. Is not considered disciplinary unless the behavior is not corrected.
  2. Is used to train, instruct, or admonish an employee about behavior.
  3. Will be implemented by division supervisory personnel, usually the first-line supervisor.
  4. Will be forwarded through the chain of command to the division Captain.
  5. Will be available for future disciplinary reference.
- B. Adjustment of shift or duty assignment, or revocation of privileges, which may include, but is not limited to, seniority when bidding for shift or equipment.
- C. A letter of reprimand.
1. The letter will be given to the employee by the Chief, division captain, or designee.
  2. Copies of the letter will be placed in the employee's personnel file, the division file, and the Internal Investigations Unit central file.
  3. The employee will be requested to sign acknowledging receipt of the letter. Any refusal or inability to sign will be noted.
  4. The employee may submit a rebuttal letter to be placed in all files used for personnel purposes within ten working days.

### 3-12-07.00 DISCIPLINARY ACTION INVOLVING SUSPENSION, DEMOTION OR TERMINATION

The policy in this manual applies only to sworn police officers. Non-sworn employees are considered at will and are addressed in the city's personnel policy.

Disciplinary actions involving sworn police officers at the department level include but are not limited to the following:

#### 3-12-07.01 Suspension

A suspension is without pay. An employee may be suspended because of a sustained disciplinary action or pending the results of disciplinary investigations, hearings, or the outcome of a trial for any crime (see "E" for exception).

- A. Authority: The authority to suspend employees belongs solely to the Chief. If deemed necessary, the Chief may suspend an employee before a hearing.

When suspending an employee under exigent circumstances, the Chief or designee will meet with the employee to explain the reason for the suspension and its anticipated length. The employee's representative may be present, if so desired.

- B. Procedures: A suspended employee will relinquish issued weapons, badges, I.D. cards, and police vehicle as directed by the division commander. The employee will be provided a receipt and the items will be secured by the relieving supervisor.

- C. Restrictions: Suspended employees will not carry firearms, display any identification indicating they are police officers, operate any police vehicle, represent themselves as police officers in any situation, or perform in any official law enforcement capacity except by court order.

Suspended employees are forbidden to work off-duty jobs that require the wearing of the police uniform or the need for police authority.

- D. Other actions as deemed appropriate by the Chief of Police.
- E. The rank of Captain is an F.S.L.A. exempt rank. Disciplinary actions regarding captains will take into account their F.S.L.A. status and will be different than that for other ranks.

### 3-12-07.02 Demotion

Demotion means demoted from a greater rank to a lesser rank.

### 3-12-07.03 Termination

All employment and corresponding benefits are terminated.

If the possible disciplinary action may be termination, the following will be provided to the employee:

- A. A pre-disciplinary conference where the employee may bring up any mitigating circumstances not previously addressed. The employee may bring a representative to this conference.
- B. The written final order from the Chief, including the reasons for termination, date of termination and the employee's rights of appeal.

- C. Directions for obtaining any employment benefits afforded terminated employees if any.
- D. A copy of the separation notice, reflecting the reason for separation.

3-12-08.00 APPEAL OF DISCIPLINARY ACTION

Disciplinary action may be appealed as outlined in Civil Service Rules or City Policy.

3-12-09.00 DOCUMENTATION OF DISCIPLINARY ACTION

Documentation of an employee's actions serves to record growth and improvement in attitude and performance. Recognition and acknowledgment of mistakes and failures should be recorded, as well as achievements. This documentation provides an accurate picture of the employee's work history.

- A. Documentation of disciplinary action will remain in the employee's personnel file and copies will be placed in the Internal Investigations Unit central file.
- B. Documentation of disciplinary action in the department personnel file is subject to expungement in accordance to City Policy and resolutions and Federal and State records retention laws.
  - 1. Documents relating to suspensions without pay cannot be expunged.
- C. Internal investigation files are separate from personnel files. Internal investigation files are not expunged.

### **3-13-00.00 PERFORMANCE EVALUATIONS**

#### **3-13-01.00 PERFORMANCE EVALUATIONS**

Refer to 2-08-05.00 Performance Appraisals.

#### **3-13-02.00 DOCUMENTATION FOLLOWING DISCIPLINARY ACTION**

When disciplinary action is recommended by a division commander and approved by the Chief of Police, documentation is required. A letter to the officer will explain the reasons for the discipline and the penalty. It will be signed by the division commander or the Chief and by the employee. The letter will be placed in the employee's personnel file.

All substantiating documentation will be kept in the Internal Investigations Unit. Officers may have any documentation refuting the charges placed in their personnel file.

## **3-14-00.00 AWARDS AND COMMENDATIONS**

### 3-14-01.00 AWARDS/COMMENDATIONS

#### 3-14-01.01 Policy

After appropriate review, awards will be given to employees based on defined criteria.

#### 3-14-01.02 Awards

##### A. MEDAL OF HONOR

(Awarded by the Chief of Police)



##### B. MEDAL OF VALOR

(Awarded by the Chief of Police)



C. THE POLICE MEDAL

(Awarded by the Chief of Police)



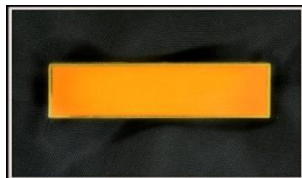
D. PURPLE HEART

(Awarded by the Chief of Police)



E. CHIEF'S COMMENDATION

(Awarded by the Chief of Police)



F. CAPTAIN'S COMMENDATION

(Awarded by Division Captain)



## G. COMMANDER'S COMMENDATION

(Awarded by Shift Commander)



### 3-14-01.03 Award Descriptions

MEDAL OF HONOR - This award is given only to those officers who give their lives in the line of duty, or die in the process of some act off duty that saves or tries to save human life. A plaque with the officer's photo, information about the officer and the medal of honor will be posted in the station. An identical plaque will be presented to the family of the officer at a formal ceremony.

At the station there will be a plaque with the name of the officer receiving the award.

MEDAL OF VALOR - This award may be given to officers who distinguish themselves by performing courageous acts above and beyond the call of duty and involving risk or imminent danger to their life. Furthermore, such acts must have been performed for the purpose of saving or protecting human life. Officers must perform acts so outstanding that it clearly distinguishes their courage from other forms of recognized bravery. There must be no margin of doubt or possibility of error in awarding this honor. Any officer receiving this award will receive a formal MEDAL OF VALOR along with a miniature medal to be worn on the uniform.

POLICE MEDAL - This medal is awarded to officers who, in the line of duty, distinguish themselves by performing courageous acts involving risk or imminent serious personal injury for the purpose of saving or protecting human life; or, in the course of an extended investigation demanding continuous exposure to grave personal hazard, where they willingly accept such risk in the service of the department; or, for extraordinary and unusual police accomplishments. Officers receiving this award will receive a formal Police Medal as well as a miniature to be worn on the uniform. In the station there will be a plaque with spaces to list all the officers receiving this award.

PURPLE HEART - This award may be given to any employee of the department who, in the line of duty, is seriously wounded or injured in the performance of an official action. Wounds and injuries, for this award, are defined as any injury to any part of the body which is caused by an external force or agent. The wound or injury must require medical treatment by a licensed physician and will have been sustained in a potentially life threatening situation. Any employee receiving this award will receive a formal Purple Heart medal as well as a purple ribbon to be worn on the uniform. At the station there will be a plaque with spaces to list all the officers receiving this award.

CHIEF'S COMMENDATION - This award may be given to an employee of the department who performs acts of gallantry not warranting the POLICE MEDAL or the MEDAL OF VALOR. The act must render the individual conspicuous and well above the standard expected. It may also be given for accomplishments by a member as a result of personal initiative and great effort to solve a major crime or series of crimes, or through personal initiative and ingenuity, develops a program or plan which contributes significantly to the department's objectives and goals. Any employee receiving this award will receive a framed certificate and a gold ribbon to be worn on the uniform.

CAPTAIN'S COMMENDATION - This award may be given to a employee of the department who performs acts not warranting a CHIEF'S COMMENDATION but still render the individual conspicuous and well above the standard expected. Also for service to the department that through personal initiative and ingenuity, contributes significantly to the objective and goals of the department. Any employee receiving this award will receive a framed certificate and ribbon to be worn on the uniform.

COMMANDER'S COMMENDATION - This award may be given to an employee of the department who distinguishes themselves through outstanding service in their assigned tasks and duties but not to the level that would warrant the CAPTAIN'S COMMENDATION. Any employee receiving this award would receive a certificate fit for framing and ribbon to be worn on the uniform.



### 3-14-01.04 Awards Board

The awards board will be in place to review nominees for the MEDAL OF HONOR, MEDAL OF VALOR, POLICE MEDAL, PURPLE HEART, EMPLOYEE OF THE MONTH and EMPLOYEE OF THE YEAR.

The board will consist of the following:

Chairman - A Lieutenant serving a minimum one year term from January 1 to December 31.

Two sergeants, each serving a minimum one year term. One from January 1 to December 31 and the other from July 1 to June 30.

One full time sworn officer serving a minimum one year term from January 1 to December 31.

One civilian department member serving a minimum one year term from July 1 to June 30.

When a board member's term has expired, the board member may request to remain in place. This request will be reviewed for approval by the command staff.

Nominees for any of these awards can be sent to the board by any employee of the department or by any citizen. Nominations to the board must be in writing listing all the known facts in the case and witnesses to the act(s). If there are police reports related to the case, a copy of all reports including photos, written statements, recordings both audio and video, must also be included. The board will then review the case and interview witnesses, the person making the nomination and the department employee that has been nominated. The board will then make its recommendation to the Chief of Police for which award, if any, would be in order. The final decision for an award will be by the Chief of Police.

Nomination for CHIEFS COMMENDATION - This can be made by the Awards Board or by any supervisor with the rank of Sergeant or above through the chain of command. This nomination must be in writing to the Chief listing all known facts and any supporting documentation. The Chief will then review the case and either approves the commendation or returns the case with a recommendation for a Captain's or Commander's Commendation or no commendation.

Nomination for CAPTAIN'S COMMENDATION - This can be made by the Awards Board or by any employee of the department to the employee's Captain through the chain of

command. This nomination must be in writing with all known facts and supporting documentation. The Captain will review the case and approve the commendation or return the case to the proper commander for a Commanders Commendation or no commendation.

Nomination for COMMANDER'S COMMENDATION - This can be made by the Awards Board or by any employee of the department to the commander over the member being nominated. This must be in writing listing all known facts and supporting documentation. The commander will review the case and make appropriate recommendation.

Nomination for the LIFE SAVING AWARD – This can be made by the Awards Board or by any employee of the department. The recommendation will be made to the nominated employee's commander. This must be in writing listing all known facts and supporting documentation. The commander will review the case and make appropriate recommendations.

#### 3-14-01.05 Civic Awards

Local Civic and Business groups hand out a variety of awards to local law enforcement each year. The awards board will be responsible to notify the department employees when these awards are offered. The board will take nominations for the offered awards and review the nominations. Any nomination to the board for these awards must be in writing listing the reasons for the nomination. The board will make recommendations for the civic awards to the Chief. The Chief of Police will review the recommendations of the board and approve the final selections.

## **3-15-00.00 VEHICLE PURSUIT**

### 3-15-01.00 PURSUITS - VEHICLE

#### 3-15-01.01 Policy

A pursuit is authorized only when attempting to apprehend a person who the officer has probable cause to believe has just committed or just attempted to commit a violent felony. A pursuit is also authorized if the officer has probable cause to believe the suspect will likely commit a violent felony in the very near future if not apprehended immediately, excluding driving behavior beginning after the start of the pursuit.

State Law does not relieve police officers from the duty to drive with due regard for the safety of all persons.

#### 3-15-01.02 Definitions

- A. Pursuit: A vehicle pursuit is an attempt by an officer to stop a moving vehicle when the driver knowingly resists apprehension by failing to stop.
- B. Violent Felony: A felony that involves an actual or attempted crime which the officer has probable cause to believe has resulted, or could have resulted, in death or serious injury such as armed robbery, forcible rape, aggravated battery, and murder.
- C. Roadblocks: A stationary funneling or restricting of vehicle movement with the purpose of preventing unrestricted passage of a pursued vehicle.
- D. P.I.T.: Precision immobilization technique.
- E. Primary Unit: The police vehicle that initiates a pursuit and takes the position immediately behind the suspect vehicle.
- F. Secondary Unit: The backup unit to the Primary Unit.
- G. Trail: Follow the pursuit using the same route as travel.

#### 3-15-01.03 Restrictions

- A. Assisting Units: Only the primary and secondary unit will pursue the suspect unless authorized by the pursuit supervisor.

- B. Unmarked Units and Non-pursuit rated specialty Vehicles (marked or unmarked) will stop pursuing when a marked unit can take over. They may respond to the scene if the suspect is apprehended.
- C. An officer will not pursue if there is a civilian in the officer's vehicle unless the civilian has signed a ride-along-waiver and the officer is on duty.
- D. Freeways: Officers will not drive the wrong way on a freeway.

#### 3-15-01.04 Pursuit Alternatives

- A. Hollow Tire Spikes will be deployed when practicable.
- B. PIT maneuvers will only be utilized by officers who have had specific, documented training in the maneuver.
- C. Road Blocks should only be employed using the restrictions provided by Idaho Code 19-622; unless deadly force is justified.

#### 3-15-01.05 Procedures

- A. Pursuits Within Idaho Falls Jurisdiction
  - 1. Upon starting a pursuit, the officer will immediately engage emergency lights and siren and notify the dispatcher of the location, direction of travel and speed, the description of suspect vehicle and license number, and the reason for pursuit.
  - 2. The secondary unit, when in place, will be responsible to constantly call the pursuit and relay hazards to the primary unit.
- B. Pursuits Entering Another Jurisdiction
  - 1. As soon as a pursuit enters another jurisdiction or the freeway, the dispatcher will immediately notify the affected law enforcement agency.
  - 2. If the pursuit concludes outside of Idaho Falls the pursuit supervisor will determine whether to send more officers. Officers other than primary and secondary will not respond outside the city limits without the pursuit supervisor's permission.

C. Pursuits Started by Another Agency

Officers will only become involved in another agency's pursuit if there is not a primary and secondary unit from another agency already involved and the offender has committed a violent felony. All other I.F.P.D. rules of pursuit apply to Idaho Falls Officers when assisting other agencies.

D. Dispatch Duties

1. The dispatcher will clear the frequency for emergency traffic, announce the pursuit, acknowledge or assign a secondary unit, and notify the pursuit supervisor.
2. When Idaho Falls Police pursue in another jurisdiction, dispatch will immediately notify the affected law enforcement agency.
3. Pursuits by Another Jurisdiction: The dispatcher will immediately broadcast description, location, direction, reason for the pursuit, and any other significant data to the field units. If the reason for the pursuit is not known at the time of the information relay, immediate attempts will be made to ascertain the information and relay it to field units.

3-15-01.06 Termination of Pursuits

- A. Pursuits will be terminated at the discretion of the pursuing officer(s) or by order of the pursuit supervisor. When a pursuit is terminated, officers will turn off emergency equipment and obey posted speed limits and other traffic regulations.
- B. Pursuit Conclusion: The responsibility of maintaining control and directing activities at the conclusion remains with the senior or ranking officer at the scene. Non-uniformed officers will ensure they are readily identifiable as police officers.

3-15-01.07 Reports

Officers involved in the pursuit will write a report. Officers who assisted with traffic, blocked an intersection, or otherwise assisted with the pursuit or were present at the conclusion will also submit a report.

### 3-15-01.08 Pursuit Supervisor Duties

- A. The pursuit supervisor will monitor the pursuit and make decisions regarding continuation, termination, and issues involving other agencies.
- B. The pursuit supervisor will, if practical, respond to the location of conclusion and take command.
- C. The pursuit supervisor will submit a memo to the division commander and Internal Investigations detailing the pursuit. The pursuit supervisor will ensure that **all** involved officers complete a report detailing their actions.

### 3-15-01.09 Pursuit Review

- A. Internal Investigations will investigate and present a summary to the Division Captain of the primary unit.
- B. Reviews

The review will address compliance with departmental policy and procedures.

  - 1. If the pursuit was short and ended without incident, the division commander may act as the sole reviewer.
  - 2. A Review board will review pursuits that involve a collision, the use of a pursuit alternative, or injury. The Board will generally consist of one or two civilians and five members from the department including the Captain of the involved officer, the Traffic Unit Supervisor, the Training Unit Supervisor, one non-ranking officer, and one sergeant appointed by the Chief. Internal Investigations will present the case to the board. The ranking officer will be the chairperson and in the event of a tie vote, will cast the deciding vote. The chairperson has the authority to call in other personnel resources such as EVOC instructor, etc.

Officers whose actions are being reviewed will attend and give their accounts of the incident. Those officers will not sit in on the board's discussion. They will be informed of the board's findings after the board adjourns.

The Chief may call for a review board and staff it otherwise at his discretion.
- C. Findings of the Pursuit Review Board

The Captain will report the findings in writing to the Chief of Police. If the opinion is not unanimous, the minority opinion will also be forwarded in writing to the Chief.

1. IN POLICY

The officer acted within policy

2. OUT OF POLICY

The actions of the officer were not within the department's policy.

D. Internal Investigations will be responsible for maintaining and filing the summary reports and dispositions

### **3-16-00.00 COURT APPEARANCE AND PAY**

Upon receipt of notice, any employee will testify as a witness before any competent investigative or judicial body. Proper courtroom demeanor will be maintained and all questions will be answered truthfully while under oath.

#### **3-16-01.00 SUBPOENAS**

When an employee receives a subpoena or court appearance notice, they are to provide the division captain a copy.

The division captain will make necessary changes in the work schedule and notify the travel coordinator to assist the employee in making arrangements, if necessary.

#### **3-16-01.01 Compensation**

A. Misdemeanor and Traffic Court:

The City prosecutor's office will notify officers of upcoming court hearings. It will be the responsibility of each officer to contact the City prosecutor's office to determine the status of each case.

B. Felony Court:

The County prosecutor's office will give notice for court hearings to employees.

Once the employee has received notice of the court hearing it will be the responsibility of the officer to stay in contact with the prosecutor's office as to the status of his or her case.

C. Payments to Employees Off Duty:

Employees required to attend court off duty will be paid a minimum of four hours over time for appearing in court. However, if court begins immediately at the end of the employee's shift or if it begins before the employee's shift ends, the employee will only be paid overtime for actual time spent in court.

If the prosecutor does not cancel the employee's appearance request the day before court is scheduled, the officer will be paid.



### Civil Subpoena Service:

State law requires that a civil subpoena be served directly to the person named on the subpoena. However, law enforcement officers are an exception to this rule. The law does allow the subpoena to be served to the officer's supervisor when the supervisor agrees to serve the paper on the officer named. Therefore, when a party comes into the station to serve a civil subpoena the desk officer will **NOT** accept the subpoena for another officer nor will the desk officer allow the subpoena to just be placed in the officer's box. The desk officer will contact the shift commander and the shift commander will address the issue. It will be up to the shift commander whether or not to accept the subpoena for the officer or arrange a time for the server to meet with the officer named.

If a supervisor accepts the subpoena for another officer, that supervisor may be held liable if the named officer is not served prior to the set hearing. Supervisors will make a reasonable effort to work with the server to ensure the officer is served.

#### D. Payment to Officers in Civil Cases:

All employees will follow City Personnel Policy governing Jury Duty and Other Required Appearances.

### 3-16-02.00 COURT PAY

#### 3-16-02.01 All employees will follow City Personnel Policy governing Jury Duty and Other Required Appearances

All off-duty appearances in connection with official duties, and required by subpoena or other direction by proper authority, will be paid at the rate of time and one-half (1-1/2) the base hourly rate with four (4) hours and a maximum of hours commensurate with employees' normal shift.

#### 3-16-02.03 Fees and Allowance

All court, witness fees, and other appearance allowances, except travel, meals, lodging, and other incidental expenses received by the City employee while receiving City compensation under this section, will be immediately paid over to the City.

## **3-17-00.00 COMP TIME**

### 3-17-01.00 COMP TIME POLICY

#### 3-17-01.01 Policy

The use of comp-time allows the department to accomplish objectives that otherwise would not be practical because of budget constraints in paying overtime. Comp-time does not come free. It has to be used at a rate equivalent to overtime. Whenever practical, activities should be scheduled during regular working hours.

#### 3-17-01.02 Procedure

- A. Comp-time will be accumulated at a rate of one and one-half times.
- B. Comp-time earned or used, must be approved in advance by the employees immediate supervisor.
- C. Whenever possible, comp-time should be taken during slow hours such as early morning for patrol. However, the employee may wish to accumulate comp-time and take a full day off. This will be allowed at the discretion of the employee's immediate supervisor. Obviously, it is more difficult to use comp-time during the summer, for this reason, advance scheduling with the employee's immediate supervisor is necessary.
- D. Accumulation of comp-time should not exceed 120 hours without permission of the Chief of Police.
- E. Supervisor's duties
  - a. The employee's supervisor is responsible for entering earned and used comp time into the employee's schedule. The supervisor entering the comp time should note a reason for the comp time earned (case number, call out, short shift, etc.) and enter their initials.
- F. It is the responsibility of the employee to see that earned or used comp-time is accurately reflected on the employees schedule and pay sheet.
- G. Hold days are NOT comp-time.
  - 1. A hold day is accumulated when an officer's scheduled days off fall on a holiday.

- 
2. Hold days are tracked in the Chief's office and are to be used day for day within the year they are earned.

### **3-18-00.00 SOCIAL NETWORKING**

#### 3-18-00.00 Social Networking: Personal Online / Internet Conduct

Employees will not allow any digital media to be posted to the internet or otherwise disseminated electronically that:

- a. Reflects unfavorably on the Idaho Falls Police Department or the City of Idaho Falls.
- b. Could reasonably be interpreted to express the official position of the Idaho Falls Police Department on any issue (other than information shared or posted for legitimate agency purpose).
- c. Contains any references to employee's affiliation with the Idaho Falls Police Department and which contains unprofessional, unbecoming content including but not limited to, lewd sexual conduct, references to excessive alcohol consumption, or similar behaviors. Employees are reminded that courts may scrutinize the credibility of a witness from unintentional sources such as the internet.
- d. Could reasonably be interpreted as adversely affecting the Idaho Falls Police Department morale, discipline, operations, employee safety or public perception.
- e. The posting of information concerning calls for service, incidents or information involving the identification or addresses of other law enforcement officers. This includes images or comments of any law enforcement officer.
- f. Contains any recording, including images, obtained while engaged in the performance of enforcement activities, tactical situations, or anything that will have an adverse effect upon the agency. Digital images such as shop with a cop, promotion ceremonies, etc., are permissible.
- g. Violates Idaho Falls Police Department Policy or the City of Idaho Falls Personnel Policy related to the dissemination of information.

#### 3-18-01.00 Privacy Expectation

The Chief of Police or his designee reserve the right to access, audit and disclose for whatever reason all messages, including attachments, and any information transmitted over any technology that is used or maintained by the Idaho Falls Police Department or the City of Idaho Falls,

including the office e-mail, computer network or any other information placed onto storage on any office.

## **PART IV – DEPARTMENT PROCEDURES**

### **4-01-00.00 PROPERTY MANAGEMENT AND EVIDENCE HANDLING**

#### 4-01-01.00 Policy

Purpose of this policy is to establish a standard of processing and collecting evidence or property. Also for entry into the property management system where the item will be tracked until final disposal either by release to owner, destruction, court order forfeiture, sale by auction to the public, or donation to a recognized non-profit organization, in pursuant to Idaho Code, and City Ordinance 3-1-16 and 3-1-17.

#### 4-01-02.00 Property Management

- A. The Police Property/Evidence room will be maintained and staffed by sworn or non-sworn employees at the discretion of the Chief of Police.
  - 1. Three sets of door lock keys to the property room will be issued. They will be held by Property Management. One set of keys will be in the possession of the Division Captain. The second set of keys will be in possession of the primary assigned employee. The third set of keys will be in possession of an assigned assisting employee. Additional keys may be signed out at the discretion of the Chief of Police.
  - 2. Access to the Property Room will be monitored by an access alarm code pad. Only employees in Property Management will have the access code numbers. A record of the electronic entry and exit log will be kept by Property Management. Only authorized personnel will have access to the property room. This does not preclude Property Management from requesting assistance. At such times a log will be filled out on who entered the property room, with date, time, and reason for the entry.
- B. Approved locations for the temporary storage or property and evidence, until Property management can take the items to the Property room, will be the property lockers, police storage shed or bike compound.

Other locations for the temporary storage of property that cannot be placed in the pre-approved locations due to size or condition can be approved by the officer's supervisor or Property Management.

#### 4-01-03.00 Property and Evidence Handling

##### A. Duty to Deliver Property/Evidence:

Officers will promptly deliver all lost, recovered stolen, abandoned, unclaimed property of property seized as evidence coming into their possession, to an approved secure location. The officer will note the location of the item in their report

Officers will turn in all Property/Evidence before the end of their shift. It will not be stored in desks, vehicle trunks or etc. Failure to turn in Property/Evidence may result in disciplinary action.

##### B. Storage of Property/Evidence

Items collected as evidence or seized property will be placed in an appropriate container. The container will be marked by the officer with a bar code label. The officer then completes the Evidence module of FileOnQ. The item will be secured at an approved location until Property Management can process the item by assigning a permanent storage location and recording it in FileOnQ.

1. A fire/security safe will be used in the property room for the temporary storage of cash until the cash can be deposited with the city treasurer's office. When cash is withdrawn from the account a request will be sent to the treasurer's office. The treasurer's office will write a check for delivery to the noted recipient.
2. The fire/security safe will be used for added protection of valuable jewelry or special documents. A separate area in the property room will be used to lock and secure controlled substances and weapons.
3. Hazardous items will not be accepted into the property room. These include but are not limited to propane

bottles, butane lighters, lighter fluid, fireworks, and syringes. If these items are needed as evidence in serious cases they will be placed by an officer in the fenced bike compound and Property Management will be notified as soon as possible. These items can be placed by Property Management in the police department's storage shed located in the bike compound behind the Animal Control Building with the exception of syringes. Syringes will be placed into sharps containers for disposal. The sharps containers are located near the property lockers.

Only Property Management will have keys to the lock on the police storage shed.

C. Photographing Evidence:

Alcoholic beverages seized as a result of criminal violations will be photographed and destroyed by the officer. The photograph will be used as evidence to support the officer's description and observations in the officer's report.

D. Packaging (see packaging manual):

1. Firearms, ammunition, cash, high value items, drugs, rape kits, trace evidence, or other items that need to be sent out for processing must be packaged separately from other items of evidence in the same case. Items that will be processed by the Idaho State Police Laboratory will be packaged in their approved containers with the chain of custody noted on the container.
2. Open edged weapons will be secured to prevent accidental injury when being processed as evidence.
3. Before the Firearms are turned over to Property Management they will be rendered safe and secured by a zip tie. On revolvers the zip tie should be placed through one of the cylinders. On a pistol the zip tie will be placed through the ejection port and down through the butt. Rifles will have the magazine and bolt removed if possible. If not, the bolt will be in the open, locked-back position.

Firearms may be received; not in any packaging with an attached tag with a barcode label, or in a box.

If the firearm is not safe, the Property Officer will attach a zip tie and



send an email to the submitting Officer / Detective stating the gun was unsafely submitted and refer the Officer / Detective to proper packing procedures.

If the weapon CANNOT be unloaded due to a mechanical defect (jammed) or the investigating officer is unaware of how to unload it, the submitting officer will attach a warning note to the weapon indicating the weapon is loaded. The Property Officer will then make arrangements to have the weapon unloaded (by a department range master, armorer or other qualified personnel) prior to receiving evidence.

4. The firearm must be checked for stolen through NCIC by the officer. The firearm will then be processed as other items of evidence.

E. Bicycles: Bicycles seized as abandoned or as evidence will be taken to the bike impound lot, and secured, by an Animal Control Officer where a barcode label will be attached to the bicycle after it is logged into the evidence module of FileOnQ. Bicycles will be released only by authorization of Property Management.

The property Officer has the authority to refuse the acceptance of any item of property submitted in an unsafe, incomplete, or otherwise improper manner as defined by this policy or in the property packaging manual.

F. Returning Property/Evidence:

1. Items such as recovered stolen property will be returned to the owners as soon as possible after the items are photographed to document their recovery. Officers will make a reasonable effort to notify the owners of the found or recovered property to have the property returned to them.

2. Whenever property is released to any person, it will be done in compliance with current procedures.

The Property Officer will contact the investigation Officer / Detective confirming the investigation has been completed before disposing of items. Confirmation via email is acceptable.

3. Firearms will be released to an individual only after authorization is obtained from the prosecutor's office. Any orders by the court will also be reviewed by the prosecutor for authenticity.

#### 4-01-04.00 Property Tracking and Property Room Inspection

Through proper Property Management tracking, an established chain of custody can be maintained to preserve the integrity of the evidence for court and final disposal. Items may be checked out by Property Management to authorized personnel in law enforcement for case review, follow up investigation, or court presentation. The items will be tracked by the assigned property tag numbers.

##### Release of Property for Court of Officer / Detective check out

- a. An officer / Detective may request an item be checked out for court of for further examination, such as fingerprinting. Requests may be made by email, phone or in person. The request for an Item(s) should be made at least 24 hours in advance.
- b. The Property Officer will “check out” the item(s) to the Officer / Detective through the current evidence property system.
- c. Checked-out item(s) will be returned in person or by placing the item(s) in a temporary locker.  
**Exception: Biological evidence that must be refrigerated must be returned to the Patrol refrigerator or to the Evidence room refrigerator.**
- d. If the court retains the evidence for trial purposes the officer should get a signed receipt from the bailiff receiving the property. The receipt should be turned into the property management to track the chain of custody in FileOnQ.

The property room storage area, its maintenance, and the tracking reports of property will be available for inspection by the Chief of Police or an officer designated by the Chief of Police to conduct periodic inspections.

Audit: Internal Investigations will conduct an audit of the following types of property at least quarterly: firearms, money, and controlled substances, including those checked out for training by K-9 officers.

## **4-02-00.00 MISDEMEANOR AND FELONY COMPLAINTS**

### 4-02-01.00 MISDEMEANORS

All complaints of violations made by citizens should be investigated as soon as possible. If the investigating officer sees the violation being committed, they may arrest, issue a citation or advise the violator that further action may be pending. (On Narcotic violations an officer can arrest with probable cause, State Code 37-2740). Depending upon the circumstances the Prosecutor may desire the citizen or the officer to sign a complaint for issuance of a warrant.

If the officer does not see a violation being committed, they will take the information from the citizen, witnesses, etc., of which to make up a report of the incident. Advise the citizen that a report will be submitted to the Prosecutor. Should the prosecutor decide to prosecute he may call upon the citizen to come in and sign a complaint.

### 4-02-02.00 FELONIES (see Idaho Code 19-603)

An officer may make an arrest in obedience to a warrant delivered to him or may without a warrant, arrest a person:

- A. For a public offense committed or attempted in his presence.
- B. When a person arrested has committed a felony, although not in his presence.
- C. When a felony has in fact been committed and he has reasonable cause for believing the person arrested to have committed it.
- D. On a charge made, upon a reasonable cause, of the commission of a felony by the party arrested.

NOTE: The definition of "reasonable cause" is the possession of such information on the part of the arresting officer as would lead a person of ordinary care and prudence to believe or entertain honest and strong suspicion that a felony had been committed by appellant.

**4-03-00.00 CITIZEN RECORD/MINOR CRIME REPORT – DELETED 1/20/2011**

**4-04-00.00 INVESTIGATION OF FATAL AND SERIOUS PERSONAL INJURY ACCIDENTS**

4-04-01.00 PURPOSE

To establish a policy and procedure to be followed in a fatal type accident, or one involving a personal injury likely to result in a fatality.

4-04-02.00 POLICY

- A. Upon arrival at the scene of a fatal accident, or one involving a personal injury likely to result in a fatality, the investigating officer will notify the on duty shift commander.
- B. Members of the department should be guided in deciding whether or not the personal injury is serious enough to possibly result in a fatality in the opinion of the doctor or receiving area of the hospital to which the victim was taken. The need to obtain an opinion as soon as possible regarding condition of the victim so that all steps of this procedure can be completed if necessary.
- C. The shift commander will notify the Traffic Division Lieutenant immediately, who will assign a traffic officer to assist on the case if traffic personnel is needed. The Traffic Lieutenant will then notify his designated officer immediately to report to the scene.
- D. The shift commander will see that the following personnel are notified as soon as possible of a FATALITY.
  1. The County Coroner
  2. The County Prosecutor
  3. Captain of Detectives
  4. Captain of Uniform
  5. Chief of Police
- E. The County Prosecutor may, if he desires, send a representative from his office to the scene during the investigation to determine if any criminal action should be taken.

#### **4-05-00.00 DIVISION STANDARD OPERATING PROCEDURES (S.O.P.S)**

##### 4-05-00.0 Policy

The police manual is not meant to give specific directions regarding specialized assignments. Therefore, it is the responsibility of each division to develop and maintain S.O.P.s for the specialized functions within their division.

- A. Divisions will develop, publish, and update as necessary S.O.P.s for special functions for units within their divisions.
- B. Each division will maintain their S.O.P.s and make them available to employees within the division.
- C. Each division will provide a copy of their S.O.P.s to the training Unit of the Community Partnership Division.
- D. The Training Unit will maintain a copy of the various S.O.P.s and make them available for the police department.

## **4-06-00.00 TRAFFIC LAW ENFORCEMENT - ARRESTS AND CITATIONS**

### 4-06-01.00 PURPOSE

To provide a fair and impartial enforcement of all Traffic Laws so that a uniform standard for the driving and walking public may be obtained.

### 4-06-02.00 POLICY

All officers will familiarize themselves with all City and State traffic codes. Enforcement action will be taken upon the detection of the commission of an illegal or potentially hazardous act in a fair and impartial manner.

Except for reasons that are considerably beyond the ordinary situations, persons contacting an officer regarding the dismissal or adjudication of any Traffic Arrest or Traffic Citation will be referred to the Magistrate Court. Once the officer issues the citation or makes the arrest, the police no longer have jurisdiction in the matter, and the Court must process the case to a conclusion. (The division captain will be notified as to any circumstance that this paragraph is not followed.)

All supervisors will see that the code and the Magistrate wishes are carried out.

### 4-06-03.00 DUI SUSPECT FORCED EVIDENTIARY BLOOD DRAW

#### 4-06-03.01 PURPOSE

This policy provides procedures for obtaining an evidentiary blood sample from subjects arrested for Driving Under the Influence of Alcohol and / or drugs (DUI).

#### 4-06-03.02 POLICY

Persons arrested for DUI who refuse or fail to complete a breath test may be taken to Eastern Idaho Regional Medical Center for a forced evidentiary blood draw.

Offer a breath or other evidentiary test. If the subject refuses or fails to complete the offered test:

1. Seize the subject's driver's license or permit in accordance with Idaho Code 18-8002; complete the notice of suspension section of the ALS form and the Temporary Restricted Driver's License, if applicable; and distribute the copies as indicated on the forms.

2. Notify the IFPD shift supervisor and call the EIRMC house supervisor at 529-6221. Transport the subject to the EIRMC Emergency Room to request approved medical personnel to draw a blood sample. The blood will be drawn in a medically accepted manner and without using unreasonable force.
3. The IFPD Shift Supervisor and the EIRMC emergency room physician will oversee the blood draw. Either one has the authority to terminate the blood draw.
4. The IFPD shift supervisor will ensure that an adequate number of Officers are present to restrain the subject during the blood draw.
5. Once the evidentiary blood sample kit is completed and sealed, place it in the refrigerator in the IFPD lab.
6. Send an e-mail notification to IFPD evidence custodians containing the case number of the blood sample.
7. Include in the DUI Affidavit that; a blood sample was taken, and the results are pending.
8. Assisting other Agencies
9. When other Law Enforcement agencies request assistance to restrain subjects for a forced blood draw, the shift supervisor should send enough officers to safely restrain the suspect.

## **4-07-00.00 ACCIDENT INVESTIGATION WAIVER DAY (A.I.W.)**

### **4-07-01.00 PURPOSE**

Severe storms and other significant uncontrollable events often result in a significant increase of vehicle accidents which draws excessively on officer's time and creates an unreasonable backlog for other calls for service. This policy allows the department flexibility during days when those events cause a severe backlog due to accidents.

### **4-07-02.00 POLICY**

- A. An A.I.W. will be any day that a significant amount of vehicle accidents occur due to severe weather or other uncontrollable emergency situations.
  - 1. The shift lieutenant will be the responsible person for determining an A.I.W. day. In the absence of a lieutenant, the shift supervisor will get authorization from the lieutenant, captain, or chief.
  - 2. Upon determining an A.I.W. day the shift supervisor will advise all necessary people, i.e., dispatch, officers, and patrol division captain.
- B. The following procedures will take effect for accidents on an A.I.W. day.
  - 1. Upon arrival on the accident scene, the officer will determine if the accident involves a chemically impaired driver, a hit and run, a reckless driver, or injuries. If the accident involves any of the above, the officer will make a full investigation.
  - 2. If the accident involves only property damage, regardless of the amount, and none of the circumstances outlined in paragraph B.1. apply, the officer will not investigate the accident unless requested to do so by the supervisor.

The officer will make sure the persons involved exchange accurate information and that they are insured under Idaho law.

The officer will fill out a Calls For Service report stating the location of the accident, the names of the people involved, and the year and make of the vehicles and the license number(s).



Officers may cite for insurance and registration violations without making a full accident investigation.

- C. The shift lieutenant will monitor the call load carefully and notify the dispatch office to resume normal operations as soon as practicable.

## **4-08-00.00 VALID IDAHO DRIVERS LICENSE**

### 4-08-01.00 PURPOSE

Due to the emergency nature and the varied duties and responsibilities of an officer and where it may be necessary for the officer to operate a motor vehicle in performance of their duty.

### 4-08-02.00 POLICY

All officers are to possess a valid Idaho Operators or Chauffeurs License while so employed with the Idaho Falls Police Department and a periodic check will be made to verify that the drivers' licenses are valid.

## **4-09-00.00 IMPOUNDING OF VEHICLES**

### **4-09-01.00 PURPOSE**

The police department is authorized to remove or cause to be removed, from the streets of Idaho Falls, and to impound any vehicles parked in violation of the provisions of Section 9-4-4, 5, 11, 12, 13, 14, and of the city code of Idaho Falls, Idaho and Title 49 Chapter 18 of Idaho Code.

### **4-09-02.00 POLICY**

Common sense and good judgment should prevail. We will not harass the public by impounding under questionable circumstances. Should there be a hazardous situation or unquestionable inconvenience to another, Idaho Code 49-1803(1); a vehicle parked on the street blocking a person's driveway so they cannot get their vehicle out of their own driveway, it should be impounded.

Vehicles removed under Chapter 5, Section 9-5-6, Snow Removal Parking Restrictions. Officers will attempt to contact the owner if time and circumstance allow.

Under 9-4-5, City Code, Title 49-1804 and 49-1806(2) of Idaho Code, the officer must be certain that the vehicle was over the 48 hours in the same area before impounding it, ALONG WITH MAKING AN ATTEMPT TO HAVE THE OWNER REMOVE IT. This includes, but is not limited to, attempting to contact the owner at the residence and leaving a "NOTICE OF INTENT TO IMPOUND" after 48 hours and attempting to contact the owner by telephone, if possible.

When it is necessary to impound a vehicle, officer impounding the vehicle will fill out a vehicle impound report that will be turned into the records. The record's clerk will enter the information into NET RMS.

- A. The impound sheet contains a check box to include an inventory of the engine compartment.
- B. The impounding officer needs to physically check the VIN number.
- C. The owners of abandoned vehicles and snow removal vehicles MUST HAVE THE PINK COPY OF THE IMPOUND REPORT BEFORE THE WRECKER COMPANY CAN RELEASE THE VEHICLE. The impound reports are kept in Records. In the event that these vehicles are picked up before the Records unit is open the Shift Commander will check for proof of vehicle

ownership and identification. The Shift Commander will locate the release portion of the impound and give the owner the pink copy.

On abandoned vehicles only, a \$15.00 charge is paid to the department for the vehicle being abandoned. This only applies to abandoned vehicles and not vehicles that are picked up for snow removal.

#### 4-09-02.01 Impounding of Vehicles of Arrested and Incarcerated Persons

We are responsible for the vehicle of a person who has been arrested and/or incarcerated. If the vehicle is not released to another responsible individual, officers will:

- A. Have dispatch send a wrecker to impound the vehicle.
- B. An impound report will be filled out per policy.
- C. In the event arrestee bonds out before the Records Unit is open, the shift commander will release the vehicle upon proof of vehicle ownership and identification. Shift commander will fill out the release portion of the impound report, giving the owner/operator the pink copy. This authorizes the impounding service to release the vehicle to the party responsible for all charges incurred with the impounding service.
  1. Generally, impounded vehicles are taken to impound lots provided by the towing company.
  2. When the vehicle is needed for evidentiary purposes, the Police Department will take whatever steps it deems necessary to preserve evidence. This includes storing the vehicle at a facility other than an impound lot.

#### 4-09-02.02 Inventory of Impounded Vehicles

In order to protect the owner's property, protect the city against claims of lost or stolen property, and making certain that no weapons or other dangerous items fall into the hands of vandals or thieves and to obtain legal evidence the following policy is initiated.

- A. An officer finding it necessary to impound a vehicle will be responsible to inventory the vehicle for personal property such as purses, binoculars, cameras, tapes, tools, weapons, cash, etc.

- B. All such items will be listed on the impound report and loose expensive items will be turned into Records Unit for safe keeping.
- C. When inventorying the contents of an impounded vehicle the officer should open and inspect any containers inside the vehicle.
- D. The inventory will include checking the engine compartment, trunk of vehicle, glove box, passenger compartment, and other easily accessible areas where property could be stored or hidden.
- E. If there is probable cause to believe there may be evidence within the vehicle to benefit or make a criminal case, a search warrant prior to searching the vehicle is preferable. If a search warrant is sought, the vehicle must remain in police custody or in a secured, locked premise.

However, exigent circumstances may be taken into consideration. The vehicle exception rule allows officers to search without warrant in those circumstances. Exigent circumstances must be articulable and generally supported by the courts. They must be included in the details of the officer's report.

Searches are also, addressed in 4-30-00.00 Search and Seizure.

## **4-10-00.00 Found/Abandoned Bicycles**

### 4-10-01.00 PURPOSE

The purpose of this policy is to establish a standard in processing found/abandoned bicycles for transporting, storage, tracking and disposal.

### 4-10-02.00 POLICY

The department will utilize the Animal Control Division to transport found/abandoned bicycles to the fenced compound located behind the Animal control Building. There numbered tag will be attached to the bicycle and the bicycle log book completed. The tag number will be used by Property/Evidence for tracking purposes until final disposal as per State law.

#### 4-10-02.01 Notification

- A. When police dispatch is notified of a found/abandoned bicycle and there is no apparent crime, a NET RMS Call for Service event will be created and assigned to the Animal Control Supervisor and a Property/Evidence Officer.
- B. Police dispatch will fax a copy of the Call for Service to the Animal Control Office. If the fax is unable to be received at Animal Control it will be sent to the Shift Commander. If the Call for Service is faxed to the Shift Commander, it will be placed in the Animal Control box located in the report room of the Law Enforcement Building.
- C. The Animal Control Supervisor will assign the Call for Service to an Animal Control Officer and make a note of it on the Call for Service event.

#### 4-10-02.02 Recovery

- A. Once assigned, the Animal Control Officer will retrieve the bicycle from the location noted on the Call for Service event and make contact with the reporting party if possible. If there appears to be a crime involved with the bicycle, the Animal Control Officer will contact police dispatch and have a patrol officer assigned. Upon arrival, the patrol officer will determine if the circumstances warrant police action or if the bicycle should be impounded under standard procedures.
- B. The Animal control officer will transport the bicycle to the fenced compound located behind the Animal Control

building. The bicycle will be hung on the rack by the back tire with the handlebar facing out. A chain will be used to secure the bicycle to the rack. A numbered tag will be placed on the handlebar of the bicycle. If the bicycle appears to be of significant value or needed as evidence, Property/Evidence will move the bicycle to the police storage shed. The shed is also located in the fenced compound behind the Animal Control building.

- C. A bicycle log book kept in the Animal Control office is to be completed by the Animal Control Officer including the case number, date, description of the bicycle, and tag number.

#### 4-10-02.03 Reporting Process

- A. Once the bicycle has been secured, it is the responsibility of the Animal Control Officer to complete the NET RMS Call for Service. In the note section the case number, the description of the bicycle, the estimated value, make, model name, color, tire size, boys or girls, speed, serial number, and type of bicycle (mountain bike, BMX bike, or road bike) will be entered.
- B. Property/Evidence will check NCIC and other local resources to determine if the bicycle has been reported stolen. Property/Evidence will then complete the NET RMS case report and Property/Evidence report. The tag number attached to the bike will be used as the property tracking number. If the bicycle is found to be stolen, Property/Evidence will notify the Detective Lieutenant. The Detective Lieutenant will assign the case for follow-up investigation.
- C. Property/Evidence will attempt to identify and contact the bicycle's owner so they can retrieve the bicycle.

#### 4-10-02.04 Release or Disposal of Found/Abandoned Bicycles

- A. The owner of an impounded bicycle will contact Property/Evidence to obtain a release document. The official release document will be a copy of the Call for Service event, stamped "released".
- B. The owner will contact an Animal Control Officer at the Animal Control Office where the release document will be presented. The bicycle will then be released to the owner after the owner's signature is made in the bicycle log book.

The numbered tag can be discarded upon release of the bicycle. The release document will be retained by the Animal Control Officer and later submitted to the Animal Control Supervisor.

- C. Bicycles will only be released Monday through Friday, 08:00 hours to 16:00 hours.
- D. Unclaimed bicycles will be disposed of as per State Law.



## **4-11-00.00 Incidents Involving City Equipment and/or City Facilities**

### 4-11.01.00 PURPOSE

This policy outlines response to incidents involving city equipment and city facilities.

This policy is not meant for minor incidents like simple assaults, vandalism, etc.

If there is a question, it will be up to the discretion of the sergeant if this policy will be used on a particular incident.

### 4-11-02.00 POLICY

Officers will respond to incidents involving city equipment and/or property. Care will be taken to gather all necessary information, make appropriate diagrams, and document the scene with photographs.

### 4-11-03.00 PROCEDURES

#### 4-11-03.01 Initial Officer

- A. The initial officer will stabilize and protect the scene, appraise the sergeant of the circumstances, and make an initial determination as to additional equipment and officers that may be needed.
- B. The initial officer will be responsible for the initial report.

#### 4-11-03.02 Supervisor

- A. The sergeant will respond immediately to the scene.
- B. The sergeant will make an initial judgment as to whether an incident is an accident or a possible crime.
- C. The sergeant will direct the officers activities at the scene based on the evaluation.
- D. The sergeant will keep the shift lieutenant updated.
- E. If it will not interfere with the investigation, the sergeant will keep the supervising city employee at the facility or scene updated as to police activity.

#### 4-11-03.03 Shift Lieutenant

- A. The lieutenant will notify the chief of any serious incident.
- B. The lieutenant will call the Detective Sergeant if immediate follow-up is required.
- C. The lieutenant will notify the appropriate department head as

soon as practicable.

4-11-03.04 Administrative Lieutenant

- A. Accidents: The Administrative Lieutenant will gather all of the reports and keep the appropriate division head updated.
- B. Crimes or suspicious incidents: The Administrative Lieutenant will gather the reports. The appropriate division head will be updated as may be proper under the circumstances.

## **4-12-00.00 INVESTIGATION OF CASES INVOLVING A PERSON FALLING ON THE SIDEWALK**

### **4-12-01.00 PURPOSE**

To provide the best information obtainable so that the rights and obligations of both the city government and our citizens can be adequately served.

### **4-12-02.00 POLICY**

Members of this department, when investigating an incident of a person falling on a sidewalk will:

- A. Obtain full information about the person, any injury apparent or claimed, and condition of person prior to fall.
- B. Obtain a complete description, including photographs, of any defect in the walking surface involved, whether or not the complainant attributes the cause of the fall to the surface defect. Photographs are not needed where there are no apparent defects unless the complainant claims a defect caused the fall or other injury.
  - 1. It is important that the length, width and depth of the defect be measured and recorded.
  - 2. When there are no contributory defects in the area of the fall, a note of no observable defects will be recorded in the report.
- C. Members of this department will not initiate any discussion with a complainant regarding the filing of a claim for damages against the city. This is a civil matter. If you are questioned about the procedure for filing a complaint, Section 1-13-2 of the City Code requires:
  - 1. All claims for damages against the city will be filed with the City Clerk within a time frame of 180 days, as specified by Chapter 9, Title 6, Idaho Code.
- D. You are not to discuss the probability of the city settling any claim for or against any complainant.

NOTE: Use the above procedure as nearly as possible when street defects are claimed to have caused accidents or car damage.

## 4-13-00.00 DEPARTMENT RADIOS

### 4-13-00.00 Policy

- A. An up to date inventory of all department communications equipment will be maintained by the designated department inventory clerk.
- B. No electronic equipment will be disposed of without approval from the division captain.
- C. No secret electronic devices will be attached to any department equipment without prior approval from the Chief of Police.
- D. Officers and dispatchers will maintain a professional demeanor on all radio channels. Conflicts and misunderstandings will be resolved through a supervisor or in person.
- E. Officers will only be inside the communications center to conduct official business. Any personal matters such as breaks, should be conducted elsewhere.
- F. Emergency messages for officers will receive a high priority. All other personal messages for officers will be given as time permits.
- G. For efficiency and to maintain professionalism, officers and dispatchers should utilize the attached ten codes and phonetic alphabet.
- H. Each officer will use their assigned number preceded by "8B" to identify them as Idaho Falls Police Officers. State Police will use a three-digit number with no prefix. County Sheriff's Deputies will use their number preceded by the word "Bonnevile."

### 4-13-02.00 PHONETIC CODE

<b>A=</b> Adam	<b>N=</b> Nora
<b>B=</b> Boy	<b>O=</b> Ocean
<b>C=</b> Charles	<b>P=</b> Paul
<b>D=</b> David	<b>Q=</b> Queen
<b>E=</b> Edward	<b>R=</b> Robert

<b>F=</b> Frank	<b>S=</b> Sam
<b>G=</b> George	<b>T=</b> Tom
<b>H=</b> Henry	<b>U=</b> Union
<b>I=</b> Ida	<b>V=</b> Victor
<b>J=</b> John	<b>W=</b> William
<b>K=</b> King	<b>X=</b> X-ray
<b>L=</b> Lincoln	<b>Y=</b> Young
<b>M=</b> Mary	<b>Z=</b> Zebra

#### 4-13-03.00 TEN CODE

10-0 —Caution	10-51 — Wrecker needed
10-1 —Unable to copy	10-52 — Ambulance needed
10-2 —Signal good	10-53 — Road Blocked at
10-3 —Stop transmitting	10-54 — Livestock on highway
10-4 —Acknowledgment (OK)	10-55 — Intoxicated driver
10-5 —Relay	10-56 — Intoxicated pedestrian
10-6 —Busy, unless urgent	10-57 — Hit and run (PI, PD, F)
10-7 —Out of service	10-58 — Direct Traffic
10-8 —In service	10-59 — Convey or escort
10-9 —Repeat	10-60 — Squad in vicinity
10-10 —Fight in progress	10-61 — Personnel in area
10-11 —Dog case	10-62 — Reply to message
10-12 —Standby	10-63 — Prepare to copy
10-13 —Weather/Road Report	10-64 — Message for local delivery
10-14 —Prowler	10-65 — Net message assignment
10-15 —Civil Disturbance	10-66 — Cancel
10-16 —Domestic Violence	10-67 — Clear for net message
10-17 —Meet complainant	10-68 — Dispatch information
10-18 —Quickly	10-69 — Message received
10-19 —Return to _____	10-70 — Fire Alarm
10-20 —Location	10-71 — Nature of fire
10-21 —Call by phone	10-72 — Report progress on fire
10-22 —Disregard	10-73 — Smoke report
10-23 —Arrived at scene	10-74 — Negative
10-24 —Assignment completed	10-75 — In contact with _____
10-25 —Report in person (Meet)	10-76 — En route
10-26 —Detaining subject, expedite	10-77 — E T A
10-27 —Driver's license information	10-78 — Need assistance
10-28 —Vehicle registration	10-79 — Notify coroner
10-29 —Check for wanted	10-80 — Chase in progress
10-30 —Illegal use of radio	10-81 — Breathalyzer report
10-31 —Crime in progress	10-82 — Reserve lodging
10-32 —Man with gun	10-83 — Work school crossing at
10-33 —Emergency - Send every available Unit to my location - Code 3	10-84 — If meeting ____, advise ETA
10-34 —RIOT	10-85 — Delayed due to _____
10-35 —Major Crime Alert	10-86 — Officer/operator on duty
10-36 —Correct time	10-87 — Pickup-distribute checks

10-37 –Investigate suspicious vehicle  
10-38 –Stopping suspicious vehicle  
10-40 –Silent run, no lights & siren  
10-41 –Beginning tour of duty  
10-42 –Ending tour of duty  
10-43 –Information  
10-44 –Permission to leave \_\_\_\_ for \_\_\_\_  
10-45 –Animal carcass at \_\_\_\_  
10-46 –Assist motorist  
10-47 –Emergency road repair \_\_\_\_  
10-48 –Traffic standard repair at \_\_\_\_  
10-49 –Traffic light out at \_\_\_\_  
10-50 –Accident (PI, PD, PP, F)

10-88 — Present phone # of \_\_\_\_  
10-89 — Bomb threat  
10-90 — Bank alarm at \_\_\_\_  
10-91 — Pickup prisoner/subject  
10-92 — Improperly parked vehicle  
10-93 — Blockade  
10-94 — Drag racing  
10-95 — Prisoner/subject in custody  
10-96 — Mental subject  
10-97 — Check/test signal  
10-98 — Prison/jail break  
10-99 — Wanted/stolen indicated  
10-100 -

#### 4-13-04.00 EMERGENCY CODES

The following codes will be used:

Code Zero: An officer is held hostage - call dispatch immediately on the telephone for details

Code 3: Responding red lights and siren

Code 4: I'm all right

Code 10: Hearing impairing subject

#### 4-13-05.00 OFFICER HELD HOSTAGE - CODE ZERO

If an officer has been taken hostage, the officer should use a zero in front of his call number. An example would be 8B ZERO 46. The zero alerts the dispatcher of the officer's circumstances and that the suspect is listening to the radio.

#### 4-13-06.00 WARRANTS - ARRESTS - SEARCHES

- A. Whenever an officer serves an arrest warrant, or search warrant, the officer will notify dispatch of the location and the type of warrant being served.
- B. If the officer believes that broadcasting such information would jeopardize safety or compromise evidence, the officer should notify dispatch via telephone prior to serving the arrest warrant or search warrant.

For Safety purposes officers who are in plain clothes, when serving search warrants or arrests warrants should relay that information to dispatch.

## **4-14-00.00 DEPARTMENT AND/OR PERSONAL EQUIPMENT/PROPERTY**

### 4-14-01.00 PURPOSE

To set a guideline to be used and followed in the event of loss or damage to any police department property.

### 4-14-02.00 POLICY

Any and all loss or damage to any item of police property or equipment will be reported in writing to the Chief's office immediately. This report will contain a description of the lost or damaged item and the cause or manner of loss or damage.

This report will be made by the person having the fullest knowledge of the circumstances. The shift commander and the division captain will also be notified of loss or damage.

Members may be charged the replacement cost of any item of department property for which they are unable to properly account for.

## **4-15-00.00 INVESTIGATION OF DEATHS**

### 4-15-01.00 PURPOSE

To comply with State laws, and to facilitate and make certain that all deaths are properly investigated when a person has died of homicidal, suicidal, accidental means or under suspicious unknown circumstances, or when not attended by a physician.

### 4-15-02.00 PURPOSE

Upon being notified of such a death, the shift commander will ascertain if any technical or investigative assistance is needed at the scene. The Captain of Detectives and/or the Captain of Patrol will see that the desired assistance is given.

The County Coroner will be notified as soon as practical. The Chief of Police, Captain of Detectives, Captain of Patrol and the County Prosecutor will also be notified immediately in all cases where the death is the result of an apparent or possible homicide, and in those cases where the shift commander feels that the circumstances warrant their immediate notification.



## **4-16-00.00 Sexual Assault Investigation Procedure – Revised 12/9/2015**

### 4-16-01.00 Policy Purpose

The purpose of this policy is to give officers of the Idaho Falls Police Department a guideline for responding to a Sexual Assault crime.

### 4-16-02.00 Definitions

Sexual assault is any type of sexual contact or behavior that occurs without the explicit consent of the recipient. Sexual assault includes, but is not limited to Rape, Rape of Spouse, Male Rape, Infamous Crime against Nature, Forcible Penetration with Foreign Object, Video Voyeurism, and Child Sexual Assault Crimes.

Jane Doe Rape Kit or Anonymous Reporting: A “Jane Doe Rape Kit” is the common name for the forensic evidence collected during a sexual assault examination of a victim who chooses to remain anonymous. It enables a victim to have forensic evidence collected without revealing identifying information. The victim is not required to cooperate with law enforcement but may choose to report the assault at a later date.

### 4-16-03.00 Procedure

#### A. Sexual assault investigation – Victim

1. Patrol Officers will normally make the initial contact on a Sexual Assault.
2. If the Sexual Assault occurred within 5 days:
  - a. Determine whether the victim has any physical injuries.
  - b. Request the victim not wash, bathe, douche or use the bathroom as it may destroy essential physical evidence. Do not offer beverages to the victim until you are sure that no forced oral copulation occurred because you may be destroying evidence.
  - c. If drugs are suspected as being used to facilitate the assault, try to have a urine sample collected from the victim before he/she uses the bathroom. Also, collect a blood sample to be sent to the crime lab. (Drug-Facilitated Sexual Assault Drugs or “date rape drugs” leave the body very quickly and are hard to detect after a few hours)

- d. Avoid in depth questioning of the victim unless you will be assigned to conduct the entire investigation. Officers should obtain an immediate physical description of the suspect, clothing, vehicle, if any, direction of flight and type of weapon if the suspect was armed. Initiate an attempt to locate on the suspect as soon as possible.
- e. Make sure any crime scene is properly protected and evidence is not disturbed by the victim or someone else. Typically a crime scene involves the location of the sexual assault, the vehicle used to transport, and the medical facility.
- f. Medical evidence collection exams are to be done at the current designated medical facility. The primary investigating officer or assigned detective will follow current procedures for contacting medical personnel.

1. For victims age 18 and older: The appropriate advocacy center will be contacted at the victims request or the initial officer's discretion.
2. Victims under the age of 18: are to be appropriately handled based upon the context of the crime and current procedures AFTER a forensic interview is conducted.
3. Child Sexual Abuse Interviews will be conducted at the current agency utilized by the Bonneville County MDT and be completed by an interviewer who has been specifically trained in the Forensic Interview Model currently used by the Bonneville County MDT in an appropriate interview setting and audio or video recorded, according to I.C. 16-1618.
4. After the Forensic Interview is completed a determination will be made, by the primary investigator, if a medical examination is

necessary the current procedures for contacting medical personnel.

5. If there is a disclosure of in-home abuse the Department of Health and Welfare will be notified within twenty four (24) hours according to I.C. 16-1605.

- g. Transport the victim to the current designated medical facility for the medical examination and evidence collection. The medical exam is to be done at the current designated facility following current protocol.
- h. Dispatch or the Shift Commander will notify the Detective Supervisor of the assault who will assign a detective to investigate the case.
- i. Do not leave the victim until the assigned Detective arrives and he/she no longer requires your assistance.

- 3. If the Sexual Assault occurred over 5 (five) days ago:
  - a. The responding officer will take an initial report and forward it to the Detective Division for follow up.
  - b. Ask victim if he/she would like to speak with a crime victim's advocate. Have dispatch notify the age appropriate advocacy group.

B. Sexual Assault Investigation - Suspect

- 1. Patrol Officers
  - a. If suspect is placed under arrest:
    - 1) Attempt to audio or video record any spontaneous utterances suspect makes after arrest.
    - 2) If suspect wishes to talk, get a signed Miranda Waiver and attempt to record any statements he/she wishes to make.



- c. Document all evidence in our case report and in evidence recording software.

E. Interviews:

1. Victim

- a. Make sure all physical injuries have been cared for.
- b. Address any other needs of the victim.
- c. Questions should be directed toward:
  - 1) Location of crime.
  - 2) Elements of crime.
  - 3) How the crime occurred/the identity of the suspect.
  - 4) Weapons or instruments used (knife, gun, and drugs).
  - 5) Items the suspect may have touched or left behind.
  - 6) Injuries the suspect may have sustained during the crime.
  - 7) Current medications that victim is taking.
  - 8) Record all interviews with juveniles.

2. Suspect:

a. Suspect under arrest:

- 1) Obtain a signed Miranda Rights Waiver.
- 2) Video or audio record suspect interview.
- 3) Obtain written statement from suspect.

b. Suspect not under arrest:

- 1) Advise suspect that he/she is not under arrest and is free to leave.
- 2) Video or audio record suspect interview.
- 3) Obtain written statement from suspect.

F.

G. Evidence Collection:

1. Victim

- a. Sexual Assault Kit collected by or under the direction of a SAFE nurse.
  - 1) Findings of medical personnel.
- b. Photographs of victim
  - 1) Injuries received from assault.
  - 2) Identification photograph of victim.
- c. Clothing
  - 1) Each piece of clothing will be packed in separate paper bags. Do not mix the clothes.
  - 2) Each bag will be sealed with evidence tape.
  - 3) The evidence information and chain of custody on the bag will be filled out by the collecting officer
  - 4) Worn before or after assault
  - 5) Do not include shoes or socks unless there is some evidentiary value (blood, semen or vomit).

2. Suspect:

- a. Sexual Assault Evidence Kit collected by medical personnel.
  - 1) Photograph any injuries.
  - 2) Clothing
    - a. Worn before or after assault
    - b. Do not include shoes or socks unless there is some evidentiary value.

3. a. Protect the scene:

- 1) Do not trample or obliterate evidence.
- 2) Do not contaminate the scene.
- 3) Conduct a quick search for perishable evidence.
- 4) Conduct a thorough search for all other evidence.

- b. Take notes:
  - 1) Names of witnesses
  - 2) Collect written AND audio or video recorded witness statements
  - 3) Location of evidence (measurements)
  - 4) Crime scene sketch
- c. Photograph the scene
  - 1) Take enough photographs to fully depict the crime scene.
  - 2) Photograph evidence prior to moving it.
- d. Physical Evidence.
  - 1) Bedding (if assault took place on bed)  
May contain trace evidence such as body fluids, blood, hair and fibers.
  - 2) Clothing worn before or after assault.
  - 3) Towels or tissue used after the assault.
  - 4) Condoms left by suspect.
  - 5) Restraining devices or other items left behind by the suspect.  
*(If victim was bound, do not untie knots, cut the binding material away from the knots and preserve the knots as evidence. If tape was used, be careful not to destroy fingerprints left on tape)*
  - 6) Weapons used by suspect during assault.  
Weapon used by victim to fight off suspect.
  - 7) Fingerprint evidence
    - i. Entry and exit points.
    - ii. Items suspect may have touched.
  - 8) Footprint evidence.
    - i. Entry and exit points.
    - ii. Photograph print.
    - iii. Plaster/Stone cast is possible

- 9) Electronic devices (cell phones, computers, etc.)

Collect these items according to the current statutory requirements. Any review or retrieval of evidence on electronic devices should be done after obtaining the appropriate court order.

#### H. Evidence processing

Each piece of evidence will be packaged in separate paper bags. Do not mix the clothes. Each bag will be sealed with evidence tape. The evidence information and chain of custody on the bag will be filled out by the collection officer.

1. Clothing and Towels

- a. Photograph of clothing prior to moving
  - 1) Condition
  - 2) Location

2. Bed Linen:

Do not take bed linen if it has no evidentiary value. See F.3.d.1. of this policy.

- a. Photograph any stains or trace evidence found on the linens.
- b. Fold each piece of bed linen in a manner that the trace evidence (hairs and fibers) will not fall off the sheet or blanket. Place each piece of linen in a separate paper bag. Each bag will be sealed with evidence tape. The evidence information will be filled out by the collecting officer using the currently approved evidence submission software.

3. Biological Fluids

- a. Blood, Saliva, Semen
  - 1) Collection if wet

If possible, collect the entire item the fluid is on and place it into evidence.



- i. Collect fluid with a clean cotton swab or a clean piece of cotton cloth.
- ii. Allow to air dry.
- iii. Place swab inside evidence container. (Evidence box or paper evidence envelope) seal the container using evidence tape and fill out the evidence information and chain of custody.

2) Collection if dry:

If possible, collect the entire item the fluid is on and place it into evidence.

- i. Moisten a clean cotton swab with sterile water.
- ii. Collect fluid by wiping the dried area with the swab.
- iii. Allow to air dry.
- iv. Place swab inside evidence container (evidence box or paper evidence envelope) seal the container using evidence tape and fill out the evidence information and chain of custody.

I. Jane Doe or anonymous reporting rape kit.

1. A representative from the medical facility in which the Jane Doe Rape Kit is collected will call to have a law enforcement officer pick up the sexual assault kit.
2. The officer should enter the sexual assault kit into the evidence recording software program by entering "Jane Doe" as the victim and the medical facilities assigned code number in the description.
3. The kit should then be placed in an evidence approved refrigerator.
4. Jane Doe sexual assault kits will be kept for one year and one day.

## **4-17-00.00 ARREST POLICY (Including Shoplifting Arrest)**

### 4-17-01.00 PURPOSE

The purpose of this policy is to provide the Police Department with a means of identifying those charged criminally and as a way of tracking repeat offenders.

### 4-17-02.00 ARREST POLICY

See Idaho Code 19-601 through 19-615 regarding procedures for any arrest made with or without a warrant.

4-17-04.01 Idaho Code procedures for arrest;

19-601 Arrest defined

19-602 Arrest, how made

19-603 When peace officer may arrest

19-604 When private person may arrest

19-605 Magistrate may order arrest

19-606 Person arresting may summon assistance

19-607 When arrest may be made

19-608 Information to person arrested

19-609 Warrant must be shown

19-610 What force may be used

19-611 Breaking doors and windows

19-612 Force for purpose of liberation

19-613 Weapons may be taken

19-614 Duty of private person making arrest

19-615 Procedure upon arrest without warrant

Officers may at times decide to remedy situations with methods other than arrest. These alternatives to arrest must be based on sound judgment and officer discretion. See Idaho Falls Police Manual 1-03-03.00, Discretion.

Alternatives to arrest may include citations/summons, as per Idaho Code 19-3901, Informal Resolutions and/or warnings.

### 4-17-03.00 SHOPLIFTING ARREST POLICY

A. Suspects who are booked must be informed they are under

arrest by the storekeeper who witnessed the crime.

- B. If a citation is issued and the suspect is released, the officer will photograph the suspect along with any evidence the victim may have. These photographs will be attached to the case report. For Juvenile procedures refer to 4-25-02.00
- C. The evidence will be left in the custody of store personnel. The officer will tell the merchant to keep the evidence until sentencing in case the evidence is needed for court.

**4-18-00.00 DOMESTIC VIOLENCE POLICY/NO CONTACT ORDERS/A.W.A.R.E.  
ALARMS/POLICE OFFICER INVOLVED DOMESTIC VIOLENCE**

4-18-01.00 PURPOSE

The purpose of this policy is to establish procedures and guidelines for responding to, investigating and reporting domestic violence incidents.

4-18-02.00 POLICY

The Idaho Falls Police Department has a pro-arrest stance in cases of Domestic Violence. Where incidents of Domestic Violence are alleged to have occurred, the department will act quickly to protect the victim, and arrest the primary aggressor.

4-18-03.00 PROCEDURE

The responding officer(s) has the primary responsibility of the investigation. In certain cases, the victim may not cooperate in prosecuting the offender, it is imperative that all evidence is gathered and relayed through the officer's report(s).

4-18-03.01 INVESTIGATION

A. ARRIVAL AT SCENE

1. Determine the location and condition of the victim.
2. Determine if the suspect is still at the scene.
3. Determine if any weapon is involved.
4. Summon an ambulance if injuries require.
5. Separate the victim, suspect and witnesses to prevent communication between the parties.

B. PRELIMINARY INVESTIGATION

1. Attempt to determine the predominant aggressor.

The "predominant aggressor" is the person determined to be the most significant, rather than the "first aggressor". Some factors that will aid the officer in this determination are:

- a. Threats creating fear of physical injury.
- b. The physical size and strength of those involved.
- c. Whether either person acted in self-defense.

- d. The history of domestic violence between the persons involved.
2. Interview the victim and witnesses separately. Interview any children who may have witnessed the incident and document in the report. Do not ask the victim if he/she wishes to press charges.

C. VICTIM

1. Note the victim's physical condition, including:
  - a. Any injuries-described in detail.
  - b. Torn or damaged clothing.
  - c. Emotional condition.
2. Document all spontaneous statements.
3. Obtain emergency contacts, telephone numbers (including cellular and pager numbers).
4. Note any statements made by the suspect to the victim.

D. WITNESSES

1. Interview all witnesses separately and record names, addresses and phone numbers.
2. List the names and ages of all children present.
3. Interview all children pursuant to protocol.
4. Record names and agency information of all emergency medical personnel.
5. Interview any "ear witnesses" (neighbors, etc.)

E. SUSPECT

1. Describe the suspect's location on arrival.
2. Describe the suspect's physical and emotional condition.
3. Document all spontaneous statements.
4. Document, describe and photograph any injuries.
5. If the suspect is under arrest, advise of Miranda Rights, obtain waiver and interview.
6. Document evidence of substance/chemical abuse by suspect, and add to charges if appropriate.

## F. EVIDENCE

1. Describe the scene. Note all signs of a physical struggle such as overturned furniture, hair that has been pulled out, blood, broken fingernails, holes in walls, damaged telephones, etc.
2. Photograph the crime scene (if applicable).
3. Photograph all children present at the crime scene.
4. Ensure that the victim's and suspect's injuries are photographed clearly.
5. Impound and photograph all weapons or instruments of the crime (i.e. belts, cords, hangers, etc).
6. If a sexual assault is part of the battery, collect the evidence as outlined in the sexual assault policy.

Note: If the phone was disabled by the suspect (ripped from wall, smashed, etc), photograph it as evidence of damaged property.

## G. MEDICAL TREATMENT

1. Have victim transported to hospital if necessary.
2. Document complaints of pain and injuries.
3. Obtain names and agencies of paramedics and treating physician, nurse.

## H. COMPLETING THE CRIME REPORT

1. Ensure that all elements of all involved crimes are included in the report (i.e. malicious injury to property, in the presence of children, felony injury cases, etc.)
2. Make sure the victim was photographed.
3. Provide all information on the victim and suspect (i.e. emergency contacts, work addresses and telephone numbers, cell phones, etc.)

## I. VICTIM'S RIGHTS/OFFICER'S DUTY TO ADVISE

1. All victims will be given a Domestic Violence Pamphlet. This pamphlet outlines shelter options and civil protection order processes.
2. Verify and enforce court issued protective orders.

3. Do not ask the victim if he/she wishes to press charges. This determination will be made by the City Attorney or the Prosecutor's Office.

J. DUAL ARRESTS

Dual arrests are discouraged, but are not prohibited. It is the duty of each officer to identify and arrest only the primary aggressor. Dual arrests should be the extreme option used as a last resort when all other investigative efforts fail.

K. FOLLOW-UP INVESTIGATIONS

All domestic violence reports will be reviewed by the Detective Division to determine if any follow-up investigation is needed.

4-18-03.02 Arrest

- A. A physical arrest should be made if:
  1. Probable cause for domestic battery, violation of a civil protection order, or stalking is developed, and
  2. The incident has occurred recently, usually within the patrol shift.
- B. The arrest will be made without regard to the victim's wishes. The suspect will be told that the arrest decision was the officer's and not the victim's.
- C. Under unusual circumstances, such as hospitalization, the suspect may be cited. If so, the victim should be notified immediately.
- D. If the investigation is complete, but an arrest is not made, the officer should tell the victim to contact the prosecutor. Do not refer a person to the prosecutor unless the investigation is complete.
- E. If the investigation is incomplete, refer the victim to the detective in charge of domestic violence.
- F. If an arrest is not made, the report should include the reason.

A detective will be assigned to follow up domestic violence cases and will work with the prosecutor's office.

4-18-04.00 NO CONTACT ORDERS

- A. When an officer arrests and books a person for the following crimes, a No-Contact Order information sheet will be filled out by the officer at the time of booking.

Per Idaho Code 18-920, a No Contact Order may be issued for:

18-918	Domestic Violence
18-7905	Stalking
39-6312	Civil Protection Order Violation
18-6710-18-6711	Telephone Harassment
18-901-18-905	Assault and aggravated assault
18-903-18-907	Battery and aggravated battery
18-909-18-911	Assault or battery w/intent to commit a serious felony
18-915	Assault or battery on certain personnel
18-913	Felonious administering of drugs
18-919	Sexual exploitation by a medical care provider

The court can impose a No Contact Order on any offense it deems appropriate.

- B. The No Contact Order will be issued by the jail staff upon the defendant's release. The jail staff will also be responsible for notifying the victim of the defendant's release.
- C. A No Contact Order hearing will be scheduled and the court will decide to either continue or dismiss the order. If the order is continued, the original order will be dismissed and a new order will be issued. The new order will be sent to the Records Division where it will remain on file.
- D. A No Contact Order is a "one-way" order unless modified by the court. A civil protection order prohibits either party from contacting the other, with certain exceptions as outlined by the court.



4-18-05.00 ~~DELETED~~

4-18-06.00 POLICE OFFICER DOMESTIC VIOLENCE

4-18-07.00 PURPOSE

The purpose of this policy is to establish procedures for handling matters of domestic violence and abuse involving police officers.

4-18-08.00 POLICY

The policy seeks to prevent and deal with domestic abuse early on to reduce victimization of the partner and increase the chances of officer career stability.

Where incidents of domestic violence are alleged to have occurred, the department will act quickly to protect the victim, arrest the perpetrator, and conduct administrative and criminal investigations.

4-18-09.00 PROCEDURE

The department will adhere to a zero tolerance policy towards police officer domestic violence and violations of the policy will not be tolerated.

4-18-09.01 EARLY WARNING AND INTERVENTION

A. Pre-Hire Screening and Investigation

1. The department will conduct background investigations of potential employees to check for domestic violence or child abuse involvement.
2. All candidates will be asked about past arrests or convictions for domestic violence or child abuse.
3. Those candidates with a history of committing domestic violence or child abuse will be removed from the hiring process.

B. Post-Conditional Offer of Employment

1. The department will require a psychological examination of all candidates.

4-18-09.02 DEPARTMENT RESPONSIBILITIES

The City of Idaho Falls has an Employee Assistance Program to assist and council employees with personal problems.

4-18-09.03 SUPERVISOR RESPONSIBILITIES

- A. Supervisors will immediately make their ranking supervisor aware of officer involved domestic incidents.

- B. The Chief of Police will be informed of such circumstances or concerns in a timely manner through the departments chain of command.

4-18-09.04 POLICE OFFICER RESPONSIBILITIES

- A. Officers are encouraged to seek confidential assistance from the department to prevent a problem from escalating to the level of criminal conduct against an intimate partner.
- B. Officers with definite knowledge of domestic abuse involving fellow officers must report it immediately to their supervisor.
- C. Whenever officer's suspect witness or victim intimidation is occurring they will prepare a written report and immediately deliver it to the investigator in charge of the case through the proper chain of command.
- D. Officers who engage in threatening, harassing, stalking, surveillance or other such behavior designed to interfere with cases against fellow officers or intimidate witnesses/victims will be subject to investigation, disciplinary action and possible sanction and/or criminal charges.
- E. Any officer who is the subject of a domestic violence related criminal or civil investigation, or is a party of a protective or restraining order related to domestic violence, regardless of the jurisdiction, is required to report this to their supervisor and provide notice of the court dates, times, appearances and proceedings.

4-18-09.05 INCIDENT RESPONSE PROTOCOLS

- A. Patrol Response
  - 1. When at the scene of a domestic violence call involving a police officer, the primary patrol officer will immediately request a supervisor be sent to the scene.
  - 2. The investigation will be conducted as specified in the Domestic Violence Policy, 4-18-00.01 - 4-18-00.02.
- B. On-Scene Supervisor Response
  - 1. A supervisor will go to the scene of all officer-involved domestic violence incidents.
  - 2. The on-scene supervisor will assume the roll of primary officer and ensure that all evidence is collected as specified in the Domestic Violence Policy, 4-18-00.01 -

4-18-00.02.

3. Whenever an officer is arrested, the Chief of Police will immediately be notified by the shift commander. If an arrest is not made, the Chief of Police will be notified on the morning of the next business day. In either case, the supervisor will submit a detailed written report.
4. Complaints of domestic violence involving a police officer from another jurisdiction will be treated as any other domestic violence complaint.

4-18-09.06 DEPARTMENT FOLLOW-UP

- A. Arrest warrants charging police officers with domestic assault and civil protective orders issued at a later time will be served by no fewer than two officers with at least one officer being of senior rank to the officer being served.
- B. Existing restraining and/or protection orders will be enforced.
- C. The department will assign a supervisor to act as a contact for the victim. The assigned contact will keep the victim apprized of the case throughout the adjudication process, as well as help the victim in implementing safety plans.
- D. The assigned contact will conduct an assessment to determine the potential for further violence on the part of the accused officer. Based on the outcome, the department will need to make decisions concerning referrals, duty assignments, and administrative actions.

4-18-09.07 VICTIM SAFETY AND PROTECTION

- A. Working with community resources, the department will make available appropriate services to the victim.
- B. All officers will keep all information concerning victims confidential.
- C. The contact will ask whether the victim wants any weapons removed from the home for safekeeping.

4-18-09.08 ADMINISTRATIVE INVESTIGATIONS AND DECISIONS

The Department will conduct separate parallel administrative and criminal investigations of officer-involved domestic violence incidents. Administrative action will be taken separate from any criminal proceedings.

- A. The responsibility to complete the administrative investigation of a police officer domestic violence incident will rest with the Professional Standards Division.
  - 1. If sufficient evidence exists, the department will take immediate administrative action to intervene, which can include the removal of the badge, the removal of the issued weapon, reassignment, administrative leave with or without pay, or termination.
  - 2. Where an arrest was not made, but concern exists, the department may initiate an independent administrative investigation and decide the officer's status based on the outcome of the investigation.

4-18-09.09 CRIMINAL INVESTIGATIONS AND DECISIONS

The responsibility to complete a criminal investigation of an officer-involved domestic incident will rest with the domestic violence unit, or as otherwise assigned by the Chief of Police.

The investigating officer will conduct the criminal investigation as outline in the Idaho Falls Police Department Domestic Violence Policy, 4-18-01.03.

The investigating officer will maintain contact with the Prosecuting Attorney regarding the adjudication of the case.

**Attachment 4-18-00.00 Memo From Judge Riddoch Concerning Revised NCO**

**Attachment 4-18-00.00 Revised NCO Form**

## **4-19-00.00 WARRANTS POLICY**

### **4-19-01.00 PURPOSE**

The purpose of this policy is to establish standards for the handling of criminal warrants and summons maintained by this department.

### **4-19-02.00 POLICY**

Warrants will be served by officers of this department according to procedures outlined in this policy and federal and state statutes. The Record's Division is responsible for the entry, maintenance, and storage of criminal warrants and summons

### **4-19-03.00 PROCEDURE**

- A. Serving an arrest warrant can be dangerous. Generally, two or more officers should be present during such an arrest.
  
- B. Warrants handling and work flow  
Arrest Warrant requests are tracked by a records specialist. The specialist also tracks all returns from the Prosecuting Attorney's office (warrant issued, warrant denied, etc.).

A warrant request requires a notarized police report submitted to the records office. The officer will list the case status as "warrant requested". Records personnel will ensure that the warrant request is submitted to the prosecutor's office.

Original Warrants and summons will be entered into the computer system indicating their file location. A work sheet will be generated by a Records Specialist and attached to each warrant and summons before it is filed. All warrants will remain in their file until they are served. Summonses may be taken from the file to be served and returned by the end of the shift if not served.

1. After hours warrant deliveries
  - a. Warrants and summons delivered to the department after normal business hours will be held in the Shift Commander's Office and forwarded to the Records

Division at the beginning of the next business day, unless it has been served.

- b. If a warrant or summons is served before it is processed by the Records Division, a copy containing the serving officer's name, and date and time of service will be turned into the Shift Commander's office and forwarded to the Records Division.
  - c. The officer will notify dispatch that the warrant or summons has not been processed through the Records Division.
2. After hours warrant service
    - a. When a summons is removed from the Records Division after business hours, the shift commander will make note of which officer removed it.
    - b. A Summons taken from storage must be returned by the end of the shift if not served.
    - c. The officer serving the warrant or summons will complete the work sheet to include the officer's name, time and date, and turn it into the Shift Commander's office.
3. Warrant Confirmations
    - a. Notification by dispatch or through MDT of the existence of a "hit" for a warrant, Civil Protection Order, or a No Contact Order does not provide probable cause for arrest. Confirmation does not exist until the warrant or order has been visually examined by records Division personnel, the Shift Commander, or an Officer.
    - b. Notification of a Warrant, Civil Protection Order, or No Contact Order issued by another agency is not confirmation that such a paper exists.
      - 1) Confirmation must be done by dispatch with the issuing agency through use of Hit Confirmation procedures.
      - 2) Once dispatch has received confirmation from the issuing agency and has determined that the issuing agency will fax or teletype (email) the paper to our agency, the officer can proceed with placing the subject under arrest.

#### 4. Summons Service

- a. The serving officer must have the summons in hand prior to attempting service.
- b. When an officer comes into contact with a subject named on a criminal summons, and the summons is not in the possession of the officer, the subject may come to the Law Enforcement Building to be served.
- c. The officer may also request that another officer bring the criminal summons to his or her location for service.

#### C. Serving Misdemeanor Warrants During Nighttime Hours:

1. Officers will not serve misdemeanor warrants at private residences from 8:00 pm – 8:00 am unless the officer has been dispatched to the home on another matter or consent was given to enter the residence by a person with real or apparent authority.
2. The warrant must be marked for night time service. Any exception will be authorized by the Shift Commander.

#### D. Service of Arrest Warrants at a private dwelling:

1. An arrest warrant is a warrant issued by a court to seize a person. It is not a warrant to search for a person in a private place such as a private dwelling. To avoid confusion and to protect officers from civil rights claims, Idaho Falls Police officers will follow these guidelines.
2. If an officer sees a person named on an arrest warrant enter that person's private dwelling or inside that person's private dwelling, the officer can enter and arrest the individual.
3. Absent exigent circumstances or lawful consent, a search warrant will be obtained prior to entering a 3<sup>rd</sup> party residence to serve an arrest warrant.

#### E. Officers will use discretion when making a decision to arrest a person on a misdemeanor warrant when the person has called the police for assistance. The intent of this section is that citizens should not be afraid to call when they need help.

#### F. If an officer contacted a prosecutor regarding service of a warrant, the officer will detail in the report who was contacted and the instructions given.

## **4-20-00.00 FUNCTIONAL RESPONSIBILITY FOR VICE CONTROL**

### **4-20-01.00 POLICY**

The criminal activities which are commonly listed under the label of vice are gambling, narcotics, liquor control and prostitution. The prestige and success of all police departments are extremely sensitive and very closely related to the control of vice within their jurisdictions.

Responsibility for the control of vice is delegated to the Captain of Detectives. The captain will keep familiar with the known and suspected places and persons where violations occur or are likely to occur.

The Captain will make certain that the officers the captain commands to whom vice matters are referred are familiar with these known places or persons.

The captain will maintain a flexible assignment system so that this city is regularly and frequently surveyed for possible vice violations, and that persons committing vice violations are detected, apprehended and prosecuted.



## **4-21-00.00 BODY FLUIDS AND INFECTIOUS DISEASE GUIDELINES**

### 4-21-01.00 PURPOSE

To establish guidelines and procedures to be followed when an officer comes in contact with blood, excretions, secretions and other body fluids or when an officer has contact with an individual suspected or known to have a serious infectious disease.

Current research indicates that AIDS (Acquired Immunodeficiency Syndrome) is not spread by casual contact. Fear among people who are not in a high risk group is unwarranted and counterproductive. The AIDS virus is primarily transmitted in blood cells and semen and must enter the blood stream to survive and multiply. The AIDS virus is very fragile and lives outside the body for only approximately six (6) minutes. The evidence is overwhelming that AIDS is transmitted primarily by sexual acts, passed from an infected mother to her fetus during pregnancy or by sharing drug abuse paraphernalia such as needles.

### 4-21-02.00 POLICY

Employees will still perform their duties when confronted with an individual suspected or known to have a serious infectious disease although the following procedures should be applied. If a citizen is called upon to assist any officer of this department when any of the following procedures are applicable, the citizen must be advised of the same and any special protection listed will be made available when appropriate.

#### 4-21-02.01 Equipment Contained in Vehicles

All departmental vehicles will contain items designated by the Chief of Police as appropriate. Now consisting of the following:

- A. Two pairs of vinyl or latex disposable gloves
- B. One container of Hibistat or other approved hand cleaning solution.
- C. Two disposable outer garments
- D. Two disposable face masks
- E. One disposable CPR face mask with a one-way valve
- F. Two disposable heavy duty trash type bags with tie strips (one to hold the kit, and one for disposal)

#### 4-21-02.02 Officer Responsibility

It is the responsibility of the officer that uses any item from the kit to advise their superior officer so that the item can be replaced.

All reasonable precautions will be taken to avoid direct contact with body fluids. Reasonable precautions should be taken including the following, when direct contact is likely.

- A. Cover any exposed open wound on oneself prior to any exposure.
- B. Use protective vinyl or latex gloves.
- C. In an extreme exposure situation the use of a face mask, protective eyewear and outer protective garments may be used, however, they are not needed in routine situations.
- D. Use a disposable CPR mask, whenever possible, to administer mouth to mouth resuscitation.

#### 4-21-02.03 Precautionary Measures

Officers must take extraordinary care to avoid accidental wounds from sharp objects that may be contaminated with potentially infectious material.

- A. Use of heavy gloves over vinyl or latex gloves and if appropriate, a coat or other long sleeve garment will minimize exposure to blood and body fluids on broken glass, sharp pieces of metal and other similar hazards.
- B. Needles should not be bent or reinserted into their original sheath but should be placed in a puncture resistant container.
- C. Use extreme care while conducting searches of vehicles, persons, homes, etc.

#### 4-21-02.04 Accidental Contamination

Upon contact with body fluids, the following clean up and disposable procedures should be followed:

- A. When the skin is contaminated with another persons blood or other body fluids, promptly wash the exposed area thoroughly with soap and water. When washing with soap and water is impossible or impractical, use "Hibistat" or other approved solution according to the directions on the container.
- B. If lesions become contaminated with blood or other body fluid, encourage the wound to bleed, wash thoroughly with soap and water, seek medical attention and notify the shift commander.
- C. Contaminated clothing should be washed separately using hot water and detergent or dry cleaner.

- D. Departmental equipment and areas contaminated with blood or body fluid such as vehicles, furniture and LEB floors or walls can be decontaminated with one of the following:
  - 1. 1:10 chlorine bleach solution
  - 2. 40 - 70% alcohol solution
  - 3. 3% hydrogen solution
- E. All disposable items used should be packaged in a plastic garbage type bag, sealed either by tying the top or with tie strips and disposed of in a City dumpster. Hands should be thoroughly washed as soon as possible thereafter.

4-21-02.05 Bites, Cuts etc.

A bite that breaks the skin, a cut or puncture by an individual or any body fluid thrown or spit that contacts an open wound or mucous membrane (mouth or eyes) of an officer by another suspected or known to have a serious infectious disease should be handled as follows:

- A. If a wound, encourage it to bleed.
- B. Seek medical attention, preferably at the hospital.
- C. Notify the shift commander immediately.
- D. Attempt to obtain a blood sample from the suspected individual, for the purpose of testing, will be made as soon as possible.
- E. If the suspected individual refuses a blood test, follow testing, evaluation and recommended procedures of medical personnel. If the suspected individual is infected with the AIDS virus (HIV antibody positive) the exposed officer should be tested for the HIV antibody within five (5) days, retested after sixty (60) days, and retested again after sixty (60) more days. If the suspected individual test positive for another infectious disease, follow testing, evaluation and recommended procedures of medical personnel.

4-21-02.06 Other

Blood, other body fluids, other liquids, sharp objects, and other items collected for evidence when suspected or known to be contaminated by an infectious disease, need special consideration when packaging and shipping. All regular labeling should have statement reading "CAUTION! CONTAINS POTENTIAL INFECTIOUS DISEASE CASE" added. If the suspected or known disease can be named, use it's name instead. When mailed, it is subject to Federal

Regulations, Part 72 which states that appropriate labels must be placed on the package.

- A. Blood, other body fluids and other liquids will be sealed and labeled. (The Code of Federal Regulations, Part 72 states that any liquid must be triple wrapped and sealed when sent in the mail.)
- B. Sharp objects need to be placed in a puncture-resistant container, sealed and labeled.
- C. Other objects should be double bagged or appropriately boxed, sealed and labeled. Use tape, do not use staples or other objects that penetrate the container, to fasten a bag or box shut.
- D. Lab and clinics should be notified before shipping an article suspected or known to be contaminated.

**4-22-00.00 COMPLIANCE WITH RULES OF THE IDAHO LAW ENFORCEMENT TELETYPE SYSTEM (ILETS)**

4-22-01.00 PURPOSE

To ensure confidentiality and security of accessed data and ensure compliance to regulations and procedures as written in this department's agreement with the Idaho Bureau of Criminal Identification.

- A. This department is a member of the Idaho Law Enforcement Teletype System (ILETS). Information sent or received on this system is the official business of the department and will not be divulged to any person outside the department unless considered necessary for department operations.
  
- B. Criminal History Records Information (CHRI) including convictions and nonconviction data transmitted by means of the ILET System, may be disseminated only to a Criminal Justice Agency. No member of this department will confirm the existence or nonexistence of criminal history records information to any person or non law enforcement agency.
  
- C. Printouts and copies of printouts of ILETS data will be destroyed by shredding. Printouts are not to be transmitted by fax, attached to records or documents sent outside this agency, or become part of a permanent case file.
  
- D. Off duty personnel are not authorized access to information via the ILET System unless approved by a division captain or shift commander.

## **4-23-00.00 PROCEDURE FOR REFUELING UNITS**

### 4-23-01.00 PURPOSE

All units have a fuel card that is to be used for the purpose of securing fuel for that designated unit only.

### 4-23-02.00 POLICY

When entering pertinent information at the pump, officers will ensure that the odometer reading is entered accurately.

### 4-23-03.00 PROCEDURE

If at any time an officer needs to fuel a unit and no fuel card is available, the officer must contact the on-duty shift commander and request fuel. The shift commander will avail themselves and their fuel card for the officers fuel. The shift commander will then write a memo to the officers division captain stating the following facts:

- A. Date and time fuel allotted
- B. Amount of fuel taken
- C. Unit number
- D. Officer requesting fuel
- E. Reason no fuel card was available

## **4-24-00.00 COURT DEMEANOR AND APPEARANCE**

### 4-24-01.00 PURPOSE

To clarify the procedures to be followed while in attendance in the court room.

### 4-24-02.00 POLICY

All members of the department concerned in cases before the courts will be punctual in attendance. They will have the cases in which they are involved properly prepared, the witness-evidence suitably arranged for presentation to the court. Personnel will give attention and show respect towards the judges at all times.

Employees will dress in uniform or proper civilian clothes, including a necktie and jacket.

## **4-25-00.00 JUVENILE PROCEDURES**

### 4-25-01.00 PURPOSE

These procedures are to assist officers in dealing with juveniles in the following area's: the referral process, detention and detention orders, runaway procedures, interviewing students in school and child protection.

### 4-25-02.00 REFERRAL PROCESS

When a juvenile is charged with a crime:

- A. The juvenile is detained and brought to the LEB to be finger printed and photographed. Juveniles 12 yrs of age and older must be finger printed. Those younger than 12 do not. Two photographs will be taken and placed in records.  
Get identification of the juvenile.
- B. A parent or guardian should be contacted to pick the juvenile up. If neither can be contacted, then any adult relative or friend can sign the promise to appear form.
  1. If they are released to someone other than a parent/guardian it is important that the person picking the juvenile up has identification.
  2. If there is no one to release the juvenile to, the following options can be used:
    - a. If the officer believes the crime is serious enough, the juvenile can be put into 3B detention center. A juvenile can not be housed in 3B for a status offense.
    - b. Contact Harbor House and see if they can house the juvenile until a parent/guardian can be contacted. It's still the officer's responsibility to contact the parent/guardian.
    - c. Release the juvenile with out an adult as a last resort. Keep in mind that the Police Department is responsible for the juvenile after the arrest.
- C. A promise to appear form is signed and turned into the shift commanders office with the photographs and finger print cards. The officer will do an arrest report. It will be forwarded to the Juvenile unit.



- D. A Referral will be made by the Detective Secretary and given to Court & Clinical Services. A criminal history and past dispositions check will be made and the information will be put on the current referral. Court and Clinical makes recommendations on the referral. It is then sent to the Juvenile prosecutor for review.
- E. The prosecutor decides to do any of the following:
  - 1. Diversion: The juvenile will be placed in the diversion program (informal probation: program at Court & Clinical Services.
  - 2. Probation
  - 3. Take the juvenile to court for adjudication.
- F. The referral is returned to Court & Clinical Services and diversion/probation officer is assigned. They administer and oversee the sanctions.
- G. If a juvenile does not comply with sanctions, Court & Clinical Services increases the punishment or arranges for a detention hearing. The juvenile may be brought before the Judge or given detention time at 3B.
- H. A juvenile is generally placed on diversion/probation for one year. The sanctions may be curfew, house arrest, community service, mandatory school attendance w/passing grades, counseling or attending various classes.

4-25-03.00 JUVENILE DETENTION PROTOCOL

The following criteria are required to place a juvenile into the 3B detention facility:

- A. When a juvenile has committed either a misdemeanor or felony, there is probable cause to have them arrested and they fall into one of the these categories:
  - 1. Category 1: A serious crime was committed and if not detained would put the community or his/her family at risk.
  - 2. Category 2: Flight risk if released to parent/guardian.
  - 3. Category 3: An uncooperative juvenile who refuses to give you his/her name or gives a fictitious name.
  - 4. Category 4: Runaway from another state or jurisdiction.

B. If a juvenile falls into these categories, a detention order is not needed. The officer can make a probable cause arrest and transport the juvenile to 3B Detention Center by doing the following:

1. Officer contacts the detention center to see there is a bed space available.
2. A probable cause affidavit must be filled out by the officer.
3. A medical release form is signed by a parent/guardian. If the release form cannot be obtained, advise the detention facility that Court & Clinical will get them a copy as soon as possible.
4. It's **imperative** that Court & Clinical are notified as soon as possible so a detention hearing can be arranged. If the detention took place during night time hours, you can fax the arrest report to them. Fax 528-5608 Attn: Dick Moulton, Director.
5. Notify detectives.

C. When a detention order has been issued by a Judge:

1. The officer will contact 3B to see if there is a bed available.
2. Fill out the probable cause affidavit
3. The medical release form signed by parent/guardian and the yellow copy of the detention/transport order are to accompany the juvenile to 3B.
4. Notify Court & Clinical at earliest convenience.
5. If the juvenile is picked up during business hours (0800-1600) the County is responsible for transport. After 1600 hours, our department is responsible for transport.

D. If there are no beds available there are 2 options:

1. Notify the Director of Court & Clinical at his office or residence and have him make arrangements.
2. If the Director is not available, the officer can contact 3B and find out who the juveniles are that are already there and who their probation officers are. The

probation officers can be contacted to determine if they would be willing to release one of their kids to make room for the new offender. The probation officer will then notify 3B and let them know.

The police officer will have 3B contact the parent/guardian and have them pick the released juvenile up. Updated phone lists will be kept in the shift commanders office and at dispatch.

#### 4-25-03.01 Juvenile Detention Orders

- A. The officer will complete the return of service when they serve a detention order.
- B. The original copy (white) of the detention order **must be** attached to the return of service and turned in to records. **Do not leave it at 3B.**
- C. The yellow transport copies are left with 3B and the pink copy is given to the Juvenile Sergeant.
- D. Cross off the juveniles name from the detention order list.
- E. Every effort should be made to notify the parents/guardian.

#### 4-25-04.00 RUNAWAY PROCEDURES

The follow procedures are required in dealing with runaways:

- A. When a runaway is arrested they will be transported to Court & Clinical during business hours.
  
- B. The arresting officer will interview the runaway and determine if there are any child protection issues that are involved. If there are child protection issues involved, follow the guidelines on interviewing child victims.  
  
If the child returns home before he/she is arrested, the officer will verify child's safety and conduct a personal interview to determine if child protection issues are present.
- C. An arrest report will be completed whenever an officer takes a runaway to Court & Clinical or the officer has verified a runaway has returned home. Document in the date, time and dispatcher you spoke to in order to have the runaway taken out of NCIC. You will need to fax NCIC clearance form to dispatch.

D. Photographing or fingerprinting a runaway is not required

4-25-05.00 PROCEDURES INVOLVING CHILD PROTECTION ISSUES

The purpose of this procedure is to provide to officers a working knowledge of child protection issues involving the Multi Disciplinary Team (MDT) and the duties and responsibilities of our department.

4-25-05.01 Definitions

A. MDT - Idaho Code 16-1609A mandates that each county will establish a multi disciplinary team for investigating child abuse and will address the following four objectives:

1. Procedures for assessing risk to children.
2. Techniques for investigating child abuse cases and dynamics of interviewing child abuse victims.
3. Prosecution of child abuse actions.
4. Independent review of investigation procedures used in child abuse cases.
  - a. Members of the MDT are from the Bonneville prosecutors office, Idaho Falls Police Department, Bonneville County Sheriffs Office, Department of Health and Welfare (H&W), and the Idaho Department of Law Enforcement.
  - b. The MDT is primarily responsible for the investigation and prosecution of child and sexual and physical abuse in the following areas:
    - 1) Death of a child.
    - 2) Serious bodily injury to a child.
    - 3) Sexual abuse or exploitation of a child.
    - 4) Physical abuse or unexplainable injuries.
    - 5) Involvement in or exposure to drug use.
    - 6) Soft tissue injury.
    - 7) Domestic violence where children are involved or exposed to risk of injury.

B. Child Protective Act Definitions:

1. Abuse as defined by I.C. 16-1602(a)(1),(2) is; conduct or omission resulting in skin bruising, bleeding, malnutrition,

burns, fractures, subdural hematoma, soft tissue swelling, failure to thrive not justifiably explained, rape, molestation, incest, prostitution, obscene or pornographic photographing, filming or depiction for commercial purposes, or any other conduct harming or threatening a child's health or welfare, or mental injury.

2. Mental injury as defined by I.C. 16-1602(20) is; a substantial impairment in the intellectual or psychological ability of a child to function within a normal range of performance and/or behavior, for short or long terms.
3. Neglect as defined by I.C. 16-1602(t)(1)(2) is; a child without proper parental care and control, or substance, education, medical or other care or control necessary for his well being or a child whose parents or guardian are unable to discharge their responsibilities because of incarceration, hospitalization, or physical or mental incapacity.
4. Injury to children as defined by I.C. 18-1501 is; willfully causing or permitting unjustifiable physical pain or mental suffering to a child willfully causing or permitting the person of health of such child to be injured, willfully permitting a child to be placed in a situation that his person or health is endangered.

#### 4-25-05.02 Response Priorities

- A. Serious Child Abuse: A child has suffered a serious injury or is in immediate danger of continued abuse.
  1. An immediate response by patrol is required. Once the basic facts are obtained, a detective supervisor will be notified for detective call-out (preferably MDT member). If a detective supervisor is unavailable, the shift commander should call out a detective.
- B. Child Abuse: A child is not in immediate danger, but allegations of physical or sexual abuse are clearly defined by the complainant.
  1. Sex Abuse
    - a. An MDT detective will normally take the case from the beginning. If a detective is not available, a patrol officer will gather general information, but not normally interview the victim.

The patrol officer should make sure the offender does not have access to the victim and forward the report to detectives for follow-up.

2. Physical Abuse

- a. A patrol officer will take the report and gather the evidence.
- b. Victims under 8 years old: The patrol officer will not normally interview the victim except to gather general information, but not normally interview the victim. The patrol officer should make sure the offender does not have access to the victim and forward the report to detectives for follow-up.
- c. Victims age 8 and older: The patrol officer will normally complete the investigation and take appropriate action.

C. Neglect: A child is not in immediate danger, but is in a vulnerable situation which may result in physical or mental injury. A child left without parental care necessary for safety, health, and well-being. (This also includes those children whose parents are unable to care for the child because of incarceration, hospitalization, or other physical or mental capacity.)

1. A detective will only respond when requested by a supervisor. Generally, the detective division will not follow up on these cases.
2. The patrol officer will complete the investigation and take appropriate action.
3. These reports should be forwarded to Child Protective Services by the patrol officer.

4-25-05.03 Investigation of child abuse cases

A. Investigations should be conducted in a manner that protects the child and avoids having the unnecessary trauma.

1. The goals of investigation are:
  - a. To determine whether an act of child abuse or neglect has occurred.
  - b. To assess the need for services (done by CPS).
  - c. To gather sufficient evidence to support criminal

prosecution and/or child protection action.

2. Law enforcement and MDT members will work together in full cooperation and close coordination.
- B. Criminal and combined criminal/CP investigations:
1. Gathering information. Collect as complete and accurate information about a child abuse case as possible using sources: child, child's parents, guardians, siblings, friends, school teachers and medical personnel.
  2. Physical evidence. Take sufficient photographs of visible evidence of abuse. Collect samples of blood, semen, body fluids, hair, drugs as appropriate.
- C. Interviewing Guidelines:
1. Pursuant to I.C. 16-1609B All interviews of a child will be documented by either audio or video recordings. Any failure to do so must be explained in the report.
  2. Investigative interviews of child victims should be conducted in a setting that is conducive to making the victim feel comfortable. Generally, this should not take place in the victim's home.
  3. Suspects interviews of an interrogative nature should be conducted by law enforcement.

#### 4-25-06.00 GUIDELINES FOR INTERVIEWING SCHOOL STUDENTS

- A. For interviews during school hours:
1. When possible, contact the School Resource Officer (SRO) for assistance.
  2. If the SRO is not available, contact another SRO or school administrator.
  3. The parent/guardian of a juvenile who is the suspect **must be contacted and give consent before the student can be interviewed.** If the parent/guardian cannot be reached, the interview must wait until consent is given.
    - a. If the parent/guardian gives consent, but the student does not want to talk or requests an

attorney, do not continue with the interview until the issue is resolved with the student's parent/guardian.

- b. If the parent/guardian gives consent and the student requests their parent/guardian to be present during the interview the request will be honored.
  - c. If the parent/guardian requests to be present during the interview the officer must wait for their arrival or re-schedule the interview.
- B. If the child is a victim of sexual or physical abuse or neglect, there is no need to contact the parents prior to the interview. It is recommended that Child Protective Services be contacted.
- C. If there is a warrant or detention order for the student, contact the SRO or building administrator. If possible the parent/guardian should be notified that the student was arrested. If the parent/guardian was not notified, officers will document the reason(s) in their report.
- D. The Miranda warning applies to juveniles the same way it does for adults.



## **4-26-00.00 VERBAL INTERACTION/COMMUNICATION WITH THE PUBLIC (VERBAL JUDO)**

### **4-26-01.00 PURPOSE**

Officers must recognize that most police work is verbal. Studies show most physical confrontations between officers and suspects result from improper verbal exchanges. The officer on scene must remember that verbal contact with the public serves many roles. Officers are responsible for de-escalating dangerous situations, collecting information important to investigations, and maintaining good public opinion of the department and fellow officers. Officers who use profanity, inappropriate threats or other forms of verbal abuse put themselves at risk physically, mentally and legally. Officer safety and public safety are frequently connected to one another. By using Verbal Judo, officers are able to achieve 5 goals. They are:

1. Increase officer safety
2. Enhance officer professionalism
3. Decrease citizen's complaints against officers and the department
4. Decrease claims against officers.
5. Reduce personal stress on the job and at home

### **4-26-02.00 TRAINING**

All officers receive full course training in the use of Verbal Judo along with follow up training as directed by the Chief of Police. Upon completion of training, officers will be expected to use the techniques in the field.

### **4-26-03.00 GUIDELINES**

- A. Officers will at all times maintain a professional appearance when in contact with the public and use appropriate language. The use of profanity or personal threats will not be tolerated. Officers will not react personally to verbal mistreatment directed at them by the public. Officers will bear in mind that the general police contact can be under the influence of many factors, which include being under the influence of intoxicants and/or emotional distress.
- B. When dealing with difficult contacts, officers will employ the techniques of Verbal Judo designed to generate voluntary compliance. These include deflection and strip phrases, the use of empathy, and the concept of RESpect verses respect.

#### 4-26-04.00 THE FIVE (5) STEP HARD STYLE SYSTEM

If the officers on scene must take action and there is no voluntary compliance from the subject, officers will initiate the 5 Step Hard Style system to take appropriate action. The 5 steps in order of use are:

1. Ask, using an ethical appeal.
2. Set the Context, using a reasonable appeal.
3. Present options, using a personal appeal.
4. Confirm, using practical appeal.
5. Act, the officer will take action immediately. Any necessary physical action required by the officer(s) on scene will be within department guidelines.

Officers will document in their written reports their use of the 5 Step Hard Style whenever force was used to take a person into custody.

**Officers are not required to use the 5 steps if officer safety as outlined in the next section precludes it.**

#### 4-26-05.00 OFFICER SAFETY

- A. Verbal Judo allows for five (5) conditions when verbal interaction will not work. These five (5) conditions can endanger officer safety. Appropriate action should be taken to eliminate the existing condition. Officers should then continue their contact using the appropriate verbal techniques they have been trained in. The five (5) unsafe conditions when officers should act first are listed in the acronym S.A.F.E.R., which stands for:
  1. Security
  2. Attack
  3. Flight
  4. Excessive Repetition
  5. Revised Priorities
- B. Officers will document in their written reports the unsafe condition that existed under the acronym S.A.F.E.R. and the force used to render the condition safe.

#### 4-26-06.00 THE TACTICAL 8 STEP TRAFFIC STOP

- A. The Tactical 8 Steps are designed to reduce verbal conflicts during traffic stops. The 8 Step can buy added valuable assessment time and blends well with the 5 Step Hard Style. Officers maintain a command presence while remaining courteous and in control of the stop. Studies show the 8 Step traffic stop increase officer safety and reduce citizen complaints. The 8 steps are:
1. Greeting the driver.
  2. Identifying yourself and your department.
  3. Stating the reason for the stop.
  4. Justification for the violation.
  5. Receiving the driver's license.
  6. Locating and receiving the registration and insurance.
  7. Making a decision.
  8. Close.
- B. The Tactical 8 Step traffic stop is not required by this policy. Officers are encouraged to use it or devise a similar system. Officers should keep in mind that being consistent with traffic stops can help defeat false claims of verbal misconduct filed against them.

#### 4-26-07.00 CONCLUSION

The use of Verbal Judo in police work is a tool, which gives officers the ability to control the actions of others to the benefit of all. Officers will conduct each contact with the public in a professional manner at all times. Prior contacts with particular subjects are not a basis for officers violating conditions of this policy. However, officers should use prior knowledge of a contact in assessing officer safety issues.

**4-27-00.00 ACCIDENT INVESTIGATIONS INVOLVING POLICE VEHICLES  
AND/OR PERSONNEL**

4-27-01.00    PURPOSE

Investigations of traffic accidents involving law-enforcement officers can cause misunderstandings between officers and the community if a difference of opinion exists about the fault of the accident. Such accidents can also cause misunderstandings between law-enforcement agencies when blame is established. This policy establish guidelines for investigations of such accidents so the investigating officer can remain neutral while making the investigation.

4-27-02.00    POLICY

An Idaho Falls officer will respond, if available, to an outside law-enforcement agency's request to investigate an accident involving that agency's vehicle when the accident occurs within the limits of Idaho Falls.

4-27-03.00    PROCEDURE

- A.    Accidents involving an outside law-enforcement agency
  1.    The assigned officer will make a thorough investigation.
  2.    Excluding the involvement of a D.U.I., the assigned officer will not issue a citation at the scene, either to the involved officer or the citizen.
  3.    The assigned officer will meet with and turn the case over to the appropriate prosecutor for an independent review and determination if a summons should be issued.
  4.    If a D.U.I. is involved, normal procedures will be used.
- B.    Accidents involving an on-duty Idaho Falls officer

An outside law-enforcement agency will be requested to investigate the accident. Idaho Falls officers will assist with any request of the investigating officer.

If all outside agencies are busy, an Idaho Falls officer will investigate the accident as though it involved an outside agency as outlined in 4-27-03.00 (A) above.
- C.    Accidents involving an off-duty police officer

The assigned officer will investigate the accident as though it involved an outside agency as outlined in 4-27-03.00 (A) above.

## **4-28-00.00 SIGN LANGUAGE INTERPRETATION**

### **4-28-01.00 Sign Language Interpreter Policy**

Calls involving citizens that have a hearing impairment require special needs. This policy will provide some guidelines and officers another tool, when the need arises.

Often, friends or relatives of the individual are willing to provide interpreting services to a hearing-impaired person. While this is permissible if the friend or relative is willing to provide interpreting services on a voluntary basis, we cannot *require* the individual to provide his or her own interpreter. It is our responsibility to provide, at Department expense, a qualified interpreter when requested. In some situations, allowing a friend or family member to interpret may not be appropriate, where his or her presence at the transaction may violate the individual's right to confidentiality, or because friends or family members may have an interest in the transaction that is different from that of the individual involved.

When the Department provides interpreting services, ADA Title 11 7.1200 places the obligation to provide "impartial" interpreting services upon the public entity. An interpreter is considered to be "impartial" only if he or she does not have a personal relationship to the individual with a disability.

### **4-28-02.00 Sign Language Interpreter Procedure**

- A. The needs of the individual must be assessed. When making contact it is important to consult with the individual to determine the most appropriate auxiliary aid or service needed. Some individuals use sign language as their primary form of communications and may be uncomfortable or not proficient with written English. Other individuals may not be familiar with sign language and can communicate effectively through writing. Officers should make a particular effort to determine which form is most effective and comfortable to the hearing impaired individual.
  
- B. The resources available at the scene must be evaluated. Do you have interpreters at the scene? Can they be used or is there a confidentiality issue? Is the interpreter a family

member and maybe even a suspect? Can the complainant write a statement or read lips well enough to communicate and are they willing to do so?

- C. A qualified interpreter must be provided for those cases in which an interpreter is needed for sign language. Dispatch will be contacted and asked to call one of our designated interpreters. The police department will maintain a list of interpreters and will keep the numbers available at the dispatch center.

Officers need to keep in mind that there are a number of sign language systems in use by individuals who use sign language. Individuals who use a particular system may not communicate effectively through an interpreter who uses a different system. When confronted with the issue, officers should make efforts to ascertain which system is most comfortable and effective with the individual. When an interpreter is required, we will use our designated interpreter. This way we will make sure the communication is conveyed effectively, accurately, and impartially, through the use of any necessary specialized vocabulary.

#### 4-28-03.00 Documentation

- A. Officers will document in their report when they had to use an interpreter, write notes, or take any other steps to communicate with a hearing impaired person as part of their official duties or during an investigation.
- B. Officers will give their business card to any hearing impaired person they deal with as part of their official duties. Also, Officers will make sure they leave a copy of any notes they used to communicate with the hearing impaired person with that person.

## **4-29-00.00 PLANNING AND RESEARCH PROCEDURES**

### 4-29-01.00 PURPOSE

To collect data and make programmatic recommendations.

### 4-29-02.00 POLICY

The Planning and Research Officer is assigned to the Patrol Division. However, he will work closely with the Chief of Police. His responsibilities will include the gathering of research information for the development of long range goals and objectives as well as short term goals. All planning and assessment, information gathering and storage will be one of his primary concerns. The Planning Officer will assess all data gathered and make programmatic recommendations.

### 4-29-03.00 PROCEDURE

- A. The planning and research officer will work with the Chief of Police in the development of short range goals as well as the Departments multi-year long range goal and objective plan. This comprehensive plan will be updated annually and will be distributed to all personnel. Included in this plan will be all anticipated workloads and population trends, as well as anticipated personnel levels. Attention will be given to capital improvements and equipment needs.
  1. A committee appointed by the Chief of Police and working in conjunction with the planning and research officer will oversee the review and revision process of the Departments goal and operational objectives.
  2. Each Division Captain will ensure that goals and objectives are developed and written for their respective division. The goals and objectives will then be distributed to divisional personnel. The established goals and objectives will be reviewed by a designated supervisor. A quarterly written report showing progress toward the attainment of the goals and objectives will be submitted to the Captains for distribution to the affected personnel.



## **4-30-00.00 INTERVIEW AND INTERROGATION**

### **4-30-01.00 INTERVIEW AND INTERROGATION**

When officers engage in in-custody interviews and interrogations of persons suspected of committing a crime, officers will ensure that the suspect persons rights afforded to them by the constitution of the United States, will not be violated. Officers will issue the proper and appropriate verbal warnings to suspects advising them of their rights, and will honor requests for counsel by allowing timely phone and/or in-person contact with counsel of their own choosing.

This directive is not meant to imply that officers must always read suspects their rights. Officers are expected to keep abreast of recent court rulings and will issue verbal warning of rights to suspects in accordance with these court rulings.

## **4-31-00.00 SEARCH AND SEIZURE**

### **4-31-01.00 POLICY**

It is the policy of the Idaho Falls Police Department to support the fourth amendment of the United States Constitution, regarding Search and Seizure and the decisions of legitimate courts regarding same.

### **4-31-02.00 PROCEDURE**

- A. Search by warrant Officers are expected to obtain warrants to search when appropriate.
- B. Search by Consent The burden of proof is on the State to show consent given without coercion or submission to authority. If possible, get written consent or tape record oral consent. Officers do not need to advise a suspect of their right to refuse the search or deny consent. Officers cannot induce consent by deceit, trickery or misrepresentation. For example, officers cannot claim to have a search warrant if they do not have one. But in some circumstances, it is okay for an officer to say they will get a search warrant, if the officer is prepared to do so and has a good faith belief that probable cause exists for issuance of a warrant. The suspect's age, mental competence, and authority to consent will be considered.
- C. Officer Safety: Based on reasonable suspicion that a person is armed, an officer may frisk that person or engage in a limited search for weapons in an automobile. Based on reasonable suspicion that a wanted person is on the premises where an arrest is being made, police may conduct a protective sweep of the premises. A protective sweep is a quick and limited search of premises, incident to an arrest and conducted to protect the safety of police officers or others. It is narrowly confined to a brief inspection of those places in which a person might be hiding.
- D. Vehicle Search: When police officers have probable cause to believe there is contraband inside an automobile that has been stopped on the road, the officer may conduct a warrant-less search of the vehicle
- E. Inventory Inspection: A vehicle inventory inspection as outlined in our policy is not considered a search. See the policy governing impounds and inventory.

- F. Exigent circumstances: Courts have identified five kinds of exigencies justifying search or seizure activity:
1. Threat of death or serious bodily harm.
  2. Threat of substantial property damage.
  3. Imminent destruction of evidence limited to situations known to involve felony offenses.
  4. Hot pursuit of a fleeing felon.
  5. Protection of the public from dangerous hazards.
- G. Open fields: Any unoccupied or undeveloped area outside of the curtilage is an open field and no search warrant is required.
- H. Plain View: Where the vantage point is lawfully gained, the eye cannot trespass. A search warrant is required to authorize any invasion-other than plain view-into curtilage.
- I. Body Cavity Searches: Due to the highly intrusive nature of these searches, the following must be strictly adhered to:
1. Officers will not conduct a body cavity search without permission of the Prosecutor and from a Captain or the Chief. The permission will be for each individual case.
  2. The suspect will be transported to a facility where there is privacy and the search will be conducted out of public view and in a manner with due regard for human dignity.
  3. All such searches will be performed by an officer of the same gender as the suspect and witnessed by another officer of the same gender - No exceptions.
  4. Search will be conducted within the limits of legal authority.
  5. If search requires special hygienic procedures, the search will be conducted by qualified medical personnel.
  6. A report detailing the search will be forwarded to the division Captain and Chief of Police.
- J. Opposite gender searches
1. Except where officer safety necessitates an immediate search, physical searches of the opposite gender should be delayed until another officer is present to

witness the search. Whenever feasible, the search should be performed by an officer of the same sex.

2. Officers searching the opposite gender should strive to use the least intrusive means available to accomplish the level of searching required for the circumstances.

This policy is not considered an all-inclusive list of search warrant issues. Officers will stay abreast of changes in search and seizure law, especially as it pertains to the Idaho Supreme C

**4-32-00.00 PERSONS MISSING UNDER SUSPICIOUS CIRCUMSTANCES,**  
**“AMBER ALERT” AND**  
**“ADULT MISSING UNDER SUSPICIOUS CIRCUMSTANCES ALERT”**

4-32-01.00    POLICY

When the department receives information of an abduction or person missing under suspicious circumstances an immediate and thorough investigation is critical to the outcome of the case. Both circumstances require a prompt response but differ in investigative needs.

4-32-01.01    PROCEDURE

This procedure is for both adults and children considered missing. More specific instructions for children follow this policy and are located in 4-32-10.00. For the purpose of this policy, a child is anyone under the age of eighteen.

- A.    Abduction: A witness reports seeing a child or other person take against their will.
1.    Investigation Information given by witness or calling party must be distributed to all area officers and agencies as soon as possible, including location of the abduction, descriptions of the victim(s), the abductor(s), any vehicle involved, direction of travel, etc. As time is of the essence, dissemination of information and officers response must be prompt.
  2.    The Shift Commander will contact the Detective Captain and brief the case with the Detective Captain. The decision to activate the “**Amber Alert**” or “**Adult Missing Under Suspicious Circumstances Alert**” will be made by the Detective Captain. If either alert is activated, the Shift Commander will contact the media representative by telephone advising them that we are activating the alert and that a fax, containing the case information is to follow. The Shift Commander will then complete the abduction notification fax form (attachment B or C) and fax it to the media representative. The Shift Commander will include in the

fax, the alert tip line number, (208)-529-1417. This line will be forwarded to the communications center which will handle the initial calls.

3. In the case of a child, immediately after making local press notifications, access the States Amber Alert System.
  - a. Information on accessing the state system to activate the "Amber Alert" is located in 4-32-03.00 of this policy.
  - b. The state system does not allow access for a missing adult. Therefore, only the local media will be notified if the victim is an adult.
  
4. The Shift Commander will notify the Police Department's Public Information Officer. The P.I.O. will respond immediately to the station.
  - a. The P.I.O. will set up a media center and handle press response.
  - b. The P.I.O. will be assigned directly to the Detective Captain for the case.
  
5. The Detective Captain will assign the appropriate resources to investigate the case. Those to be assigned include, but are not limited to, Detective Sergeant, Investigators, Detective Secretary and the P.I.O. When the Detective Division is prepared to receive phone tips, they will notify the communication center and take the tip line back.

The Detective Captain will notify the Chief of Police immediately when the Amber Alert or an Adult Missing under Suspicious Circumstances is activated.

The Detective Captain will respond to the station immediately and will have administrative responsibility for the case.
  
6. If the person is located, the media representative will be notified immediately. The Shift Commander or Detective Division will follow the phone call up immediately by faxing the media the person *located*

fax form. (Attachment D)

B. PERSON MISSING UNDER SUSPICIOUS CIRCUMSTANCE:

A person is missing and such behavior is out of character for the missing person. Investigation leads Law Enforcement to believe the missing person is in danger of bodily harm.

1. INVESTIGATION: Patrol will conduct sufficient investigation to determine that the missing person most likely did not leave by choice and is in danger of bodily harm. This investigation must be thorough in order to eliminate other explanations. The Shift Commander will contact the Detectives Captain and brief him on the case. The Captain will make a decision regarding the activation of the "**Amber Alert**" or "**Adult Missing Under Suspicious Circumstances Alert**". If activated the same procedure will be followed as in the case of an abduction.
2. As the case develops, the P.I.O. will keep the press updated.
3. If the person is located, the media representative will be notified immediately. The Shift Commander or Detective Division will follow the phone call up immediately by faxing the media the person *located* fax form.

4-32-02.00 Media Representatives

A. The Media Representatives are:

KIDK Channel 3 TV - Community Affairs Director

Phone: Business Office 522-5100

News Room 523-8922

News Room Fax 522-5103

KIDK Channel 3 TV - News Director

Phone: Business Office 522-5100

News Room 523-8922

News Room Fax 522-5103

KIDK Channel 3 TV - News Anchor

Phone: Business Office 522-5100

News Room 523-8922

- B. KIDK Channel 3 personnel will immediately notify all other T.V. and radio stations station in the area broadcasts the "Amber Alert".

4-32-03.00 "Amber Alert" or "Adult Missing Under Suspicious Circumstances Alert"

The Amber Alert is accessed through the State Police. The instructions follow this policy as attachment "A". Remember the decision to activate the alert will be made by the Detective Captain.

- A. To engage the "Amber Alert", follow the instructions as outlined in Attachment "A".
- B. Call the District 6 State Police Office to arrange to have highway signs placed announcing the "Amber Alert".
- C. When the amber alert is issued, provide information to dispatch and have them send a teletype to surrounding states as well as states the suspect may travel through.
- D. Notify Canadian Customs border checkpoints. The contact number is (877)-318-3576 or (613)-859-8519.

4-32-11.00 Policy Purpose

The purpose of this policy is to establish responsibilities and guidelines regarding The Idaho Falls Police Department's response to reports of missing children. For the purpose of this policy a child is anyone under the age of eighteen.

4-32-12.00 Policy Statement

- A. Officers will not make value judgments about a missing child regarding whether or not the child is a missing child or a possible runaway. If the parent or custodian of the child believes the child is missing and not a runaway, the case will be handled as such.
- B. It will be the policy of The Idaho Falls Police Department to thoroughly investigate all reports of missing children. In addition, this agency holds that every child reported as missing will be considered **at risk** until significant information to the contrary is confirmed.



- C. Jurisdictional conflicts are to be avoided when a child is reported missing. If a missing child either resides in, or was last seen in our jurisdiction, this agency will immediately initiate the required reporting process. If a child resides in our jurisdiction and was last seen in another jurisdiction, but the law enforcement agency covering that jurisdiction chooses not to take a missing child report, our agency will take a report and work with the agency of jurisdiction to see that the case is investigated.
- D. Questions concerning parental custody occasionally arise in relation to missing child reports. It is the policy of The Idaho Falls Police Department to accept the report of a missing child 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 child(ren) is paramount, members of this agency will open a case when it can be shown that the child has been removed without explanation from their usual place of residence.  
  
Note: Although a child missing under any circumstance is serious, a child abducted by a non-custodial parent can not be placed on an Amber Alert.

4-32-13.00 Definitions

- A. The term “missing child” includes a person who is:
  - 1. Younger than eighteen (18) years of age, and
  - 2. Whose whereabouts are unknown to his or her custodial parent(s), guardian or responsible party.
- B. The term “unusual circumstances” refers to a missing child who is:
  - 1. Thirteen (13) years of age or younger. This age was established by the Federal Missing Children Assistance Act because children of this age group have not established independence from parental control, and do not have the survival skills necessary to protect themselves from exploitation on the streets - or –
  - 2. Believed to be (one or more of the following):
    - a. Out of the zone of safety for his or her age and development stage. The zone of safety will vary depending on the age of the child and his/her developmental stage. In the case of an infant,

for example, the zone of safety will include the presence of an adult custodian, or the crib, stroller or carriage in which the infant was placed. For a school age child, the zone of safety might be the immediate neighborhood or the route taken between home and school.

- b. Mentally diminished. If the child is developmentally disabled or emotionally disturbed, he or she may have difficulty communicating with others about needs, identity or address. The disability places this child in danger of exploitation.
- c. Drug Dependant, including both prescription and illicit substances. Any drug dependency puts the missing child at risk. The diabetic or epileptic child requires regular medication or his/her condition may become critical. The illicit drug abuser, on the other hand, may resort to crime or become the victim of exploitation.
- d. A potential victim of foul play or sexual exploitation. Risk to the child can be assumed if investigation indicates a possible abduction, violence at the scene of an abduction or signs of sexual abuse.
- e. In a life threatening situation. The environment in which the child is missing may be particularly hazardous. Examples of a dangerous environment could be a busy highway for a toddler or an all-night truck stop for a younger teenager.
- f. Absent from home for more than twenty-four (24) hours before being reported to the police as missing. While some parents may incorrectly assume that twenty-four (24) hours must pass before police will accept a missing person case, a delay in reporting might also indicate the existence of neglect or abuse within the family.

Note: Our policy is that officers will take a missing or runaway child as soon as it is reported to them. There is no waiting period.

- g. Believed to be with others who could endanger his or her welfare. A missing child in such circumstances is in danger not only of sexual exploitation, but of involvement in criminal activity such a burglary, shoplifting and robbery.
- h. Is absent under circumstances inconsistent with established patterns of behavior. Most children have an established routine that is reasonably predictable. Significant unexplained deviations from that routine increase the probability of risk to the child - or –
- i. Whose disappearance involves circumstances that would cause a reasonable person to conclude that the child should be considered at risk.

C. Determination of unusual circumstances

- 1. If it is determined that unusual circumstances are involved in the report of a missing child, an expanded investigation, including the use of all appropriate resources, will commence immediately. While all missing children incidents should be investigated thoroughly, those involving unusual circumstances indicate a heightened likelihood of risk to the child and, therefore, require an intensive response.
- 2. If appropriate, existing interagency response protocols should be activated. This includes the Amber Alert if there is reason to believe the child has been abducted.

4-32-14.00 Procedures

A. The Call Taker or Dispatcher

The call taker who receives the report of a missing child will be responsible to:

- 1. Determine the circumstances of how the child was discovered missing.
- 2. Immediately dispatch an officer to the scene of the report.

Dispatchers will not make a value judgment as to if the child is a missing child or a runaway, even if the caller suspects the child is a runaway. Officers will go to the

scene and make an independent evaluation as to the status of the child.

Note: The National Child Search Assistance Act of 1990 mandates law enforcement's immediate response to reports of missing children, and the prompt entry of descriptive information into the NCIC Missing Persons File.

3. Notify the officer's supervisor.
4. Transmit the appropriate radio alerts and other notifications.
5. Search agency records available on the computer.
6. Safeguard all pertinent records.

B. The First Responder

The officer who is assigned as a first responder to the report of a missing child will be responsible to:

1. Respond promptly to the scene of the report. Even if the assigned officer has been provided with initial information such as the child's description and other facts about the incident, it would be inappropriate to delay response to circle through parks, check playgrounds or stop suspicious individuals. Unless in immediate response to the child's safety, these activities can be handled by other patrol units.
2. Interview parent(s) or person who is making the initial report. The purpose of this interview is to gain an insight into the circumstances surrounding the disappearance and other information needed to conduct an initial assessment of the case.

Note: Using a specifically designed investigative checklist to gather information will enable the first responder to more promptly reach an accurate risk assessment. The checklist the Idaho Falls Police Department uses is provided by the National Center for Missing and Endangered Children.

3. Obtain a description of the missing child. The collection of information about the missing child; race, height,

weight, hair and eye color, clothing, and other noteworthy features should be done promptly and relayed to other officers who may be assisting in the investigation. Several recent photographs and a video image, if available, should be secured.

4. Verify that the child is in fact missing. First responders should never assume that searches conducted by distraught parents or others, have been performed in a thorough manner. Another check of the house and grounds should be made that includes places where children could be trapped, asleep, or hiding. Special attention should be paid to enclosures like refrigerators, freezers and the interior and trunks of parked vehicles where limited breathing air may place the child at even greater risk. In the case of older children, first responders should ask if parents have checked with the child's friends or perhaps overlooked or forgotten something the child may have said that would explain the absence.

Note: A search of the home should be conducted even if the child was last seen elsewhere. Don't forget to look in closets and under beds.

5. Confirm the child's custody status. First responders should ascertain whether a dispute over the child's custody might have played a role in the disappearance. Questions regarding whether the reporting party has full legal custody, or if the non-custodial parent has been contesting custody, or if the missing child expressed a wish to live with the other parent may help an officer gain important insight into the case.
6. Identify the circumstances of the disappearance. First responders need to ascertain whether the circumstances surrounding the child's disappearance are such that a heightened level of response is warranted. If "unusual circumstances" exist, as defined in paragraph B of section 4-32-13.00, then the decision to employ additional response methods is clear. In other situations where the circumstances are not clear, officers should keep the missing child's safety in mind and act accordingly.

7. Determine when, where, and by whom the child was last seen. This information is needed to determine factors such as, abduction time frame, windows of opportunity and information verification. Comparison of information gathered from the reporting party, witnesses and other sources may prove vital to case direction.
8. Interview the individual(s) who last had contact with the child. Effective questioning of those individuals who last saw or spoke with a missing child is crucial in the case assessment process. While seeking information about the child's appearance, demeanor and actions, officers also should be alert to contradictions or evasiveness by the witness, especially if these statements cannot be readily substantiated.
9. Identify the child's zone of safety for his or her age and developmental stage. Responding officers should attempt to determine how far a child could travel from the location where last seen before they would most likely be at risk of injury or exploitation. This perimeter should, under many circumstances, define the first search zone.
10. Make an initial determination of the type of incident. By employing all available assessment tools, i.e., completion of standardized forms, interviews with parents, statements of witnesses, search of scene, etc., an officer should be able to reach a preliminary determination regarding the type of case and the need for additional resources. Note: Officers must be cautious in "labeling" or classifying a missing child case, since the classification process will affect the way in which initial information or evidence is gathered. Even if first indications suggest a "less urgent" incident, officers should consider all possibilities until the case category is clearly determined.
11. Obtain a description of the suspect abductor(s) and other pertinent information. Officers need to record witness information immediately; not only for general investigative use, but also before witnesses forget or speak to others who may confuse or make suggestions about what was actually observed. If the abduction scene involves a business or other public place, officers

may be able to supplement witness information with video from security cameras that might provide crucial information about suspect, vehicles and circumstances. In the case of a suspected family abduction, the reporting party may have photographs of the abductor or other information.

12. Determine the correct NCIC Missing Person File category and ensure that a notification is promptly transmitted. There are five (5) categories within the Missing Person File: disability, endangered, involuntary, juvenile and catastrophe. Simply because the child is less than 18 years old does not require that the juvenile category must be used. The circumstances of the disappearance should govern category selection.

Note: NCIC suggest that family and non-family abductions be entered in the involuntary category. Runaways most commonly are entered in the juvenile category unless unusual circumstances exist.

13. Provide detailed descriptive information to communications for broadcast updates. As information becomes available regarding the child's disappearance, circumstances of the case, or description of the potential abductor, the officer should ensure that other officers and agencies are provided with up-to-date facts.
14. Identify and interview everyone at the scene. The name, address, home and work telephone number of everyone present at the scene, along with his or her relationship to the missing child, should be recorded. If possible, include them in photographs and/or videotapes of the incident scene. By interviewing each person privately, officers may be able to uncover information that will be instrumental in resolution of the case.
15. Conduct a thorough scene search. With the assistance of additional personnel, a systematic, thorough search of the incident scene should be conducted. If appropriate, officers should obtain written permission to search houses, apartments, outbuildings, vehicles and other property that might hold information about the

child's appearance. Officers are again reminded to conduct a thorough, immediate search of the child's home and property - even if the disappearance supposedly took place elsewhere.

16. Secure and safeguard the area as a potential crime scene. First responders must take control of the immediate area where the incident occurred and establish an appropriate perimeter to avoid destruction of vital evidence. In addition to external crime scenes, the child's home, and particularly his or her bedroom, should be secured and protected until evidence and identification material such as hair, fingerprints, bite marks, etc., are collected.
17. Record if the child has access to an on-line computer, cellular phone or pager. Before making an initial decision that the child has run away, an officer should determine if the child may have left to meet someone he or she encountered while on-line. Since predators are known to use the Internet to identify vulnerable children, what appears at first to be a runaway case, may, in fact, be a child at great risk. Additionally, since many children have their own pagers and cellular phones and may have them while missing, an officer should note these devices during the information gathering process.
18. Prepare necessary reports and complete appropriate forms. Information gathered by the first responding officer(s) may be instrumental in the eventual case solution. To record this important information, officers should prepare a chronological account of their involvement and actions in the case from time of assignment to the point of dismissal. Reports should include everything, not just those events that seem to have a direct bearing on the case.

C. The Supervisor

The supervisor who is assigned to the report of a missing child will be responsible to:

1. Obtain a briefing from the first responder(s) and other agency personnel at the scene. This briefing allows the supervisor to determine the scope of complexity of the case and thus develop an appropriate response. The



briefing should be conducted away from family, friends or any other individuals who may be present. Doing so will allow officers to speak freely about the events that have transpired and to pass along initial impressions and opinions that might be misconstrued by others.

2. Determine if additional personnel and resources are needed to assist in the investigation. Depending upon the situation, a supervisor may determine that additional personnel, including specialized units, should be called to the scene or otherwise assist in the investigation. Certain cases may also require that the supervisor activate existing interagency response protocols.
3. Establish a command post. A command post is a field headquarters for scene management. It is used as a center for organizing personnel and directing investigative efforts as well as a focal point for inquiries, intelligence gathering and media contacts. As a general rule, the command post should be close enough to the center of activity to facilitate control and coordination, but sufficiently apart to allow a free exchange of ideas among responders. Using the victim's home as a command post is not recommended.
4. Organize and coordinate search efforts. Systematic searches are common features of missing child investigation. A supervisor should appoint a search operation coordinator who can oversee the search effort while he supervisor remains available to manage the entire investigation.
5. Ensure that all required notifications have been made. Because dissemination of information is an integral part of the search for a missing child, the supervisor should ensure that all officers, other departments and agencies, and all investigative networks are supplied with accurate details.
6. Establish a liaison with the victim family. Families of a missing child will experience extreme stress. Supervisors should establish a liaison with the victim-family to explain what investigative actions are being deployed and what they can do to assist in the search. A police

Chaplin or the family's spiritual contact may be helpful in gaining the confidence of the family.

7. Confirm that all Idaho Falls Police Department policies procedures are observed. In addition to providing the innovative direction required during a missing child investigation, a supervisor must also ensure that the rules and regulations of a professional law enforcement organization are adhered to.
8. Manage media relations. Many missing child investigations, especially those involving large-scale search efforts, are likely to draw media attention. When it becomes apparent that the child is not going to be immediately located or the child has been abducted, notify the Press Information Officer to respond to the command post.

D. The Investigator

The follow-up investigator who is assigned to the report of a missing child will be responsible to:

1. Obtain a briefing from agency personnel at the scene. This briefing should be conducted before the follow up investigator interviews family members of the missing child or witnesses who may have been identified during the initial state of the case.
2. Verify the accuracy of all descriptive information. The verification process should include all details developed during the preliminary investigation. During the interview process the investigator should be alert to facts or statements that conflict with those gathered by the first responder.
3. Conduct a neighborhood investigation. A thorough canvass of the neighborhood should be conducted without delay. The objective is to identify and interview all persons within the abduction zone who may provide information related to the incident. Investigators should use a standardized set of questions to insure completeness and uniformity of information and facilitate establishment of a database to track leads. Record should also be made of all vehicles parked within the neighborhood and any other conditions that may have future investigative value.

4. Obtain a brief history of recent family dynamics. Information about family dynamics, obtained from family members, neighbors, teachers, classmates and witnesses can offer valuable insights into what may have happened to the child and where he or she may be found. Records of family contact maintained by law enforcement agencies, social services departments, schools and other organizations should also be obtained and evaluated.
5. Explore the basis for conflicting information. When preliminary investigative steps have been taken, investigators should “compare notes” with the first responder, fellow investigators and other agency personnel to identify and work through conflicting information. This collaborative evaluation will provide the investigative staff with a solid foundation upon which to structure future case directions.
6. Implement effective case management. An information management system is an essential part of the overall investigative process. Depending on the resources available, information may either be computerized or incorporated in a simple card system. Both methods are used to record, index, cross-reference, and retrieve the facts amassed during an investigation. The method doesn’t matter as long as the system works for the investigator in charge of solving the case.

Note: NCMEC can provide computer software designed for effective case management.

7. Evaluate the need for additional resources and specialized services. The complexity of many missing child incidents may necessitate the use of resources and services both from within the agency and from other organizations as well. Investigators should be aware of the input that can be obtained from resources such as the FBI, NCIC, state missing children clearinghouses, and the National Center for Missing and Exploited Children.
8. Update descriptive information. If it appears that the case will not be resolved promptly, investigators should ensure that the descriptive record, especially that

entered into the NCIC Missing Person File, is updated to include dental characteristics, scars, marks and tattoos, fingerprints, along with additional articles of clothing, jewelry, or unique possessions.

9. Monitor media relations. While information gained through effective media relations is often of significant value in a missing child case, investigators should review all notices prior to release to ensure that investigative objectives are not unintentionally compromised.

E. Recovery of the child.

An officer who is assigned to the recovery or return of a missing child will be responsible to:

1. Verify that the returned child is, in fact, the reported missing child. An officer will personally verify all returns by interviewing the child in person. This same procedure will be followed even if a parent or guardian calls the Police Department and says the child has returned and was a runaway. The benefits of this practice include assessing the child's safety, gaining intelligence about possible predators, and preventing future episodes.
2. Arrange for intervention services, if indicated. During the verification process, officers should be alert for indications that additional services may be needed before the child can safely remain with the family. These services may include mental and/or physical health examinations and arrangements for family counseling.
3. Complete the appropriate supplemental reports and cancel all outstanding notifications. Along with cancellation of the NCIC Missing Person File entry and other notifications regarding the case, a supplemental report should be completed that describes the child's activities while missing and the circumstances of the recovery/return.

**Attachment 4-32-00.00 A Idaho Amber Alert Instructions**

**Attachment 4-32-00.00 A1 Amber Alert Activation Criteria Checklist**

**Attachment 4-32-00.00 B Amber Alert Abduction Notification**

**Attachment 4-32-00.00 C Person Missing Under Suspicious Circumstances  
Notification**

**Attachment 4-32-00.00 D Abduction Notification Rescinded**

### **4.33-00.00 VEHICLE SEARCHES**

#### **4-33-01.00 PURPOSE**

To document when a vehicle is searched and under what circumstances. To provide information for training and to ensure searches are appropriate.

#### **4-33-02.00 POLICY**

The *Vehicle Search Form* will be used ANYTIME a vehicle is searched without a search warrant.

#### **4-33-03.00 PROCEDURE**

- A. Officers will complete every applicable area on the form.
- B. Officers will give the completed form to the on-duty lieutenant or sergeant or acting lieutenant or sergeant
- C. The lieutenant or sergeant will forward a copy of the form to the appropriate Captain and a copy to Internal Investigations.
- D. Internal Investigations will maintain the completed forms in a file.

The form is attached to this policy

#### **Attachment 4-33-00.00 Vehicle Search Form**

## **4-34-00.00 IMMIGRATION VIOLATIONS**

### 4-34-01.00 Purpose & Scope

It is incumbent upon all employees of this department to make a personal commitment to equal enforcement of the law and equal service to the public regardless of alien status. Confidence in this commitment will increase the department's effectiveness in protecting and to serving the entire community. The immigration status of residents alone is not a matter for police action.

### 4-34-02.00 DEPARTMENT POLICY

The U.S. Immigration and Naturalization Service (INS) has primary jurisdiction for enforcement of the provisions of Title 8, U.S. Code dealing with illegal entry, etc. This department will enforce those provisions under the U.S. Code, Title 8, when assisting the INS at their specific request or when suspected criminal violations are discovered as a result of inquiry or investigation based on probable cause originating from activities other than the isolated violations of immigration status.

### 4-34-03.00 PROCEDURES FOR IMMIGRATION COMPLAINTS

Persons wishing to report immigration violations should be referred to the U.S. Immigration and Naturalization Service (INS), 1820 E. 17th Street, Idaho Falls, Idaho (208)-522-3623.

#### 4-34-03.01 Basic For Contact

The fact that an individual is suspected of being an undocumented alien alone shall not be the basis for contact, detention, or arrest.

#### 4-34-03.02 Sweeps

The Idaho Falls Police Department does not conduct sweeps or other concentrated efforts to detain suspected undocumented aliens.

- A. When enforcement efforts are increased in a particular area, equal consideration should be given to all suspected violations and not just those affecting a particular race, ethnicity, age, gender, socioeconomic status, or other group.
- B. The disposition of each contact (i.e., warning, citation, arrest, etc.), while discretionary in each case, should not be effected by such factors as race, ethnicity, sexual orientation, etc.

#### 4-34-03.03 INS Request for Assistance

If the INS or any other federal agency makes a specific request, this department will provide available support services, such as traffic control or keep-the-peace efforts, during the federal operation.

Idaho Falls Police Department Officers should not participate in such federal operations as part of any detention team unless it is in direct response to a request for assistance on a temporary basis. Any detention by a member of this department should be based upon the reasonable belief that an individual is involved in criminal activity.

#### 4-34-03.04 Identification

Whenever any individual is reasonably suspected of a criminal violation (infraction or misdemeanor or felony), the investigating officer should take reasonable steps to establish the person's identity through valid identification or other reliable sources.

- A. If an individual would have otherwise been released for an infraction or misdemeanor on a citation, the person should be taken to the station and given a reasonable opportunity to verify their true identity (e.g., telephone calls, etc.)
- B. If the person's identity is thereafter reasonably established, the original citation release should be completed without consideration of immigration status.

#### 4-34-03.05 Arrest

If the officer intends to take enforcement action and the individual is unable to reasonably establish his or her true identity, the officer may take the person into custody on the suspect criminal violation in accordance with Idaho Code, Title 19, Chapter 6, Section 603 - I.S.C.19-603 (If pertinent to the circumstances).



4-34-03.06 Notification of Immigration and Naturalization Service

If an officer believes that an individual taken into custody and booked into jail on a criminal charge is also an undocumented alien; after they are formally booked, the INS may be informed by the arresting officer so that they may consider placing an "immigration hold" on the individual. (The INS Investigation telephone number is (208)-522-3623.)

## **4-36-00.00 Bio-Hazard Response**

### 4-36-01.00 Purpose

To set guidelines for members of the department in response to reports of suspicious packages that may contain bio-hazards.

### Policy

The Police Department will handle every assigned case with professionalism. We do not tell people they do not have a problem.

#### A. Dispatch:

Dispatch will obtain all needed information to determine if the report is a spill or a suspicious package.

##### 1. Suspicious Package/letter:

- a. Ask if the caller has talked to the Bio-Hazard hotline:  
(535-4444.)
- b. If NO, obtain the callers information and refer caller to the hotline for screening.
- c. If YES, obtain information on the caller with address and phone number. Forward this information to the patrol sergeant or lieutenant, who will make the decision as to a response.
- d. Officers will be told the nature of the call so they do NOT walk into the house or into a contaminated area.

##### 2. Spill of a suspicious substance:

- a. Ask if the caller has talked to the Bio-Hazard hotline:  
(535-4444.)
- b. If NO, obtain the callers information and refer caller to the hotline for screening.
- c. If YES, Fire Department will be dispatched as a Haz-Mat response.
- d. The caller will be told to remain at their location. They are not to let anyone leave or enter.
- e. Information on the caller with address and phone

number will be forwarded to a patrol supervisor.

- f. Upon approval of the supervisor, Police will be dispatched to investigate.
- g. Officers will be told the nature of the call so they do NOT walk into the house or into a contaminated area.

B. Police Response:

1. Suspicious Package/letter:

- a. Dispatch will notify an on-duty patrol supervisor with the initial call. The caller's name, address and phone number will be provided.
- b. The supervisor will call the reporting party on the phone and inquire as to what makes the package suspicious. Indications of a suspicious package can include:
  - 1) Irregularities in shape or size.
  - 2) No return address.
  - 3) Inaccurate mailing information.
  - 4) Incorrect names and titles.
  - 5) Misspellings of common words.
  - 6) Excessive postage.
  - 7) Stains or discolorations.
- c. The supervisor will cover options and Haz-mat response criteria with the caller. If the package does not meet the minimum Haz-mat response criteria, it will be left up to the reporting party to determine which options they wish to pursue.

The options include, but are not limited to:

  - 1) Open the package.
  - 2) Place the package in a zip-lock bag and dispose of the package without opening it.
  - 3) Place the package in a zip-lock bag and store in a safe place in the home/business until notified of the State's intended response. (Note: if the package is in a sealed bag it is in a safe state.)

- 4) Place the package in a zip-lock bag and placing it in a safe place in the home or business for future reference if needed.
  - 5) Secure the property for Haz-Mat response. This will include securing all occupants and setting a perimeter to quarantine the area until State Haz-Mat can respond. THIS OPTION WILL BE USED ONLY IF THE POLICE, AFTER CONSULTATION WITH THE FIRE DEPARTMENT FEEL IT NECESSARY. IF THE POLICE USE THIS OPTION, THE POLICY COVERING "SPILLS OF A SUSPICIOUS SUBSTANCE" WILL BE USED.
- d. The supervisor may complete the investigation or assign a officer to follow-up. Assigned officers will conduct the investigation via a phone at the LEB. The investigation will be completed by phone. The only contact will be to hand the caller a zip-lock bag at the door if needed.
  - e. The investigation will include known history of the package origin, what makes the package suspicious, what information was given to the reporting party and what actions the reporting party decided to take.
  - f. State Haz-Mat and FBI will be notified if the package meets one of the Haz-Mat criteria standards.  
  
(State Haz-Mat 1-800-632-8000)
  - g. After being informed of the findings of our investigation, if State Haz-Mat decides they will not be responding, the investigating officer will notify the reporting party. This will allow the reporting party to dispose of the package.
  - h. No suspicious packages will be accepted by the members of the department. No such packages will be stored in police evidence or police custody. All seized hazardous material will be packaged, transported and stored by the proper Haz-Mat personnel.
2. Spill of a suspicious substance:

- a. If the package meets the Haz-Mat criteria the supervisor will call for a fire department response.

*Minimum Haz-Mat Response Criteria:*

- 1) Package (opened or unopened) powder spilling, substance leaking or staining.
  - 2) Package or letter with an articulated threat (opened or unopened.)
- b. The Police Supervisor will respond to the scene to coordinate the Police investigation.
  - c. The Press Information Officer will respond to the scene.
    - 1) Handle press issues.
    - 2) Act as a liaison with the Fire Department.
  - d. Officers will respond, conduct a criminal investigation and assist the Fire Department.
  - e. Perimeter will be set by the Fire Department and their Haz-Mat personnel. The perimeter will not be violated without the permission of the Fire Department.
  - f. Officers will assist in maintaining the perimeter line. No one will be allowed to enter or leave the perimeter area.
  - g. The Fire Department will notify State Haz-Mat.
  - h. The investigating officer will conduct interviews and investigations via phone and will not enter the home/business until such location is determined safe.
  - i. The on-scene police supervisor will be responsible for notifying the FBI.
  - j. The investigation will include the back tracking of the package origin, steps taken to identify the substance and determine if the substance is a hazardous material, all persons involved, injuries confirmed or reported, results of treatment, results of tests on suspected substances, and chain of custody of evidence.
  - k. Follow-up detectives will be assigned to respond

to a scene where it is determined to be a Haz-Mat event.

- 1) Assist the assigned officer with the initial investigation.
- 2) Continue with the case for follow-up.

Special Equipment: Zip -Lock bags are in the Shift Commander's office for officers to give to parties reporting suspicious letters and packages. Two additional cell phones are available to assist patrol officers with communication during these types of calls for service. They are in the Shift Commander's office.

## **4-37-00.00 BOMB THREATS**

### 4-37-01.00 Purpose

The Idaho Falls Police Department believes that the safety of all human life is paramount in responding to and handling explosive device/bomb threat incidents.

It is also understood that business proprietors and those charged with the responsibility of their premises have rights to those premises. This procedure addresses the police function at those incidents and takes into account those inherent property rights.

### 4-37-02.00 Procedure

#### A. Shift Commander Responsibility

Upon receipt of a bomb threat, the Shift Commander will have overall authority to determine the necessary action to resolve the threat until such time as he is relieved by an on-scene supervisor.

If the Shift commander calls for a K-9 Unit, the policy is referenced in 2-01-02.02.

#### B. Response and Scene Procedures

1. Patrol officers and/or detectives will be dispatched to the scene by utilization of a "10-89" Code, which designates bomb threat. Employees of The Idaho Falls Police Department should refrain from mentioning the words "bomb" or "bomb threat" over the police radios.
2. Prior to approaching within 300 feet of the scene officers will turn off all car radios, walkie-talkies, cell phones and pagers, so as not to detonate a device through radio signal. Communication with Dispatch or other officers should be conducted by land-line phone until the threat is fully assessed.
3. Responding officer(s) will contact the business or homeowner or witness and obtain all vital information, making an effort to protect the scene and restricting access to the scene.
4. Unless an actual or suspected device is located, the decision to evacuate the premise, conduct a search, or take no action will be up to the property owner or person designated as being in control of the property. Idaho Falls Police Department employees should only advise as to safety concerns and assist in evacuation if

the decision is made to evacuate. If the person in control of the property makes a decision to evacuate, those persons occupying the premise should be encouraged to take their personal property with them, such as briefcases, duffle bags, purses, lunch boxes, etc., if they can be safely accessed.

5. If a search is conducted, Idaho Falls Police Department employees will assist in the search if accompanied by a person familiar with the premise and readily able to recognize a suspicious object, package or container.
6. If a suspected explosive device or suspicious package is located, the Shift Commander will be notified and he will cause fire department, paramedics and the appropriated bomb disposal to be notified to respond to a safe staging area.
7. A supervisor will communicate with the bomb technician to determine the geography of the area to be evacuated for public safety.
8. If the property owner or manager does not agree to follow suggestions of the ranking on-scene officer or bomb disposal personnel, the Shift Commander or on-scene supervisor will be notified and will determine the appropriate actions to assume overall public safety.
9. Untrained police personnel or citizen will not attempt to move or deactivate a suspected explosive device.

C. Found Bomb or Explosive Device

1. Dispatch will immediately notify Idaho Falls Fire Department and paramedics to respond to a determined safe staging area. They will be notified by Dispatch to refrain from radio use within 300 feet of the scene.
2. Officers at the scene will assist the property managers in executing emergency evacuation of citizens on the premise as well as neighboring citizens. Officers will also maintain crowd and traffic control to keep all unauthorized persons a minimum of 600 feet from the scene.
3. The FBI will be notified.
4. Shift Commander and/or other higher ranking officers



will determine which Bomb Disposal Unit to notify for technical and tactical support. The following agencies and individuals currently offer explosive ordinance or bomb disposal assistance.

CURRENT NUMBERS FOR BOMB DISPOSAL ON FILE IN DISPATCH

Jeanette Johnson  
Idaho Falls Police Department  
**Bomb Sniffing Dog**

Kevin Green  
Department of Energy, INEEL  
**Bomb Technician**

Alcohol, Tobacco and Firearms (ATF)  
Boise, Idaho  
**Bomb Technicians and Equipment**

(No Robot)  
Tooele Army Depot, Utah

- D. Explosive Materials Recovery and/or Transportation
1. Officers who respond to recover or remove suspected hazardous or explosive devices will not move or transport the material. An appropriately trained bomb disposal expert will assess the situation and determine the property recovery and transportation means and method.
  2. If a citizen brings in an unexploded grenade, mortar shell or military ammunition, or other explosive device such as dynamite, the item should not be brought into the building. If the citizen is carrying the object and has brought it into the station, direct them to an open area away from persons and passersby and carefully set it down. Officers should then maintain a security perimeter to keep persons away from the device or object until bomb disposal personnel can assess the object and render it safe.
- E. Bombing or Explosion
1. If an explosion occurs the Shift Commander will assign adequate personnel to secure the scene and deal with the immediate emergency. Officers will attempt to do the following:
    - a. Secure the scene.

- b. Attend to any injured.
- c. Check for secondary devices or explosives.
- d. Collect, secure and store evidence.
- e. Interview witnesses/suspects.

## **4-38-00.00 SPONSORING EVENTS WITH PRIVATE BUSINESSES AND INDIVIDUALS**

### 4-38-01.00 Purpose

The Idaho Falls Police Department endeavors to work closely with the public and with businesses as a way to engender cooperation and make our city a better place to live. However, we must be careful that what we do casts the Department in a positive light and does not create controversy.

### 4-38-02.00 Procedure

- A. Before any officer commits the Police Department to sponsorship of an event involving a business or individual, the following is required
  - 1. The officer will write a summary of the event including the date and time and the extent of the Department's involvement. If there are fees or other money involved, the summary must state what the money will be used for.
  - 2. The summary will be presented to the officer's Division Commander.
  - 3. The Division Commander will pass the summary on to the Chief with a recommendation.
- B. The Chief will authorize or deny the Department's involvement in the event. The Chief's written authorization is required before the officer may proceed.

## **4-39-00.00 Use of Police Data Communication Equipment**

### **4-39-01.00** Policy

This policy is intended to supplement City policy XXVIII to address the unique situation of the Police Department. Data communications equipment can be a useful tool, but can also potentially be used improperly as a time-wasting distraction or as a venue for accessing inappropriate material. Personal use must fit within the tightly defined parameters of this policy and must not infringe on work time.

### **4-39-02.00** Cell Phones

- A. Personal use of department-issued cell phones is allowed provided reimbursement to the City is made for any personal calls, overage of text messages, or other charges related to personal use.
- B. Cell phone records and texts/mms might be subject to subpoena or other public disclosure so use only communications that would not cause embarrassment to the Department.

### **4-39-03.00** Internet and Email

- A. Accessing sites containing pornographic, sexual, or otherwise offensive materials is strictly prohibited unless the following conditions are followed:
  - 1. It is part of a specific case investigation
  - 2. Your supervisor is either present or has approved the specific site access in advance.
  - 3. The nature and extent of the site access is well documented.
  - 4. The site is accessed from the station, not from a laptop.
  - 5. If access is unintentional, immediately notify a supervisor and document the incident.
- B. Personal use is permitted provided:
  - 1. Personal use is to be factored into your break time so that your personal use plus other break time does not exceed the time allowed for daily breaks.
  - 2. High bandwidth intensive sites, such as streaming video and music, are prohibited.

3. Do not access sites that may cause embarrassment to the Department if a passerby happened to view it, such as Sports Illustrated Swimsuit.
4. Off-duty personal use is permitted provided;
  - a. The computer is used in the same configuration and with the same safeguards as on-duty use.
  - b. Currently, air-cards are unlimited provided usage is consistent with normal business use. If the provider judges our usage as abnormally high, they will increase fees. Therefore, off-duty use should be incidental and only consume a modest amount of bandwidth.

4-39-04.00 Tampering with or disabling equipment

- A. No employee will tamper with, disconnect or dismantle any electronic equipment that the Idaho Falls Police Department has installed in the vehicle.
- B. This does not include portable devices that are intended to be taken in and out of vehicles, although any software or data should not be removed or disabled from these devices.
- C. If an employee finds that a device is not working properly, they should promptly report it to their supervisor and make arrangements to have the device repaired.