CITY OF
Siloam Springs

POLICE DEPARTMENT

General Orders and Procedures Manual

2016 Revision

Our mission is to defend Constitutional rights, assist individuals in the protection of their lives and property, keep the peace, and enforce the law in the most effective and just manner possible, balancing individual rights with our responsibilities to the community as a whole. We will manage our resources in the most effective and efficient manner possible. Our resolve is to project the utmost professionalism in our actions, treating all citizens with appropriate dignity and respect.

Purpose

Our efforts must be effectively directed if we are to fulfill our mission. Written direction provides each of us with standards of behavior, and the procedures needed to provide consistent, just service to our community and the criminal justice system. The purpose of this manual is to structure our efforts, enabling us to carry out our duties with respect, compassion, integrity, efficiency, accountability and dedication to our chosen profession.

Design

This manual contains General Orders applicable to all personnel. These orders define the behavior and general code of conduct required of each employee by the Police Chief. They identify an employee's basic duties and provide a number of restrictions on what an employee may do. Additionally, they contain a punitive clause; in other words, the intentional or negligent violation of a General Order will result in corrective or disciplinary action.

The remainder of this manual is comprised of procedures; they provide methods for achieving a goal, standardizing processes or give guidance employees. Procedures are divided into six sections: Administrative, Operations,

Six Principles

Respect

Compassion

Integrity

Efficiency

Accountability

Dedication

THREE PILLARS

Constitutional Action

Ethical Decisions

Restrained Authority

Support, Detention, Personnel and Definitions. This office recognizes situations occur that current policy may not provide sufficient guidance for. There is the possibility that a policy, designed with the best of intent and based in current best practices, may not be suitable for a given situation. For this reason, employees are directed to base their actions on three pillars: acting in obedience to the Constitutions of the United States and the State of Arkansas; being ethically and morally sound; and remaining strictly within the authority delegated to them. When it becomes necessary to deviate from established procedures, the action must be consistent with training, experience, and in good faith; employees must explain the actions they took and their decisions related to any deviation from formal policy.

Authority of Manual

STANDARD: ALEAP 1.04

This manual has been established as the official guide for the organization and operation of this department. It is intended to regulate the conduct of personnel and is not intended to create any higher standard of care than that required by the City of Siloam Springs or the State of Arkansas for the purpose of establishing civil liability on the part of the city, the police department, or personnel of this department. It supplements the Siloam Springs City's Employee Handbook. Whenever and wherever there is a conflict, Federal and State law, city ordinance and the City of Siloam Springs Employee Handbook shall take precedence.

Order of the Police Chief

I shall vigorously enforce the rules of this manual; I expect members of this department to observe them. My supervisors and command staff will review each violation and determine corrective or disciplinary action when necessary. Much law enforcement work is left to members' discretion so when any employee departs from the orders and protocols herein, they must demonstrate their action was the more appropriate and prudent action.

I shall provide each member of this agency with access to this manual (electronic or in print), hereinafter called the Siloam Springs Police Department General Orders and Procedures Manual. Members shall maintain it and make deletions or additions as ordered.

Whenever members doubt the meaning or intent of a rule, policy, or procedure, they are directed to seek an interpretation or explanation from me or my designated supervisors and command staff.

Effective April 05, 2016 all previously issued rules, policies, and procedures inconsistent or in conflict with this manual are hereby revoked.

Jim Wilmeth
Police Chief

Policy Number:

Police Department Administrative Policy Manual

Approved: April 05, 2016
Revision Date: _____

SUBJECT: Administrative Policies

PURPOSE: **This portion of the Employee Manual contains the general orders related to all employees, defines the infrastructure of the police department, and provides policies related to public and press relations, and records keeping and information sharing with the public. It also provides employees with guidance regarding the use of agency equipment. Finally, you will find a special section for policies that are critical to the public's interest or of high interest to employees. In this section, you will find:**

ADM Chapter 1: General Orders

ADM Chapter 2: Infrastructure

ADM Chapter 3: Public Relations and Information Sharing

ADM Chapter 4: Police Equipment

ADM Chapter 5: Critical and High Interest Policies

CITY OF Siloam Springs

Policy Number: Chapter 1

Police Department Administrative Policy Manual

Approved: April 05, 2016
Revision Date: _____

SUBJECT: **Chapter 1: General Orders**

PURPOSE: THIS SECTION CONTAINS ORDERS RELATED TO THE AUTHORITIES, RESPONSIBILITIES AND DUTIES OF THE SILOAM SPRINGS POLICE DEPARTMENT AND ITS EMPLOYEES. IT ALSO INCLUDES THE DISCIPLINE POLICY. IN IT, YOU WILL FIND:

ADM 1-01 AUTHORITIES AND RESPONSIBILITIES - Defines the authority and responsibility of the Police Chief, the Police Department, the Chain of Command and all employees.

ADM 1-02 CODES OF ETHICS AND GENERAL CONDUCT - Orders related to ethics and mandated conduct.

ADM 1-03 EMPLOYEE DUTIES - Orders related to the general duties of sworn and non-sworn employees.

ADM 1-04 EMPLOYEE RESTRICTIONS - Orders that restrict the actions of employees.

ADM 1-05 DISCIPLINE - The discipline system.

Approval:

Police Chief

CITY OF Siloam Springs

Policy Number: ADM 1-01

Police Department Administrative Policy Manual

Approved: April 05, 2016
Revision Date: _____

Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **ADM 1-01 AUTHORITIES AND RESPONSIBILITIES**

ALEAP STANDARD: 1.02 (E), 1.06 (E), 1.07 (E), 2.03 (E)

PURPOSE: Siloam Springs Police Department policy is to designate the authority and responsibilities of its employees. By order of the Chief, the Siloam Springs Police Department shall base its delegation of authority and set responsibilities for employees in accordance with the Arkansas Constitution, relevant Arkansas codes (12 -9-106 & 14-52-101 et seq. (excepting subchapter 3 which has not been adopted by the city).

ADM 1-01-1 AUTHORITY OF THE CHIEF

ALEAP 1.02

A. The duties of the Police Chief include, but are not limited to:
   1. Suppress a riot, disturbance, or breach of the peace.
   2. Pursue and arrest a person fleeing from justice in any part of this state.
   3. Apprehend a person in the act of committing an offense against the laws of the state or the ordinances of the city and forthwith bring the person before the proper authority for trial or examination.
   4. Diligently and faithfully enforce at all times all laws, ordinances, and regulations for the preservation of good order and the public welfare as the city council may ordain. For this purpose, the Police Chief possesses all the power of constables.

B. The Chief shall have power to hire officers, who shall remain in office under the provisions of their employment.
   1. The provisions of the Siloam Springs Employee Handbook shall control the demotion and discharge of officers of the police department, except for the Police Chief, whose employment is defined by the city administrator and board approval.

C. The Police Chief is responsible for the overall development, submission and management of the Police Department budget in accordance with city procedures. The Police Chief will delegate to members of Command Staff, areas to assist in the development, submission and management of the budget.

ADM 1-01-2 GENERAL AUTHORITY

A. It shall be the duty of the Police Chief and the appointed, certified officers to act as the conservators of the peace within their jurisdiction.

B. They shall act to suppress assaults and batteries, conduct investigations according to their training and recognized best practices, and exercise appropriate enforcement action on all persons, which they have probable cause to believe have violated the criminal statutes of this state or ordinances of this county.

C. The Police Chief and the officers shall at all times be considered as in the discharge of their duties. No person shall be eligible to be appointed/hired as a certified police officer unless the person is a citizen of the United States of America.

ADM 1-01-3 APPOINTMENT OF OFFICERS AND OATH OF OFFICE

ALEAP STANDARD 2.03

A. It shall be the duty of all sworn personnel, prior to entering upon their duties, to take and subscribe their Oath (or affirmation) of Office as rendered by a District Judge, and sign their Officer's Commission as rendered by the Police Chief or his designee. These documents shall be filed in the office of the city clerk.

1. Oath of Office

District Court
CITY OF SILOAM SPRINGS
BENTON COUNTY, ARKANSAS

Oath of Office

I, _____, DO SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND THE CONSTITUTION OF THE STATE OF ARKANSAS, AND THE LAWS AND ORDINANCES OF THE CITY OF SILOAM SPRINGS, AND THE RULES AND REGULATIONS OF THE SILOAM SPRINGS POLICE DEPARTMENT, AND THAT I WILL FAITHFULLY DISCHARGE THE DUTIES OF THE OFFICE OF POLICE OFFICER, CITY OF SILOAM SPRINGS POLICE DEPARTMENT UPON WHICH I AM NOW ABOUT TO ENTER.

Notice: By offering this oath of office and requiring a signature, no written or implied contract for employment of continued employment is being offered. For any reason that an employee is found to be incapable, unqualified or unfit for employment or continued employment, or the employee's best efforts to comply with the required obligations, responsibilities, duties and task performances associated with this oath are unsatisfactory, that employee is subject to removal.

_____
Police Officer

WITNESS THE SEAL OF THE DISTRICT COURT OF SILOAM SPRINGS THIS

_____ DAY OF _____, 20__

_____
District Judge

2. Police Officer's Commission

SILOAM SPRINGS POLICE DEPARTMENT POLICE OFFICER'S COMMISSION

On my honor, I _____ do swear (or affirm) that I will never betray my badge, my integrity, my character, or the public trust. I will have the courage to hold myself and others accountable for our actions. I will uphold the Constitutions of the United States of America and of the State of Arkansas, obey the Law Enforcement Code of Ethics, faithfully protect and serve my community, and by my actions, consistently display the Pillars, Competencies and Creed of the Siloam Springs Police Department.

Sworn this _____ day of _____, _____ _____

Affiant

KNOW ALL MEN BY THESE PRESENT: That I, _____, Police Chief of the City of Siloam Springs, having placed trust and confidence in _____, do hereby commission him a police officer of the City of Siloam Springs, Arkansas, effective _____.

_____

Police Chief

ADM 1-01-4 ENTERING OTHER JURISDICTIONS

A. While in the performance of their duties, the Chief and/or the officers shall have the right to enter any municipality, county or any part of this state, for the purpose of arresting any person charged with a crime.

B. In such cases, the Police Chief and the officers shall exercise the same powers as are conferred on them in City of Siloam Springs, including the authority to call out the power of another law enforcement agency to aid them in exercising their duties.

ADM 1-01-5 EXECUTION OF PROCESS

A. The Chief and/or the officers will, according to law, serve all process, writs and orders directed to them by the District Courts.

ADM 1-01-6 PERSON IN COMMAND

A. If the Police Chief is unable to command or is absent from the City of Siloam Springs, the Deputy Chief shall be in command.

B. In the absence of the Chief and Deputy Chief, command shall pass to the Division Commanders as directed by the Police Chief.

C. When an operation requires personnel from different divisions to function as a single unit with a common goal, the person in command will be the on-scene ranking police officer of the division with overall responsibility for the outcome of the operation, unless otherwise designated by policy. This person will be referred to as the incident commander.

ADM 1-01-7 COMMAND ON CALL OFFICER

A. The position of Command on Call is created to provide an immediate command resource for personnel during non-business hours during weekends and holidays.

B. Whenever personnel need to contact command staff or are required to make a notification up their Chain of Command to satisfy a policy or procedural requirement, and the event occurs during non-business hours during weekends or holidays, they shall contact the Command on Call, who will make all other notifications. Otherwise, they shall contact the appropriate staff within their normal Chain of Command.

ADM 1-01-8 AUTHORITY AND RESPONSIBILITY OF NON-SWORN PERSONNEL

A. The Police Chief works in cooperation with the city's Human Resources Manager to develop classification and salary ranges for non-sworn employees and delegates to each employee such authority as is necessary for them to complete their duties.

B. The provisions of the City of Siloam Springs Employee Handbook shall control the

demotion and discharge of sworn and non-sworn employees of the police department.

CITY OF Siloam Springs

Policy Number: ADM 1-02

Police Department Administrative Policy Manual

Approved: April 05, 2016
Revision Date: _____

Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **ADM 1-02 CODES OF ETHICS AND GENERAL CONDUCT**

ALEAP STANDARD: 2.02, 2.12, 2.17

PURPOSE: Personnel of the Siloam Springs Police Department are expected to follow a prescribed code of conduct and to act responsibly while on and off duty. As such, personnel will not engage in conduct which may be discriminatory, oppressive or display favoritism. The police department holds personnel accountable for all actions which reflect on the office. By order of the Chief, all personnel shall become familiar with, sign, and abide by their appropriate Code of Conduct. **Negligent or malicious violations of these sections may result in corrective or disciplinary action.**

ADM 1-02-1 CODE OF ETHICS AND CONDUCT OF THE POLICE CHIEF

ALEAP STANDARD: 2.02, 2.12, 2.21

As the Police Chief, I recognize and accept that I am given a special trust and confidence by the citizens and employees whom I have been entrusted to serve, represent and manage. This trust and confidence is my bond to ensure that I shall behave and act according to the highest personal and professional standards. In furtherance of this pledge, I will abide by the Arkansas Law Enforcement Code of Ethics and Conduct of the Police Chief:

THE LAW ENFORCEMENT CODE OF ETHICS

A. AS A LAW ENFORCEMENT OFFICER my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder, and to respect the constitutional rights of all men to liberty, equality and justice.

B. I WILL keep my private life unsullied as an example to all; maintain courageous calm in

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

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

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

E. AS THE CHIEF LAW ENFORCEMENT OFFICER OF MY DEPARTMENT, I SHALL:

1. ASSIST WITH any internal and external audit of the public funds entrusted to my care and publish this information so that citizens are informed about my stewardship of these funds.
2. FOLLOW the accepted principles of efficient and effective administration and management as the principal criteria for my judgments and decisions in the allocation of resources and services in law enforcement and court related functions of my Office.
3. HIRE AND PROMOTE only those employees or others who are the very best candidates for a position according to accepted standards of objectivity and merit. I shall not permit other factors to influence hiring or promotion practices.
4. ENSURE all employees are granted and receive relevant training and supervision in the performance of their duties so that competent and excellent service is provided by the Police Department
5. ENSURE during my tenure as Police Chief, I do not use the position for private gain.
6. ACCEPT AND ADHERE TO THIS CODE OF ETHICS AND CONDUCT. In so doing, I accept responsibility for holding my subordinates to the standards of our Code and encouraging its practice among my peers.

Police Chief, City of Siloam Springs
Arkansas

ADM 1-02-2 POLICE OFFICER CODE OF ETHICS AND CONDUCT

As a duly commissioned Police Officer, I recognize that I am given a special trust and confidence by the Police Chief and the public that I serve. This trust and confidence is my bond to ensure that I shall behave and act according to the highest professional principles. In furtherance of this pledge, I will abide by the following Code of Ethics and General Conduct:

A. AS A LAW ENFORCEMENT OFFICER my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder, and to respect the constitutional rights of all men to liberty, equality and justice.

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

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

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

_____

Police Officer, City of Siloam Springs, Arkansas

ADM 1-02-3 NON-SWORN POLICE EMPLOYEE CODE OF ETHICS AND CONDUCT

As a non-sworn employee of the Police Department and the City of Siloam Springs, I recognize that I am given a special trust and confidence by the Chief and the public that I serve. This trust and confidence is my bond to ensure that I shall behave and act according to the highest professional principles. In furtherance of this pledge, I will abide by the following Code of Ethics and Conduct:

A. In all my duties, I will act as a trusted agent in professional relations, implementing responsibilities in the most competent manner and exercising knowledge and skill to promote the interests of the citizens of the City of Siloam Springs and the efficiency of the Siloam Springs Police Department.
B. I will consider the promotion and preservation of the safety and welfare of the public to be my paramount duty.
C. I will always bear in mind the safety of my fellow employees.
D. I will maintain the confidentiality of all communications and information, given in confidence or required by law to be designated as such.
E. I will strive to accurately and honestly represent the views and interests of the police department as well as the views and interests of the public, and shall not distort or misrepresent such views and interests, whether for personal advantage or otherwise.
F. I will respond to those seeking the assistance or information with courtesy and consistent good will, recognizing that my demeanor reflects on the Police Department and the City of Siloam Springs.
G. When entrusted with funds or material goods essential to our mission, I will never appropriate or use such funds or goods for personal or non-professional purposes.
H. I will strive to maintain and enhance the dignity, status, competence, and standards of the police department and its practitioners.

_____

City of Siloam Springs, Arkansas

CITY OF Siloam Springs

Policy Number: ADM 1-03

Police Department Administrative Policy Manual

Approved: April 05, 2016
Revision Date: _____

Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **ADM 1-03 EMPLOYEES DUTIES**

ALEAP STANDARD: 6.05

PURPOSE: Siloam Springs Police Department policy is to define the general duties and responsibilities of sworn and non-sworn employees. By order of the Police Chief, this order details basic duties incumbent on all employees as members of the police department. **Supervisors will apply positive corrective measures or exercise disciplinary action for violations of these policies depending on the circumstances.**

ADM 1-03-1 CARRYING OF FIREARM, BADGE AND IDENTIFICATION CARD

A. On Duty:
   1. Officers shall carry their firearm, badge, and identification card on their person except when impractical in an investigation or dangerous to their safety.

B. Off Duty:
   1. Officers shall, if armed, carry on their person their badge and official identification card.

ADM 1-03-2 ENFORCEMENT OF LAWS, ORDINANCES AND DEPARTMENT REGULATIONS

A. Personnel shall report to their immediate supervisors the neglect of duty or the disobedience of orders of other personnel which may come to their attention.

B. Full-time, sworn officers are reminded they are considered by Arkansas law to be in the performance of their duties at all times; to this end they shall:
   1. Take appropriate action of reporting or rendering assistance in any instance coming to their attention whether on or off duty.

2. Make only those arrests, searches, and seizures which they know or should know are legal and in accordance with police department procedures.
3. Officers shall be equally responsible for the enforcement of laws and ordinances. All uniformed officers shall share the responsibility for enforcement of traffic laws and regulations.

C. Personnel shall report to their immediate supervisors the neglect of duty or the disobedience of orders of other personnel which may come to their attention.

ADM 1-03-3 OFF-DUTY RESPONSE

A. Off-duty officers who become aware of an incident that poses a threat of bodily harm or death to some individual shall take "action" to minimize the risk of bodily harm or death. "Action" under this provision is fulfilled by reporting the incident and shall not require the officer to place him or herself in a position of peril. An officer who is faced with such a circumstance should consider these guidelines when determining their response.
   1. Off-duty officers will not become directly involved in minor violations or nuisance offences. On-duty personnel will be contacted to respond to such situations when an off-duty officer becomes aware of such violation.

B. Considerations for Off-Duty Action:
   1. Call 911.
   2. Consciously evaluate whether direct involvement is necessary or desirable, given the circumstances.
   3. Immediately identify themselves as a law enforcement officer to responding law enforcement personnel. This may include repeatedly verbally identifying themselves as a police officer until receiving acknowledgement and directions on what should be done. Remember, the noise and excitement of the scene, combined with auditory blocking may prevent responding officers from hearing each other effectively.
   4. Gather accurate intelligence until uniformed, on-duty officers arrive.
   5. If an off-duty officer becomes directly involved in a police incident, the officer should, to the extent possible, attempt to have someone call 911 to advise the operator that an off-duty officer is on scene and provide a description of said officer.
      a. They should consider RE-HOLSTERING when other officers arrive, unless doing so would put them and the responding officers or innocent civilians, in jeopardy.
      b. Seek or maintain cover and communicate verbally from there.
      c. Make hands visible if possible.
      d. When the responding officer issue commands, off-duty officers should

follow them promptly and completely and expect to be treated like a suspect until their law enforcement status is verified.

e. Finally, the most important rule of all: If armed, NEVER, EVER turn toward an on-duty officer.

Plainclothes Officers should be aware that the same recognition issues applying to off-duty officers also apply to plainclothes officers, and while rules of action are different, the rules with respect to protective steps, (i.e. movements, identification etc.) remain the same.

ADM 1-03-4 COMPLIANCE WITH LAWS, ORDINANCES AND DEPARTMENT POLICIES

A. Personnel shall obey and comply in good faith with the laws of the United States, and of any state and local jurisdiction in which they are present. Indictment, information, or other formal criminal charges for the violations of any criminal law shall be prima facie evidence of a violation of this section.

B. Personnel shall inform their direct supervisor if they are the subject of an investigation, arrested or formally charged with a violation of criminal law.

C. Personnel shall report the loss or suspension of one's driving privileges to their immediate supervisor as soon as practical.

ADM 1-03-5 SUPERVISORS RESPONSIBLE FOR SUBORDINATES

A. Primary responsibility for guiding employees and directing their performance, while maintaining and reinforcing conformity with constitutional, statutory, employee and safety requirements rests with the supervisors. To this end supervisors will:

1. Familiarize themselves with the employees in their span of control and closely observe, assess and guide their conduct, appearance and performance on a daily basis.
2. Respond to indications of behavioral problems or performance which may affect an employee's productivity and conduct.
3. Correct deficiencies when they are discovered and recommend additional training or otherwise reinforce employee skills when appropriate.

B. In all circumstances involving the public and employees, supervisors should seek to resolve conflicts in a manner which serves justice for all involved parties, helps to protect life and property, and supports the missions of the Police Department.

C. Supervisors will keep their superior briefed on their decisions and actions.

ADM 1-03-6 USE OF DISCRETION BY SWORN PERSONNEL

A. When sworn employees of this office are faced with a situation where discretion can be exercised, they must evaluate the circumstances, consider the available resources, and rely on their training, current policies and procedures, statutory law, and

supervision in making the appropriate decision.

ADM 1-03-7 INTER-AGENCY COOPERATION

A. Personnel shall cooperate with all agencies involved in the administration of criminal justice, public agencies, and other departments within the City of Siloam Springs structure.
B. Personnel shall aid and disseminate information which these agencies and/or departments are entitled to receive.

ADM 1-03-8 FURNISHING NAME TO THE PUBLIC

A. Personnel shall furnish their name, ID number and office phone number to any person requesting such information when they are acting under color of law except when the withholding of such information is necessary for the performance of law enforcement duties, or when it is authorized by proper authority.

ADM 1-03-9 FAMILIARIZATION WITH THE CITY AND AREAS OF INTEREST

A. Personnel shall be familiar with but not limit themselves to the location of the following:
   1. The location of streets, highways, and boundaries of the City.
   2. Public Buildings
   3. Hospitals and emergency care facilities
   4. Courts
   5. County, City, State, and Federal Agencies and Departments
   6. The location of critical infrastructure facilities and rights of way or servicing roadways.
   7. Any other pertinent location which would enable the employee to render a useful and helpful response.

ADM 1-03-10 REPORTING FOR DUTY

ALEAP STANDARD: 2.16

A. Personnel shall report for duty at the time and place required by assignment or order, and shall be physically and mentally fit to perform their duties.
B. Personnel shall be properly equipped so that they may immediately assume their duties.
C. The term "duty" is inclusive of assignment; police shifts, court appearances, training or other duties as assigned.

ADM 1-03-11 EMERGENCY RECALL OF PERSONNEL

ALEAP STANDARD: 2.22

A. The Police Chief or their designated supervisor may initiate an emergency recall of personnel to respond to emergency situations which may exceed the capabilities of the on duty shift.
B. Personnel who are in a designated "on call" status will be required to respond to an emergency recall as directed.

C. Upon receipt of notification, personnel who are not in a designated "on call" status, will contact their supervisor and advise the supervisor of their availability or non-availability to respond.

ADM 1-03-12 PERFORMANCE ON DUTY

ALEAP STANDARD: 1.08, 2.12, 2.16

A. Supervisors shall perform their duties in a manner which maintains the established standard of efficiency in carrying out the functions and objectives of the Police Department.

B. All personnel shall constantly direct their best efforts to accomplish the functions of the police department intelligently and efficiently and shall maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions.

C. Personnel shall notify their supervisor, if possible, or someone else in authority, before leaving their duty station or assignment for any reason, including illness or injury.

D. Personnel shall be permitted to suspend their assigned duties, subject to immediate call, for the purpose of having meals during their tour of duty, but only for such period of time and at such time and place as directed by their immediate supervisor.

E. Personnel shall promptly obey all lawful orders of a supervisor no matter how they are received; this includes orders relayed from a supervisor by personnel of the same or lesser rank.

F. Personnel who are given an otherwise lawful and/or proper order which is in conflict with a previous order, rule, regulation, or directive shall respectfully inform the supervisor of the previous conflicting order. If the supervisor issuing the order does not alter or retract the conflicting order, the order shall stand.

   1. Under these circumstances, the responsibility for the conflict shall be upon the supervisor.
   2. Personnel shall obey the conflicting order and shall not be held responsible for disobedience of the order, rule, regulation, or directive previously issued.
   3. If in doubt as to the legality of an order, personnel shall request the issuing supervisor clarify the order or confer with next ranking supervisor in the chain of command.

G. In the performance of their duties, personnel shall maintain a neutral and detached attitude without indicating disinterest or that a matter is petty or insignificant.

H. Personnel shall obtain information in an official and courteous manner, and act upon it in a proper and judicious manner within the scope of their duties, whenever any person requests assistance or advice, or makes complaints or reports, either by telephone or in person.

I. Personnel shall have a telephone to enable the police department to contact them should the need arise, and shall report any changes to their telephone number or address to their supervisor, Division Commander, and to the City of Siloam Springs within two working days.

J. All reports and written documentation will be completed and turned in on time in accordance with established procedures.

K. Personnel shall have the Employee Emergency Information Form on file in the Executive Secretary's Office. Each employee will be responsible for updating this information as needed.

ADM 1-03-13 PERFORMANCE ON AND OFF DUTY

ALEAP STANDARD: 2.12, 2.14, 2.18

A. Personnel will be honest and truthful in their actions and words; they will avoid deceptive speech, practices, or the deliberate omission of relevant facts, except when the withholding of such information is necessary for the performance of law enforcement duties and has been authorized by proper authority (such as working in an undercover capacity). When such occurs, the events will be accurately described and explained in investigative or administrative reports or correspondence.

B. Personnel shall avoid voluntary associations or dealings with persons whom they know are under active criminal investigation or indictment, are out on bond awaiting criminal trial, or who have a reputation in the community or the police department for involvement in felonious or criminal behavior, except as necessary in the performance of official duties, or where unavoidable because of other personal relationships.

C. Personnel shall not associate themselves with a known victim, witness, suspect, or defendant of an agency investigation while such case is being investigated or prosecuted where the association may potentially jeopardize the investigation, prosecution or embarrass the department.

D. Personnel shall treat the official business of the police department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established procedures.

E. Personnel shall, at all times, be responsible for the safeguard, maintenance, and proper use of all issued property. All authorized equipment shall be utilized only for its intended purpose, in accordance with established procedures. Personnel shall report the loss or damage of issued property to their supervisor immediately upon discovery.

F. Under normal circumstances, when it becomes necessary to officially communicate with a supervisor, personnel will use the proper chain of command.

G. In exigent circumstances, personnel may bypass their immediate supervisor, but will notify them as soon as practical.

H. Personnel shall notify their immediate supervisor if a prescription requires on-duty use

of a controlled substance, narcotic, hallucinogen or over the counter medication that may impair their on-duty performance.

ADM 1-03-14 OFF DUTY/SECONDARY EMPLOYMENT

ALEAP STANDARD: 4.05

A. Off-duty/secondary employment shall be governed by the City of Siloam Springs Employee handbook.

B. Personnel may engage in outside employment only after written permission has been granted by the Police Chief or designee. Such permission may be terminated at any time at the discretion of the Police Chief.

C. Employees may not engage in outside business activities while on duty, nor may City property be used for any but official functions.

D. Employees engaged in outside employment must update their status on file in the police department annually, or when any change occurs.

ADM 1-03-15 EXTRA DUTY EMPLOYMENT/POLICE SERVICES AND RESTRICTIONS

ALEAP STANDARD: 4.05

A. The City recognizes the need for businesses and private enterprise to request off-duty police officers to work in police related functions such as traffic control, safety and security. The city recognizes providing this service is of mutual benefit to the city and private enterprise. However, the allegiance and responsibility of all police employees must remain with the Siloam Springs Police Department.

B. Extra Police services for the Siloam Springs School District (SSSD) are governed by a separate Memorandum of Understanding between the City of Siloam Springs and the SSSD.

C. Extra-duty employment is employment outside the normal assigned shift work of the Siloam Springs Police Department wherein the actual or potential use of law enforcement powers or police related functions is anticipated or expected. Extra-duty employment is normally provided at the request of an outside entity for extra police services. These services will be compensated at a rate established and approved by the Police Chief and the City of Siloam Springs. This rate shall be maintained on file and considered for adjustment on a yearly basis.

D. AUTHORIZATION FOR EXTRA-DUTY ASSIGNMENTS

1. All officers are employees of the Police Department while assigned and performing an extra-duty assignment. Extra-duty assignments are paid at an overtime rate by the city and are subject to standard withholdings (taxes, FICA, LOPFI, ICMA etc.) Workman's compensation for officers in an extra-duty status is provided by the City of Siloam Springs.
2. No employee of the Police Department may perform any extra-duty employment which is or can be interpreted to be inconsistent or detrimental to the best interests

of the Police Department or City of Siloam Springs as determined by the Police Chief.

3. The Police Chief shall appoint a designee to serve as the Extra-Duty Coordinator and shall oversee adherence to the policies, processes and other related issues necessary for the administration of the extra duty employment program.
4. An employee may work a maximum of 36 hours of secondary or extra-duty employment; or a total of 64 hours in combination with regular assigned duty in each calendar week.
5. No employee shall work more than 4 hours of extra-duty employment between two 12 hour shifts unless the extra duty occurs on a scheduled day off.
6. Employees shall comply with all department policies and procedures while employed in an extra-duty detail. Department provisions will supersede any provisions or policies of the entity requesting the police services. Employees will comply with all departmental regulations concerning uniform standards and personal appearance during any extra duty detail and shall carry all necessary equipment subject to the nature of the assignment.
7. Approval of extra-duty employment may be revoked at any time by the Police Chief at the request of the employee's supervisor or supervising officer for/or;
   a. Upon showing that the employment is impairing or interfering with job performance in any way.
   b. Violations of department policies affecting on duty or extra-duty employment. The decision to revoke a department employee's privilege to work in an extra-duty or secondary employment capacity may also be based on the employee's extra-duty or secondary job performance.

ADM 1-03-16 EXTRA-DUTY REQUESTS FROM PRIVATE BUSINESSES AND ENTITIES

A. The Extra-Duty Coordinator shall be responsible for completing and posting written and electronic notice to all sworn members, known as the "Notice of Extra-Duty Employment" form, when a request is received for temporary or continuous extra-duty services from a business, agency or individual. Notice of continuous extra-duty employment shall be so labeled. All notices of extra-duty employment shall be consistently posted in the same manner and location. The notice shall include the following:
   1. Name, address, and telephone number of the company, agency or individual requesting employees for extra-duty employment.
   2. Person to contact.
   3. Type of work requested.
   4. Date and hours to be worked.
   5. Rate of pay per hour.
   6. Blank line(s) for the interested employee(s) to sign.

7. After all available extra-duty positions have been filled for a particular request; the Extra-Duty Coordinator will remove the "Notice of Extra-Duty Employment" from posting and file it. This file may be purged 60 days after the date of the extra-duty assignment.
8. Employees who sign up for an extra-duty assignment are responsible for making the necessary arrangements with the individual or business requesting the services of the extra-duty employee. Attendance responsibility of employees working extra-duty assignments is the same as their on-duty employment.
9. Sign-up for extra-duty assignments shall be on a first come, first served basis.
10. The Extra-Duty Coordinator shall ensure that extra-duty assignments are distributed among employees in a fair and equitable manner, without favoritism, and in accordance with this guideline.
11. The Police Chief shall establish a set rate of pay per hour for requests for all extra-duty employment. These rates will be based on 1.5 times the hourly wage of an officer plus taxes and benefits.
12. No employee shall solicit extra-duty employment. Employees who receive a request from an entity for extra-duty employment shall refer the entity to the Extra Duty Coordinator.
13. No officer shall accept monies directly from any business or entity. All monies paid for extra-duty assignments will be paid from the business of entity directly to the City of Siloam Springs.
14. Officers working extra-duty assignments will show the hours on their weekly timesheets and indicate the assignment was extra-duty.
15. Following initial assignment of personnel to a continuous extra-duty employment job, the Extra-Duty Coordinator or his designee shall insure that the requesting individual, business or agency understands that future assignment scheduling shall be their responsibility.

B. The following categories of off duty/secondary/extra duty employment are prohibited.
   1. As a "body guard", "bounty hunter", "bouncer", or "debt collector".
   2. For a bail bond agency, private security business, wrecker service, taxi service, locksmith service, pawn shop, escort service, or massage technician.
   3. Service of civil process, as a private investigator, private detective, or other capacity where the primary purpose of such employment is to gather information for, or to appear as a witness in a civil action.
   4. For a business that sells, serves or dispenses alcoholic beverages which derives more than 50% of its gross income from the sale of alcoholic beverages, nor any business that requires the extra-duty employee to sell, serve or dispense alcoholic beverages.
   5. Work for a business if employment is related to a labor dispute.
   6. Any adult entertainment establishment.

7. Work in any capacity which may require as criteria for employment the employee having access to police information, files or records and require furnishing those records as a condition for employment.
8. Employment that would in any way discredit city employment, detract from his or her duties, or take preference over on-duty needs or overtime required by city employment.
9. Employment that would tend to subject a department employee to outside interests which might conflict with their official duties by diluting their energies or involving them in situations where they might be motivated to neglect or subvert their official duties or functions.
10. **Exception:** The Police Chief may exempt an employee from any of these restrictions, but only in those instances where undertaking such employment is a necessary part of an official Siloam Springs Police Department undercover investigation.

C. GENERAL RESTRICTIONS CONCERNING EXTRA-DUTY AND SECONDARY EMPLOYMENT

1. All employees working in an extra-duty or secondary employment capacity shall act in a professional manner and shall avoid doing tasks that would tend to detract from the professional image of the Siloam Springs Police Department. Employees engaged in extra-duty employment shall refrain from performing tasks that are generally not police related. (Examples of unacceptable extra-duty tasks would include, but are not limited to: stocking shelves at a store, dispensing or preparing food or drink, pushing shopping carts, etc.)
2. Employees shall not work extra-duty or secondary employment while listed as being on any type of sick, injury, funeral leave or workman's comp or assigned light duty status without the approval of the Police Chief.
3. Any employee who takes a sick day will not engage in extra-duty or secondary employment within a 24-hour period starting at the time the person would have normally begun his or her on-duty shift.
4. Employees shall not use Siloam Springs Police Department facilities, equipment or records in conjunction with secondary employment except for that maintained as a part of the uniform or other equipment with Police Chief approval.
5. Employees shall not use police identification or authority while engaged in the collection of debts, bills or checks.
6. Officers who engage in extra-duty employment must be armed with a department approved firearm. Officers who are employed in a plain clothes police capacity shall keep their firearm(s) concealed from public view.
7. An employee must be in good standing before being eligible for extra-duty or secondary employment.
   a. Any employee who is suspended or on administrative leave (with or without pay) is prohibited from engaging in extra duty employment.

8. No employee in a Field Training Status shall be eligible to participate in Extra-Duty employment.
9. No employee shall refuse to respond to a request for aid from any citizen while working in an extra-duty capacity.
10. When an employee (sworn, non-sworn, and supervisory) is working an extra-duty assignment, the chain of command and rank structure will be followed at all times.
11. All city and department policies and guidelines shall be followed while the employee is engaged in extra-duty employment, as if the employee was on duty.
12. Employees shall handle incidents that occur during extra-duty assignments as they would on-duty, including the filing of proper reports. All reports made as a result of extra-duty employment must be approved by the on-duty supervisor. Extra-duty employees shall notify an on-duty supervisor as soon as practical in those events where police administration would ordinarily have a need to know (e.g. injuries to an officer or arrestee; mass arrests; volatile situations, etc.)
13. When working an extra-duty assignment, the affected employee shall notify the Communications Center prior to beginning the extra-duty assignment. The employee will be logged in the CAD with a status of "Extra-Duty" during the assignment. This CAD entry will assist in rapid deployment of sworn personnel in cases of emergency operations (i.e. civil disturbances, natural disasters).
14. The extra-duty officer shall give the Communications Center the following information:
    a. The extra-duty officer's call number
    b. Location of extra duty shift
    c. Scheduled start and end times of the duty

ADM 1-03-17 ARRESTS DURING EXTRA-DUTY OR SECONDARY EMPLOYMENT

A. Because supervisors are not present during most extra-duty assignments, officers should use a heightened degree of discretion and common sense when handling situations with potential for arrest.
B. Officers engaged in extra-duty employment have the same power and discretion as an on-duty officer, and may arrest or issue a citation in lieu of arrest based on probable cause, or make an arrest based on a warrant.
    1. Misdemeanor violations - An extra-duty or secondary employment officer will have the dispatcher log a case number in reference to the incident and will write a complete report detailing the facts of the case. If an arrest is made, an on-duty officer shall be called to transport the prisoner.
    2. Felony Violations - In the case of a felony arrest, an on-duty officer should be called to take custody of the prisoner and conduct the investigation. The extra-duty or secondary employment officer shall assist as needed.

3. The extra-duty or secondary employment officer will write a supplement report in regard to the felony arrest, which will be in addition to a report made by the on-duty officer.

Policy Number: ADM 1-04

Police Department Administrative Policy Manual

Approved: April 05, 2016
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Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **ADM 1-04 EMPLOYEE RESTIRCTIONS**
ALEAP STANDARD: 2.15

PURPOSE: Siloam Springs Police Department policy is to define those actions that are prohibited because they have been found to damage the Police Department's ability to function, or cause employees or the residents of City of Siloam Springs to lose faith in the office. **By order of the Police Chief, supervisors will apply corrective measures or exercise disciplinary action for violations of these policies depending on the circumstances.**

ADM 1-04-1 INSUBORDINATION

A. Insubordination consists of any employee who:
   1. Deliberately refuses or ignores any lawful order given by a superior without justifiable cause.
   2. Knowingly, negligently and/or maliciously violates police department or city policy.
   3. Treats with contempt or is disrespectful in language or conduct towards a superior.
B. Personnel shall not obey any order which they know or should know would require them to commit an illegal act and their refusal in such a case shall not be considered insubordination.

ADM 1-04-2 SPECIAL CONSIDERATION, PRIVILEGE, AND PROFESSIONAL COURTESY

A. Personnel will not give special consideration, privilege, or professional courtesy to other Siloam Springs Police Department personnel or to personnel from other law enforcement agencies when such personnel are alleged to be involved in a violation of any law. Officers may exercise the same level of discretion they afford to any member of the public.
B. Siloam Springs Police Department personnel who are being investigated in connection

with an alleged violation of any law will not solicit special consideration, privilege, or professional courtesy from other police department personnel or from personnel of other law enforcement agencies.

ADM 1-04-3 FEIGNING ILLNESS OR INJURY

A. Personnel shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive or attempt to deceive any official of the police department or the City as to the condition of their health.

ADM 1-04-4 RESTRICTIONS INVOLVING PRIVATE ENTERPRISE

A. Personnel shall not engage in any activity or personal business which may cause them to neglect or be inattentive to duty or in conflict with the city handbook.
B. Personnel shall not recommend or suggest in any manner, except in the transaction of personal business, the employment or procurement of a particular product, professional service or commercial service (such as an attorney, towing service, bondsman, mortician, etc.) without authorization from the Chief.
C. Personnel shall not, while on duty, possess business cards or other forms of advertisement relating to any personal or other business venture unless the possession of such material is necessary to the performance of their duties.
D. Personnel shall not authorize the use of their names, photographs, or official titles in connection with testimonials or advertisements of any commodity or commercial enterprise, without the authorization of the Chief.
E. Personnel shall never act officiously or permit personal feelings, prejudices, animosities, or friendship to influence their decisions.

ADM 1-04-5 RESTRICTIONS ON SPEECH

A. Personnel shall not express any prejudice concerning race, religion, national origin, life style, or similar personal characteristics.
B. Personnel shall not criticize or ridicule the Police Department or the City of Siloam Springs, its policies, other personnel or the public in a manner which is defamatory; obscene; unlawful; undermines the effectiveness of the Police Department or city; interferes with the maintenance of discipline; misrepresents facts of an event, or is made with a disregard for the truth.

ADM 1-04-6 FALSE STATEMENTS

A. Personnel shall not alter, misrepresent, or otherwise make a false statement on any public record document or which has been filled out in the course of their employment.
    1. Violations of this section may also subject the employee to criminal prosecution.

ADM 1-04-7 REPRODUCTION OF CERTAIN ITEMS PROHIBITED

A. Personnel shall not lend to another person their identification card or badge, or permit them to be photographed or reproduced without the approval of the Chief.

ADM 1-04-8 PRESENTING SELF AS OFFICIAL REPRESENTATIVE

ALEAP STANDARD: 2.15

A. Personnel shall not present themselves as the official representative of the police department without prior authority.

B. Personnel will not engage in personal involvement in any political issue or campaign while on duty or while in uniform.

ADM 1-04-9 INTERFERENCE WITH INVESTIGATIONS

A. Personnel shall not knowingly interfere with criminal or administrative investigations, assigned tasks, or duty assignments of another.

B. Personnel shall not directly or indirectly, by threat or bribe, attempt to secure the withdrawal or abandonment of a complaint or charges.

C. Personnel shall not, without previous authorization from an appropriate supervisor, conduct any criminal or administrative investigation outside the scope of their assignment.

ADM 1-04-10 OFFICIAL RECORDS NOT FOR PERSONAL USE

A. Audio or video recordings generated by an employee in the course of their employment are deemed official documents and property of the police department. Except where more specific guidance is provided in police department policy, employees will maintain such recordings and will provide a full, un-edited, and unabridged copy whenever directed to do so in accordance with appropriate policy or statutory requirements. Their disposition will be determined in accordance with state statute.

ADM 1-04-11 RELEASE OF RECORDS AND DOCUMENTS

A. Personnel shall not release any official record of the Siloam Springs Police Department for use in any hearing or court, unless a judicial subpoena or court order has been issued, or the release has been approved by the City Attorney, City Prosecuting Attorney, County Prosecuting Attorney's Office, the Police Chief or his designee.

ADM 1-04-12 ALCOHOLIC BEVERAGES AND CONTROLLED SUBSTANCES PROHIBITED

ALEAP STANDARD: 2.19, 2.20

A. Personnel shall not bring alcoholic beverages into any department facility or vehicle, except in the performance of their official duties.

B. Personnel shall not consume any intoxicating beverages on-duty or while utilizing police department property, except in actual performance of their assigned duties requiring its use.

C. Personnel shall not use intoxicating beverages off-duty to the extent that it renders them unable to report for their next scheduled tour of duty.

D. Personnel shall not possess or use any controlled substance, narcotics, or hallucinogens, except as prescribed by a licensed physician or dentist.

   1. Personnel shall inform their immediate supervisor if they have been prescribed a controlled substance in which the standard precautions include drowsiness or impaired ability to operate a vehicle or machinery.

ADM 1-04-13 TOBACCO USE

A. Tobacco use shall be in accordance with the City of Siloam Springs Employee Handbook.

ADM 1-04-14 GRATUITIES

ALEAP STANDARD: 2.21

A. Personnel shall not use their official positions for personal or financial gain or to obtain privileges not otherwise available to them as a member of the public, or to avoid consequences of illegal acts.

CITY OF Siloam Springs

Policy Number: ADM 1-05

Police Department Administrative Policy Manual

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Approvals:

_____
City Administrator

_____
City Attorney

_____
Police Chief

SUBJECT: **ADM 1-05 DISCIPLINE**

PURPOSE: Siloam Springs Police Department policy is to ensure that disciplinary action is taken in a prompt, resolute, fair, and consistent manner. The Office of the Police Chief retains its discretionary authority for the "individualized" imposition of disciplinary action while ensuring a systematic and equitable administration of discipline to all personnel of the Siloam Springs Police Department. This order applies to all personnel.

ADM 1-05-1 ADMINISTRATIVE RESPONSIBILITY

A. The responsibility of the Administration and supervisors is to ensure impartial, consistent, and judicious enforcement of statutory law, City of Siloam Springs and police department policies.
B. Support of the disciplinary system is a responsibility shared by all personnel.
C. Supervisors of every level are responsible for assessing, motivating, counseling, training and directing the professional behavior, decisions and actions of subordinate employees.
D. Supervisors are delegated the authority to render appropriate disciplinary actions when necessary.

ADM 1-05-2 DETERMINING LEVELS OF DISCIPLINE

A. The type of disciplinary action imposed is dependent upon the type of violation and the frequency of occurrence. Therefore, supervisors intending to impose disciplinary action will:
   1. Determine the disciplinary actions applicable to the act or omission.
   2. Consider the seriousness of the act or omission.
   3. Consider mitigating or aggravating circumstances.
   4. Consider the disciplinary record of the individual involved.

5. Once this process is completed, the supervisor will recommend the appropriate disciplinary action.
6. Because of the serious nature of some infractions, the first disciplinary action may be termination.

ADM 1-05-3 PROGRESSIVE DISCIPLINE

A. A regular, full time employee shall be progressively disciplined whenever possible.
B. Each case of inadequate performance or act of misconduct shall be judged individually. However, progressive misconduct of a similar nature shall be considered when determining the level of discipline.

ADM 1-05-4 MULTIPLE OFFENSES

A. If multiple offenses arise from the same incident or investigation involving different employees, the offenses will be considered independently according to the offending employee. Therefore, both reprimands and suspensions can be administered for the same incident.

ADM 1-05-5 RELATIONSHIP OF COUNSELING SESSIONS TO DISCIPLINE

A. Supervisors may observe actions or behaviors which left unchecked may lead to a policy violation. The purpose of a counseling session is to provide guidance and direction to personnel in an attempt to make minor corrections to behaviors or actions that could lead to discipline if left unaddressed; it is not a disciplinary action. Previous counseling sessions for the same or similar type of behavior or action will be considered when determining the appropriate level of discipline.
B. Counseling sessions will be recorded in an employee's chronological record and initialed at the time of entry by the entering supervisor and employee.

ADM 1-05-6 VERBAL REPRIMANDS

A. All supervisors have the authority to give verbal reprimands for minor infractions.
   1. A minor infraction shall mean those violations which would not result in a written reprimand or higher degree of discipline, depending upon the frequency of violations.
B. When a verbal reprimand is given to personnel, it will be explained that the action is a verbal reprimand.
   1. A notation of the verbal reprimand will be made on the chronological record and will be initialed at the time of entry by the entering supervisor and employee.
   2. Personnel will be advised that more severe disciplinary action will be taken for repeated infractions or omissions of the same nature.

ADM 1-05-7 WRITTEN REPRIMANDS/WARNING

A. When a written reprimand/warning is contemplated, the following procedure applies:
   1. Supervisors will forward a memorandum documenting the incident or

investigation and their findings and recommendations to the next supervisor in their chain of command.

2. Upon affirmation by the next supervisor in the chain of command, the Letter of Reprimand will be returned to the employee's immediate supervisor for presentation to the employee.
3. If the succeeding supervisor does not concur with the written reprimand/warning, they may modify the action, but must attach a supplemental memorandum listing the reason(s) for the non-concurrence. The revised corrective action will then be administered.
4. The issuing supervisor will request the employee sign and date the original letter and shall provide a copy of the letter to the employee. If the employee refuses to sign the document, it shall be noted on the original document and signed by a witness prior to a copy being given to the employee.

B. The employee may write a letter of rebuttal. The letter of rebuttal and any corresponding letter from supervisors will be attached to the original letter of reprimand and placed in the disciplined employee's file.

1. The letter of rebuttal **is not** an appeal letter, and does not initiate any form of grievance or appeal process.

ADM 1-05-8 SUSPENSIONS WITHOUT PAY, DEMOTIONS, AND TERMINATIONS

A. When the suspension without pay, demotion, or termination of an employee is the recommended disciplinary action, the following procedure applies:

1. The reviewing supervisor will forward their findings and recommendations via the chain of command to the employee's Division Commander. The supervisor will complete an employee discipline report which will be accompanied by a supporting letter. The Division Commander shall review the findings and recommendations and draft a letter either concurring or non-concurring with the recommendation. In the event of non-concurrence, the Division Commander will detail his/her recommendation. The Division Commander is not granted the authority to order a supervisor to change their recommendation.
2. If affirmed, the Division Commander will draft the final letter of suspension without pay, demotion or termination and forward the entire packet, via the Chain of Command, to the Police Chief.
3. The Chief shall have final determination regarding suspensions, demotions or terminations. If they disagree with the recommended discipline, they shall return a memorandum revising it.
4. All Letters of Suspension, Demotion, or Termination will be rendered by order of the Police Chief.
5. The Police Chief or their designee will serve the letter to the employee as soon as practical. They shall request the disciplined employee sign and date the original letter. If the employee refuses to sign the document, it shall be noted on the original document and signed by a witness prior to a copy being given to the

employee.

6. Suspensions, demotions, and terminations are grievable; as such supervisors will adhere to employee notification requirements as set forth in the Siloam Springs Employee Handbook.

ADM 1-05-9 EDUCATION BASED DISCIPLINE PROGRAM AS PART OF A PERFORMANCE IMPROVEMENT PLAN

A. The purpose of disciplinary action against an employee is to hold them accountable for their action, guide the employee to a realization of their error, and develop a means to preclude the event from recurring.
B. Education based discipline (EBD) is an alternative to suspensions and demotions, it cannot be used in lieu of reprimands, demotions or terminations.
C. If an employee accepts EBD, they must complete all conditions of an Employee Performance Improvement Plan within the specified time period, or they will be required to serve the full suspension and loss of pay.
D. The use of an employee performance improvement plan does not remove the discipline from the individual's personnel file; all discipline will still be documented for purposes of progressive discipline.
E. Employee Performance Improvement Plans are drafted by the employee's direct supervisor, and approved by the Chief after consultation with the chain of command.
F. They are offered by the employee's Division Commander at the time the employee is served with the Chief's Letter of Intent to Suspend/Demote.
G. Procedures for Implementing Education Based Discipline
    1. Before offering the proposed employee performance improvement plan to an employee, the Division Commander must:
        a. Inform the employee of the findings of the investigation.
        b. Advise the employee of their right to file a grievance.
        c. Advise the employee they can discuss the plan with their attorney if they choose.
        d. Present the employee with the Chief's Letter of Intent to Suspend/Demote.
        e. Advise the employee they have three (3) calendar days to notify the Chief in writing of their decision to participate in the employee performance improvement plan, or follow the disciplinary route related to suspensions/demotions.
    2. If the employee files a grievance regarding the discipline as outlined in the Chief's Letter of Intent, EBD will no longer be an option.
    3. EPB's will require the employee to write a memorandum accepting responsibility and actively participate in their employee Performance Improvement Plan and abide by all the requirements listed in the plan.
    4. A statement must also be included in the performance improvement plan that failure to comply with the terms of the agreement will result in the imposition of the entire discipline described in the Chief's Letter of Intent received by the employee.

a. Partial completion of the plan will not mitigate any portion of the discipline described in the Letter of Intent.

H. An Employee Performance Improvement Plan must inform the employee of the area or areas in which they must improve; explains to them what tasks they must accomplish and how their performance will be monitored and evaluated.

I. The final components of every successful Employee Performance Improvement Plan will include:

1. A memorandum from the employee in which they assess their own actions, identify the error(s) they committed, and suggest the actions they should have taken to perform the action lawfully or correctly.
2. A memorandum from the employee's supervisor releasing the employee from the plan with a recommendation that the employee's suspension days not be served.

J. If, while the employee is involved in their improvement plan, their actions cause additional disciplinary action to be contemplated, or they fail to participate in the plan, the supervisor will complete a memo detailing the employee's action and recommending the imposition of the suspension days and forward it to the Chief, via the Chain of Command.

ADM 1-05-10 RESPONSIBILITY FOR COURT APPEARANCE

A. Personnel who are relieved from duty or who are on suspension and are scheduled for court are still responsible for their appearance in court and will be paid accordingly.

ADM 1-05-11 OFF-DUTY OVERTIME

A. Personnel scheduled for extra duty police services during their period of suspension are responsible for notifying their immediate supervisor that they will be unable to appear for the assignment in time for a substitute to be obtained.

ADM 1-05-12 CONDUCT WHEN SUSPENDED WITHOUT PAY

A. During a period of suspension, personnel will not wear any identifiable part of the official uniform.

1. Upon being relieved from duty, personnel will surrender their badge of office, all issued firearms, take home car, and any other requested official property.
2. Personnel will not act in the capacity nor represent themselves as law enforcement officers in any manner nor perform any off-duty overtime work.

ADM 1-05-13 ADVICE OF CHARGES AND DECISIONS.

A. The City Human Resources Director will be provided with copies of proposed and final violations, findings and decisions.

Chapter 2: Infrastructure

THIS SECTION CONTAINS POLICIES IDENTIFYING HOW THE CHAIN OF COMMAND FUNCTIONS WITH THE VARIOUS SECTIONS OF THE POLICE DEPARTMENT, BRIEFLY DISCUSSES WHAT EACH SECTION DOES, AND PROVIDES A CHART OF GRAPHIC INFORMATION ABOUT HOW WE WORK, AND WHO WE REPORT TO. IT ALSO PROVIDES GUIDANCE REGARDING THE POLICE DEPARTMENT'S COMMUNICATION SYSTEM AND PROCESSES. IN IT, YOU WILL FIND:

ADM 2-01 DESCRIPTION OF THE CHAIN OF COMMAND – Details the Chain of Command

ADM 2-02 OFFICE OF THE POLICE CHIEF DIVISIONS AND SECTIONS - Describes the various sections, what they are responsible for and who they report to.

ADM 2-03 TABLE OF ORGANIZATION AND COMMAND – A graphic chart of the organization and command structure.

CITY OF Siloam Springs

Policy Number: ADM 2-01

Police Department Administrative Policy Manual

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Approvals:

_____
City Administrator

_____
City Attorney

_____
Police Chief

SUBJECT: **ADM 2-01 INFRASTRCUTURE**

PURPOSE: Employees work better when they understand who they should report to regarding various activities. Police department policy is to clearly identify these positions within the Chain of Command and what they normally manage or supervise. Any employee may have a special project or activity which they have been delegated the authority to oversee by the Chief; these types of activities will be identified by a memorandum kept on file by the Executive Secretary.

ADM 2-01-1 POSITIONS WITHIN THE CHAIN OF COMMAND

A. The Chain of Command is made up of all the supervisors within the Police Department, both sworn and non-sworn. In descending order their ranks, positions and summarized duties are:
   1. Police Chief - in overall command of the Police Department.
   2. Deputy Police Chief – the Chief's second in command. Holds the rank of Major. Supervises the Division Commanders and assists them in their duties. Assumes overall command of the police department in the Chief's absence.
   3. Division Commander – Captains of equal rank with one another, each commands a division that is assigned certain duties. In the absence of the Chief or Deputy Chief, may be directed to assume command of the police department.
   4. Lieutenant/Detachment Commander/Manager – of equal rank to each other, the Lieutenants/Detachment Commanders/Managers act as staff to the Division Commanders and supervise either detachments or sections as directed. They may command a division in a Division Commander's absence and may be sworn or non-sworn.

5. Sergeant/Lead Dispatcher (Senior first-line supervisor) – responsible for supervising the day to day operations of employees on a particular shift.
6. Corporals/Communications Training Officer (Junior-first line supervisor) – responsible for supervising the day to day operations of sworn personnel in the absence of the Sergeant. Provides training to staff and officers.

CITY OF Siloam Springs

Policy Number: ADM 2-02

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City Administrator

City Attorney

Police Chief

SUBJECT: **ADM 2-02 DIVISIONS AND SECTIONS**
ALEAP STANDARD: 7.11, 7.12

PURPOSE: This policy places the various sections under the division to which they are assigned and provides an overview of what specific tasks or functions these sections carry out. Employees should utilize this policy as a ready resource to use when directing members of the public who may need to transact business or seek information from a certain section. This policy also indicates the appropriate section or employee responsible for a function.

ADM 2-02-1 DIVISIONS

A. Operations Division
   1. Patrol
   2. Criminal Investigation Detachment
B. Support Division
   1. Dispatch
   2. School Resource Detachment
   3. Records
   4. Evidence and Property
C. Special Function Positions or Teams
   1. The police department has positions or teams that are designed to resolve unique circumstances or answer particular needs. When this occurs, the police officer or officers performing such tasks should report along the Chain of Command having primary responsibility for the task. If this creates a temporary conflict of duties, the conflict will be resolved by the Division Commanders whose sections are involved. Examples of this type of entity include, but are not limited to:
      a. Honor Guard – team members are made up from employees of various

sections who take part in ceremonial activities and report to a designated Honor Guard team leader.

b. Recruiting Team - Members of various divisions who are responsible for department recruiting events.

c. Directed Response Teams – Members of various divisions who may temporarily combine to respond to criminal activity that has been given significant priority because of its risk to the public safety and welfare.

ADM 2-02-2 RESPONSE AND AUTHORITY TO INVESTIGATE

ALEAP STANDARD: 7.11, 7.12, 7.18

A. Officers will respond to, investigate and appropriately resolve any event that occurs in their presence, any call for service they receive in which they have a statutory or professional duty to act, or any task they are given by a supervisor, unless primary enforcement is vested in another city department (such as Animal Control/Code Enforcement).

B. Uniformed Officers

1. These officers normally respond to, exercise initial and/or primary investigative and enforcement authority over, and submit primary and supplemental reports for the following:
   a. All initial calls for service.
   b. All criminal incidents which occur in their presence, or to which they are assigned, unless it is reassigned by their supervisor or assumed by the Criminal Investigations Detachment (CID).
   c. All felony incidents which occur in their presence, or to which they are assigned which are not pre-assigned to CID by policy.
   d. Active patrol.
   e. Motor vehicle crashes.
   f. Suspicious persons, vehicles or circumstances.
   g. Juvenile Runaways.
   h. Custodial Interference.
   i. Missing persons.
   j. Traffic.
   k. Community oriented contacts.
   l. Non-felony sex crimes.
   m. Custody, control and transport of prisoners pursuant to court order.
   n. Extraditions.
   o. Neglect referrals or reports not rising to a felony offense.
2. Officers will forward copies of their reports on felony investigations to the Criminal Investigations supervisor for review.

C. Non-uniformed Officers (Detectives) and Uniformed Officers (when temporarily

tasked) assigned to the Investigative Function

1. These officers normally respond to, assume primary investigative and enforcement authority over, and submit primary and supplemental reports for the following investigations:
   a. All deaths or batteries that may result in death or grievous bodily injury.
   b. All felony sex crimes.
   c. Felony child abuse and neglect crimes.
   d. Kidnapping.
   e. Robbery.
   f. Child abductions.
   g. Highly technical or extended investigations whether misdemeanor or felony.
   h. Any investigation assigned them under the directive of a superior in the rank of Captain or above.

D. Many cases will be investigated by the originating police officer. If assistance is needed, a detective may be requested through the police officer's immediate supervisor.

E. Normally, units will not respond to calls for service outside their jurisdiction, however, circumstances may occur that cause a police officer to leave the jurisdictional limits while on patrol. Requests for assistance from outside law enforcement agencies will be handled as follows:
   1. Non-emergency requests for units to assist outside the boundaries of City of Siloam Springs must be authorized by a supervisor.
   2. Officer in Trouble calls will be honored immediately.

ADM 2-02-3 SUPERVISORY RESPONSE

A. First-line supervisors will respond to and manage, or provide assistance to personnel in the following situations:
   1. Fatal and serious accidents.
   2. Accidents involving law enforcement vehicles.
   3. Pursuits.
   4. Violent Crimes.
   5. Any death or serious injury.
   6. Hostage/Barricaded subject/Active killer situations.
   7. Use of deadly force resulting in death or great bodily harm by police department personnel.
   8. Shootings resulting in death or great bodily harm to police department personnel.
   9. Injury to a police officer.
   10. Riots/civil disorders or other major incidents.
   11. When requested by a police officer.

B. In situations where an initial response by a supervisor involves a case that will be

assumed by another section, the supervisor will maintain the integrity of the scene and will provide assistance and resource allocation authority for the assuming section whenever necessary.

CITY OF Siloam Springs

Policy Number: ADM 2-03

Police Department Administrative Policy Manual

Approved: April 05, 2016
Revision Date: _____

Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **ADM 2- TABLE OF ORGANIZATION AND COMMAND**

STANDARD: ALEAP 1.01 (EV)

PURPOSE: This policy provides the table of organization and chain of command of the department.

CHART ADM 2-03-1 TABLE OF ORGANIZATION: 01 January 2016

This chart reflects the structure of the Police Department

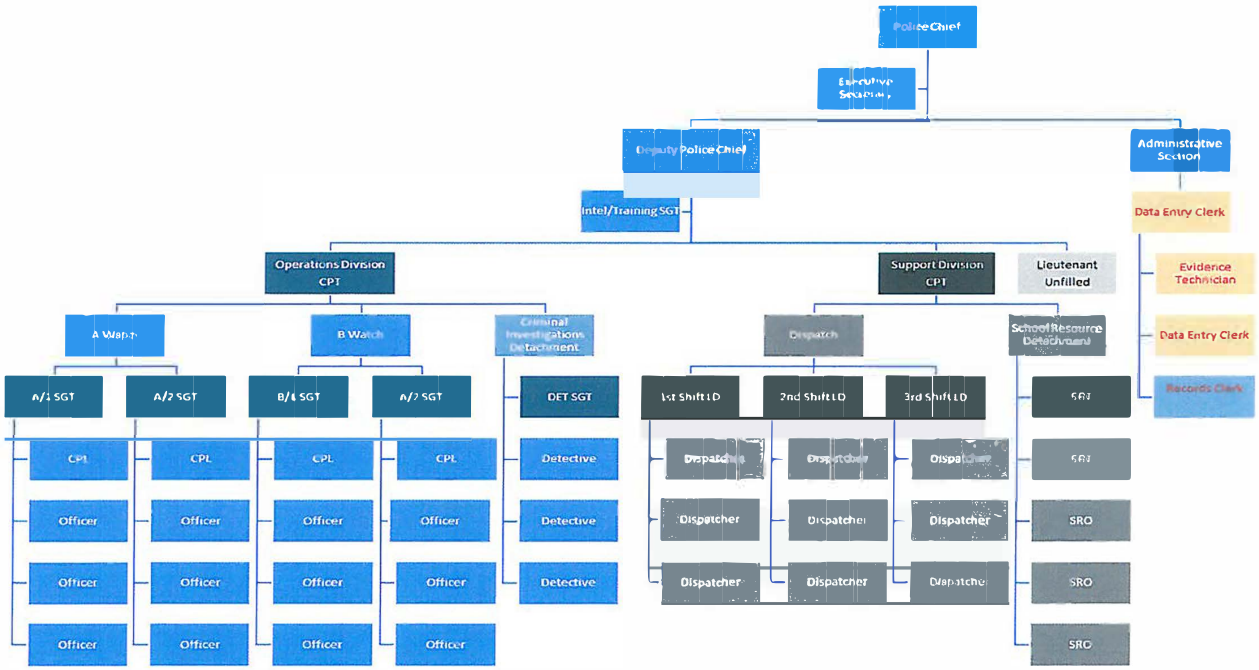
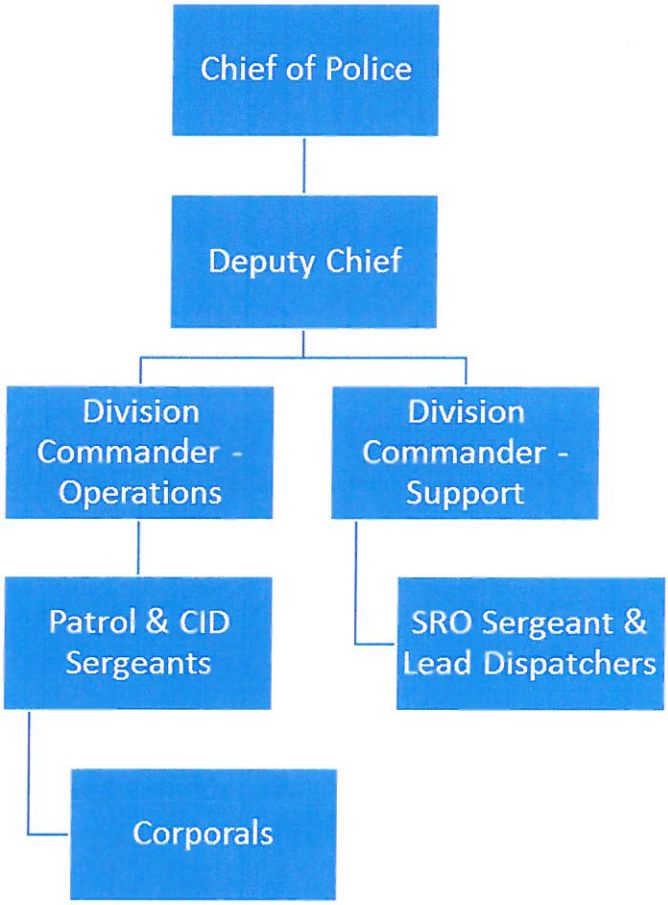


CHART ADM 2-03-2 - CHAIN OF COMMAND:

This table illustrates the present chain of command of our agency.



Chapter 3: Public Relations and Information Sharing

THIS SECTION CONTAINS POLICIES THAT GIVE EMPLOYEES GUIDANCE IN DEALING WITH THE NEEDS OF THE PUBLIC SUCH AS REQUESTS FOR INFORMATION, PRESS RELEASES OR LEARNING ABOUT THE POLICE DEPARTMENT AND OUR MISSION. IT EVEN HAS PROCEDURES TO HELP EMPLOYEES EXPRESS THEIR APPRECIATION TO A MEMBER OF THE PUBLIC. IN IT, YOU WILL FIND:

ADM 3-01 ACCESS TO PUBLIC RECORDS - Procedures for helping the public access official public records.

ADM 3-02 RECORDS RETENTION - Retention guidelines for various types of records.

ADM 3-03 PUBLIC RECOGNITION AWARDS - Standards and procedures for public recognition awards.

ADM 3-04 MEDIA RELATIONS AND RELEASE OF LAW ENFORCEMENT INFORMATION
Procedures for relations with the press and releasing information for publication.

ADM 3-05 RIDE-ALONG PROGRAM - Procedures for a Ride-Alongs by a member of the public.

ADM 3-06 BIASED – BASED POLICING - Procedures designed to avoid Biased-Based policing.

CITY OF Siloam Springs

Policy Number: ADM 3-01

Police Department Administrative Policy Manual

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Revision Date: _____

Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **ADM 3-01 ACCESS TO PUBLIC RECORDS**

ALEAP STANDARD: 5.01, 5.03

PURPOSE: Siloam Springs Police Department policy is to establish and maintain a system for the orderly maintenance, preservation and release of records and evidence regularly maintained by the Siloam Springs Police Department as part of normal operations. The Siloam Springs Police Department declares that an orderly system for release of records/evidence requires that employees release information only in accordance with the Arkansas Freedom of Information Act (AR FOIA). All records are considered public unless exempted by the AR FOIA. If at any time there is a question of a record being exempt, the Deputy Chief will make a determination and may consult with the City Attorney for a legal opinion.

ADM 3-01-1 CALLS FOR SERVICE LOG

A. Copies of the daily calls for service logs with redactions as allowed by law, will be disseminated to the media.
B. Copies of approved Incident Reports, Crash Reports and Arrest Reports with associated Criminal Complaints (if any), (excluding information considered confidential by law) along with the Activity Log are available for inspection by representatives of the news media or the public pursuant to practice and applicable laws.

ADM 3-01-2 RECORDS CONSIDERED PUBLIC

A. Records contained in files maintained by the Records Division are considered public records by law and may be inspected by any person, or copies obtained pursuant to law, unless exempted by the Arkansas Freedom of Information Act (FOIA).
   1. Arrest records/files are covered later in a specific section.
   2. Information contained in reports which are under active investigation will not

normally be released without approval of a Division Commander or above.

ADM 3-01-3 RECORDS CLOSED TO THE PUBLIC

A. The following records maintained by the Records Division of the Siloam Springs Police Department are considered closed to the public:
   1. Records that are determined to reveal confidential sources, methods, and/or information and have been designated as "SECURED" pursuant to this policy. All such records must be stamped or digitally classified as "CONFIDENTIAL" to be considered closed to the public.
      a. Records personnel are responsible for classifying the material that is confidential in a report and digitally classifying or marking the material prior to storage; further they shall redact confidential information prior to releasing it pursuant to request for release of public information.
      b. Requests to inspect and/or obtain copies of any record marked "CONFIDENTIAL" shall be directed to the Division Commander of the division originating that report who will approve or deny the request in writing.
         i. The written response shall be forwarded to the Records Clerk for processing and inclusion in the case file with the original of the confidential record.
   2. Medical & Psychological Records
      a. Records that contain medical or psychological information shall be redacted prior to the release of the incident report.
         i. This includes all uniform incident reports, accident reports and intake reports prepared when a person is detained for mental evaluation or detoxification.
         ii. Refer to "Definitions" section for a description of "Medical Records".
         iii. Refer to "Arrest Record Information" section for release procedure of medical and psychological records.
   3. Warrants
      a. Originals of un-served warrants are maintained at the City of Siloam Springs Police Department Central Dispatch.
   4. Supplements
      a. Supplements that contain confidential sources and methods or information will not be released.
   5. Transcripts of recorded contacts between employees and civilians may be released provided no confidential information is on them.

ADM 3-01-4 PROCESSING RECORDS REMOVED FROM CONFIDENTIAL STATUS

A. If the Records Section receives a supplemental report indicating that reports in a file marked "CONFIDENTIAL" are no longer considered so, the Records Clerk processing the supplement will redact the "CONFIDENTIAL" indicators, place the date and their name along the marked out stamp and file both the cleared report and the clearing supplement in the file.

B. Once a report is cleared from being "CONFIDENTIAL", it may be accessed as described above in the section "RECORDS CONSIDERED PUBLIC RECORDS".

ADM 3-01-5 ACCESS TO RECORDS BY OTHER AGENCIES

A. Records maintained by the Records Section shall be provided, upon request or by policy, to other law enforcement agencies for criminal justice purposes.
   1. In such cases records shall provide a single copy of each document, record or report to the requesting agency.

B. If a Records Section employee has any reason to doubt that such requests are legitimate (such as for personal use or in other jobs like bill collecting) the requestor shall be asked to submit their request, in writing, to the Records Clerk or by teletype.

C. Telephone requests by other agencies will be honored only if the Records Clerk is certain the call originates from that agency.
   1. If this is not known for certain, the request will be refused and the requester asked to submit the request through the law enforcement teletype or radio systems for verification of the agency identity.
   2. FAX requests on letterhead stationary of the agency will also be honored.

ADM 3-01-6 RECORDS SECURITY

A. Records Section employees may release information contained on the Call for Service log via telephone to the news media, if the identity of the requestor is known or can be confirmed.
   1. Telephone requests from unknown or unconfirmed requesters, or requests for more information than is contained in blotter reports shall be directed to the appropriate Division Commander or the Public Information Officer.

B. All original records with the exception of an active warrant are maintained by Records Section.
   1. When personnel need reports for court or other purposes, copies will be provided.
   2. Records released to the public under these sections will similarly be done by copy.
   3. Specific approval of the Custodian of Records, (Records Clerk), must be obtained before originals may be removed from the Records Section.
   4. Uniform Traffic Citations books will be maintained in a secured location within the records section for issuance to officers or supervisors. Records personnel will document the issuance of citation books to any officer or supervisor including:
      a. The date of issuance
      b. Officer issued the citation book
      c. Citation number range of the issued citation book.

ADM 3-01-7 INSPECTION AND OBTAINING COPIES OF PUBLIC RECORDS

A. All records designated as "Public Records" are open for inspection by the public during posted business hours of the Records Section.

B. Based on the legal significance of police records and to preserve the integrity of the

record(s), original records will not be removed from the records section. Persons wishing to inspect Public Records may do so either in the presence of a Records Section Employee or by purchasing copies.

C. The records custodian will determine if the public records requested for inspection contain any exempt information. If so, the custodian shall provide reacted copies to the requestor rather than making the original records available for inspection

ADM 3-01-8 RELEASE OF ARREST INFORMATION

A. Arrest Records/Files maintained by the agency's Records Section are original records of all arrests made by the Siloam Springs Police Department personnel, and certain other agencies.
   1. Copies of records from other agencies (dispositions from courts, reports from other agencies, etc.) are often obtained and included in Arrest Records/Files.
   2. The original of those documents are retained by the originating agency.
   3. Therefore, the police department makes no certification of the accuracy of the information contained in any document in any file that is not originated by the agency itself.
   4. Such copies should be considered "informational" only and questions concerning them should be directed to the originating agency.

B. A standard form for requesting arrest record information will be maintained in the Records Section and available to persons requesting such information.
   1. Requests on forms other than SSPD forms will be honored as long as they meet the content requirements set forth elsewhere in this section.
   2. If the person has an arrest file, a copy of the request will be placed in the person's arrest file by Records personnel.

C. Arrest/File information contained in the Siloam Springs Police Department Arrest files may be released under the following conditions:
   1. Pursuant to requests from legitimate criminal justice agencies (law enforcement, military, courts, prosecutors, probation/parole, etc.) in accordance with the above section dealing with " Access to Records by Other Agencies".
   2. Public and private defenders are not authorized, except as indicated below and should be directed to contact the City or County Prosecuting Attorney to obtain the records.
   3. Arrest records may be examined and copies obtained by the person named in the particular record, or by their counsel or their agent, provided the person produces verification of identity by one or more of the following:
      a. Government issued picture I.D.
      b. Comparison of arrest file identifiers with the person (fingerprints, handwriting, photos, identifying marks, etc.)
      c. By providing to a Notary Public such proof of identity as the Notary may require in order to issue a notarized statement attesting to the person's identity.

d. Personal knowledge of the person by Records Section or other Police Personnel.
e. They provide to their counsel or agent a written, notarized authorization for counsel or agent to obtain arrest records and the authorization contains the full name, date of birth, and any other numbers that may be necessary to establish positive identification (SSN, Driver's License, etc.)
f. By mail, provided the requestor submits notarized proof of identity as specified, and/or notarized authorization for release to attorney/agent as specified in this policy.

D. Persons submitting valid requests for arrest record information will be provided with arrest information contained in the office's arrest files concerning arrests where they were arrested by the Siloam Springs Police Department and this office's Records Section maintains the original reports of the event.

E. Mental Evaluation detentions and detoxification detentions will not be included with Arrest Record reports.
   1. Persons wishing to obtain records of these two types of detentions must apply specifically, in writing to the Records Clerk, for these records and must meet all of the above identification requirements.

F. Unless copies of the arrest record are specifically requested, a synopsis of the record showing the date of arrest(s), charge(s), and disposition (if contained in agency records) will be given to the requestor. If copies are requested, the standard copy charge will apply.

G. Persons believing their arrest record contains incomplete information shall be directed to contact the Records Clerk to initiate a challenge to the content of the record as provided by law.

H. All persons making requests for court disposition or sentencing shall be directed to the Court of Record for the offense.

ADM 3-01-9 NCIC AND OTHER TELETYPE CRIMINAL HISTORIES

A. The dissemination of NCIC Interstate Identification Index (III) records is limited to criminal justice agencies by law and will be done by the SSCD.

ADM 3-01-10 OTHER TELETYPE RECORDS

A. Information and records obtained via ACIC or the police teletype system are confidential and shall not be disclosed to anyone outside criminal justice agencies without the approval of a Division Commander or higher (excluding N.C.I.C. which is covered above).

B. For the purpose of this section, teletype records include, but are not limited to: vehicle registration checks, driver's license checks, informational teletypes, etc.

Policy Number: ADM 3-02

Police Department Administrative Policy Manual

Approved: April 05, 2016
Revision Date: _____

Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **ADM 3-02 RECORDS RETENTION**

ALEAP STANDARD: 5.02

PURPOSE: It is the intent of this policy to establish the procedures governing the retention and disposition of all records maintained by the Records Division of the Siloam Springs Police Department in accordance with Arkansas Code Annotated 14-2-201 through 14-2-204. This policy provides for specific purging schedules of hard copy records, electronic recording and storage of records and the destruction of all hard copy where electronic copies exist of the document. This policy is in compliance with Arkansas Code 14-Ch 2 as referenced.

ADM 3-02-1 EMPLOYMENT RECORDS

A. Employment records includes payroll sheet, time sheets and leave requests.
B. Retention Period: Three (3) years.

ADM 3-02-1 OFFENSE/INCIDENT REPORTS

A. Records the original report of incident (felony/misdemeanor) and pertinent facts surrounding the incident/offense.
   1. Crimes of violence as defined by ACA 5-42-203 will be retained permanently. After 10 years these records may be copied and electronically maintained in accordance with ACA 14-2-201 and 203.
      a. A "Crime of Violence" is defined as any violation of AR law in which a person purposefully or knowingly causes, or threatens to cause death or physical injury to another person, specifically including rape.
      b. Offenses included in this definition are;
         i. All sexual offenses
         ii. Murder
         iii. Manslaughter,

iv. Kidnapping, False Imprisonment, permanent detention or restraint
v. Robbery, Aggravated Robbery
vi. Battery 1st degree, Battery 2nd degree
vii. Aggravated assault
viii. Terroristic threatening 1st degree
ix. Domestic Battery 1st, 2nd 3rd degree
x. Aggravated assault on a family or household member

2. Retain for seven (7) years after closure:
   a. Closed (non-violent) Felony and Class A Misdemeanor offense files; and
   b. Expungement orders
3. Retain for three (3) years:
   a. Accident reports;
   b. Incident reports;
   c. Offense reports;
   d. Fine or bond records
   e. Parking meter records
   f. Radio logs and complaint records
   g. Traffic citations

ADM 3-02-4 ARREST REPORTS

A. Records the arrest/booking of person. Information includes:
   1. Persons name
   2. Arrest number
   3. Physical characteristics
   4. Arrest date/time
   5. Arrest location
   6. Arresting police officer's name
   7. Charges, etc.
B. Retention Period: 5 years after date of arrest or until investigation closed, whichever is longer.

ADM 3-02-5 VIDEO RECORDINGS

A. Routine surveillance footage/recordings. (i.e. footage/recordings of booking areas, entrance/exit areas, car parking, etc.)
   1. Retention Period: 30 days after date created.
B. Evidentiary footage/recordings (i.e. footage/recordings of DWI arrests and or any criminal incident).
   1. Retention Period: 1 year after date of incident or 60 days after date of court disposition, whichever is less.
C. Administrative audio and video recordings generated in the course of employee's work or related to their scope of employment.
   1. Retention Period: 90 days after date of incident unless appended to some

other official action with a greater retention period.

ADM 3-02-6 PROPERTY AND EVIDENCE RECORD

A. On the record of property and/or evidence section for either seized or found property, the receipt portion will:
   1. Property seized or found
   2. Date/time/location of property
   3. Acquisition Reason
   4. Acquiring officer
   5. Type of offense
   6. Case number
   7. Suspect name
   8. Property owner's name and address
   9. Item description
   10. Serial number or controlled substance weight
   11. Investigative section
   12. Case referred to
   13. Property disposition information, etc.

B. The chain of custody will indicate:
   1. The portion of locker the evidence is located in
   2. Date and name of person placing evidence in locker
   3. Date and name of person removing evidence from locker
   4. Location in evidence room where evidence is placed
   5. Information of placing/removing evidence in/from evidence room
   6. Certificate of release
   7. Receiver's signature
   8. Property officer's signature
   9. Information on disposition of evidence by evidence officer
   10. Evidence officer's signature, etc.

C. Retention Period: 1 year after date of disposition of all property and/or evidence for case.
   1. Evidence in cases involving sexual offenses or violent crimes will be retained in accordance with ACA 12-12-104.

ADM 3-02-7 INTERNAL AFFAIRS CASE FILE

A. Records concerning complaints against police officer/civilian employees and consequent investigation. File may include:
   1. Complaint
   2. Tapes/transcriptions
   3. Staff inspection order
   4. Order to appear
   5. Evidence (e.g. tapes, videos, reports, photographs, etc.)
   6. Case report

7. Medical releases
8. Supplementary offense report (investigation summary)
9. Review order (chain of command review)
10. Case reviews with case recommendation
11. Determination
12. Determination notification copy, etc.
13. Disciplinary action taken: Confidential.
    a. Confidential unless appealed through an administrative open meeting process.
    b. Dismissed/cleared: Confidential.
    c. Confidential unless appealed through an administrative open meeting process.

B. Retention Period: 3 years after termination of officer or 3 years after complaint.

CITY OF Siloam Springs

Policy Number: ADM 3-03

Police Department Administrative Policy Manual

Approved: April 05, 2016
Revision Date: _____

Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **ADM 3-03 PUBLIC RECOGNITION AWARDS**

PURPOSE: Department policy is to recognize outstanding assistance rendered by citizens to the police department through a public process. This policy identifies the standards and procedures for seeking recognition for a member of the public who has assisted the agency.

ADM 3-03-1 CLASSIFICATION OF PUBLIC AWARDS

A. Outstanding assistance rendered to the police department by citizens will be recognized through the Public Recognition Program. These awards will be classified as Letters of Appreciation, Certificates of Appreciation, and Commendation Awards.

1. *Letter of Appreciation*
   a. A Letter of Appreciation will be considered when an individual has provided significant assistance to the Police Department. The Letter of Appreciation will not require a formal ceremony of presentation. A letter on agency stationery detailing the action or deed will be signed by the Chief and provided to the recipient.
2. *Certificate of Appreciation*
   a. The Certificate of Appreciation Award will be considered when an individual has rendered assistance to a police officer in making an arrest or for actual physical restraint or capture of a suspect, or for providing significant information which led directly to the arrest of a suspect or significant return of property. It will consist of a suitably inscribed certificate accompanied by a letter from the Chief detailing the actions of the recipient.
3. *Commendation Award*
   a. The Commendation Award will automatically be considered when individuals, through any act of valor, have been seriously injured, or

permanently disabled through their assistance to the Siloam Springs Police Department. The award will consist of a suitable inscribed plaque and Letter of Commendation.

ADM 3-03-2 PROCEDURES FOR RECOMMENDING AN AWARD

A. Any employee may recommend a member of the public, or another employee for an award. The recommending employee or supervisor will write a letter to the Chief through the chain of command.

B. The letter will contain the number of the official report describing the incident; name and addresses of the complainant and victim, if available; date and time of occurrence, and details pertinent to the award being recommended.

   1. Each level in the chain of command will indicate his/her concurrence or non-concurrence.
   2. After a complete evaluation and upon recommendation of the Chief, the Chief will direct his staff to prepare for a public award presentation, if appropriate. The award ceremony will include a press release, provided the recipient desires one.

C. These awards may also be given at the direction of the Chief.

CITY OF Siloam Springs

Policy Number: ADM 3-04

Police Department Administrative Policy Manual

Approved: April 05, 2016
Revision Date: _____

Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **ADM 3-04 MEDIA RELATIONS AND RELEASE OF LAW ENFORCEMENT INFORMATION**

ALEAP STANDARD 5.04

PURPOSE: Siloam Springs Police Department policy is to support the fundamental principles of the First Amendment to the Constitution of the United States as it pertains to the rights of the news media and the public. The Siloam Springs Police Department is committed to informing the community and the news media of events within the public domain that are handled by or involve the agency.

ADM 3-04-1 PUBLIC LIAISON

A. The police department's primary public information officer (PIO) is the Communication Manager for the City of Siloam Springs. Department employees may be appointed by the Chief to work with the Communications Manager as an information liaison between the agency and the general public.
B. Information disseminated from this agency is to be accurate and timely.
C. Every effort will be made to release information to the news media with impartiality.

ADM 3-04-2 SUPERVISOR RESPONSIBILITIES

A. Supervisors will immediately notify their Division Commander on all newsworthy events, with a follow up with the PIO as directed.
B. Initial news media contacts can be handled by the highest ranking supervisor at the scene of an incident or they can request the PIO coordinate with the news media when the incident requires a spokesperson.
C. Supervisors will furnish statements to the PIO and news media (when they are acting in the stead of the PIO) to inform them of factual information about the incident.
D. Routine news media information such as traffic accidents, simple assaults,

batteries, statistics, or follow-up information regarding on-going cases, can be handled by command personnel, the PIO, or their designee.

ADM 3-04-3 COMMUNICATION RESPONSIBILITIES

A. Communications personnel are authorized to confirm to the media, in progress incidents which have a direct public impact. Examples of such incidents include but are not limited to:
   1. Motor vehicle crashes.
   2. Incidents which result in highway or road closures.
B. Under no circumstances will names, personal identifiers, extent of injuries or medical condition be confirmed or released.
C. Requests for confirmation or information involving criminal or felony investigations shall be referred to the appropriate Supervisor, Division Commander or PIO.
D. Routine news media information such as traffic accidents, simple assaults, batteries, statistics, or follow-up information regarding on-going cases, can be handled by command personnel, the PIO, or their designee.

ADM 3-04-4 PUBLIC INFORMATION OFFICER RESPONSIBILITIES

A. The PIO is available for information between the hours of 0800 and 1700 hours, Monday through Friday. They are available during off-duty hours on an emergency basis.
B. The PIO is available to handle the news media for comment, once the PIO has been thoroughly briefed by the supervisor who is/was at the scene.
C. Follow-up information will be handled by the PIO. This requires that supervisors or their designees brief and update the Division Commander or PIO as the incident develops.
D. Non-sworn supervisory personnel can also disseminate routine follow-up information when briefed by the incident supervisor or the PIO.

ADM 3-04-5 RESTRICTIONS OF EMPLOYEE RELEASE OF INFORMATION

A. Personnel will not discuss or disseminate information to the media on incidents that they have no direct knowledge of or if not directly involved in the investigation. If the incident is of a serious nature, or involves police department policy, employees should refer the matter to the PIO, Division Commander or the Police Chief.

ADM 3-04-6 RELEASE OF LAW ENFORCEMENT IDENTIFICATION PHOTOGRAPHS

A. All news media and non-Law Enforcement personnel requesting a law enforcement identification photograph (mug shot) should be directed to the facility where the individual was booked.
B. Other options of releasing a photograph are:
   1. Official court order directing the agency to release the photograph.
   2. In the event of an emergency situation i.e., aid in locating a missing person, fugitive, escapee, dangerous suspect, etc. if authorized by the Chief, Deputy Chief or Division Commanders.

3. Records Section personnel will ensure that the identification number is obliterated before releasing the photograph.
4. If a request is made for a photograph of police department personnel, the person making the request will be referred to the PIO, who will coordinate with the Chief.

CITY OF Siloam Springs

Policy Number: ADM 3-05

Police Department Administrative Policy Manual

Approved: April 05, 2016
Revision Date: _____

Approvals:

City Administrator

Police Chief

City Attorney

SUBJECT: **ADM 3-05 RIDE ALONG PROGRAM**

PURPOSE: In order to promote the public's understanding of the Siloam Springs Police Department's role in the community, this agency allows individuals to accompany its officers in the field as observers. This order is intended to provide rules and guidelines for the ride-along program.

ADM 3-05-1 ELIGIBILITY

A. Ride Along scheduling will normally require a minimum of 48 hours advance notice.
   1. Persons seeking to ride-along as an observer must be at least 18 years old.
      a. Exceptions to this requirement will be considered on a case-by-case basis and must be pre-approved by the Police Chief or Deputy Chief.
      b. In such exceptions, the legal guardian must sign all required documentation.

B. Civilians must complete a ride along request and provide a copy of their photo identification which will be attached to the request.
   1. Completed requests shall be forwarded to the Operations Division Commander or their designee to determine availability.
   2. Upon approval, the applicant will be notified of the assigned date and time of the ride along.
   3. Participants shall be instructed to a report to the police department 15 minutes prior to the start of the ride along.
   4. All persons participating as a "Ride Along" will complete the following prior to participating in their ride-along:
      a. Waiver of liability;
      b. Ride along rules of acknowledgement.

C. On-duty employees may be assigned to ride with a police officer for training purposes and must be scheduled through the employee's supervisor.

1. If such an event occurs, that training will be documented in accordance with the office's training policies.

D. Off-duty employees are not authorized to participate in a ride-along.

E. Members of the media shall complete all required documents. In addition, the member must have expressed written permission from the Chief or Police or their designee before recording (audio, video or photograph) any portion of the ride along.

ADM 3-05-2 APPLICATIONS

A. Applications and regulations for ride-alongs shall be available at the police department. Applications, along with photo identification, must be returned to the department once they are completed.

B. Completed applications shall be forwarded to the Police Chief or their designee for review. Application review will include a record check and NCIC inquiry. An applicant who has a felony record or a misdemeanor record that involves moral turpitude or dishonesty may be excluded from participation in this program.

C. Once approved, the applicant shall be notified and assigned a date for the ride-along.

D. Participants shall only be allowed to participate in this program once every 12 months unless authorized by the Police Chief or their designee.

ADM 3-05-3 PROCEDURES

A. The Division commander shall ensure the ride along is scheduled and assigned to a shift and instructed to report 15 minutes prior to the scheduled ride along.

B. The on-duty officer shall meet with the ride-along participant. The ride along participant and the officer shall review and sign the liability waiver form. The officer must sign as a witness. Any participant who decides not to sign the liability waiver form shall not be allowed to participate in the program.

C. The officer shall review the rules of the ride-along program with the participant. In this review, the participant should be reminded that they might be called as a witness in court, if they observe a police event that becomes subject to court action.

D. Upon approval of any ride-along request, the supervisor authorizing the ride-along will notify the City of Siloam Springs Central Dispatch of the individual's identity and who the person will be riding with.

E. Rider Waivers will be forwarded to the Executive Secretary for filing.

ADM 3-05-4 RESTRICTIONS

A. Any person may be denied the opportunity for ride-along without explanation.

B. Non-certified officers are not allowed to have civilian observers.

C. Participants need to be aware that much of what a police officer does and sees is confidential, and are required to maintain that confidentiality.

D. Due to the potential for danger, observers will not be allowed to leave the patrol unit unless a potentially life-threatening situation exists if they remained in the unit, or if

previous clearance has been obtained.

E. Observers will be offered agency-provided body armor to wear if they desire.
F. Observers may not become directly involved in any law enforcement action unless necessary.
G. Civilian observers will not be allowed to accompany a police officer with a prisoner into any detention facility or accompany them into a detention facility to retrieve a prisoner for transport.

ADM 3-05-5 DUTIES OF PARTICIPANT

A. Participants shall act as an observer only and shall have no active role in the law enforcement function.
B. Participants shall not operate any police department equipment unless directed by the officer in an emergency situation.
C. Participants shall follow the directions of the police officer at all times and shall remain in the vehicle unless otherwise directed.
D. Participants must not speak to victims, witnesses, prisoners or other persons associated with a police event. Should a witness, prisoner, victim or other person speak to the participant, the participant should politely direct the person to speak to one of the officers present.
E. Participants shall not bring cameras or any recording devices without the express written permission of the Police Chief or their designee.
F. Participants shall follow the instructions of the host-officer at all times during the ride-along.
G. Participants shall not be allowed to carry any firearm or other weapon, even when otherwise authorized by law, while participating in the ride-along program.
H. Participants should be dressed in comfortable, casual, but conservative clothing during the ride-along. (Pants and shirt/jacket for men, Pants and blouse/jacket for women) Participants who are inappropriately dressed shall not be allowed to participate in the program on the assigned date.

ADM 3-05-6 DUTIES OF THE OFFICER

A. Officers shall conduct their activities in a manner consistent with the efficiency of the police department as if the rider was not present.
B. Officers shall evaluate the balance of the welfare and safety of the ride along participant and the need to respond to emergency calls.
C. Officers, in their discretion, may drop a participant off in an area of safety while responding to a dangerous police event in order to avoid exposing the participant to danger.
D. Members of the news media are to be allowed to assume the risk of more dangerous activities.
E. Officers may allow the participant to leave the police vehicle in order to better observe the police activity; however, where a participant has been allowed to leave the police vehicle, officers shall maintain close supervision of the participant and

not allow the participant to involve him or herself in the police activity.

F. Officers will not allow a participant to enter the home of any person unless the officer has first obtained the consent of the homeowner/occupant. In obtaining consent the officer must specifically notify the homeowner/occupant that the participant is a "ride-along participant" and there is "no legal obligation" to allow the participant inside the dwelling.

CITY OF Siloam Springs

Policy Number: ADM 3-06

Police Department Administrative Policy Manual

Approved: April 05, 2016
Revision Date: _____

Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **ADM 3-06 BIASED BASED POLICING**

PURPOSE: Public trust and confidence in the police department is critical to effective law enforcement and is achieved largely through fair and equitable treatment of the public. It is the policy of the Siloam Springs Police Department to respect and protect the constitutional rights of all individuals during official contacts and/or enforcement actions and that such decisions will not be predicated solely on the basis of an individual's race, ethnicity, color, national origin, language, gender, gender identity, sexual orientation, political affiliation, religion, physical or mental disability, medical condition, economic or veteran status.

ADM 3-06-1 GENERAL PROCEDURES

A. Biased-based policing by any member of this office is prohibited. Routine and spontaneous investigative activity such as interviews, detentions, field contacts, traffic stops, pedestrian stops, searches, a frisk, or other types of bodily searches, or the search or real or personal property, arrests, property seizures and forfeiture efforts, or determining the scope or substance of such activity will be based on standards of reasonable suspicion or probable cause. Initiating and conducting investigative activity or determining when or how to take enforcement action will be in accordance with the Arkansas and U.S. Constitutions.

B. Nothing in this policy prohibits officers from using the traits and characteristics of persons, such as race, ethnicity, or national origin in the same manner that officers would use hair color, height, weight, or gender to the extent that credible information, relevant to the locality or time frame, links a person with those identifying characteristics to an identified criminal incident or criminal activity.

C. Police department personnel will provide the same level of service to every citizen.

ADM 3-06-2 SUPERVISOR DUTIES

A. Supervisors are responsible for seeing that all personnel under their command are familiar with this policy.
B. Supervisors will monitor the activities of personnel under their command in order to identify behaviors that may be indicative of a violation of this policy.
C. Supervisors will respond to all citizen complaints of biased-based policing and will ensure that complaints are handled in accordance with appropriate policies and procedures including corrective or disciplinary actions.

ADM 3-06-3 TRAINING

A. The Siloam Springs Police Department will provide training to its law enforcement officers during orientation and annually thereafter to assist officers in adhering to this policy.

ADM 3-06-4 RECORDS DISPOSITIONS

A. In addition to the maintenance of the records of all investigative and corrective or disciplinary actions related to an allegation of biased-based policing, the Chief will submit a redacted copy of all complaints and a description of their disposition to the Arkansas Attorney General. The documents submitted to the Attorney General shall disclose the nature and disposition of the complaint but shall not disclose personal identifying information of a law enforcement officer or complainant.
B. Any officer who initiates a contact for an alleged violation of law or ordinance, shall document the stop with the following information which shall be in additional to any other information documented by the officer:
   1. A physical description of each person detained as a result of the contact, including gender and race or ethnicity.
   2. The law or ordinance or suspected offense.
   3. Whether a search resulted from the contact and the basis of the search; consent, probable cause, pat-down for weapons or other reasons.
   4. Type of contraband discovered, if any.
   5. If the contact resulted in an arrest and the offense.
   6. Time, date and location of the contact.
   7. Result of the stop, warning, citation, field interview etc.
C. Each year, no later than April 1, the department will compile the information required by law, and file this report, along with a copy of this policy to the Division of Legislative Audit to the extent required by state law.
D. A copy of the Biased Based Policing will be posted on the agency website for public view and inspection.

Chapter 4: Police Department Equipment

THIS SECTION CONTAINS POLICIES THAT GIVE EMPLOYEES GUIDANCE IN SAFEGUARDING AND MAINTAINING THEIR EQUIPMENT AND FOR USING AGENCY FACILITIES. IT ALSO PROVIDES PROCEDURES FOR HOW WE RESPOND TO ACCIDENTS INVOLVING POLICE DEPARTMENT VEHICLES. IN IT, YOU WILL FIND:

ADM 4-01 DEPARTMENT VEHICLES - Vehicle policy specific to sworn personnel.

ADM 4-02 CRASHES INVOLVING OFFICIAL VEHICLES – Procedures when employees are involved in vehicle crashes in a city vehicle.

ADM 4-03 DAMAGE TO CITY OR CIVILIAN PROPERTY – Procedures for when property is damaged.

ADM 4-04 USE OF INFORMATION TECHNOLOGY SYSTEMS – Standards and procedures for information technology systems.

ADM 4-05 FIREARMS, HOLSTERS AND AMMUNITION - Standards and procedures for carrying and utilizing firearms and holsters.

ADM 4-06 BODY ARMOR - Procedures for wearing and maintaining body armor.

ADM 4-07 PERSONAL EQUIPMENT - Procedures for use of personally owned equipment.

CITY OF Siloam Springs

Policy Number: ADM 4-01

Police Department Administrative Policy Manual

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Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **ADM 4-01 DEPARTMENT VEHICLES**
ALEAP STANDARD: 7.26

PURPOSE: The Police Chief authorizes the assignment of various vehicles to designated employees. This practice is intended to promote the security of the citizens by increased visibility to the public and increase the number and readiness of available critical personnel for duty requirements. The police department also has an interest in reducing administrative costs related to vehicles by regulating their usage with the intent to improve reliability, establish efficient maintenance, and improve the longevity of each vehicle; and to control their use. This policy provides guidelines regarding the use and maintenance of official vehicles.

ADM 4-01-1 VEHICLE ASSIGNMENTS AND "TAKE HOME" STANDARDS

A. Take home vehicles may be utilized by personnel under the following criteria:
   1. "Take home" use by employees is on a voluntary basis and employees will not be monetarily compensated for operating their vehicle unless a situation arises that requires them go into service.
   2. Vehicles assigned may be marked or unmarked and will be dependent on the duties and responsibilities of the employee and number of vehicles available.

ADM 4-01-2 OPERATION OF VEHICLES

A. Guidance Specific to Officers:
   1. Officers shall not use their assigned vehicle for personal business.
      a. Officers are authorized while enroute to and from their assigned duties and their residence, to make brief stops, specific in scope and limited in duration, for personal purposes such as picking up limited grocery items, dropping off or picking up uniforms from the cleaners etc.
   2. Officers will have their department issued identification card and badge in their

possession to properly identify themselves while in civilian clothing. They shall also have their issued handgun, spare magazines and handcuffs, together with issued body armor readily available.

3. Officers shall monitor their radio while in their vehicle.
   a. Officers shall advise the Siloam Springs Central Dispatch of their status when operating their assigned vehicle. Further, they must respond to any emergency situation they may encounter and take appropriate action.
   b. Unless the situation requires immediate action, off-duty officers will call for an on duty police officer to handle the situation, and stand by until their arrival, and assist with the call if necessary.
4. Officers are cautioned against enforcing traffic laws while operating a marked vehicle while off-duty; they should maintain visual contact and have a marked, on-duty unit respond.

B. Guidance for All Employees Operating Official Vehicles
1. Employees shall not operate a vehicle except for official business.
2. Officers will be responsible for inspecting the exterior and interior of their assigned vehicle and equipment contained therein for damage, contraband and weapons prior to or at the beginning of their shift, and immediately following any transport of a prisoner.
3. Any damage to the vehicle or emergency equipment, contraband or weapon(s) found during the inspection will be reported to the inspecting police officer's supervisor as soon as possible.
4. Only police department employees may operate police department vehicles.
5. Employees are allowed to transport authorized persons in their assigned vehicle. However, employees will not expose authorized passengers to undue danger. If required to respond to a potentially dangerous incident, employees will stop and have the passenger exit in a safe area, secure from the elements whenever possible.
6. Employees will not operate an official vehicle within eight (8) hours after the consumption of any alcoholic beverages, except under proper and specific orders from a supervisor in compliance with their official duties.
7. Employees will be appropriately attired when operating any official vehicle.
   a. Trousers, fitted shorts (such as Dockers ® or 5.11®) and a shirt are considered appropriate for male employees. For female employees, trousers (slacks or jeans), fitted shorts, shirtdresses, or skirt are appropriate.
   b. Exercise clothing may be worn when travelling to and from a fitness facility.
   c. Prohibited attire includes but is not limited to; swim wear, beach style sandals (flip flops), tank top, cut-offs, bare torso, bare feet or clothing with profane or obscene printing on it.
8. Employees should not let their vehicles run idle unnecessarily.
   a. When leaving an official vehicle parked unattended, employees shall lock the ignition and doors and retain the key on their person, unless

impossible or impractical because of duty requirements.

b. Anytime an employee exits a unit, leaving the engine running (i.e. traffic stops), they will make sure the vehicle is transmission is in "Park".

ADM 4-01-3 PROCEDURES FOR PARKED OR VEHICLES NOT IN USE

A. Employees will not presume any special privileges with the vehicle, parking or otherwise.
B. Employees not using their vehicle for a period of 7 days or more will park their assigned vehicle at the police department.
C. Officers on light duty or suspension are not authorized a marked take home vehicle until their return to full duty.
D. In the event of a shortage of vehicles for on duty use, supervisors have authority to obtain needed vehicles from any employee who is off duty and in possession of their assigned vehicle. The supervisor will attempt to make arrangements with the employee prior to obtaining the vehicle.
E. Vehicles will be locked and personnel will remove all issued portable radios, rifles, shotguns, handguns, etc. from their assigned vehicle when the vehicle is:
   1. Parked outside at their residence during non-duty hours.
      a. Issued property i.e. portable radios, rifles, shotguns, handguns, etc. may remain inside the vehicle provided the vehicle is locked and stored at the officer's residence inside a locked garage not shared by another residence.
   2. Left at the city maintenance shop or a repair facility.
   3. Personal property left unattended by personnel in their assigned vehicle will be the sole responsibility of the officer.
   4. If personnel are incapacitated and are unable to secure their issued or personal property, it will be the on-scene supervisor's responsibility to ensure that the property is properly secured.
F. Vehicles not assigned to an employee will be parked at the Police Department.
G. A spare key shall be maintained in the key box at the police department in the event of an emergency.

ADM 4-01-4 MAINTENANCE RESPONSIBILITIES FOR OFFICIAL VEHICLES

A. Employees are fully responsible for the care, cleaning, and scheduled preventive maintenance of their assigned vehicles, but are prohibited from personally performing, or allowing anyone other than an authorized mechanic to perform any mechanical repairs or alterations on the vehicle that extend beyond general maintenance and care.
   1. General maintenance which can be done by officers includes the following;
      a. headlight or windshield wiper replacements
      b. addition of motor oil or other vehicle fluids
      c. maintenance of tire pressure and changing flat tires
B. Employees are expected to notify their immediate supervisor of any problems or damages to their assigned vehicle as soon as practical.
C. A monthly inventory and inspection of items assigned to each vehicle will be made

to ensure proper maintenance of equipment, and the vehicle in general.

D. Regardless of weather conditions, employees shall roll up all windows in official vehicles at the end of their daily work cycle.

E. In the event an employee moves equipment from one vehicle to another, it is their responsibility to replace the equipment or notify their supervisor of the change and reason.

ADM 4-01-5 PROHIBITED ACTIVITIES

A. Employees may not:

1. Alter the body, appearance, markings or the mechanical, electrical, or radio systems of the vehicle unless authorized by the Police Chief.
2. Add equipment (i.e. headlight wig-wags, dash mounted emergency lights, rear deck mounted emergency lights, CB radios, radio scanners, or other equipment), to a vehicle, without prior approval of the Police Chief or designee.
3. Rearrange accessories or equipment in the vehicle without prior approval from the Division Commander.

ADM 4-01-6 USE OF SEAT BELTS

ALEAP STANDARD: 7.22

A. All employees as well as their passengers will utilize seat belts when their vehicle is in operation unless a specific situation overrides the safety consideration (i.e. removing the seat belt just prior to arriving at the scene of an emergency call).

ADM 4-01-7 UNIT NUMBERS

A. Unit numbers will be placed on the rear of all marked department vehicles.

1. Personnel will not remove these numbers.
2. If a number comes off for any reason, the number will be replaced as soon as possible.

ADM 4-01-8 USE OF PERSONAL VEHICLES ON DUTY

A. Only upon written approval of the Chief will a personal vehicle be used on any duty assignment. The only exception will be the use of ATV's in circumstances approved by a supervisor.

B. If written approval has been granted, and during the time of vehicle utilization in an official assignment, the vehicle becomes damaged by malicious actions, or by some other case where the fault is not that of the owner and/or operator, the police department will assume the cost differential between the cost of damage and insurance payment in accordance with city policy.

C. In no case will the police department take responsibility of reimbursement for personal items or valuables stolen from such vehicle.

CITY OF Siloam Springs

Policy Number: ADM 4-03

Police Department Administrative Policy Manual

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Approvals:

City Administrator

Police Chief

City Attorney

SUBJECT: **ADM 4-03 DAMAGE TO CITY OR CIVILIAN PROPERTY**

PURPOSE: Siloam Springs Police Department policy is to document damage to city or civilian property which occurs in the course of official duties. This policy provides guidance and procedures to enable employees to accomplish that commitment.

ADM 4-03-1 DAMAGE TO POLICE DEPARTMENT PROPERTY

A. Documentation
   1. For incidents not involving a criminal offense, the employee involved will submit a memorandum through the chain of command to the concerned Division Commander explaining the incident.
      a. The Division Commander will follow the current city policy in notification to the City to the extent of the damage so a determination may be made whether insurance monies will be sought to pay for the repair(s).
   2. For incidents involving a criminal offense, the primary police officer will report the damage in their Incident Report. If the damage did not occur as an inadvertent event, and probable cause exists, they will also charge the person who caused the damage with the appropriate criminal offense.
   3. Digital photographs will be taken whenever damage to city equipment is sustained and forwarded with any reports related to the damages whether investigative or administrative.

B. Damaged equipment will be replaced as soon as practical.

ADM 4-03-2 DAMAGE TO CIVILIAN PROPERTY

A. Documentation
   1. For incidents not involving a criminal offense, the employee involved will submit a memorandum through the chain of command to the concerned

Division Commander explaining the incident.

2. For incidents involving an official act of the police department (for example a search warrant, or writ), the primary police officer will report the damage in their Incident Report.
3. Digital photographs will be taken whenever damage to civilian property is sustained and forwarded with any reports related to the damages.

B. The Division Commander will coordinate with the Chief regarding any possible liability.

1. The Division Commander will follow the current city policy in notification to Finance of the extent of the damage so a determination may be made whether insurance monies will be sought to pay for the repair(s).
2. The Division Commander shall obtain a Damage Release Waiver prior to or in conjunction with the disbursement of any funds for damage to civilian property.

Policy Number: ADM 4-04

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Approvals:

City Administrator

Police Chief

City Attorney

SUBJECT: **ADM 4-04 USE OF INFORMATION TECHNOLOGY SYSTEMS AND CELLULAR PHONES**

PURPOSE: The purpose of the city and police department IT systems is to enhance an employee's ability to obtain necessary information in a timely manner, reduce radio traffic, provide dispatch information and increase employee safety. However, such use must be regulated and focused for the advancement of the goals for the Police Department. Accordingly, it is the policy of the Siloam Springs Police Department to provide specific procedures for users of IT systems, which includes but is not limited to: all computer systems, mobile data terminals, laptops, "smartphones", desktop stations and servers.

ADM 4-04-1 REQUIREMENTS FOR USE

A. Prior to issuance and use of any department or city information technology or electronic communication device, employees shall receive training on the system's capabilities and use.
B. Unless specifically authorized by the Police Chief or his designee, the use of electronic communication devices are governed by the City of Siloam Springs Employee Handbook and this policy.

ADM 4-04-2 EXPECTATION OF PRIVACY

A. The purpose of department issued electronic communication systems is to ensure effective and legitimate department operations. Therefore, department employees have no reasonable expectation of privacy with respect to the use of city/department owned or issued computers, telephones, recordings or other electronic communications devices.

ADM 4-04-3 EQUIPMENT

A. Employees will respect and handle IT devices with due care.

B. Any damage or problems shall be reported to the employee's immediate supervisor and the IT technician as soon as possible; the computer will be evaluated by the IT technician who will repair the issue or recommend a proper course of action to the supervisor.

   1. Any damaged or inoperative computer submitted for repair will be assessed for damage caused by neglect, misuse or abuse to the unit.
   2. Devices will remain out of service until the IT technician repairs the problem, or recommends a solution for solving the issue.

C. If an employee must step away from their computer while there is a citizen or non-user located where they can access the computer or view it, the computer's keyboard shall be locked and the screen closed or turned off.

ADM 4-04-4 USE OF SOCIAL NETWORKING SITES

A. Authorized Use

   1. Social networking sites can be a valuable tool for public awareness, criminal intelligence gathering or as part of a criminal investigation. Employees are permitted to access social networking sites while on duty under the following conditions:
      a. Employees must obtain written permission from their Division Commander to create, operate, maintain, or access any social networking account if it is related to official activities.
      b. Activity on the site will be recorded in appropriate reports; either administrative, intelligence or investigative.
      c. The URL, username, password and all other identifiers for the account shall be recorded and forwarded to the supervisor in charge of the related activity to allow access to the site by auditing personnel.
      d. Use of such sites MUST meet the standards enumerated in **OPR 1-05 Criminal Intelligence** as well as meeting all constitutional and statutory requirements.

B. Restrictions

   1. Employees should not access their personal social networking sites through the city or police department network while on-duty, and are prohibited from utilizing it for extended times.
   2. Employees who choose to maintain or participate in social media or social networking platforms while off duty shall refrain from conducting any activities on their personal social networking site that damages the professional reputation of the police department, the city, or causes the public to lose trust or confidence in the employee or the department, the city, or adversely impacts operations.
   3. Employees may not create links to official records or data which may be accessed by the general public or post comments or references to on duty actions unless such information is:

a. Already public information released by the city or the department or;
b. For official information-sharing functions directed or authorized by the Chief or his designee.

4. Unless serving as an explicit tool for department public information or community outreach, employees shall not use their rank or title in any social media activity.
5. Logo's, badges, seals, uniforms, vehicles, equipment or symbols affiliated with this department will not be used as an avatar, profile image or in a manner to associate the employee with this department.
6. Sexually graphic or explicit material of any kind shall not be posted by the officer on any form of social media or networking site.
   a. The officer shall remove from their social media or networking site, any sexually graphic or explicit material which has been posted to the officer's site by others.

ADM 4-04-5 PROTECTION AND STORAGE OF CLASSIFIED PHYSICAL AND ELECTRONIC MEDIA

A. Purpose and Application
   1. To ensure the protection of the Criminal Justice Information (CJI) until such time as the information is either released to the public via authorized dissemination (e.g.) within a court system or when presented in crime reports data), or is purged or destroyed in accordance with applicable record retention rules.
   2. This policy applies to any electronic or physical media containing FBI Criminal Justice Information (CJI) while being stored, accessed or physically moved from a secure location from the Siloam Springs Police Department.
   3. This policy applies to any authorized person who accesses, stores, and/or transports electronic or physical media.

B.General Rules:
   1. Transporting CJI outside the agency's assigned physically secure area must be monitored and controlled.
   2. Authorized department personnel shall protect and control electronic and physical CJI while at rest and in transit.
   3. The department will take appropriate safeguards for protecting CJI to limit potential mishandling or loss while being stored, accessed, or transported.
   4. Any inadvertent or inappropriate CJI disclosure and/or use will be reported to the Deputy Chief via the Chain of Command.
   5. Procedures shall be defined for securely handling, transporting and storing media.

C. Media Storage, Access and Protection:
   1. Controls shall be in place to protect electronic and physical media containing CJI while at rest, stored, or actively being accessed. "Electronic media" include memory devices in laptops and computers (hard drives) and any removable, transportable

digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card. "Physical media" include printed documents and imagery that contain CJI.

2. To protect CJI, the department personnel shall:
   a. Securely store electronic and physical media within a physically secure or controlled area. A secured area includes a locked drawer, cabinet, or room.
   b. Restrict Access to electronic and physical media to authorized individuals.
   c. Ensure only authorized users remove printed form or digital media from the CJI.
3. Physically protect CJI until media end of life.
   a. End of life CJI is destroyed or sanitized using approved equipment, techniques and procedures as identified in **ADM 4-04-6 DISPOSAL OF PHYSICAL AND ELECTRONIC MEDIA.**
4. Employees may not use personally owned information system to access, process, store, or transmit CJI.
5. Employees may not utilize publicly accessible computers to access, process, store, or transmit CJI. Publicly Accessible computers include but are not limited to:
   a. Hotel business center computers
   b. Convention center computers
   c. Public library computers
   d. Public kiosk computers, etc.
6. Employees must store all hardcopy CJI Printouts maintained by the department in a secure area accessible to only those employees whose job function require them to handle such documents.
7. Take appropriate action when in possession of CJI While not in a secure area:
   a. CJI must not leave the employee's immediate control. CJI Printouts cannot be left unsupervised while physical controls are not in place.
   b. Precautions must be taken to obscure CJI from public view, such as by means of an opaque file folder or envelope for hard copy printouts.
   c. For electronic devices like laptops, use session lock use and /or Privacy screens.
   d. CJI shall not be left in plain public view.
   e. When CJI is electronically transmitted outside the boundary of the physically secure location, the data shall be immediately protected using encryption.
      i. When CJI is at rest (i.e. stored electronically) outside the boundary of the physically secure location, the data shall be protected using encryption.
      ii. Storage devices include external hard drives from computers, printers and copiers thumb drives, flash drives, back-up tapes, mobile devices, laptops, used with CJI.
      iii. When encryption is employed, the cryptographic module used shall be certified to meet FIPS 140-2 standards.
8. Lock or log off computer when not in immediate vicinity of work area to protect CJI.

9. Supervisors will determine levels of access to CJI material based on official duties and a need-to-know basis.
10. The Deputy Chief will work in concert with the City of Siloam Springs IT department to institute appropriate administrative, technical and physical safeguards to ensure the security and confidentiality of CJI.
11. Controls shall be in place to protect electronic and physical media containing CJI while in transport (physically moved from one location to another) to prevent inadvertent or inappropriate disclosure and use.
    a. "Electronic media" means electronic storage media including memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drives, external hard drives, or digital memory card.

D. Dissemination to Other Agencies
1. The receiving agency must be an authorized recipient of such information and be serviced by the accessing agency, or
2. The other agency is performing personnel and appointment functions for criminal justice employment applicants.

E. Transport of Media
1. Department personnel shall:
    a. Protect and control electronic and physical media during transport outside of controlled areas.
    b. Restrict the pickup, receipt, transfer and delivery of such media to authorized personnel.
    c. Department personnel will control, protect, and secure electronic and physical media during transport from public disclosure by:
        i. Use of privacy statements in electronic and paper documents.
        ii. Limiting the collection, disclosure, sharing and use of CJI.
        iii. Following the least privilege and role based rules for allowing access. Limit access to CJI to only those people or roles that require access.
    d. Secure hand-carried confidential electronic and paper documents by:
        i. Storing CJI in a locked briefcase or lockbox.
        ii. Only viewing or accessing the CJI electronically or document printouts in a physically secure location by authorized personnel.
    e. For hard copy printouts or CJI documents:
        i. Package hard copy printouts in such a way as to not have any CJI Information viewable.
        ii. That are mailed or shipped, agency must document procedures and only release to authorized individuals. DO NOT MARK THE PACKAGE TO BE MAILED CONFIDENTIAL.

f. Packages containing CJI material are to be sent by method(s) that provide for complete shipment tracking and history, and signature confirmation of delivery.
g. Materials will not be taken home or when traveling unless authorized by a division commander

F. Disposal of Media
1. When disposing confidential documents, use a shredder.
2. Electronic media and equipment shall be securely disposed of when no longer required, using formal procedures outlined in **ADM 4-04-6 DISPOSAL OF PHYSICAL AND ELECTRONIC MEDIA**

G. Breach of CJI or Classified Material
1. Notification and Incident Reporting:
   a. The agency shall promptly report incident information to the Police Chief via the Chain of Command.
   b. Information Security events and weaknesses associated with information systems shall be communicated in a manner allowing timely corrective action to be taken.
2. Roles and Responsibilities:
   a. If CJI is improperly disclosed, lost, or reported as not received, the employee who discovered the breach shall notify the Chain of Command. The Deputy Chief shall ensure:
   b. The Police Chief is fully informed.
   c. Complete and submit within 24 hours and incident containing a detailed account of the incident, events leading to the incident, and steps taken/to be taken in response to the incident.
   d. The supervisor will communicate the situation to the LASO to notify of the loss or disclosure of CJI records.
3. Ensure the CSA ISO (CJIS System Agency Information Security Officer) is promptly informed of security incidents.
4. The CSA ISO will:
   a. Establish a security incident response and reporting procedure to discover, investigate, document, and report to the CSA, the affected criminal justice agency, and the FBI CJIS Division ISO major incidents that significantly endanger the security or integrity of CJI.
   b. Collect and disseminate all incident---related information received from the Department of Justice (DOJ), FBI CJIS Division, and other entities to the appropriate local law enforcement POCs within their area.
   c. Act as a single POC for their jurisdictional area for requesting incident response assistance.

ADM 4-04-6 DISPOSAL OF CLASSIFIED PHYSICAL AND ELECTRONIC MEDIA

A. When no longer usable, hard drives, diskettes, tape cartridges, CDs, ribbons, hard

copies, print-outs, and other similar items used to process, store and/or transmit classified and sensitive data, to include all FBI Criminal Justice Information (CJI), shall be properly disposed of in accordance with measures established by the this department.

1. Physical media (print-outs and other physical media) shall be disposed of by one of the following methods:
   a. Shredding using department issued shredders.
   b. Placed in locked shredding bins by an approved private contractor obligated to come on-site and shred, witnessed by department personnel throughout the entire process.
   c. Incineration using approved incinerators and witnessed by department at the incineration site.
2. Electronic media (hard-drives, tape cartridge, CDs, printer ribbons, flash drives, printer and copier Hard-drives, etc.) shall be disposed of by one of the following methods:
   a. Overwriting (at least 3 times) - an effective method of clearing data from magnetic media. As the name implies, overwriting uses a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located.
   b. Degaussing - a method to magnetically erase data from magnetic media. Two types of degaussing exist: strong magnets and electric degausses. Note that common magnets (e.g., those used to hang a picture on a wall) are fairly weak and cannot effectively degauss magnetic media.
   c. Destruction – a method of destroying magnetic media. As the name implies, destruction of magnetic media is to physically dismantle by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled. IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from the control of the police department and the City of Siloam Springs until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

CITY OF Siloam Springs

Policy Number: ADM 4-05

Police Department Administrative Policy Manual

Approved: April 05, 2016
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Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **ADM 4-05 FIREARMS, HOLSTERS AND AMMUNITION**
ALEAP STANDARD: 6.04, 6.05

PURPOSE: The Siloam Springs Police Department issues officers a duty sidearm, 12 gauge shotgun, .223 caliber rifle, approved holster or sling, and necessary ammunition for these firearms, and authorizes the use of alternative, secondary and/or off-duty firearms under certain criteria. Officers shall be trained in the proficient use of their firearms and are authorized to carry them on-duty and off-duty as set forth in this section. This policy is not intended to limit the rights of a police officer to carry firearms off-duty in the same manner as any other citizen, but rather to define their authorization to carry a firearm under the color of law. Nothing in this section shall prohibit a police officer from utilizing any weapon available to him/her for self-defense or for the defense of another in a use of force situation.

ADM 4-05-1 AUTHORIZATION AND APPROVAL TO USE FIREARMS

A. Only firearms authorized by the Police Chief or his designee for use under color of law shall be considered as "official" firearms.
B. Unless otherwise authorized by the Police Chief, full-time officers, regardless of their certification status, must carry their department issued firearms when on-duty.
    1. Sworn personnel whose duties are primarily administrative in nature; are engaged in weapons testing and evaluation; or are working in functions for which an alternative weapon is more appropriate, may be authorized by the Police Chief to carry an alternative weapon. However, they shall be required to meet all standards required for any on-duty firearm. Such authorization shall be in writing and placed in the employees file.
    2. Any officer may request authorization to carry an off-duty firearm for use under color of law, however, the carrying of such firearms are subject to the requirements of this policy and Arkansas law.

C. Only full-time officers may carry a concealed, loaded firearm without a Concealed Carry Permit pursuant to ***The Law Enforcement Officer's Safety Act.***
   1. All officers must ensure they are in compliance with ***LEOSA***, when performing official duties in another state.
D. Whenever carrying a firearm under color of law, officers are required to have their badge and department issued identification card readily accessible.
   1. Officers who carry their weapon openly while in civilian attire must have their badge displayed. If the weapon is concealed the officer should conceal their badge also.
E. To obtain authorization to carry a secondary or off-duty firearm, the following requirements must be met:
   1. Officers are urged to coordinate with the firearms instructor regarding any secondary or off-duty firearm they request to carry; and to obtain guidance regarding the ammunition and accessories for the weapon prior to purchase. This will preclude the officer purchasing items that will not be approved for carry.
   2. The officer will submit a letter of request along with the firearm and 50 rounds of test ammunition to the department's chief firearms instructor.
   3. The firearms instructor will inspect the weapon for function and safety. If the weapon is deemed appropriate, the officer will successfully pass the appropriate police department qualification course(s) for each firearm they intend to carry. The firearms instructor will present their written findings and recommendations regarding the firearm and qualification score to the requesting officer.
   4. The officer shall present the written documentation via their Chain of Command to the Chief, with an attached memorandum requesting authorization to carry the weapon as an alternate, secondary and/or off-duty weapon.
   5. If approved, the original approval will be forwarded to the training officer from the Office of the Chief for inclusion into the police officer's personnel file. A copy will be sent to the officer.

ADM 4-05-2 FIREARMS RESTRICTIONS

ALEAP STANDARD: 3.01, 3.03

A. No official firearm will be subjected to any alteration unless it is done by an authorized armorer or under their supervision.
B. Officers who choose to carry secondary or off-duty firearms shall incur the cost for the weapon, its maintenance and the appropriate holster or sling and accessories for the weapon.
C. The police department will not compensate or assume the cost for such firearms, their maintenance, or any accessories.
D. Holsters worn for on and off-duty carry under color of law must be approved by the firearms instructor, and must hold the weapon securely to allow for a safe presentation of the weapon.
E. All authorized firearms will be maintained in a safe and working condition.
   1. Armorers and firearms instructors may "deadline" any weapon or accessory they

determine is not suitable or is unsafe. When this occurs, officers will transition to an approved firearm or accessory until deficiencies are corrected or the weapon/accessory replaced.

2. Department firearms will be inspected annually and a record of such inspection shall be maintained by the department armorer. The inspection will include the serial number or identifier of the firearm and the results of the inspection.

F. Officers will participate in annual firearms training/qualification to maintain firearms proficiency.
   1. At a minimum, firearms training/qualification will consist of:
      a. Annual qualification of all firearms issued to the officer on a CLEST approved qualification course **and;**
      b. Annual firearms training as approved by the Police Chief or his designee including but not limited to lowlight training, weapons transition techniques and movement in deadly force situations.

ADM 4-05-3 TABLE 4-05-3 (A): *AUTHORIZED FIREARM TYPES AND CALIBERS*

ALEAP STANDARD: 6.04

A. The authorized types of firearms and calibers for on-duty or off-duty carry are listed in this table. Calibers or firearms types that are not listed on the table **WILL NOT** be approved for carry under color of law.

Table ADM 4-05-3 (A): *Authorized Firearm Types and Calibers*

Classification	Type	Calibers	Ammunition
On-Duty	Semi-Automatic (Alternate By Memorandum)	.40 S&W	165 gr. HP
Off-Duty and Secondary	Semi-Automatic	.45 ACP, .40 S&W, 9 mm, .380, .32	HP
	Double-Action Revolver	.357 Magnum, .38 +p	HP
On-Duty Shotgun	Pump	12 ga.	00 buck, 1 oz. HP Slug Bean Bag Round
On-Duty Rifle	Semi-automatic	.223/5.56 mm	62 gr. HP

ADM 4-05-4 CARRYING AND HANDLING OF FIREARMS

A. Officers are authorized to carry a firearm into a liquor establishment provided they

are acting in accordance with Arkansas statute and the policies of this agency. Officers are responsible for the security of all firearms under their control.

1. Revolvers will be carried un-cocked and loaded to capacity.
2. Semi-automatic pistols will be carried fully loaded with a round in the chamber.
   a. Single-action pistols will be carried cocked with safeties engaged.
   b. Double action pistols will be carried with the hammer down and safeties engaged if such are present.

B. Firearms will be carried in a safe and secure manner. Horseplay, flippant behavior, removal of firearms from holsters or other carrying devices for "show off" purposes is prohibited.

C. Shotguns will be carried with no round in the chamber, safety on with hammer and action forward. Magazines will be loaded to capacity.

D. Rifles will be carried with no round in the chamber, bolt forward, hammer to the rear, safety on and dust cover closed. Magazines will be loaded to capacity.

E. Shotguns and rifles will be kept in a secured area (vehicle weapons rack, trunk, etc.), except when needed in the performance of duty or as directed by the Firearms Range staff. At no time will a police officer leave a shotgun or rifle unattended and unsecured.

F. Personnel will exercise caution to avoid negligent or unintentional discharge of any firearm in their control. If an unintended discharge of a firearm occurs while acting under color of law, the following procedure will be followed:

1. The employee will immediately notify their direct supervisor and inform them of the event. The direct supervisor is responsible for notifying their Division Commander who will notify the Police Chief via the chain of command.
2. The supervisor shall conduct an immediate investigation into the event and render a formal memorandum to their Division Commander via Chain of Command reporting their findings. The Division Commander shall review the report and forward the findings via the chain of command to the Police Chief.
3. The only exception to this event is if an employee inadvertently discharges a firearm during a course of fire during training or qualifications that DOES NOT result in damage or injury to any person or item, and the Range Master determines a report is unnecessary due to the specifics of the event.
4. Employees involved in a negligent discharge will be ordered to undergo a drug/alcohol screening.

ADM 4-05-5 AUTHORIZED AMMUNITION

A. Ammunition shall be issued by the department for circumstances when officers must act under color of law.

B. The Chief or his designee may authorize special-use ammunition and components for mission-specific situations. Such authorizations will be recorded in a Memorandum from the Office of the Chief.

C. In addition to a fully loaded sidearm, on-duty officers will carry at least 1 additional full magazine for semi-automatics or one additional speed-loader for revolvers.

CITY OF Siloam Springs

Policy Number: ADM 4-06

Police Department Administrative Policy Manual

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Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **ADM 4-06 BODY ARMOR**
ALEAP STANDARD: 7.25

PURPOSE: It is the policy of the Siloam Springs Police Department that body armor will be issued to all full-time sworn personnel. The following policy regarding the wearing and care of issued body-armor shall be adhered to.

ADM 4-06-1 ISSUING OF BODY ARMOR

A. The police department may opt to issue vest carriers that are worn under, or over uniform clothing; in either case, it will reference current National Institute of Justice (NIJ) standards to determine the suitability of the armor it purchases.
B. Body armor shall be worn by all uniformed police officers while in an official duty status.
C. Non-uniformed investigators and command personnel (when not in uniform) shall wear their body armor when conducting pro-active law enforcement activities or operations that necessitate the protection afforded by the armor.
D. It is **MANDATORY** for body armor to be worn during live-fire firearms training and qualifications.

ADM 4-06-2 EXCEPTIONS

A. Participation in scheduled training which is administrative in nature, or physical fitness training.
B. Undercover operations in which the wearing of body armor would jeopardize the officer's ability to maintain an undercover role.
C. Excess outside temperatures where the officers primary duty or activity may result in a heat related injury or health risk, when authorized by the Police Chief.

ADM 4-06-3 BEST INTEREST OF THE PUBLIC

A. This policy is not meant to preclude or prevent any officer (who is not wearing body armor) from engaging in a law enforcement action where he/she determines the "need to act" is in the best interest of the public.

ADM 4-06-3 CARRYING OF BODY ARMOR

A. When not being worn, body armor shall be kept where it can be easily accessed by the police officer.

ADM 4-06-4 CARE AND MAINTENANCE OF BODY ARMOR

A. Care in cleaning should also be taken in order to prevent failure of the body armor which could lead to serious injury or death to the police officer wearing the vest. It is the responsibility of each police officer to maintain their body armor according to the manufacturer's guidelines.

ADM 4-06-5 SUPERVISOR'S RESPONSIBILITY

A. First line supervisors will make routine inspections of issued body armor to insure proper storage and maintenance by each officer under their supervision.

CITY OF Siloam Springs

Policy Number: ADM 4-07

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City Administrator

City Attorney

Police Chief

SUBJECT: **ADM 4-07 EQUIPMENT**

ALEAP STANDARD: 1.11, 1.12

PURPOSE: Department owned equipment will be issued to personnel for performance of their duties, and a list of the issued equipment shall be maintained by the designated department quartermaster. Personnel are responsible for the care and maintenance of all issued equipment.

ADM 4-07-01 DEPARTMENT ISSUED EQUIPMENT

A. Upon initial hire or equipment replacement, the employee will sign an inventory showing the items and quantity issued.
B. Each employee is responsible for the care and maintenance of issued equipment.
C. Unserviceable equipment will be reported to the next level supervisor for replacement and exchanged one for one by the department quartermaster or designee and the issue list updated to reflect the changes.
D. Upon termination of employment, the employee will turn in all department owned/issued equipment to the department quartermaster who will reconcile the turn in with the on file issue.

ADM 4-07-02 DEPARTMENT APPROVAL REQUIRED

A. Prior to using personally owned equipment as a substitute or in addition to any department issued equipment, the officer will submit a written request via the chain of command to the Police Chief. The request will specify:
   1. The make, model and type of equipment to be used.
   2. The reason for the substitution or addition.
   3. For any weapons, magazines or use of force equipment, such items will be inspected by the department armorer prior to being used.
   4. Once approval is granted, a copy of the approval letter will be provided to the officer

and a copy placed in the officer's personnel folder.

Chapter 5: Critical and High Interest Policies

THIS SECTION CONTAINS POLICIES THAT ARE CRITICAL TO THE OPERATIONS OF THE POLICE DEPARTMENT AND TO THE PUBLIC AS A WHOLE. THESE FUNCTIONS, AND THE POLICIES RELATED TO THEM ARE OFTEN REFERENCED IN LITIGATION AMONG VARIOUS LAW ENFORCEMENT DEPARTMENTS THROUGHOUT THE NATION. IN IT, YOU WILL FIND:

ADM 5-01 WORKPLACE HARASSMENT - Procedures for handling harassment in the workplace.

ADM 5-02 RESPONSE TO RESISTANCE, INCLUDING DEADLY FORCE EVENTS - Procedures for investigating Use of Force and deadly force incidents.

ADM 5-03 VEHICLE PURSUITS AND DISABLING TACTICS - Vehicle pursuit procedures

ADM 5-04 EMPLOYEE DOMESTIC VIOLENCE - Domestic Violence, No Contact Orders and Orders of Protection

ADM 5-05 INTERNAL AFFAIRS INVESTIGATIONS - Internal Affairs / administrative investigations

ADM 5-06 CRIMINAL INVESTIGATIONS OF LAW ENFORCEMENT - Procedures for Investigating law enforcement employees who are arrested or charged with a crime.

ADM 5-07 AUDITS AND INSPECTIONS - Procedures and guidance for conducting internal audits or inspections related to department activity.

CITY OF Siloam Springs

Policy Number: ADM 5-01

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City Administrator

City Attorney

Police Chief

SUBJECT: 5-01 WORKPLACE HARASSMENT
ALEAP STANDARD: 2.11

PURPOSE: It is the policy of City of Siloam Springs and this department that all employees shall be able to work in an environment free of discrimination and harassment. The police department shall take immediate action to prevent such behavior and to remedy all reported instances of harassment, sexual or otherwise as defined in this policy, by promptly investigating any complaints and taking corrective or disciplinary action for substantiated claims.

ADM 5-01-1 PROHIBITED ACTIVITY

A. Harassment of any kind by supervisors or employees will not be tolerated.
B. In accordance with the City of Siloam Springs employee handbook and applicable state and federal laws, no employee shall explicitly or implicitly discriminate or harass another employee or applicant, nor shall they ridicule, mock, deride, or belittle any person for any reason, including their race, color, gender, sexual orientation, national origin, religion, physical/mental handicap, or veteran status, or any other trait protected by law.

ADM 5-01-2 SUPERVISOR'S DUTIES AND RESPONSIBILITIES

A. Each supervisor shall be responsible for preventing acts of harassment. These responsibilities include:
   1. Monitoring the work environment for evidence that harassment may be occurring.
   2. Counseling all employees on the types of behavior prohibited, and the official procedures for reporting and resolving complaints of harassment.
   3. Stopping any observed acts that may be considered harassment, and taking appropriate steps to intervene; whether or not the involved employees are

within their line of supervision.

4. Taking immediate and appropriate action to limit the work contact between two employees where there has been a complaint of harassment.

B. Each supervisor shall assist any employee who has a complaint of harassment in documenting and filing a complaint with their Division Commander.

C. The supervisor to whom a complaint is given shall meet with the employee and document the incident(s), the person(s) doing or participating in the harassment, and the dates on which it occurred.

D. The supervisor taking the complaint shall immediately deliver the complaint to their Division Commander, who will notify the City Human Resources Department, via the Police Chief.

ADM 5-01-3 EMPLOYEE RESPONSIBILITIES

A. Each employee of this agency is responsible for assisting in the prevention of harassment through the following acts:

1. Refraining from participation in, or encouragement of, actions that are or could be perceived as harassment.
2. Reporting acts of harassment to a supervisor.
3. Assisting any employee who confides that they are being harassed by encouraging them to report it to a supervisor.

ADM 5-01-4 PROCEDURES FOR REPORTING HARASSMENT

A. Employees encountering harassment should tell the person that their actions are unwelcome and offensive. Employees are encouraged to document all incidents of harassment in order to provide the fullest basis for investigation.

B. Any employee who believes that he or she is being harassed should report the incident(s) to his/her supervisor, Division Commander or the Deputy Chief as soon as possible so that steps may be taken to protect the employee from further harassment, and appropriate investigative and corrective measures may be initiated.

C. There shall be no retaliation against any employee for filing a harassment complaint, or assisting, testifying, or participating in the investigation of such a complaint.

D. Complaints or employees accused of harassment may file a grievance/appeal in accordance with the city handbook.

E. This policy does not preclude any employee from filing a complaint, grievance, or lawsuit with an appropriate outside agency such as the Human Rights Office, E.E.O.C., or the courts.

CITY OF Siloam Springs

Policy Number: ADM 5-02

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City Administrator

City Attorney

Police Chief

SUBJECT: **ADM 5-02 RESPONSE TO RESISTANCE INCLUDING DEADLY FORCE EVENTS**

ALEAP STANDARD: 3.04, 6.01, 6.02, 6.03, 6.07

PURPOSE: In vesting law enforcement officers with the lawful authority to use force to protect the public welfare, a careful balancing of all human interests is required. Therefore, it is the policy of the Siloam Springs Police Department that officers shall use only that force which is reasonable and necessary to affect lawful objectives. All officers will act in good faith in the exercise of force. All officers shall be provided with and be familiar with all provisions of the Arkansas State Statutes and this directive governing the legal use of Deadly Force. While clear boundaries of reasonableness can be defined for certain law enforcement situations, others must be interpreted for the particular set of circumstances involved. The purpose of this section is to provide each police officer with policy guidance and direction with respect to response to resistance in carrying out their duties and provide procedural guidance for investigating the use of deadly force.

ADM 5-02-1 JUSTIFICATION FOR THE USE OF FORCE

A. Justification for the use of force is limited to what is reasonably known or perceived by the police officer at the time. Facts discovered after the event, no matter how compelling, cannot be used in later determinations of whether the use of force was justified.

ADM 5-02-2 APPLICATION OF FORCE LEVELS

A. When confronted with resistance, officers shall apply the level of force consistent with their training and necessary to the event. Where response to resistance is warranted, officers should assess the incident and employ the level of force they believe is necessary to protect life and or will reasonably de-escalate the incident and bring it under control safely. No weapon may be used with punitive intent.

B. Officers are authorized to use those tactics and weapons with which they are trained, qualified, and or certified with, as determined by police department training and agency procedures and shall use them in keeping with their training.
   1. Officers must subject themselves to, witness training staff utilizing, and/or participate in appropriate qualifications with all weapons they are issued prior to on-duty carry. This will allow the police officer to become familiar with the effects of each weapon.
C. Officers will normally use the following weapons when responding to resistance. They are listed below:
   1. Defensive Empty Hand tactics
   2. Issued Electronic Control Device (ECD)
   3. Issued Chemical Weapons
   4. Issued Baton
   5. 12 Gauge Shotgun Bean Bag Round
   6. Issued and approved Firearm(s) and Ammunition

   This list is not a continuum of force which must be progressed through. Officers shall apply the level of force consistent with their training and necessary to the event.
D. When a confrontation escalates suddenly, a police officer may use any means or device available to protect themselves or others, as long as the force is reasonable for the existing circumstances.
E. Division Commanders are responsible for ensuring supervisors and subordinates under their command conform to policy regarding the use of force.
F. Personnel will provide or cause to provide, first aid (to the extent trained) to any person who is injured or reporting an injury after force has been applied unless:
   1. The person declines medical assistance.
   2. The administration of first aid will place the officer or other persons in a position increased risk of injury, serious bodily harm or death

ADM 5-02-3 GUIDELINES FOR ELECTRONIC CONTROL DEVICES

A. The ECD device may be employed on a person who is resisting lawful efforts to control them by aggressive movements and an escalation of resistive force, or if a person has escalated to using threatening statements and begins to close distance on the police officer or another person in a manner as if to batter them.
B. The ECD may be used when necessary to overcome actual or threatened physical resistance encountered in the discharge of an official duty where it is reasonably believed the use of a less obtrusive method would either allow the subject to escape, or would expose the officer or others to physical injury. The ECD may be used to protect a subject from himself, when that person is attempting to either injure themselves or commit suicide.
   1. The ECD may be used in drive stun mode to gain control of a subject displaying active resistance.
C. Officers will not remove an ECD from their duty belts unless it is to be deployed in a

response to resistance situation, inspected by the police officer, maintenance of the device is being performed by a certified instructor, maintenance of the Police officer's duty belt is being done, or they have been directed to do so by a supervisor.

1. Prior to their shift beginning, officers will perform a function test on their ECD in accordance with the manufacturer's recommendations.
2. ECDs will be carried in an approved/issued holster in a manner consistent with training and that helps avoid weapon confusion with the police officer's primary weapon.
   a. Officers will carry their ECD armed with the safety on.
   b. Officers issued an ECD will be issued a spare cartridge as a backup. Officers will store and carry this cartridge consistent with training and will replace the cartridges consistent with the manufacturer's expiration requirements.
   c. Only agency approved battery powered sources shall be used in the ECD.

D. ECDs are target-specific. Recommended target areas are the subject's torso (the back if possible and center mass) and or legs. Officers should avoid sensitive areas such as the eyes, throat, neck, or groin if possible.

E. Using the ECD under the following circumstances would normally be prohibited. However, if the ECD could be used to protect the police officer or another from bodily harm or death, using the device may be justified as follows:

1. Caution should be used prior to multiple applications of the ECD on a subject. The need for additional applications shall be clearly articulated and shall include the actions of the subject that led the officer to believe the subject still posed a threat to the officer, exposing the officers or others to physical injury. Non-compliance of verbal commands alone is not justification for additional applications. Other factors which shall be considered are:
   a. Subject continues to display great strength or fighting ability.
   b. Subjects proximity to weapons and specifically, what weapons.
   c. The presence of drugs or alcohol
   d. Confined space or other hazards present at the scene.
   e. Subjects behavior or mental state.
2. On a handcuffed or secured prisoner, displaying overly assaultive behavior that cannot be reasonably dealt with in any other less intrusive fashion.
3. On a subject who is running from the police officer.
4. In any environment where a police officer knows that a potentially flammable, volatile, or explosive material is present (including but not limited to OC spray with a volatile propellant, gasoline, natural gas, propane, or conditions that may be discovered when dealing with a methamphetamine production lab).
5. In any environment where the subject's fall could reasonably result in death or serious injury or in water where the subject could reasonably drown.
6. When the Stun Cuff EPCD has been placed on a prisoner, it becomes the primary electronic control device; application of an ECD at the same time as the Stun-Cuff is prohibited unless the Stun-Cuff is inoperative.

F. Deployment of the ECD

1. In preparation for firing the ECD, officers will point the device in a safe direction, arm it, and aim.
2. The officer should make a reasonable attempt to warn the subject and fellow officers of the impending use of the ECD by giving verbal warnings such as Taser! Taser! Taser!
3. When firing the device, the police officer shall energize the subject the least number of times and no longer than necessary to gain control of the suspect.
   a. Each additional "cycle" of the ECD is considered a separate use of force for the purposes of reasonableness, and as such will be documented as to justification.
4. Officers should secure the subject as soon as practical while they are disabled by the ECD power to minimize the number of deployment cycles.
5. The ECD may also be used in certain circumstances in a touch stun or drive stun mode. This involves pressing the unit against an appropriate target area and activating the device. It is important to note that when the device is used in this direct contact mode it is subject to the same deployment (use) guidelines and restrictions as those of the ECD in cartridge deployments.

ADM 5-2-05 AFTERCARE FOR AN ECD OR EPCD

A. When an ECD device has been used operationally, officers will collect the cartridge, wire leads, darts and several of the AFIDs and enter these items into evidence.
B. EMS will be called to remove the probes and complete a medical check on each subject of a ECD exposure to include:
   1. An EKG of the person subject to the ECD exposure **and;**
   2. A pulse oximeter if the subject was exposed to multiple cycles.
C. The following persons shall be transported to a medical facility for examination following exposure to an ECD/EPCD. Any person who:
   1. Is hit in a sensitive area (e.g. eyes, throat, neck, and groin) by the dart(s).
   2. Is in a potentially susceptible population such as children, the elderly, persons of small stature irrespective of age, or those who the police officer has reason to believe are pregnant, equipped with a pacemaker, or in obvious ill health.
   3. Has been subjected to a continuous energy cycle of 15 seconds or more, or, has exhibited signs of extreme uncontrolled agitation or hyperactivity prior to ECD/EPCD exposure.
D. Officers will advise detention personnel whenever they deploy an ECD against a prisoner so the detention officers can monitor the suspect in accordance with their policy and procedure.
E. If the police officer is advised by the detention facility that the prisoner suffers from vomiting, excessive burning, loss of control of breathing or any other adverse effect, the police officer will complete a supplemental report detailing the medical attention received.

ADM 5-02-6 OLEORESIN CAPSICUM (OC) SPRAY

A. OC Spray may be employed on a person who is resisting lawful efforts to control them by aggressive movements and an escalation of resistive force, or if a person has escalated to using threatening statements and begins to close distance on the police officer or another person in a manner as if to batter them.
B. The use of OC Spray is target specific and will consist of the face, specifically the eyes.

ADM 5-02-7 DECONTAMINATION FOR (OC) SPRAY

A. Decontamination begins after the suspect has been restrained with handcuffs or by other means and suspect's resistance has ceased.
B. Decontamination should begin in a reasonable time frame and officer safety concerns should be taken into consideration.
C. Expose suspect to fresh air and flush affected area with water if he/she is not combative.
D. Call medical personnel (EMS) if necessary.
E. Officers will advise detention personnel whenever they have deployed (OC) Spray against a prisoner so the detention officers can monitor the suspect in accordance with their policy and procedure.
E. If the police officer is advised by the detention facility that the prisoner suffers from vomiting, excessive burning, loss of control of breathing or any other adverse effect, the police officer will complete a supplemental report detailing the medical attention received.
G. Under no circumstances will the police officer apply any creams, salves or oils to the affected area.

ADM 5-02-8 BATON

A. A baton may be employed on a person who is resisting lawful efforts to control them by aggressive movements and/or an escalation of resistive force, or if a person has escalated to using threatening statements and begins to close distance on the police officer or another person in a manner as if to batter them.
B. The baton is not designed to be used as a club or bludgeon. Strikes should target the areas of the body which may result in compliance by the suspect or allow the police officer to gain control.
C. Strikes to parts of the body (head, neck, spine, groin) capable of inflicting death or serious injury shall be avoiding unless justified by the guidelines of the deadly force section of this chapter.

ADM 5-02-9 12 GAUGE BEAN BAG SHOTGUN ROUND

A. All shotguns firing less-lethal munitions will be *dedicated* to this purpose. The designated shotguns will be outfitted with orange stocks and fore-arms. Once marked, these shotguns will not be loaded with any rounds other than less-lethal munitions.
B. Each police officer will receive training in the proper use and deployment of the less- lethal munitions prior to their use.

C. All officers issued the less-lethal munitions will be required to annually qualify on a course designated by the agency, with the less-lethal shotgun. This will be in addition to the qualification with the regular shotgun.
D. All less-lethal munitions will be issued thru the armorer under the authority of the Chief or their designee.

ADM 5-02-10 SPECIAL MUNITIONS

A. Special munitions are provided as an alternative response to resistance. They will be deployed in accordance with appropriate police department policy and must be authorized by the Chief or their designee.
B. Special purpose weapons will be carried and utilized only by officers trained in their use and care.
   1. Weapons will be maintained in the armory except during training, mobilizations or as otherwise directed by the field commander.
C. The shelf life will be checked during annual inventory and rotated out as practical. Special munitions includes, but are not limited to:
   1. Chemical agents
   2. Diversionary devices
   3. Less-lethal projectiles
E. Certain munitions can start a fire when used inside a building. For this reason, the fire department will be asked to stage at a nearby predetermined, safe location.
F. When chemical agents are deployed to control a situation, the supervisor in charge will ensure that a physical and identifiable means of escape or exit is afforded the crowd prior to disbursing the agent.
G. The supervisor will insure a report is completed on the event and that response to resistance standards for deployment and documentation are followed by all officers involved.
H. The supervisor will complete an inventory of the munitions used and provide this report to the Division Commander.
I. If all chemical agents are exhausted during an emergency situation, the armorer will provide immediate access to the reserve supply upon a command directive.

ADM 5-02-11 FIREARMS AND DEADLY FORCE MECHANISMS

ALEAP STANDARD: 6.02, 6.09

A. Firearms or any other type of deadly force mechanism may be employed against persons in order to protect the police officer or other persons from what the police officer reasonably believes to be an **immediate threat of death or serious physical injury**, or to prevent the escape of one reasonably believed to have committed a felony, **when there is probable cause to believe the suspect poses a continuing significant threat of death or serious physical injury to the police officer or others.**
B. Officers shall not use deadly force in situations that would not be in accordance with Arkansas State Statutes.

C. Where feasible, some verbal warning should be given prior to engaging in the use of Deadly Force.
D. Warning shots are not authorized.

ADM 5-2-12 REPORTING NON-DEADLY USE OF FORCE/WEAPONS DISCHARGE

ALEAP STANDARD: 6.03, 6.06

A. In all instances where force is used (other than in training or for authorized recreational purposes), the primary police officer involved will notify their immediate supervisor and complete a written report of the incident and a police department response to resistance form.
   1. The incident report and response to resistance form must, when examined together, provide a detailed description of the events leading to the necessity for the use of law enforcement action; the amount and type of action used; the nature and extent of injuries and treatment rendered to the officers and subjects; the identity of combatants, officers involved, witnesses and medical personnel involved, if applicable; and all pertinent information to the incident or crime which the police officer was responding to.
      a. Assisting officers will complete supplemental narratives to the form and uniform incident report.
      b. Officers will make every attempt to take photographs of any injuries a suspect or prisoner sustains. If the suspect or prisoner refuses to allow the police officer to take photographs, the police officer will note this in their report and request copies of detention documentation photographs when available.
   2. Copies of all reports and the response to resistance form shall be forwarded via the chain of command to the Police Chief within 24 hours of the incident. The supervisor and Division Commander shall each provide the following in their review;
      a. Whether current Policies, Rules, or Procedures were followed.
      b. The relevant policy was clearly understandable and effective to cover the situation.
      c. Training was adequate.
      d. If the review indicates a serious violation of the office's use of force policy has occurred, the Division Commander will notify the police officer and Chief.
   3. If the response used involved the use of an ECD or EPCD, reviewing supervisors must also forward a copy of the uniform incident report and the office's use of force form to the department's Electronic Control Device instructors. Further, officers shall specifically articulate the rationale for any instance for which:
      a. An ECD/EPCD is energized.
      b. An energy cycle longer than 15 seconds in duration is used.
      c. More than one ECD/EPCD is used against a subject in any given incident, or, an ECD/EPCD is used against an individual designated to be in the susceptible population as described previously.
   4. If the force used involved the use of a firearm or other deadly force mechanism

by the police officer that resulted in an injury that was not life-threatening to a person, the on-scene supervisor will ensure the Division Commander of the division involved, the police officer and Chief are advised of the event as soon as practical.

5. An administrative review, internal affairs investigation, or both may be ordered by the Chief based on the circumstances of the event.
6. All findings of policy violations or training inadequacies shall be reported to the Chief.

ADM 5-02-13 USE OF DEADLY FORCE MECHANISMS RESULTING IN DEATH OR SERIOUS INJURY

ALEAP STANDARD: 6.08

A. The first supervisor on the scene will:
   1. If necessary, assign a police officer to resolve or assume investigative responsibility for the initial event the police officer involved in the use of deadly force was responding to.
   2. Assign officers to secure the outer perimeter of the crime scene and to search for possible suspects believed to be in the area.
   3. Direct all witnesses, including involved personnel, in separate locations to ensure witness credibility.
   4. Remain on the perimeter of the crime scene to provide assistance.
   5. Immediately initiate an area canvas to render aid to other injured persons or locate any witnesses who may have information.
      a. Any witness found should be brought to the immediate attention of the primary Detective.
   6. Ensure the Division Commander is notified as soon as practical. The Division Commander shall make remaining notifications to command staff.

B. The Chief or their designee may request another agency conduct an investigation into the deadly force event itself.

C. The police department may choose to retain investigative responsibility for those events in which a police officer is injured or killed during a deadly encounter where there is no reason to suspect a criminal act on the part of the police officer.

D. All participating law enforcement personnel other than principals, regardless of rank, will submit a report. All original reports will be submitted before personnel end their shift unless specifically authorized by their division commander.

E. The Division Commander of the involved Division shall be the liaison between agencies. Copies of all reports, statements, and documentation of the incident will be furnished to the Chief through the Division Commander of the involved division who will forward copies to the City and County Prosecuting Attorneys as soon as practical.

F. Whenever a police officer is a principal participant in an incident involving the use of deadly force resulting in death or great bodily injury, the police officer shall be placed on administrative leave with pay; they will make themselves available to

internal affairs.

1. Any police officer who has to resort to the use of deadly force will be directed to attend psychological counseling. A report of the licensed psychologist's findings will be forwarded to the Chief before the police officer will be allowed to return to duty; the report must indicate a fitness for duty prior to reinstatement.
2. Returning to former duty status must be authorized by the Chief or his designee.

CITY OF Siloam Springs

Policy Number: ADM 5-03

Police Department Administrative Policy Manual

Approved: April 05, 2016
Revision Date: _____

Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **ADM 5-03 VEHICLE PURSUITS AND DISABLING TACTICS**

ALEAP STANDARD: 7.15, 7.16, 7.17, 7.20

PURPOSE: Siloam Springs Police Department policy is to provide general guidelines and procedures to officers who become involved in vehicle pursuits or choose to employ disabling tactics to stop a vehicle in motion. The intent of this policy is to assist officers to evaluate their duty to pursue criminal violators in light of the safety concerns inherent in this action, and to assist sworn personnel to perform their sworn duty in a safe manner. All personnel operating official vehicles shall exercise due regard for the safety of all persons. No assignment shall be of such importance, and no task shall be expedited with such emphasis, that the principles of safety become secondary. The primary concern is to protect lives and property by making reasonable efforts to apprehend violators while complying with statutes regulating emergency vehicle operations, and by discontinuing pursuits when the risk to public safety outweighs the need for immediate apprehension. Nothing contained in this policy absolves the police officer of the responsibility to operate a vehicle with due regard for the safety of all persons using streets and roadways, nor shall it protect the driver of any emergency vehicle from the consequence of reckless disregard of the safety of others (ACA 27-51-202b)

ADM 5-03-1 CIRCUMSTANCES LEADING TO THE PURSUIT

A. Officers shall weigh the circumstances leading to the pursuit against the safety of citizens and officers. The following circumstances will be considered before making the decision to initiate or joining a pursuit and must be continually re-evaluated during the pursuit to determine if the pursuit should be continued.
   1. The seriousness of the offense that led to the pursuit (core transaction). Infractions, misdemeanors and property crimes do not warrant the same level of risk as might be taken to apprehend violent felon.

2. If the suspect is known or the likelihood of identifying the subject at a later date.
3. The actions by the subject during the pursuit which increases the danger to the public, thus justifying the increase or decrease of law enforcement response.
4. Visibility, weather, road conditions and the time of day or night.
5. The officer's familiarity with the area.
6. The type of highway and area the pursuit is about to enter (i.e. rural, business, industrial, school zone etc.).
7. The speed, direction and density of other vehicle and pedestrian traffic in the area.
8. The presence of non-law enforcement personnel inside the pursuit vehicle.
9. The age of the offender or passengers in the suspect vehicle.
10. Driving ability of the officer and the known mechanical condition of the pursuit vehicle including emergency equipment.
11. The likelihood of safely apprehending the fleeing suspect through continued pursuit and the risk to the community if the subject is not apprehended.
12. Has committed or is attempting to commit a violent felony.

ADM 5-03-2 INITIATING OR PRIMARY UNIT RESPONSIBILITIES

A. The decision to initiate a pursuit rests with the individual police officer.
B. The police officer initiating a pursuit shall, in all cases, notify the Siloam Springs Central Dispatch (SSCD) as soon as reasonably possible that a pursuit is underway and provide the following information:
   1. Unit identification
   2. Location, speed, and direction of travel;
      a. Continually updating SSCD during the duration of the pursuit.
   3. Vehicle description and license number;
   4. The specific reason for the pursuit, including known laws violated;
   5. Number of occupants;
   6. Traffic, road and weather conditions.
   7. Other law enforcement units present.
   8. Advice SSCD if changing to another radio frequency.
C. Failure to provide the above information may be cause for the on-duty supervisor to order termination of the pursuit.
D. The initiating or primary unit shall be in command and bears operational responsibilities of the pursuit unless relieved by a supervisor and;
   1. May request assistance and direct other officers.
E. The authority of the primary unit pertains to the immediate field operation and is, at all times, subordinate to the command of the on-duty patrol supervisor.
F. The primary unit may maintain pursuit as long as it is safe to do so, or until directed to discontinue the pursuit by a supervisor, or the suspect is stopped.

ADM 5-03-3 SECONDARY/ASSISTING UNIT RESPONSIBILITIES

A. Assistance will be coordinated through SSCD under the direction of the ranking officer managing the pursuit. The on-duty patrol supervisor and primary unit will be advised of the identity and location of backup units who can assist.

B. The active pursuit will normally involve not more than two units:
   1. Primary unit
   2. Secondary unit
   3. Additional back up units (when authorized).

C. If more assistance is specifically requested, the amount will be determined by:
   1. Nature of the offense;
   2. Number of suspects;
   3. Whether the participating units have more than one police officer;
   4. Other clear and articulated facts that would warrant the increased hazard.

D. The secondary unit, upon joining the pursuit, shall immediately notify SSCD they are joining the pursuit and will assume primary responsibility to "call the pursuit", assuming primary radio communications responsibilities and;
   1. Continually update SSCD with the location, direction, speed, traffic and weather conditions.
   2. Assume primary pursuit position if necessary or instructed to do so.
      a. If the primary unit becomes disabled, the secondary unit will become the primary unit. The next unit to join the pursuit will be designated by the field supervisor.

E. Only the on-duty supervisor or above may authorize more than two units to be in active pursuit. All other units will remain aware of the direction and progress of the pursuit, but shall not respond or parallel the pursuit on adjacent streets, unless specifically authorized to do so.

F. All units involved in a pursuit shall maintain sufficient distance behind the primary unit to ensure proper reaction time and breaking distance, but shall be close enough to render backup assistance if and when required.

G. Assisting units shall, at all costs, avoid intersecting the path of an oncoming high-speed vehicle.

H. Responsibilities of assisting units may include;
   1. Deployment of Stop Sticks
   2. Covering escape routes
   3. Traffic control of intersections in the potential pursuit route
   4. Render aid in the event of a collision
   5. Assume a backup role in the pursuit if directed
   6. Recover evidence

ADM 5-03-4 SUPERVISOR'S RESPONSIBILITIES

A. Unless absolutely necessary because no other units are available, supervisors will not become the primary unit in a pursuit. In the event the supervisor initiates a pursuit or becomes the primary pursuit officer, they will, where feasible, turn over the role of Primary Vehicle Driver to the first back up officer who engages the pursuit. When the supervisor actively participates in the pursuit in the role of Secondary Vehicle Driver he remains responsible for fulfilling the role of supervisor in accordance with this policy.

B. Upon being notified of the pursuit, the supervisor shall verify the following:
   1. No more than the required or necessary units are involved in the pursuit;
   2. Proper radio frequency is being utilized;
   3. Affected law enforcement agencies/jurisdictions are being notified including.
      a. Request for assistance to other agencies
      b. Notifying the agencies the pursuit is discontinued or terminated
   4. Circumstances leading to the pursuit and continually re-evaluate the ongoing pursuit circumstances as it is relayed.

C. Additionally, the patrol supervisor will assume responsibility for managing the pursuit and:
   1. Monitor the pursuit and will make every reasonable effort to deploy stop sticks as outlined in this policy, before more severe methods are used.
   2. Continue to monitor and direct the pursuit, approve or order alternative tactics and maintain control until the pursuit is discontinued or terminated.
   3. There may be an extraordinary or extreme circumstance which exists where a deviation from this policy is required. In those instances, such deviation or application of alternate tactics or force shall be evaluated for reasonableness under the applicable policy.
   4. In the absence of adequate information from the primary or backup unit, the field supervisor may order discontinuation of the pursuit.
   5. Avoid becoming involved in the actual pursuit or assuming the primary unit's pursuit responsibilities unless the situation leaves no practical alternative.
   6. The supervisor must maintain their ability to manage the pursuit and evaluate the safety issues related to the event.
   7. As with any tactical field problem, it is not necessary that the field supervisor be physically present in order to begin coordination and assert control of the pursuit.
   8. Respond immediately to the point of termination of the pursuit (if on duty, otherwise, the Division Commander of the involved division will be notified).

D. Request that notification is made to the Division Commander or Commander On-Call.

ADM 5-03-5 SILOAM SPRINGS CENTRAL DISPATCH ACTIONS

A. Receive and record all incoming information on the pursuit and the pursued vehicle.

B. Clear radio channel of any unnecessary traffic.
C. Control all radio communications during the pursuit.
D. Immediately notify the on-duty patrol supervisor when a pursuit is initiated.
E. Keep pursuit units and supervisors apprised of all relevant traffic or other conditions which may impact the pursuit.
F. Notify command level officers (all command page/text) as soon as practical during the pursuit or immediately upon its termination) as directed.
G. Perform relevant ACIC/NCIC motor vehicle and record checks.
H. Coordinate assistance under the direction of the field supervisor.
I. Notify impacted outside agencies of the pursuit and that the call is either a request for assistance or merely a courtesy notification, with no participation desired.
J. Continue to monitor the pursuit until it has been discontinued or terminated.

ADM 5-03-6 EMERGENCY VEHICLE OPERATIONS

A. Vehicle Operations
   1. In the course of pursuit, deliberate contact between vehicles or forcing the pursued vehicle off the roadway or into any obstacle, boxing in, heading off, ramming, or driving alongside the pursued vehicle while it is in motion shall be prohibited unless such tactics meet the criteria required for the use of force being applied and the subject poses a threat to the safety of the public. Such action will then be governed by **ADM 5-02**.
   2. Reckless or hazardous driving maneuvers shall not be duplicated by any pursuing vehicle.
   3. There shall be no attempt by officers to pass other field units involved in the pursuit unless the passing police officer received specific direction from the primary pursuit officer or on-duty supervisor.
   4. Unmarked Units: Officers operating unmarked vehicles (provided the vehicle is equipped with emergency lights and siren) may engage in pursuit only when the fleeing vehicle presents an immediate and direct threat to human life. Whenever a marked vehicle becomes available to take over the pursuit, the unmarked vehicle will assume the role of secondary, back up or support officer as directed by a supervisor.
B. Controlled Access Roadways
   1. Officers shall not pursue suspects the wrong way on divided roadways unless specifically authorized by the field supervisor.

ADM 5-03-7 PURSUIT TERMINATION TACTICS

A. Stop Sticks/Spike Strips
   1. Stop Sticks/Spike Strips will not be deployed against two or three wheeled motorcycles except in cases of suspected fleeing violent felons whose

escape poses a danger to life and circumstances justify the use of deadly force. In such cases the deployment will be approved by the on-duty supervisor.

2. Only officers trained in the use of stop sticks shall deploy them.
3. Officers will be mindful of their own safety during deployment and should not take unnecessary risks in attempt to lay out the stop sticks.
   a. Officers should position themselves in a safe location away from the point of impact between the pursued vehicle and the "Stop Sticks".
4. Officers should advise SSCD, the shift supervisor and pursuing units where and when stop sticks are being deployed including roadway and lane location in order for pursuing units to slow their vehicle speed to avoid the stop sticks or to take evasive action.
5. Pursuing units should slow their vehicles to a safe speed in the event that evasive action is necessary at the roadblock to avoid deployed or damaged stop sticks.
   a. The officer will notify units if the stop stick deployment was successful or unsuccessful.
6. Upon successful deployment of stop sticks, officers should allow tire deflation devices sufficient time to slow the pursuit and to evaluate the driver's actions prior to utilizing additional pursuit termination tactics.

B. Pursuit Immobilization Technique (PIT) Maneuver

1. The PIT maneuver is not authorized.

C. Roadblocks

1. The use of a roadblock must be authorized by the on-duty supervisor. In making the decision to employ a roadblock, the supervisor will consider:
   a. The seriousness of the crime for which the suspect is wanted.
   b. The protection of innocent bystanders
   c. The risk of injury to the occupants of the pursued vehicle.
2. If possible, previous attempts should be made to deploy Stop Sticks.
3. The roadblock should be set up at a location clearly visible to approaching traffic and at a distance sufficient to enable approaching to come to a safe stop.
4. Police department vehicles used in stationary roadblocks shall keep the units emergency lights activated. Headlights, spotlights, and takedown lights should not be directly focused toward oncoming traffic.
5. An avenue of escape or lane of travel which can be maneuvered through at a reasonable rate of speed shall be established at the site of the roadblock.
6. Stop sticks will be available to deploy into the avenue of escape/lane of travel as the fleeing vehicle approaches the roadblock.
7. Pursuing units should be advised by officers at the roadblock or SSCD of any tactics being taken at the roadblock to stop the pursuit.
   a. Pursuing units should slow their vehicles to a safe speed on approaching the

roadblock in the event evasive action is necessary to avoid deployed "Stop-Sticks" or other devises.

8. The roadway shall not be completely blocked unless the use of deadly force would be authorized.

D. Firearms

1. Officers shall not shoot at or from a moving vehicle unless:
   a. The officer has reasonable belief that an occupant of the vehicle poses an imminent threat of death or serious bodily harm to the officer or another person or,
   b. The officer has reasonable belief that the occupant is using the vehicle in a manner which poses an imminent threat of death or serious bodily harm to the officer or another person.

E. Officers should employ felony/high risk vehicle stop tactics at the termination of a pursuit when circumstances warrant.

F. Officers will request medical assistance as required for persons injured in a pursuit.

ADM 5-03-8 DISCONTINUATION OF PURSUITS

A. The decision to abandon pursuit may be the most intelligent course of action. Officers must continually question whether the seriousness of the crime justifies continuing the pursuit. **OFFICERS ARE NOT OBLIGATED TO CONTINUE ANY PURSUIT**. **A pursuit shall be discontinued under any of the following circumstances**:

1. When ordered by a supervisor.
2. If, in the opinion of the pursuing police officer or the on-duty supervisor there is a clear and unreasonable danger to the police officer and or other users of the highway created by the pursuit that outweighs the necessity for immediate apprehension.
3. The suspect's identity has been established to the point that later apprehension can be accomplished, and there is no longer any need for immediate apprehension.
4. The prevailing traffic, roadway and environmental conditions indicate the futility of continued pursuit.
5. There is a change in weather or traffic conditions that increases the likelihood of danger as a result of the pursuit.
6. The pursuing police officer knows, or is reasonably certain, that the fleeing vehicle is operated by a juvenile, and the offense constitutes a misdemeanor or a non-serious felony and the safety factors involved are obviously greater than a juvenile can cope with.
7. It becomes evident that the suspect cannot be apprehended when:
   a. The distance between the pursuit vehicle and the fleeing vehicle increases.
   b. The pursuit vehicle loses visual contact with the fleeing vehicle to the extent

that identification of the fleeing vehicle becomes uncertain.

8. The termination of a pursuit does not prohibit the following of a vehicle at a safe speed or remaining in an area to reinitiate pursuit, if the opportunity and conditions permit.
9. If or when the driver is identified, the police officer shall take appropriate enforcement action on the driver for the offense which initiated the pursuit as well as for any criminal offense the police officer has reason to believe the driver committed during the pursuit.

B. Upon discontinuing a pursuit, the pursuing officer shall abandon all active attempts to stop or follow the vehicle by turning off all emergency equipment and slowing to a reasonable speed.

1. The officer will immediately notify SSCD that he/she has discontinued the pursuit.
2. The officer may follow the vehicles predicted route of travel to verify no injury has occurred to innocent citizens.

C. An officer or supervisors' decision to terminate a pursuit shall not be subject to discipline.

ADM 5-03-9 PURSUITS OUTSIDE OF DEPARTMENT JURISDICTION

A. Out of State Pursuits Initiated by SSPD

1. All misdemeanor and non-violent felony pursuits will be discontinued upon entering another state unless the police officer knows, or has reasonable grounds to believe, the suspect presents a clear and immediate threat to the safety of others.
2. Officers will notify dispatch when the pursuit leaves the State of Arkansas.
3. Officers pursuing into another state will relinquish primary position in the pursuit to an officer of the state which the pursuit has entered as soon reasonably possible.
4. SSCD will notify out of state agencies if this agency is in pursuit in their jurisdiction and will advise the on-duty supervisor this has been done. SSCD staff will clarify to the outside agency that the call is a request for assistance or merely a courtesy notification, with no participation desired.
5. Officers will continue in a back-up role only if requested, and with the approval of the on duty supervisor.
6. SSCD will communicate to the jurisdiction being entered;
   a. Unit identification
   b. Location, speed, and direction of travel;
   c. Continually updating SSCD during the duration of the pursuit.
   d. Vehicle description and license number;
   e. The specific reason for the pursuit, including known laws violated;
   f. Number of occupants;

g. Traffic, road and weather conditions.

B. Other Jurisdictions within the State

1. Pursuits initiated by SSPD entering other jurisdictions within the State of Arkansas are governed by SSPD pursuit policy.

D. Pursuits Initiated by Outside Agencies

1. SSPD units shall adhere to SSPD pursuit policy.
2. Units shall assume a support role in pursuits initiated by other agencies.
3. Officers will make a reasonable effort to terminate the pursuit by the use of stop sticks before the pursuit enters the city limits.
4. SSCD shall request of the pursing agency the:
   a. Unit identification
   b. Location, speed, and direction of travel;
   c. Vehicle description and license number;
   d. The specific reason for the pursuit, including known laws violated;
   e. Number of occupants

E. Officers shall not become involved in another agency's pursuit unless authorized by the on-duty supervisor or it is clearly demonstrated that the unit from the outside agency is unable to request assistance, or the emergency nature of the situation dictates the need for assistance. In these instances, all pursuit policies are in effect.

ADM 5-03-10 OVERTAKING /PURSUIT OF A VIOLATOR

A. The decision to overtake rests with the individual police officer. In arriving at their decision they must carefully consider all factors involved, including the seriousness of the offense, the possible consequences and most importantly, the safety of the general public. In order to diminish the likelihood of a pursuit, officers intending to stop a vehicle should be within close proximity to the vehicle prior to activating the emergency lights and siren.

ADM 5-03-11 ACCIDENTS DURING PURSUITS

A. If a police officer is involved in a traffic accident during the course of a pursuit, the police officer should discontinue their part in the pursuit unless circumstances demand otherwise.

B. The on duty supervisor will make the determination, as to whether the pursuit should be discontinued or continued with the backup police officer moving up to the primary unit.

C. The on duty supervisor will insure that the accident involving the primary unit is investigated.

ADM 5-03-12 REPORTING REQUIREMENTS

ALEAP STANDARD: 7.16

A. The primary police officer, and any other police officer involved in the pursuit, shall submit reports detailing the pursuit and their involvement prior to the end of shift.
B. If, during the course of the pursuit, a collision occurs, all involved officers will submit a memorandum, directed to the Chief, through the chain of command detailing their involvement or first-hand knowledge of the circumstances and events.
C. Before the end of the shift in which the pursuit occurred, but no later than twenty-four (24) hours of a pursuit, the on duty supervisor shall conduct an after-action review into the pursuit, unless the on duty supervisor became an actor in the pursuit. In this case, the after-action review will be conducted by the next supervisor in the Chain of Command.
    1. The on duty supervisor will make notification to the Command Officer on call of the time, date and location of the after action review so they may attend.
D. The supervisor shall submit a written "pursuit after action report" to the division commander.
E. The Division Commander of the involved division will evaluate the findings of the after-action report in order to determine if any additional or supplemental training is required, and if the pursuit met policy guidelines and shall forward the evaluation to the Police Chief via the chain of command within 24 hours of the incident.
    1. The Chief or their designee will make a final determination whether a pursuit was conducted within policy and/or direct changes to the policy, identify additional training for personnel, or direct an investigation by Internal Affairs if appropriate.
F. The pursuit after action report will be maintained on file after review by the Chief or their designee for the appropriate retention period.

CITY OF Siloam Springs

Policy Number: ADM 5-04

Police Department Administrative Policy Manual

Approved: April 05, 2016
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Approvals:

City Administrator

Police Chief

City Attorney

SUBJECT: **ADM 5-04 EMPLOYEE DOMESTIC VIOLENCE**

ALEAP STANDARD 7.10

PURPOSE: It is the policy of this agency to deal directly and with any person involved in acts of domestic misconduct. The agency shall take immediate action when notified of any act of domestic misconduct involving an employee of this agency. Citizens or employees involved in domestic violence incidents will be treated equally in response and decisions to arrest. Department response to domestic violence calls for service are governed by **OPR 3-06**

ADM 5-04-1 NOTIFICATIONS OF DOMESTIC VIOLENCE

A. Upon notification of involvement or arrest of a police department employee for domestic violence, the on-duty supervisor will make notification to the Police Chief via the Chain of Command.
B. The Police Chief or his designee is responsible to ensure:
   1. Issuance of an administrative no-contact order to the agency employee if warranted.
   2. The appropriate assignment decision is made regarding the agency employee.
   3. The criminal investigation has been conducted in a reasonable manner.
   4. Developing and/or implementing any necessary safety plan to ensure employee safety.
   5. An internal administrative investigation of the incident is initiated concerning the incident and any collateral employee misconduct. The agency shall be listed as the complainant.
      a. Internal Affairs investigation shall be conducted in accordance with **ADM 5-05**.

ADM 5-04-2 PROTECTION ORDERS AND CONVICTIONS

A. Employees are prohibited from possessing firearms while the subject of a protective order meeting the following criteria: An employee may not possess a firearm when that employee becomes the subject of a final protective order that:
   1. Was issued after a hearing of which the employee received actual notice, and at which such employee had an opportunity to participate;
   2. Restrains such employee from harassing, stalking, or threatening an intimate partner of the employee or child of such intimate partner or person, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child; and
   3. Includes a finding that the employee represents a credible threat to the physical safety of such intimate partner or child; or
   4. By its terms explicitly prohibits the use, attempted use, or threatened use of physical force against such intimate partner or child that would reasonably be expected to cause bodily injury.

B. When a sworn employee is convicted or pleas to any crime related to domestic violence that brings in the provisions of 18 U.S.C. 922(g)(9) law, the employee shall be terminated as not being able to function completely within the job classification for which s/he was hired.

CITY OF Siloam Springs

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City Administrator

City Attorney

Police Chief

SUBJECT: **ADM 5-05 INTERNAL AFFAIRS INVESTIGATIONS**

ALEAP STANDARD: 2.04, 2.05, 2.06, 2.07, 2.08, 2.09, 2.10

PURPOSE: The public expects fair and impartial law enforcement services. To protect the rights of the public as well as the employee rights, it is necessary that allegations of misconduct be thoroughly investigated. Any person may file a complaint with the police department if they feel they have been stopped, searched or treated unfairly and without legally sufficient cause, to include racial, ethnic, or gender-based profiling. No person shall be discouraged from filing a complaint, or discriminated against because they have filed a complaint. No person will be asked to waive his or her right to sue over police misconduct by a member of this agency.

ADM 5-05-1 DESIGN AND FUNCTION OF INTERNAL AFFAIRS

A. The Internal Affairs function documents, reviews, classifies, investigates, and/or monitors the investigation of allegations of personnel misconduct, no matter how the complaint is received.

B. Additional employees may be designated as an Internal Affairs investigator as an assigned duty, or on a temporary basis. This selection process will be based on the recommendation of command staff and must be approved by the Chief or his designee.

C. When acting as an Internal Affairs investigator, personnel operate within the Internal Affairs Chain of Command, consisting of the appropriate Division Commander, the Deputy Chief and the Chief. These personnel have full authority to question all involved persons and to challenge their version of the facts.

D. Personnel shall not discuss their activities with anyone outside of Internal Affairs without authorization.

E. A designated Division Commander maintains the complaint log and controls the secure central file for complaint investigations.

ADM 5-05-2 EMPLOYEE REQUIREMENTS REGARDING MISCONDUCT

A. Employees who have reason to believe they have contributed to a situation that may result in a citizen complaint should make a reasonable attempt to resolve the area of misunderstanding at the time of the occurrence.

B. Whether or not the employee is able to resolve the complaint, the employee will report the details of the incident to their supervisor, who may then require the police officer to document the incident.

ADM 5-05-3 COMPLAINT LEVELS

ALEAP STANDARD: 2.06

A. Major Complaints will be investigated by the Deputy Chief or his designee and involve allegations of employee misconduct in the following categories:
   1. Specific criminal acts
   2. Brutality
   3. Corruption
   4. Serious Use of Force violations
   5. Mixtures of personnel misconduct and criminal acts
   6. Violations of Civil Rights
   7. Prejudicial acts related to race, ethnicity, religion, gender, physical or mental handicap, age, color, or sexual orientation.
   8. Sexual Harassment
   9. Hostile work environment
   10. Those assigned major complaint status by the Chief.

B. Minor Complaints will be investigated by the Division Commander or the employee's immediate supervisor and consist of all allegations regarding personnel misconduct that do not rise to the level of a major complaint.

ADM 5-05-4 AUTHORIZED FORMS

A. Complaint forms shall be maintained in locations accessible to the public.
   1. Complainants will not be required to file a complaint form to initiate an investigation, although a form will be offered to complainants to assist them in relating useful information.
   2. Complainants will not be required to sign their forms.

B. Report of Investigation – Minor Offense:
   1. This document is the substantive source of information from the supervisor regarding the initial complaint, their investigative actions and their resolution or recommendation for the incident.

C. Report of Investigation – Major Offense:
   1. Contains the record of the major investigation, its findings and any recommendations related to the incident for review by the supervisor rendering corrective action.

ADM 5-05-5 PROCESSING COMPLAINTS

ALEAP STANDARD: 2.07

A. Minor Complaints
   1. Any employee may accept a complaint. Non-supervisory employees should refer the complainant to the on-duty supervisor of the division involved, or if the supervisor is not available, accept the person's complaint and forward it to the appropriate supervisor in a sealed envelope.
      a. If the supervisor determines the complaint is minor, they will investigate the issue, including any corrective action and forward their Preliminary Investigation Report up the Chain of Command to the Division Commander, who will review and file the report.
B. Major Complaints
   1. If information is received that meets the criteria of a major complaint, supervisors will complete a memorandum detailing the information they have received and forward it directly to their Division Commander.
   2. The Division Commander will confer with the Deputy Chief and direct the appropriate method of investigation.
   3. The Police Chief will be notified of all major complaints as soon as practical.

ADM 5-05-6 RULES OF PROCEDURE

A. Complaints may be received in person or in writing, via mail, email, telephone or facsimile; anonymous complaints against specific employees will not normally be investigated unless convincing evidence is provided to indicate the complaint is valid.
B. Complaints will be accepted and investigated if received within one hundred and eighty (180) days from the commission of the alleged violation.
C. In general, anonymous complaints involving this department's practices will be evaluated to determine if a practice or policy may be improper.
D. Complaints involving alleged violations of the provisions of 1-2-503; 1-2-504, 12-12-1402, ACA (1987), will be accepted and fully investigated even if they are anonymous complaints.
E. All complaints will be investigated in a timely manner.
   1. Under normal conditions, investigations will be completed within 45 days of receipt, except in the case of an especially complex or time-consuming investigation, where the particulars for the delay are explained in detail via a

letter to file.

F. A thorough investigation shall be conducted in accordance with Title 14, Chapter 52 (ACA, 1987), utilizing proper investigative procedures, the investigator's training, and recognized best practices.
   1. All employees must appear for interviews and are compelled to answer questions completely and truthfully during an internal investigation. They are protected in a criminal investigation pursuant to Constitutional guarantees, Garrity v. New Jersey, 385 U.S. 493 (1967), and applicable laws.

G. A letter of verification of receipt will be mailed to the complainant within three business days of a complaint's receipt by the supervisor or IA investigator conducting the investigation.
   1. This letter will identify the supervisor or IA investigator and contain the assigned case number for reference.
   2. If the complaint investigation exceeds forty-five days, the supervisor or IA investigator will notify the complainant by phone or in writing if necessary, as to the status.

H. Supervisors and IA investigators will investigate all employee conduct during an incident and document their findings.

I. If an employee is placed on Administrative Leave in conjunction with a complaint investigation, they will remain within a geographic area sufficient to enable them to be physically available to the police department between the hours of 0800 and 1700, Monday through Friday. Exceptions to this requirement will be authorized by the Chief or their designee.

J. Whenever a supervisor or IA investigator develops reason to suspect that a criminal act has occurred in relation to the complaint, they will immediately suspend their investigation, and notify the police officer, as well as the employee's chain of command. Unless directed to remain open by the Police Chief, the internal investigation will remain suspended until after a criminal investigation into the incident has been conducted by an agency outside the Police Department.

ADM 5-05-7 CLOSING COMPLAINT INVESTIGATIONS

ALEAP STANDARD: 2.10

A. Withdrawal of a complaint or unavailability of a complainant to make a statement should not be a basis for closing an investigation or rendering a disposition of "Insufficient Evidence to Prove or Disprove" without further attempt at investigation.

B. There is no automatic preference in favor of an employee's or the complainant's statement; the investigation will be weighed by the facts collected.
   1. In making credibility determinations, the supervisor or IA investigator should consider:

a. The employee's history of complaints including those with dispositions other than "sustained" and the disciplinary record related to those complaints.
b. The complainant's criminal history for crimes involving untruthfulness.
c. Any credibility determinations should be explained fully in writing.

C. At the conclusion of any investigation, the supervisor or IA investigator will issue a report describing:
1. Alleged misconduct for which the investigation was conducted.
2. Other misconduct identified during the course of the investigation.
3. A summary of all evidence gathered during the investigation (including an explanation for any absence of evidence).
4. Documentation of all credibility determinations.
5. The accused employee's complaint history.
6. Any other material pertinent to the investigation.

D. The supervisor or IA investigator will also forward a memorandum to the subject(s) of the investigation informing them the investigation is completed and notifying them of the supervisor tasked with reviewing the final report and making a final recommendation. In some cases (as in a minor complaint), this notification will be inclusive to the corrective letter issued by the investigating supervisor.

E. The appropriate supervisor will determine findings with respect to all potential misconduct, and include their analysis supporting the findings along with the disposition.

F. Once an investigation is complete, any employee identified as a principal may submit a written request through their chain of command to review their portion of the investigation.

G. Within three days of the completion of all personnel action, the supervisor or IA investigator will notify the complainant in writing of the **findings** of the investigation.

ADM 5-05-8 EMPLOYEE ACKNOWLEDGEMENT AGREEMENTS

A. An Employee Acknowledgement Agreement (EAA) is an alternative method to a full investigation when the employee readily acknowledges their error, wants to conclude the matter promptly, and the violation was a first-time violation. It is also one of the last steps in the education based discipline option.

B. In addition to the matter being closed far more quickly, less investigative resources are used. The intent is to establish what happened during the event using a fair process, document the truth, and develop an immediate corrective solution while still preserving an employee's rights.

C. Employee Acknowledgement Agreements must be drafted by an employee's direct supervisor, and approved by the next supervisor in the chain of command. The employee must accept responsibility for their actions, and must either write a

memorandum detailing their misconduct and accepting responsibility, or be interviewed on a digital recording acknowledging the conduct.

D. Investigating supervisors must advise the employee of their right to consult with their attorney before deciding to accept an EAA; writing the memorandum; or, acknowledging their error on a digital recording.

E. An EAA will be documented in a memorandum and may include an Employee Performance Improvement Plan drafted in accordance with the education based discipline program (**ADM 1-05-9**).

ADM 5-05-9 RECORDS

A. At the completion of any investigation, the original copy of the complaint and the final investigative report will be forwarded to the Division Commander maintaining Internal Affairs records.

B. Corrective action will follow the guidelines listed in the Siloam Springs Employee Handbook and police department policy or procedures.

C. Unless they are the principle of an investigation or material witness to it, any command staff member may review any investigative action, findings or recommendations at their discretion.

   1. If the Chief, or any senior staff with whom they consult, does not agree with the investigation, reports, findings or recommendations, they will not attempt to influence the findings of the supervisor or IA investigator, but will detail their rationale, in writing, and the Chief, if necessary, will render express findings and a final disposition.

ADM 5-05-10 TYPES OF DISPOSITIONS

A. The following dispositions will be used at the conclusion of any investigation.

   1. EXONERATED - incident occurred but was lawful and did not violate policy.
   2. INSUFFICIENT EVIDENCE TO PROVE/DISPROVE - insufficient evidence exists to either prove or disprove the allegation(s).
   3. SUSTAINED: evidence sufficient to prove allegation.
   4. SUSTAINED FOR MISCONDUCT NOT BASED ON COMPLAINT- where misconduct not alleged in the complaint is substantiated.
   5. UNFOUNDED- allegation is false or not factual or the employee was not involved.
   6. INADEQUATE POLICY - The policy provided inadequate guidance or was not in line with present legal standing or recognized common, and/or best practices, thus contributing to the complaint at issue. (Recommendations must be made to correct the policy).

ADM 5-05-11 MANAGEMENT AND PUBLIC OVERSIGHT

ALEAP STANDARD: 2.09

A. Complaints received for investigation will be prominently and individually identified. Inquiries will not receive a control number.

B. A designated Division Commander will prepare an annual report of all investigations conducted in accordance with **ADM 5-07 Audits and Inspections**.

   1. Such reports will include each investigation's significant dates, general allegations, disposition, and any resulting supervisory steps or discipline.
   2. This report will also identify those employees with three or more complaints of misconduct in one year, except that complaints determined to be "Unfounded", "Exonerated" or "Inadequate Policy" shall not be counted.
      a. Upon reviewing this report, the employee's direct supervisor shall develop a professional employee improvement plan with the employee detailing necessary retraining, counseling, assignment to a field training officer, transfer, and/or reassignment intended to correct the substantiated misconduct.

C. This report shall include an analysis of the effectiveness of present policies and training and to determine the need for new or further training, revisions to policies or other management action.

D. All administrative investigative files are confidential and shall be used exclusively by the police department in assuring internal discipline and integrity. Investigative files shall be kept in a secure location and access to these files is strictly limited and they shall not be released to anyone without the permission of the Chief or by court order.

ADM 5-05-12 INVESTIGATIONS BY OTHER AGENCIES

A. All police department personnel, upon becoming aware that they or another employee are the subject of or witness in an investigation by an outside law enforcement agency, will notify a supervisor before making any statements to representatives of the outside agency.

B. This procedure will ensure that all personnel are fully informed of their applicable legal rights, which may include, but not be limited to:

   1. Talking with an attorney of their choice, if personnel are the subject of a criminal investigation.
   2. Being fully advised of their rights.
   3. Having an audio or video recording device present during the interview.

CITY OF Siloam Springs

Policy Number: ADM 5-06

Police Department Administrative Policy Manual

Approved: April 05, 2016
Revision Date: _____

Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **ADM 5-06 CRIMINAL INVESTIGATIONS OF LAW ENFORCEMENT**

PURPOSE: The transparent and professional investigation of police department personnel and other agency personnel is critical for the maintenance of professional conduct in a law enforcement agency. Additionally, the integrity of the police department depends on the personal integrity of its personnel. This policy provides direction whenever an employee of this or of another law enforcement agency is a defendant, suspect or person of interest in a criminal investigation.

ADM 5-06-1 CRIMINAL INVESTIGATIONS OF POLICE PERSONNEL

A. Officers may cite an employee of this office for minor traffic violations in the same manner they would any other driver.
B. With the exception of a minor traffic violation, whenever there is reason to suspect an employee has committed a crime, the responding police officer or supervisor will take all necessary actions to protect life and safeguard property. Once the situation is stabilized and the scene secure, they will notify the Chain of Command.
C. The Chief or their designee may request another agency having concurrent jurisdiction conduct the criminal investigation.
   1. If no agency agrees to conduct the investigation, or the issue is of such urgency that it must be immediately attended to, the police department will conduct the investigation following all procedures and legal requirements of such investigation.
   2. In addition to the actions necessary for a proper investigation, the Chief, Deputy Chief and the employee's Division Commander will be notified immediately by the first supervisor having knowledge of the event.
   3. The Chief or their designee will act as liaison between any prosecutor's office

and the police department in any investigation involving criminal offenses by office personnel.

D. The criminal investigation of an employee will take precedence over the internal affairs investigation. As such, it will be completed before any administrative questioning or investigation is initiated.
   1. Initiating an internal affairs investigation prior to the completion of a criminal investigation is authorized when it is deemed necessary to address safety or performance issues that would adversely impact the Police Department's missions. The decision to allow an administrative investigation to commence while the criminal investigation ongoing is the Chief's alone and may not be delegated.

E. If an employee of this office has been booked by this office or another agency, the first supervisor having knowledge of the event will ensure that the proper documentation has reached the appropriate Division Commander's office by 0800 hours the following day.

ADM 5-06-2 CRIMINAL INVESTIGATIONS OF PERSONNEL FROM OTHER LAW ENFORCEMENT AGENCIES

A. Officers may cite an employee of another department for minor traffic violations in the same manner they would any other driver.

B. If during the preliminary investigation into an incident a police officer develops reason to suspect an employee from another law enforcement agency has committed a crime, the primary police officer will notify their supervisor who will:
   1. Direct the police officer to conduct the investigation.
   2. Transfer investigative responsibility to an IA investigator or a police officer of higher rank; or,
   3. Assume the investigation themselves based on the situation and available resources.

C. The sworn employee who assumes the investigation shall conduct it pursuant to statutory requirements and policy, using the same discretion and standards employed when dealing with any other citizen.

D. If probable cause is established that a crime has been committed, the arrest will be made by the investigating sworn employee following statutory guidelines and police department procedures.
   1. The suspect will be booked and the arresting police officer, or supervisor will ensure the detention personnel are aware the person is a law enforcement employee and request that, for their safety, they be segregated from other prisoners after the booking process.
   2. The field supervisor aware of the incident is responsible for making notifications to their Chain of Command as soon as possible.
   3. Where arrest is not appropriate, the chain of command will be notified prior

to release of the suspect and this will be documented in the report.

4. A completed criminal case will be submitted to the Prosecuting Attorney's Office.

E. The Chief or their designee will act as liaison between the police department and the arrested person's law enforcement agency

CITY OF Siloam Springs

Policy Number: ADM 5-07

Police Department Administrative Policy Manual

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Approvals:

City Administrator

Police Chief

City Attorney

SUBJECT: ADM 5-07 AUDITS AND INSPECTIONS

ALEAP STANDARD: 1.10, 3.03, 3.13, 6.10, 7.27

PURPOSE: Some police operations and tasks have a high risk, high liability potential. These police operations must be undertaken in a consistent, methodical manner in an attempt to undertake the necessary police operation/task, yet reduce the liability potential. This liability potential can be reduced when the department can document that the procedures in place were consistently followed. A police department must conduct formalized, regular audits and inspections of these high risk, high liability operations and tasks and equipment valued at $5000.00 or more. It is the policy of this department to conduct audits and inspections of designated police operations and tasks on both a scheduled and unannounced frequency.

ADM 5-07-1 PROCEDURE

A. Schedule: The following operations/tasks and special use equipment shall be audited/inspected on the following schedule:

Access to criminal information systems (a)	Annual Report
Citizen complaint investigations (a)	Annual Report
Response to Resistance Reports (a)	Annual Report
Pursuit Reports (a)	Annual Report
Property/Evidence (Narcotics, Money, Guns) (a/i)	Annual Report
Crowd control contingency plans and equipment (a/i)	Annual Report
Less - lethal weaponry (a/i)	Annual Report
Department firearms (a/i)	Annual Report
Video camera supervisory reviews (a)	Quarterly Report
Mandated training (a)	Annual Report
Biased-Based Profiling Policy Review/Update (a)	Annual Report
Field Training Officer Program Review	Annual Report

Stored munitions (a/i)	Semi Annual
SCBA (i)	Semi Annual
Radios (a/i)	Annual
Department weapons (a/i)	Annual
Vehicles (a/i)	Annual
Body Armor (i)	Annual

B. Inspection Process: The process of the inspection/audit shall respect the dignity of all departmental personnel and conducted in a professional manner.
   1. Written Report: Each audit/inspection shall be reduced in writing.
   2. Specific examples of positive and negative issues, if observed, shall be identified.
   3. This report shall be forwarded directly to the Police Chief and/or their designee.

C. Follow-Up Requirements
   1. Each audit/inspection report that identified a deficiency or area of concern shall result in a follow-up audit/inspection within one month of the discovery of the deficiency.

D. Maintenance Of Audit/Inspection Reports
   1. All reports of audit/inspections shall be maintained in a secure location for a minimum of five (5) years or longer where required by state law.

SILOAM SPRINGS POLICE DEPARTMENT
Operations Policies

This portion of the Employee Manual contains protocols for activities that involve the daily functions of the police department such as uniformed patrol, crash investigations and criminal investigations. General guidelines tend to involve both sworn personnel and certain civilian employees, and are not necessarily tied to a specific section or assignment. Other, more specific protocols are provided that give guidance for accomplishing tasks that may be rare, or require standardization. These protocols often define the section having overall responsibility for an activity for you, explain the processes that are usually followed in a given situation, and establish the manner in which an activity would normally be documented. In this section, you will find:

OPR Chapter 1: General Guidelines

OPR Chapter 2: Courts and Prisoner Protocols

OPR Chapter 3: Patrol Protocols

OPR Chapter 4: Investigation Protocols

OPR Chapter 5: Emergency Response Protocols

Chapter 1: General Guidelines

THIS SECTION CONTAINS OPERATIONAL POLICIES AND PROCEDURES THAT RELATE EQUALLY TO ALL PERSONNEL, OR INVOLVE A SHARED FUNCTION OF SOME TYPE. IT EXPLAINS WHEN EMPLOYEES ASSIGNED TO A PARTICULAR FUNCTION HAVE RESPONSIBILITY FOR AN EVENT OR PROCESS, AND HOW TO CARRY OUT CERTAIN PROCESSES IN AN EFFICIENT AND STANDARD MANNER LIKE HANDLING, PROCESSING OR SUBMITTING EVIDENCE. IN IT, YOU WILL FIND:

OPR 1-01 **REPORTS AND CASE FILES** - Basic procedures for preliminary and follow-up investigations.

OPR 1-02 **ARRESTS, ARREST WARRANTS AND BOOKING** - Arrest and Booking Procedures.

OPR 1-03 **EXECUTION OF SEARCH WARRANTS** - Search Warrant procedures.

OPR 1-04 **EVIDENCE, CONFISCATED ITEMS AND FOUND PROPERTY** - Technical procedures for handling, submitting, and disposing of evidence or found property.

OPR 1-05 **CRIMINAL INTELLIGENCE** - Procedures and guidelines for gathering intelligence and using informants.

OPR 1-06 **JUVENILES** - Procedures involving juveniles whether they are a suspect, arrestee, witness or victim.

OPR 1-07 **RESPONSE CODES** - The guidelines for code 1, 2 or 3 operations.

OPR 1-08 **CLANDESTINE DRUG LABS AND LARGE MARIJUANA GROWS** – Procedures for how we respond to clandestine labs and marijuana grows.

OPR 1-09 **DETENTION OPERATIONS** - Procedure for the operation of the detention facility

CITY OF Siloam Springs

Policy Number: OPR 1-01

Police Department Operations Policy Manual

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Approvals:

City Administrator

Police Chief

City Attorney

SUBJECT: **OPR 1-01 REPORTS AND CASE FILES**

PURPOSE: Siloam Springs Police Department policy is to conduct investigations related to criminal activity as well as certain non-criminal events and document such activity on the appropriate forms or reports. It is the responsibility of all officers to carry out assigned investigations in a thorough, efficient, and timely manner. It is the duty of all non-sworn employees to efficiently carry out their responsibilities in support of these functions.

OPR 1-01-1 PROCEDURES

A. Officers will document their response and investigative actions in appropriate reports.
   1. Officers will complete an Incident Report for any event in which they have reason to suspect the elements of a criminal act exist.
   2. Officers will complete information reports documenting non-criminal events if they take any actions under color of law; if Arkansas statute requires a report of the event; or to document events the police officer or a supervisor deems should be reported.
   3. Officers will enter their reports and documentation into the Records Management System (RMS) for review, regardless of the type of report.

B. Supervisors will check reports every shift and either approve them or reject them to the police officer with remarks for any necessary corrections.
   1. Initial reports are due no later than the end of shift unless authorized by the on-duty supervisor. The pending of an initial or on-view report will be authorized only on a case-by-case basis. If this occurs, the approving supervisor must forward an email memorandum to their Division Commander explaining why they authorized the pending of the report.
   2. In all cases, immediate supervisors coordinate with their subordinates to ensure corrections are accomplished and the approved reports finalized in RMS no later

than one calendar day from the incident report date unless otherwise authorized by the next supervisor in the Chain of Command.

3. For any active incident, officers must complete a case note entry every 14 days documenting all investigative activity during the prior 14 days, if any has occurred.
4. Any police officer who is involved in a case, but is not the primary investigating police officer shall complete their supplement by the end of shift but no later than 24 hours unless otherwise authorized by their supervisor, and in all cases before a police officer goes on days off.

C. Immediate supervisors will document any observations or directives necessary to managing the case within the records system.

D. All officers will create physical case files of active investigations where the complexity of the investigation is such that the investigation cannot be adequately organized or managed by RMS. **(See Table OPR 1-01-3)**.

1. The active case file shall be maintained by the investigating officer.

E. Every document contained in a case file will have the case number recorded in the upper right hand corner of the document. This includes hand written notes, criminal history, drivers' history and any and all peripheral documents. If the document contains a form or block for recording this number, it will be used. If the document does not have a designated location to type the case number, the case number will be hand written, or a typed label may be applied.

F. To facilitate effective review these files will be put together in a 6 way folder with a standard format as follows:

1. Tab 1, Case Notes;
2. Tab 2, Original incident reports;
3. Tab 3 and 4, Exhibits:
   a. Exhibits within the report are defined as any investigative document which supports the Report of Investigation and documents any of the following; material facts, statements, crime scene sketches, photo logs, investigative actions (such as results of an interview), collection, submission or analysis of evidence, receipt of documents such as medical records.
4. Tab 5 and 6, Background and Intelligence Documents: Other documents and information which is used or obtained during the investigation but does not support material facts or provide bearing on material facts of the investigation. These documents could include driver history, criminal history, data base searches, previous booking photographs and other peripheral documents which detectives use in the investigation for reference but have no discernable value to the completed investigation.

G. At any time, any supervisor needing information on an investigation should obtain the case file and read through it, making notations in the records management system as appropriate.

H. After the completion of all possible investigative effort, the police officer or detective will assign and document a case status as appropriate:

1. Inactive: Suspend the case when all logical leads have been expended, although

the case has not been resolved.

a. An RMS entry of "Inactive" will be entered and a supplement indicating all leads have been exhausted or met with negative results will be documented.
b. In cases where a warrant has been issued but the suspect is still at large but no additional investigative action is required upon arrest.
c. When the suspect is arrested the case status will be changed to Cleared/Closed by Arrest and the arresting officers shall enter a supplement to the original report documenting the arrest.

2. Unfounded: Declare the case unfounded where the police officer or detective has established that no crime occurred.
3. Closed by Arrest: When a subject has been arrested for the offense.
4. Closed by Exception: When the investigation has been completed and or the following circumstances exist. In such cases the officer shall complete a supplement in RMS indication the reason for the exception.
   a. Death of the Offender
   b. Prosecutor declined. When obtained in writing, a copy will be entered into the case file.
   c. Extradition declined.
   d. Victim refused to cooperate. The officer shall document the circumstances of the declination and obtain a written declination if possible.
   e. Juvenile/No custody. In cases where the age of the offender does not meet the legal age to form a criminal predicate.
5. Closed By Other Means: When circumstances exist where the ability to successfully bring a judicial resolution to the investigation.
   a. Upon receipt of Judgment and Sentence where the original offense will not be prosecuted, such as a plea agreement.
   b. Statute of Limitations has been reached.
6. No case will be suspended, cleared or closed by a police officer without a reviewing supervisor's authorization.
   a. Supervisors will consider solvability factors when assessing the suspension, clearance and closure of an investigation.
7. Initial reports will be completed by the police officer or detective having primary responsibility for the investigation.
8. Reports of Investigation (ROI) CLOSED will be submitted anytime an investigation is closed and no additional investigative action is required. The ROI CLOSED will document the entire investigation from initial open though completion of all investigative action. The ROI CLOSED will also document disposition of subjects and any prosecutorial opines regarding the investigation. THE ROI CLOSED should be written in chronological order of investigative actions and case progression taken by the assigned detective and will include; key points of interviews, interrogations, written statements, investigative actions, crime scene examinations, evidence collection, evidence processing results, laboratory submissions and results,

and documents pertaining to the follow up of all leads. The actual supporting documents of the investigation such as; statements, Miranda warnings, investigative actions, lab requests, et al, will be referenced in the body/synopsis of the ROI closed as an "exhibit".

9. SUPPLEMENTAL reports after case closure: A supplemental report will be submitted when a case has been previously closed and does not require re-opening, but specific action(s) is conducted which should be documented in the report of investigation.
10. Distribution shall be listed in the case notes and on the last page of the ROI closed narrative. The distribution lists the agencies to receive a copy of the investigation as well as any exhibits contained as shown in the example below;
    a. DISTIBUTION
    b. BCPA...Copy All
    c. ASP CADC...Less Exhibits

OPR 1-01-2 RECLASSIFICATION OF CRIMES

A. Any police officer with primary responsibility over an investigation may reclassify it, if after proper investigation, the elements of the original crime reported are not present. If this should occur, they are to submit a supplemental report explaining why the crime is being reclassified.

OPR 1-01-3 <u>TABLE: CASE FILE</u>

1st Tab	2nd Tab	3rd Tab	4th Tab	5th Tab	6th Tab
Case Notes	Original Offense Report	Investigative Actions and Supplement Reports	Continuation of Investigative Actions and Supplement Reports	Background documents such as Criminal History and intelligence documents.	Background documents such as Criminal History and intelligence documents.

OPR 1-01-4 CID REFERRALS

A. If a police officer responds to a call they determine is CID's primary responsibility, they will immediately secure the scene, request a detective and notify their immediate supervisor.
    1. Securing the scene may also include identifying witnesses, conducting canvas interviews and safeguarding items of evidences.

B. It is the responsibility of the investigating police officer or detective to properly channel all pertinent case information to the Prosecuting Attorney's Office.

C. Active cases that are not a primary responsibility of CID but are going to be referred to them will transfer through a police officer's immediate supervisor to the investigations supervisor, with the transfer recorded in RMS.

D. Officers will notify the reporting parties or victims of the status of an active case every

two weeks, or when it is being suspended or closed, unless doing so would compromise the investigation.

E. Supervisors will review their subordinate's cases to ensure timely investigation and reporting. They may re-assign a case based on a police officer's case load.

OPR 1-01-5 CASE SUMMARIES

A. The CID Supervisor will compile a case activity summary reporting the status of active cases for the personnel under their supervision on a monthly basis. A copy of this report will be forwarded to the Police Chief via the Division Commander in charge of Criminal Investigations.

B. This case activity summary will be retained for one year from the time it was drafted.

OPR 1-01-6 DISPOSITION OF PHYSICAL CASE FILES

A. Within 30 days of a case being adjudicated, a Judgment and Sentence issued, or its being unfounded, closed or suspended, officers will forward the physical case file to the Records Section for storage. The physical case file will retain all items placed in it during the course of the investigation.

CITY OF Siloam Springs

Policy Number: OPR 1-02

Police Department Operations Policy Manual

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Approvals:

City Administrator

Police Chief

City Attorney

SUBJECT: **OPR 1-02 ARRESTS, ARREST WARRANTS AND BOOKING**

ALEAP STANDARD: 7.02, 7.03, 7.04

PURPOSE: Siloam Springs Police Department policy is to arrest felony and misdemeanor violators of laws which its officers are empowered to enforce and to follow correct legal procedures required in arresting, booking, and filing charges against such violators.

OPR 1-02-1 ARREST AUTHORITY

A. Felony arrests may be made through the authority of a warrant or on probable cause as guided by Arkansas statute.
   1. Probable cause felony arrests may be made for all:
      a. Felony narcotic offenses.
      b. Felonies in progress (e.g., violent crimes, burglaries, etc.)
      c. Violent crime offenses (e.g., aggravated battery, aggravated assault, criminal sexual penetration, etc.).
      d. Any felony for which the officer has probable cause, however officers shall be mindful that continued investigation and seeking a warrant may often be more prudent in furthering complex criminal investigations.

B. Misdemeanor arrests may be made:
   1. By the authority of a warrant or court order.
   2. Based upon the police officer's personal observation of the offense.
   3. As the result of misdemeanor traffic investigations involving accidents.
   4. For misdemeanor shoplifting offenses.
   5. At the scene of a domestic disturbance when there is probable cause to believe that the person has committed an assault or battery upon a family or household member.
   6. For certain other offenses in which statutory law specifically permits

misdemeanor arrests to be made based upon information received, rather than upon direct law enforcement observation.

C. All arrests involving a controlled substance require a field test by a trained police officer to establish probable cause for an on-view arrest.

OPR 1-02-2 REPORTS TO BE WRITTEN

A. An offense report indicating all charges and detailing the circumstances will be written by the arresting police officer for any incident requiring the completion of a criminal complaint with the exception of traffic arrests which can be detailed in the narrative section of the arrest report or on an offense report if necessary.

B. A supplemental report will be written for warrant arrests stemming from an official report or if someone is taken into protective custody.

C. Arresting officers will check N.C.I.C. on all persons taken into custody. In the case of a hit subsequent to an arrest on other charges, the arresting police officer will verify the hit through the N.C.I.C. operator and advise the operator that the subject is in custody.

OPR 1-02-3 ARREST OF U.S. POSTAL SERVICE DRIVERS, MILITARY PERSONNEL, ILLEGAL ALIENS, AND ARMORED CAR DRIVERS

A. The drivers of mail-carrying vehicles and armored cars shall not be taken into custody except when they are charged with a felony or DWI, or when their mental or physical state is such that they are a hazard to the public.
   1. Upon taking such a driver into custody the arresting police officer shall immediately have the local United States Postal Service office or armored car company notified.
   2. Pending the arrival of a postal representative or armored car company supervisor the arresting police officer shall maintain the safety of the postal vehicle or armored car and its contents.

B. Whenever active duty military personnel are arrested and booked for any offense, the arresting police officer shall notify the military law enforcement agency at the closest installation of the service member's branch of service and advise them of the arrest.

C. Enforcement of immigration laws and arrest of illegal aliens resides exclusively with federal agents.
   1. Officers shall stop and question, detain, or arrest persons in accordance with the U.S. and Arkansas Constitutions and Arkansas statutes, without consideration as to whether the person is a deportable alien.
   2. When an arrest results in the possibility that the person seized may be an illegal alien, officers shall notify the closest Immigration and Customs Enforcement office immediately, so that they may respond appropriately. This may result in an "immigration hold" being placed on the person by agents.

OPR 1-02-4 ARREST WARRANTS

ALEAP STANDARD 7.02

A. In order to serve any warrant the following information must be provided by the agency requesting service of the warrant:
   1. Physical Description: The warrant must include a description of the wanted person sufficient to identify the fugitive. The description must include:
      a. Name
      b. Sex
      c. Race
      d. Height
      e. Weight
      f. Hair color
      g. Date of birth or Social Security Number.
   2. Warrant Description: The warrant must include:
      a. Originating agency
      b. Court issuing warrant
      c. Jurisdiction and state
      d. Charge(s)
      e. Date of warrant
      f. Warrant number
      g. Issuing judge, and bond.
   3. Extradition:
      a. If the warrant is not issued in the City of Siloam Springs, the warrant must indicate that the issuing jurisdiction will extradite before the warrant can be served.

B. Requests for additional information from the issuing agency should be made when a question exists in the mind of a police officer or supervisor as to the identity of the defendant or the validity of the warrant.

OPR 1-02-5 AUTHORITY TO ARREST OUTSIDE OF PRIMARY JURSIDICTION

A. Within the State of Arkansas, Siloam Springs Police Officers are authorized to arrest persons outside of the city's primary jurisdiction based on probable cause or an arrest warrant when:
   1. The offense was committed within SSPD jurisdiction and investigated by SSPD.
   2. While serving as a task force member and authorized by a Memorandum of Understanding (MOU).
   3. While conducting joint operations or investigations with agencies.
   4. When in hot pursuit from SSPD jurisdiction and the pursuit leads across jurisdictional lines.
   5. Upon request of an outside agency for assistance.
   6. The offense is such that in the judgement of the officer, the seriousness of the offense and or danger to the public exists which requires the officer to take immediate action.

a. In such cases the officer should first attempt to notify SSCD and request assistance from the agency having primary jurisdiction.
b. If the officer cannot contact SSCD, the officer should attempt to contact the agency having primary jurisdiction and request assistance.
c. If the offense is such that immediate action is required to prevent the immediate threat of death or serious bodily harm of persons, the officer will make notification as soon as practical.

B. Arrests outside the State of Arkansas: Siloam Springs Police Officers are authorized to arrest persons and may assist with the arrest of a person based on probable cause or an arrest warrant when:
1. Commissioned by the county, state or federal entity having jurisdiction over the person and location of arrest.
2. While serving as a task force member when authorized by law and a Memorandum of Understanding (MOU) between SSPD and the entity having jurisdiction.
3. When in hot pursuit from SSPD jurisdiction and the pursuit leads across state lines.
4. Officer may assist with an arrest while conducting joint operations or investigations with out of state agencies.
5. Upon arrest, the subject will be released to the law enforcement agency having primary jurisdiction, or booked into a detention facility within the jurisdiction of the arrest.
   a. Extradition procedures will be followed before an arrestee is transported back across state lines.

OPR 1-02-6 TELEPHONE REQUESTS

A. A telephone request for the arrest of a fugitive will be treated as information only until confirmed by teletype, N.C.I.C. or letter meeting the requirements set forth by law.

OPR 1-02-7 TELETYPE REQUESTS

A. Teletypes requesting assistance in locating and arresting a fugitive must include information necessary for the service of a warrant as outlined by law and this policy.
1. If these requirements are not met, the issuing agency will be advised that the police department will not serve the warrant without additional information and the teletype will be considered as information only and not as arrest authority.

B. Teletypes permitting a choice will not be honored (e.g., collection of fine in lieu of jail, restitution, court costs, etc.).

C. Teletypes from out-of-state agencies requesting arrest on misdemeanors should be evaluated by a supervisor prior to service.

OPR 1-02-8 GRAND JURY INDICTMENTS

A. Knowledge that a "true bill" has been returned by the grand jury does not constitute ground for a valid arrest. Arrests stemming from grand jury indictments will be made only after the resulting bench warrant is received by the Police Department.

OPR 1-02-9 EXECUTION OF ARREST WARRANTS

A. N.C.I.C. hits by themselves do not meet probable cause for arrest.
   1. Officers may handcuff and detain a subject based on an NCIC hit pending confirmation of the warrant
   2. N.C.I.C. hits are sufficient probable cause to arrest with warrant authority when the identity of the defendant is clearly established and the warrant has been confirmed by the originating agency.
   3. The arresting police officer shall advise the N.C.I.C. operator when the defendant is in custody.
B. If officers are denied access to private property and they have probable cause to believe the wanted person is inside, the scene should be secured and a search warrant obtained before proceeding with the search for the wanted person.
C. The search of private property for a wanted person when not in hot pursuit may be conducted only with consent to search or with a valid search warrant unless exigent circumstances exist as defined below.
   1. In regards to a felony warrant, only personal knowledge (in other words visual recognition of the person) establishes sufficient probable cause to search without consent or a search warrant.
D. When in doubt, officers are expected to further investigate the validity of any warrant.

OPR 1-02-10 BOOKING ON THE BASIS OF A WARRANT FROM THE CITY OF SILOAM SPRINGS

A. The originals of all active warrants are maintained by the City of Siloam Springs Central Dispatch (SSCD).
B. When notified a warrant has been served, SSCD personnel will make the proper entries into the office's records system and coordinate directly with the detaining agency and the on-duty Patrol Supervisor regarding the pick-up or disposition of the subject.
C. Officers shall sign the return on all warrants which require the signature of the person serving the warrant.

OPR 1-02-11 ARREST AND BOOKING ON THE BASIS OF A WARRANT ISSUED OUTSIDE THE CITY OF SILOAM SPRINGS

A. The arresting police officer will request of SSCD, a teletype be sent to the jurisdiction holding the warrant advising the defendant has been detained and requesting confirmation via return teletype. The return will be made as soon as possible containing the agency/jurisdiction who issued the warrant, charges, bond, warrant number, and if the agency will extradite.

B. The suspect may be booked into the Siloam Spring Detention Facility, County Detention Facility, released to the originating agency or issued a citation of release at the request of the originating agency.
C. A copy of the N.C.I.C. readout and/or teletype will be furnished to booking personnel by SSCD at the time of booking.
D. SSCD personnel will verify that there is an outstanding warrant in the office's records and reclassify it as "pending extradition". SSCD will forwarded a teletype to the police department holding the defendant requesting a hold be placed on them, confirming the defendant's description and warrant number, and advising the agency is the point of contact for extradition.
E. SSCD personnel will coordinate information with the Prosecuting Attorney's Office and the on-duty patrol supervisor regarding any extradition or inquiry regarding a defendant wanted by the Police Department.

OPR 1-02-12 RELEASE OF PRISONERS CHARGED IN ERROR OR PENDING FURTHER INVESTIGATION

A. When a prisoner has been arrested and booked in error, the arresting police officer or on-duty supervisor shall contact the Prosecuting Attorney or their designee and inform them of the circumstances of the arrest, and request their assistance in obtaining the person's lawful release as soon as possible.
   1. When appropriate, the arresting police officer may notify the court of jurisdiction to request the charges be dismissed.
B. Officers may release **suspects** pending further investigation if they have been detained but not charged with a crime.

OPR 1-02-13 REQUIREMENTS FOR USE OF RESTRAINTS

A. Arrested persons will be handcuffed behind the back and the handcuffs double locked.
   1. In cases where handcuffing behind the back is not practical due to injury, amputation or physical characteristics of the subject, the subject may be handcuffed in front in conjunction with a transport belt.
   2. Two or more sets of handcuffs may be linked together from each wrist for persons who size or physical characteristics prevent the use of a single pair of handcuffs.
B. Conduct, behavior, speech, impairment and mental health concerns will be continually evaluated to determine appropriate restraint levels of the arrestee.
C. Restraints are used to prevent escape and for the safety of the officer, subject or other arrestees and to prevent the arrestee from harming themselves. Authorized restraints are:
   1. Handcuffs/flex cuffs
   2. Leg Irons, shackles or hobbles
   3. Straight jacket or other similar device.
      a. Used to prevent the arrestee from injuring himself when the arrestee has actively demonstrated such behavior.
   4. Transport belt used in conjunction with hand cuffs, leg irons or both.

D. Restraints will normally be removed when:
   1. An arrestee is placed into a detention cell.
   2. Providing a BAC sample during a DUI/DWI arrest.
   3. Requested by medical personnel for treatment.

OPR 1-02-14 TRANSPORTING ARRESTEES

A. Prior to placing an arrestee into any vehicle, the subject will be searched and placed in handcuffs or appropriate restraints.
B. Arrestees will normally be seated on the passenger side of the vehicle and secured with a seatbelt when practical.
C. Only vehicles equipped with a cage separating the arrestee from the driver will used to transport prisoners unless exigent circumstances exist and only as a last resort with approval of the on duty supervisor.
   1. In cases where an arrestee is transported in a vehicle without a cage the arrestee will either be:
      a. Seated in the rear passenger seat, handcuffed and seat belted with a second officer sitting in the rear seat directly behind the driver.
      b. Handcuffed and seat belted in the front passenger seat in such cases of a single officer.
D. In all cases officers shall search their vehicles for contraband and weapons prior to and immediately following transportation of an arrestee.

OPR 1-02-15 BOOKING

A. Adult prisoners who officers have arrested by the Siloam Springs Police Department will be booked into the City of Siloam Springs Detention Facility in accordance with **DET 1-01** or transported to the Benton County Jail.
   1. If the police officer makes an arrest in another county for a criminal offense which took place in said county, they shall book the prisoner into the facility utilized by that county's police department.
   2. The arresting police officer will determine the charges and count level on all arrests in accordance with police department guidelines, state statutes, and federal statutes. The arresting police officer will ensure that the correct specifications are indicated on the booking form by detention personnel.
   3. When additional charges are placed against an individual, the police officer will notify the booking desk personnel in person, making sure that the offender is still in custody, that the right inmate is charged with the additional charge(s), and that the paper work is properly administered. A supplemental report will be written to indicate this notification.
   4. Officers will refer to the Siloam Springs Detention Facility or Benton County Jail Rules and Regulations for additional booking and processing procedures.
B. Affidavits of Probable Cause, Order to Appear and Affidavit to Obtain Bond
   1. Officers who are charging an arrestee with an offense or offenses will complete and submit an Affidavit of Probable Cause, Order to Appear and or Affidavit to

Obtain Bond as appropriate, at the time the prisoner is booked or as soon as practical.

a. The upper portion of the document, with the exception of the docket number and date filed, will be completed in its entirety by the charging police officer.
b. The narrative section will include only the essential facts necessary to support each charge in a synopsis format.
c. Identifying numbers for each offense will include the proper state statute.
d. Officers will ensure the forms are signed and notarized when required.
e. If the arrestee has been booked into another detention facility or jail, the arresting officer will ensure that a copy of the Affidavit of Probable Cause, Order to Appear and or Affidavit to Obtain Bond is provided to the detention facility

2. The original complaint will be submitted with the incident/arrest report to the records section.

OPR 1-02-16 BOND SURRENDERS

A. Bond surrenders will be administered via SSCD and Siloam Spring District Court.
B. Officers will coordinate with both entities as needed prior to taking custody of any individual whose bond is being surrendered.

OPR 1-02-17 ARRESTS OF JUVENILES

A. Juveniles arrested or detained for "Status Offenses" shall not be processed in the detention area.
   1. In cases involving only "status offenses" juveniles will be released to a parent, or person having legal guardianship of the juvenile.
   2. In cases where the legal guardian cannot be contacted, the officer shall contact the Benton County juvenile intake officer.
B. Juvenile's arrested for criminal offenses may be booked into the SSDF, transported to Benton County Juvenile Detention Center (JDC) or issued a citation and released to a legal guardian.
   1. The JDC Juvenile intake officer will be notified of all juvenile arrests and the offense.
      a. JDC may make recommendations for the disposition of the juvenile, but the decision to arrest and what criminal charges are forwarded are the responsibility of the arresting officers.
   2. Juvenile arrestees will not be transported will adult arrestees.
   3. Juveniles arrested for violent felony offenses may:
      a. Be booked into the SSDF until such time they can be transported to another facility.
      b. Upon booking, consultation shall be made with the Benton County "on-call" prosecutor and/or the juvenile prosecutor to determine appropriate disposition of the offender.
C. Booking and detention of juveniles is governed by **DET-1**, Detention Operations.

OPR 1-02-18 SUSPECT INTERVIEWS OF JUVENILES

A. Juvenile offenders will be afforded the same rights as adult offenders concerning custodial and non-custodial interviews as determined by law.
   1. The parent or legal guardian shall normally be contacted and provide permission for the custodial interrogation of a juvenile.
   2. In cases where no legal guardian can be contacted and age of the juvenile or offense is of such a nature that the possibility exists that the juvenile may be charged as an adult, the officer shall contact the on call prosecutor prior to the interview.

CITY OF Siloam Springs

Policy Number: OPR 1-03

Police Department Operations Policy Manual

Approved: April 05, 2016
Revision Date: _____

Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **OPR 1-03 EXECUTION OF SEARCH WARRANTS**

ALEAP STANDARD: 7.08, 7.09

PURPOSE: Standardized procedures will be followed in the execution of search warrants to ensure the effectiveness of the operation, the safety of personnel, and that all legal requirements are met.

OPR 1-03-1 RESPONSIBILITIES OF AFFIANT OR AFFIANT'S REPRESENTATIVE

A. Prior to the search of any person, place or thing, probable cause shall exist and a search warrant shall be obtained unless a legal exception exists including but not limited to:
   1. Consent
   2. Incident to arrest
   3. Emergency exception to protect or provide aid to suspected injured persons
   4. Conducting a protective sweep
   5. Vehicle inventory prior to being towed/impounded
   6. Automobile Exception
   7. Plain view

B. The affiant will prepare an affidavit and search warrant for presentation to a judge, who upon a finding of probable cause will sign the search warrant.

C. Ensure that a supervisor is present and thoroughly briefed before the search warrant is executed.

D. Brief all participants about the area to be searched, items to be seized, and any exigent circumstances involving the premises or its occupants.

E. In situations where exigent circumstances are anticipated, the affidavit will include detailed facts upon which exigent circumstances are believed to be present.

F. Have all necessary copies of the warrant, audio and video recording devices,

and containers for evidence at the scene.

G. Initiate an audio and video recording of the proceedings at the start of the search. The recording will be tagged into evidence.

H. Accomplish the following when a special entry team is not being used:
   1. Accompany a uniformed police officer to the point of entry.
   2. Announce the search if the premises is occupied.

I. Ensure that the following tasks are accomplished once entry has been made.
   1. Enter on the Return and Inventory the specific description of found evidence, location where found, and the name of the law enforcement officer finding the evidence. When multiple items are to be listed, a separate inventory sheet should be used.
   2. Have evidence video recorded or photographed prior to seizure.
   3. Inventory all seized property.
   4. Maintain all evidence seized and ensure that it is tagged into evidence.
   5. Give the defendant's copy of the warrant and affidavit to the defendant, if present, or leave on the premises along with a copy of the inventory of all items seized.
   6. File a search warrant return, and inventory to the appropriate court within the required time period.

OPR 1-03-2 RESPONSIBILITIES OF SUPERVISOR IN CHARGE

A. Coordinate with other agencies to ensure there is not another law enforcement entity conducting an investigation on the same subjects and/or location which could be jeopardized by the service of the warrant.

B. If it is found that another unit is conducting a similar investigation, the supervisor overseeing the warrant will contact the supervisor of the other investigating unit to coordinate their efforts regarding the same subjects and/or location.

C. Be thoroughly briefed by affiant or affiant's representative and review the search warrant prior to it being presented to the Prosecuting Attorney's Office.

D. Accompany officers on all search warrants involving a dwelling or occupied structure and determine the number of personnel to be deployed as well as whether other agencies should be included in the search.
   1. Staging and donning of equipment for deployment will normally take place at the police department. When circumstances exists which make donning at the police department unreasonable, the supervisor shall select a location based on operational security and limited public visibility.

E. Ensure that specific tasks are assigned to each police officer involved in the search and ensure that at least one uniformed police officer will be present, as well as a police officer capable of videotaping or photographing the scene.

F. The supervisor will make certain that all non-uniformed law enforcement officers who participate in the initial entry of the premises to be searched are wearing an

official windbreaker or uniform coat that clearly identifies them as law enforcement officers or officers.

G. In some instances, a ruse may be necessary to affect the initial entry of the premises. In these cases, if the supervisor can clearly justify the deviation from standard procedure, the official windbreaker or uniform coat need not be worn.

H. When a special entry team is not being used, assign officers to points of entrance and exit as necessary until entry has been made. A uniformed police officer will accompany officers who are assigned to the point of entrance unless a supervisor has approved of a ruse to gain entry.

I. Assign officers to specific areas of the scene to protect the scene, search for evidence and prevent the destruction of evidence.

J. Have the person who owns or controls the property to be searched present during the search, if practical.

   1. All persons found on the premises will be placed in a designated area which has been searched and secured, with a law enforcement officer present at all times.
   2. Persons will be frisked for the safety of everyone; however, they should not be searched unless it is specifically indicated in the search warrant, they are under arrest or if there is probable cause to believe the persons are armed or concealing or will destroy any possible evidence.

K. Ensure that the scene is audio and video recorded or photographed prior to and after the search, and have evidence video recorded or photographed as it is discovered prior to its seizure and removal.

L. When a warrant is to be executed, notify the division commander who may then advise the Deputy Chief or Chief if appropriate. These notifications will not be transmitted over law enforcement radio frequencies for confidentiality reasons.

M. Ensure that if a warrant is to be served outside the city limits, the appropriate municipal or county law enforcement agency is notified prior to the service of the warrant so that representatives of that agency can be present, if possible, and if they so desire, when the warrant is served.

N. Have the affiant or affiant's representative audio and video record the service of the search warrant. Of particular importance is the period of time from just prior to entry until after the premises is secured. The recording will be tagged into evidence in a timely manner.

O. Make every reasonable attempt to secure the premises upon completion of the warrant service.

OPR 1-03-3 WARRANTS AUTHORIZING THE SEARCH OF ALL PERSONS PRESENT AT A RESIDENCE AT THE TIME A SEARCH WARRANT IS BEING EXECUTED

A. An affidavit seeking an "all person" warrant may be submitted where the affiant

has probable cause to believe that any person who would be at the residence during the search would be there for the purpose of engaging in unlawful activity.

1. The affidavit to the court must set forth in detail the facts known to the affiant that lead him or her to the conclusion that such probable cause exists.
2. Probable cause to believe that contraband is being used or sold in the house is not a sufficient basis, by itself, for an all persons warrant.

B. As an example, an affidavit seeking an all persons warrant must allege the following types of facts in order to support probable cause to believe that any person who would be at the residence during the search would be there only for the purpose of engaging in unlawful activity:

1. Information from confidential informants based on their personal observations identifying the location as a "drug house" or other type of drug activity center, i.e., a place where they have actually seen people buying and/or using drugs.
2. Information setting forth the specific manner and physical locations in which the suspected illegal activity is being carried out at and around the place to be searched.
3. Information attesting to the volume of activity and the constantly changing players involved.
4. Information from surveillance data identifying the comings and goings of many different people in short periods of time and their interaction with people already on the premises who are known drug dealers.
5. Information regarding prior police searches or activity at the same location and the results of such searches or activity.

C. Absent good cause, the approval of a supervisor must be obtained before applying for an "all persons" search warrant.

OPR 1-03-4 STRIP SEARCHES/BODY CAVITY SEARCHES

A. Strip searches will not be conducted in the field.

B. Strip searches will be only conducted based on probable cause and with supervisor approval.

1. Strip searches will be conducted by a person of the same sex.
2. Strip searches should be conducted in a secured area, and isolated from view of others. No touching of body cavities is permitted.
3. Officers shall not make degrading, insulting or harassing remarks while conducting strip searches.
4. Arrestee's shall not remain unclothed any longer that is absolutely necessary.
5. Video recording of strip searches is not permitted.

C. Body cavity searches will only be conducted upon issuance of a search warrant and will be conducted by medical personnel.

OPR 1-03-5 SEARCH WARRANT REPORT

A. The police officer who obtained any search warrant under which any person has been searched shall be responsible for documenting in their report:
   1. The identity of the persons searched.
   2. Name of the searching law enforcement officer.
   3. Type of search conducted of each person, and
   4. Result of each such search.

B. Officers executing a search warrant as part of their investigation will ensure that any reports written by any officer's incidental to the search warrant execution are submitted and included as part of the investigative report.
   1. Evidence or property seized and tape recordings of the warrant execution will be listed in the "Evidence" section of the completed report.

OPR 1-03-6 FORCEFUL ENTRY OF PROPERTY/NO KNOCK WARRANTS

A. Forced entry of property during a search warrant may be justified by exigent circumstances or by authorization of a "No Knock Warrant". Forced entry will based on the appropriate supervisor's evaluation of exigent circumstances, forced entry may be made without waiting to be denied admittance. Exigent circumstances include:
   1. Consideration of safety - when prior to entry, officers in good faith believe they or someone within are in peril of bodily harm.
   2. Destruction of evidence - when prior to entry, officers in good faith have reasonable grounds to believe that evidence will be destroyed or is being destroyed. The evidence involved should either be substantial in quantity or of significant importance to the case.

B. The supervisor in charge will confer with the Division Commander in command over the section conducting the search warrant when a warrant may require force to gain entry.
   1. The supervisor shall confer with the affiant on the need for a "no knock warrant" and shall ensure such information is included on the search warrant affidavit when requesting a "no knock warrant" from the judge. The Division Commander is responsible for the decision to use force to gain entry in all situations where exigent circumstances are believed to exist, prior to arriving at the scene.
   2. Once at the scene, new information may be developed regarding exigent circumstances requiring immediate action.
   3. In these cases the supervisor in charge will evaluate the situation and make the decision of whether or not to use force to gain entry.

C. The supervisor in charge will attempt to contact the property owner prior to making a forced entry on property crime search warrants.

CITY OF Siloam Springs

Policy Number: OPR 1-04

Police Department Operations Policy Manual

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Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **OPR 1-04 EVIDENCE, CONFISCATED ITEMS AND FOUND PROPERTY**

PURPOSE: Siloam Springs Police Department policy is to ensure proper chain of custody and to provide for the safe, efficient, and careful handling and preservation of all property and evidence that comes under the Police Department's control.

OPR 1-04-1 EVIDENCE AND PROPERTY

A. Officers taking any personal property or item into their possession or control in connection with their official duties, either as personal property of a suspect, arrestee or prisoner, as evidence or found property, shall ensure the property is tagged or marked consistent the information required on a property tag, a property receipt completed and an incident report completed.

B. Officers are cautioned to use appropriate protective equipment, such as gloves, mask, etc., when packaging chemical or biological or potentially contaminated evidence.

C. All items will be properly tagged and placed into evidence at the first available opportunity and under no circumstance longer than the end of shift.

D. No property coming into possession of police department personnel will be stored in offices, vehicle or anywhere other than the evidence / property room except as defined below:

   1. Evidence which cannot be stored in an evidence locker due to size, biological hazards or other specific circumstances which require special handling shall be locked within a secured room, and the circumstances documented.

E. Such property will be secured in a temporary evidence locker and the documentation forwarded to the evidence custodian.

OPR 1-04-2 CONTROL NUMBERS

A. The evidence technician shall assign all items processed into the evidence room, an evidence control number in addition to the incident report number(s).

B. Control numbers will be an alpha-numeric number indicating the evidence classification

1. GE-XXXX: General Evidence
2. D-XXXX: Drugs
3. W-XXXX: Weapons
4. M-XXXX: Money
5. DM-XXX: Documents
6. FP-XXXX: Found Property

OPR 1-04-3 DATES

A. Always use the date the evidence was taken into law enforcement custody as the collection date. If the submission date is different, annotate that date also.

OPR 1-04-4 EVIDENCE CONTROL DOCUMENTS (ECD)

A. Evidence tags, stamping or labels will be utilized on all evidence as appropriate.

B. Property receipts will be completed on all items which are seized and will include;

1. Owner or suspect information
2. Reason for seizure
3. Case Control Number
4. Time/Dale/Location of Seizure
5. Name of the officer who obtained the property.
6. Completed chain of custody.

OPR 1-04-5 PACKAGING

A. All evidence will be packaged according to the directions provided by the evidence technician.

B. All evidence will be packaged in either envelopes, bags, boxes, sharps containers or arson cans as appropriate. Evidence will be packaged in a manner to provide strict control and security of the evidence.

C. All biohazard items will be marked with a biohazard label and identified as content. Syringes will only be packaged in sharps containers regardless if needle present or not. All evidence packaged will be identified as content to verify against the ECD.

D. Care shall be taken when choosing a packaging method to ensure the protection of trace, biological, fingerprint or other evidence which may be contained on the item.

OPR 1-04-6 PROPER TAGGING

A. Any evidence improperly tagged or documented on a property receipt will not be accepted by the evidence technician and the responsible police officer will be notified,

by the Division Commander or his designee, to re-tag the evidence.

OPR 1-04-7 BODY FLUIDS

A. Body fluids are described as urine samples or blood samples. Samples will be present in containers provided and labeled with case number and name of individual. The lids will be secured with evidence tape initialed by officer collecting it. The bags used to package the urine sample cups will also be sealed with evidence tape, initialed, name of individual and case number.

OPR 1-04-8 FIREARMS

A. Describe any firearms as shown in the following examples:
   1. Make and Model of weapon: S&W Model 686, Colt .45 ACP, Ruger RG-10
   2. Type of weapon: Semi-automatic, revolver, shotgun, rifle, or derringer
   3. Caliber: .38, .25, 12 gauge etc.
   4. Serial number; include all numbers found on the weapons; S&W have a crane number and a serial number.
   5. Barrel length
   6. Color of metal and grips.
   7. Any damage to weapon (this is for your protection at a later date).
   8. Officers will not mark initials on any weapon or other evidence that has a serial number on it.
      a. Evidence which must be initialed should be done so in an inconspicuous place so as not to mar the item's appearance.
      b. Remove all ammo from the magazine and the weapon, tag separately, and place the ammo in a separate package.
      c. Mark all packages with live ammunition with "live ammo" on the outside of the package.

B. Refer to the packaging manual for guidelines to follow when packaging firearms.

C. All firearms submitted into the Evidence Department will be traced through ACIC/NCIC by the seizing officer. The officer will submit documentation that the weapon has been cleared and unloaded with the ECD for that particular firearm.

D. All firearms submitted into the Evidence Department will be submitted through E-Trace through the by the evidence technician. Officers must be careful to fill-in all the blanks on the evidence label as this information is needed for filing the trace.

E. All firearms seized by this department will be submitted to ASCL for ballistic testing by the evidence technician.

OPR 1-04-9 LARGE OR WEATHERPROOF ITEMS

A. These items will be stored in accordance with instructions from the evidence technician and the location noted in the report.

B. Large quantities of items such marijuana plants from a marijuana grow or several pieces of heavy equipment may require coordination with the Prosecuting Attorney or their representative at the time seizure to determine the appropriate method for seizure, storage and disposition. These actions will be carefully detailed in the police officer's report.

OPR 1-04-10 KNIVES AND SHARP INSTRUMENTS

A. Utilize the packaging tubes that are provided for knives and other sharp instruments. If the item is too large or oddly shaped to utilize a tube, cover blade or secure it in some way that injury will not result while handling the object.

OPR 1-04-11 NARCOTICS

A. Seized narcotics:
   1. The primary police officer is responsible for field testing and weighing narcotics evidence prior to submission.
   2. Large quantities of narcotics seized that would constitute trafficking or possession with intent to distribute, the evidence technician may be contacted to secure that amount in the evidence room.
   3. It shall be the responsibility of the primary police officer to weigh and field test the evidence before securing it in a locker.
      a. The officer shall indicate on the weight as approximate and "as packaged" in the report.
   4. All syringes will be secured in the SHARPS ® container provided.
   5. All narcotics will be logged separately from other evidence or found property and directed to the evidence technician.

OPR 1-04-12 DIGITAL MEDIA

A. All digital media recorded as evidence will be entered into the evidence room.
B. All digital media collected for evidence will be copied to CD/DVD and submitted into Evidence Department.
   1. A second copy will be made for the case file. (Unless ordered otherwise by the Prosecuting Attorney on sensitive cases.)
   2. Paper sleeves and envelopes are available for packaging media (CD's/DVD's).

OPR 1-04-13 STATE CRIME LABORATORY SUBMISSION (ASCL)

A. It is the responsibility of each officer to ensure an ASCL submission form is completed for evidence which is to be examined by the ASCL.
   1. All firearms found or suspected to have been used in the commission of a crime shall be forwarded to the ASCL.
B. The evidence custodian or lead investigator shall determine the most practical method of transportation and submission to evidence to the ASCL.

1. Evidence submitted by registered mail shall be inventoried prior to mailing and the registered mail number entered onto the property receipt, and a return receipt requested.

C. The evidence custodian shall pick up monthly or as needed, all evidence which has completed analysis by the ASCL.

1. The evidence custodian shall ensure proper chain of custody and recording of all evidence for which analysis has been completed and returned to the evidence room.

OPR 1-04-14 PROPERTY DISPOSITION – EVIDENCE AND OTHER PROPERTY

A. Evidence Technician Responsibilities

1. The evidence technician is responsible for the safekeeping and return of evidence and other properties that have been stored within the evidence facilities.

B. Dispositions

1. Court Dispositions
   a. The evidence custodian will petition to the court for the disposition for the evidence that is stored within evidence facilities.
   b. Upon making a determination that a case has been fully adjudicated (to include the appellate time limit), the evidence technician will initiate disposition procedures in a memorandum of the proper type or manner of disposition.
   c. The evidence technician will then take appropriate steps to return the property to an authorized person or request a "destruct order" for the item(s) if it is not returnable, or an owner cannot be identified.
2. Authorized Persons to Receive/Returned to Owner
   a. Evidence stored within the evidence facilities that are eligible for return may be returned as follows:
      i. To the owner.
      ii. To the legal spouse, if the legal owner is not available.
      iii. To other authorized persons as determined by the Siloam Springs Police Department if both the legal owner and spouse are unavailable or unauthorized (e.g., weapon taken from a convicted felon, legal owner and spouse are deceased, etc.).
3. Destruction of Narcotics and Contraband items having the nature or characteristics of being illegal to possess (e.g., narcotics, switchblade knives, etc.) will be disposed of according to a court order.
   a. The evidence technician will, on a monthly basis, and as soon as practical after court disposition, cause narcotics, narcotic paraphernalia and contraband stored in the evidence section to be reviewed to determine eligibility for destruction.
   b. The evidence custodian shall identify the items deemed eligible for destruction and submit to the Police Chief or his designee for approval, a destruction request letter for each case and will include all items to be destroyed. Each destruction request letter shall include the:

i. Incident Number
ii. Name of defendant
iii. Disposition of the judicial proceeding
iv. Total weight or number and description of narcotics to be destroyed (a copy of the property receipt can meet this requirement).

c. Upon approval, the evidence custodian will prepare a destruction order for review and signature of the Police Chief or his designee, and a District Judge. Upon review and signature, the evidence custodian shall present the destruction order to the District Judge for approval and signature.

d. The evidence custodian shall then schedule a date for destruction and ensure;

i. The property tag will remain attached to the narcotics and/or contraband after inventory and until such time those individuals serving as witnesses to the destruction are satisfied with the nature and content of the property pending destruction.

ii. During transport of the narcotics and narcotic paraphernalia to the location of destruction, they will be secured in an enclosed vehicle in such a manner to prevent loss or unauthorized access.

iii. In the presence of witnesses, the narcotics and narcotic paraphernalia will be destroyed by burning or other process that will totally render them useless for their previous intended purpose.

4. Item(s) destroyed will be entered as such into the evidence control program.
5. The evidence technician will maintain a separate file on all court destruction orders with and will submit an annual report of all evidence destruction to the Office of the Chief.

C. Transfer to General Fund

1. Unclaimed money or funds shall be forfeited to the City of Siloam Springs General Fund, with the exception of forfeited narcotics monies which have been awarded by the courts which will be transferred and receipted to the City of Siloam Springs Police Department Narcotics Fund.

D. Unclaimed Non-Monetary Property or evidence which has been deemed eligible for return that remains unclaimed after an exhaustive effort by the evidence technician to locate a legal owner, legal spouse or other authorized person will be held by the police department for a period of three (3) months. Upon expiration of this period, the property will be so marked and stored for proper disposition by:

1. Auction
2. Transfer to Police Department Use
3. Destruction where the item has no determined value.

E. In all cases where property is returned, it will be the responsibility of the evidence technician to properly identify the person to whom the property is returned and to

prepare a receipt describing the transaction.

F. Property Found by Officers
   1. All lost, abandoned or unclaimed personal property found by or given to a police officer shall be properly recorded and held by the police department until claimed or for a period of three (3) months.
      a. During the holding period, property may be returned to the person who establishes his right to possession.
      b. If ownership is established, the evidence technician will attempt to contact the owner by documented correspondence.

G. Citizen Finders Rights to Claim
   1. Citizens turning in property to the police department do not have the right to retrieve such property if right or title has not been established during the designated period of time (3 months).
   2. Such property will be disposed of in accordance with law.
   3. Property will be marked and stored for proper disposal.

H. Police Department Employees' Right to Claim
   1. Employees of the police department do not have the right to claim title to property they have found when such property remains unclaimed.
   2. If the property is found by an employee, it shall be disposed of in accordance with law.
   3. This does not prohibit an employee from participating in an auction where goods are sold to the public for the highest bid.

I. Records and Title Questions
   1. The evidence technician will maintain accurate records of all property found, seized or disposed of in accordance with law.
   2. All disputes of the title or possession arising from such property will be brought to the attention of the appropriate Division Commander and the police officer.
   3. The Prosecuting Attorney will be consulted on all matters in question regarding property held by this office.

OPR 1-04-15 SECURED EVIDENCE ROOMS – AUTHORIZED PERSONNEL

A. If personnel other than the Evidence Technician or their alternate require entry into the evidence storage areas, they will be escorted by the technician or their alternate, no exceptions.

B. Any persons other than evidence technicians will log in and out of the evidence room in a log book that is provided for that purpose.

OPR 1-04-16 OFFICE HOURS

A. The evidence property section will normally be open between 8:00 a.m. and 4:00 p.m., Monday through Friday.

B. Coordination for the release of evidence should be made through the

evidence technician.

OPR 1-04-17 EVIDENCE AND FOUND PROPERTY - CASH

A. All cash will be logged separately from other evidence or found property and directed to the evidence technician or their alternate.
   1. The evidence technician will document this cash on a ledger in addition to regular evidence processing, and place the money in a secured area accessible only to the evidence technician.
   2. Any cash amounts over $10,000.00 will not be placed into a temporary evidence locker. An evidence technician will immediately be notified and the cash will be logged into the evidence room safe.
   3. All cash monies entered into or taken from the evidence room will be counted by both the primary evidence technician and an officer not directly involved in the seizure. Both parties will initial the evidence control documents and confirm the amount.
   4. In the event only one technician is available, an on duty supervisor will witness the count and the securing of the money in the evidence room safe.

OPR 1-04-18 EVIDENCE CHAIN OF CUSTODY

A. The chain of custody on the property receipt shall always be kept current as to evidence location and who is in possession. This accurate chain of custody is necessary for court presentation as well as accountability for property.

OPR 1-04-19 DISPOSITION AND STATUS OF CASE

A. When returning evidence to the evidence room, the item(s) will be secured in a temporary evidence locker if the evidence custodian is not present.

OPR 1-04-20 EVIDENCE AND PROPERTY CHECKOUTS

A. Officers will notify the evidence technician at least two business days prior to a court case that evidence is needed for court.
   1. At the time the evidence is picked up the receiving police officer or prosecutor will log out the evidence by signing the property receipt.
   2. The receiving police officer or prosecutor shall be responsible for relinquishing the evidence back to the evidence custodian within 24 hours of the completion of court.

B. Court Retention
   1. Items that are retained by the court as evidence will be entered as such into the evidence control program by the evidence technician. A receipt will be prepared requiring a signature from the court for the retention and a copy made to file.
   2. This receipt will be completed as soon as possible after the property has been entered into court evidence and retained by the court.

C. Evidence Return After Hours:

1. When evidence is returned after the evidence technician's working hours, the evidence will be placed in one of the temporary evidence lockers.

OPR 1-04-21 RETURNING PROPERTY

A. Property belonging to a victim will not be tagged with property belonging to any defendant.

B. Under no circumstances will any property be returned to any victim, offender, or any other person without the authority of the case police officer or their supervisor and upon approval from the Prosecuting Attorney's office.

CITY OF Siloam Springs

Policy Number: OPR 1-05

Police Department Operations Policy Manual

Approved: April 05, 2016
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Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **OPR 1-05 CRIMINAL INTELLIGENCE**

PURPOSE: Siloam Springs Police Department policy is to provide for a system to control the collection, maintenance, and dissemination of criminal intelligence and to provide guidelines for managing funds related to intelligence gathering. The police department uses information supplied from a variety of sources, including informants, and this information is utilized only if it relates to allegations of a criminal act and in accordance with rules of criminal procedure and constitutional guarantees. The Police Department's intent is to maintain a balance between the rights of individuals and the needs of government to maintain the public safety and respond to organized criminal activity. Intelligence investigations will be conducted in a lawful manner, following rules consistent with a citizen's right to privacy and constitutional guarantees.

OPR 1-05-1 COMPOSITION OF INTELLIGENCE SYSTEM

A. The intelligence system is made up of the following components:
   1. Intelligence investigations.
   2. Use of informants.
   3. Intelligence Background Investigations.
   4. Intelligence Case Management.
   5. Intelligence Analysis.
   6. Dissemination of Criminal Intelligence

OPR 1-05-2 AUTHORITY TO CONDUCT INTELLIGENCE OPERATIONS

A. Conducting intelligence investigations and criminal background investigations is normally a function of the Criminal Investigations Detachment (CID); however, other divisions are authorized and may have occasion to conduct such

investigations.

B. Criminal intelligence activity shall be an element of a police officer's investigation whenever actual or potential criminal activity is brought to their attention.

C. Each investigation is conducted by the appropriate unit which can maintain objectivity. If a conflict of interest is possible, the assistance of an appropriate outside agency should be sought.

OPR 1-05-3 APPROVAL REQUIRED TO OPEN INTELLIGENCE INVESTIGATION

A. No intelligence investigation not inclusive to an active criminal investigation may be initiated without an employee's first line supervisor's authorization.
   1. To authorize the opening of an intelligence investigation by police department personnel, the initiating police officer must forward a memorandum setting forth the justification for the request to his first line supervisor.
   2. The first line supervisor shall review the facts justifying the request and indicate their approval or disapproval, and set forth the initial limits for the investigation.

B. Again, nothing in this order shall prevent any police officer from conducting analysis and dissemination of criminal intelligence during their lawful investigation into criminal activity.

OPR 1-05-4 COLLECTION OF INFORMATION MUST BE LEGAL AND RELEVANT

A. Information may be gathered to identify members or associates of groups suspected of organized criminal activity, or provide evidence of suspected criminal activity.

B. Information will be collected on a subject only when there is reasonable suspicion that they are engaged in criminal activity and the information is relevant to the criminal activity.

C. No intelligence information will be collected by illegal means or methods, or directed to be collected by illegal methods.

D. Unless the information is necessary and relevant to the investigation of criminal wrongdoing, information will not be collected on any individual or organization based on any of the following:
   1. Ethnic background or race.
   2. Support of unpopular causes.
   3. Religious or political affiliations.
   4. Personal habits or lifestyles.
   5. Sexual Orientation.
   6. Veteran Status.

OPR 1-05-5 OBJECTIVE ANALYSIS AND REPORTING

A. When conducting and documenting criminal intelligence investigations, personnel

will report all findings in a clear, concise, and objective manner.

B. Personnel shall make every attempt to analyze and report fully and accurately all information and findings when forwarding intelligence reports to authorized personnel or other law enforcement agencies.

C. Officers shall determine and classify the reliability of their information and its source utilizing the table in **OPR 1-05-07**.

D. All criminal intelligence activity will be assigned a unique sequential number.

   1. The numbering system will be the agency abbreviation, followed by the year, month and sequential number of the document in ascending order. For example a criminal intelligence file number would appear as SSPD-2015-01-001.

E. Criminal intelligence and informant files will be maintained in a secure manner under the control of a single Intelligence Control Officer, who shall be responsible for the security, administration and disposal of files.

F. The Intelligence Control Officer will be designated by the Police Chief.

OPR 1-05-6 INFORMANTS

A. Officers must ensure the information supplied by informants will be utilized only if the information relates to allegations of a criminal act and in accordance with the Rules of Criminal Procedure and constitutional guarantees. To that end:

   1. Personnel will only use legal means to gather information.
   2. Informants will not be used to circumvent any constitutional rights or guarantees of citizens, nor will they be utilized to entrap offenders.
   3. When meeting with informants, optimally, a minimum of two officers will be present. When necessary, the second police officer can witness the meeting from a discreet distance.
   4. A paid juvenile informant may only be utilized when written permission has been granted by the parent or guardian.
      a. Casual information received from a juvenile may be used, however, continual gathering of information from the same juvenile requires written permission from the parent or guardian.
   5. Informants will not be utilized in an active role when they are on probation or parole unless there is written approval from the Prosecuting Attorney's Office and or the Department of Probation and Parole.

B. All operations involving the use of informants will be documented in offense reports, intelligence reports, and/or informant profile sheets to comprehensively describe the activity or operation that occurred.

   1. This documentation should include statements, tape recordings, expense reports, and/or receipts.

C. Efforts shall be made to substantiate or otherwise verify all information received from informants prior to utilization of such information unless there is imminent danger to life or property. This type of exception must be approved by command level staff.

D. Informants are to be monitored as closely as may be feasible by the investigating police officer. Informants will never be given authorized law enforcement powers or led to believe they have law enforcement powers.

E. Confidential informants will be registered in a file containing at a minimum:
   1. Informant number.
   2. Informant alias.
   3. Physical identifiers.
   4. Current photograph.
   5. Fingerprint card.
   6. III return.
   7. Informant contract.
   8. Copies of case documents and/or cases and or intelligence file numbers where they have been used, the results of those cases, and payment history.

OPR 1-05-7 SOURCE EVALUATION

A. Informants are to be evaluated for reliability prior to disseminating any information unless there will be an immediate impact on life or property. In this case, a Division Commander's authorization is required prior to the release of information.

B. The evaluation will be conducted by the investigating police officer and the evaluator will use the following criteria:

Source Evaluation	Information by Evaluation
A. Completely Reliable	1. Confirmed by Secondary Source
B. Fairly Reliable	2. Possibly True
C. Reliability Unknown	3. Truth Unknown
D. Anonymous	

OPR 1-05-8 PAYING INFORMANTS

A. Prior to payments, the investigating police officer will submit a request for informant funds to the Police Chief or their designee via the Chain of Command for the purpose of receiving information from documented informants.

B. The investigating police officer will establish the necessity, feasibility and the reason for any cash payment to an informant.
   1. The amount to be paid to the informant will be determined by the reviewing supervisor, based upon the value of the information, and the impact of payments on available funds.
   2. Upon issuance of the funds, the investigating police officer will sign a receipt for the funds, and the receipt will be attached to the expense report completed by the disbursing supervisor.
   3. The case number shall be included on both the expense report and reconciled voucher.

4. A receipt will be completed when funds are distributed to the informant with the informant's alias signature and number, the signature of the police officer disbursing the funds, and the signature of a witnessing police officer.
5. Prior to an informant being paid for services, officers will verify the source's identity.
6. Monies disbursed will be given only to the source.

OPR 1-05-9 EXPENSE REPORTS

A. An expense report and a receipt will be required for each transaction by the police officer, and will contain sufficient information to cross reference the receipt to the specific case report.
   1. The supervisor disbursing funds will complete the expense report for each disbursement. The original receipts of cash out, cash in, and the payment receipt signed by the informant will be attached.
B. The expense report will contain only the informant's unique number. The signature of the disbursing police officer and the witnessing police officer shall appear on the report.

OPR 1-05-10 AUDIT OF INFORMANT FUNDS

A. The Police Chief or his designee is required to conduct continual audits of informant funds to ensure proper use and to promptly identify procedural deficiencies. Additionally, the Chief or his designee will periodically audit the actual informant file to ensure that proper documentation and evaluation of informants is occurring.

OPR 1-05-11 CRIMINAL BACKGROUND INVESTIGATIONS

A. Personnel may conduct criminal background investigations on their own initiative only when at least one of the following circumstances exist:
   1. Information is received that named persons or businesses are believed to be involved, or are about to engage, in some type of criminal activity.
   2. As necessary for licensing of business or persons, when required by law or regulation.
   3. When the subject of the investigation has consented in writing to a background investigation.

OPR 1-05-12 CRIMINAL PREDICATE REQUIRED FOR BACKGROUND INVESTIGATION

A. If a criminal background investigation is being conducted as an element of a criminal investigation, the police officer must have a reason to believe that the background will take the investigation toward actual or possible criminal situations.
B. If the police officer does not know or believe the information is crime related, the investigation must be terminated.

OPR 1-05-13 CONFIDENTIALITY OF INTELLIGENCE AND BACKGROUND INFORMATION

A. Intelligence and background information collected as part of a criminal investigation is considered classified due to its sensitive nature. Personnel, both sworn and non-sworn, must be extremely careful to maintain strict confidentiality.

B. Criminal intelligence will only be shared after the receiving entity's right to know has been confirmed by the employee releasing the information.

C. Criminal intelligence will be shared on a need to know basis.

OPR 1-05-14 REQUESTS FROM AGENCIES

A. Personnel shall not perform an intelligence or background investigation at the request of another agency if it is clear from the request that the investigation would violate constitutional rights or would be a violation of law.

OPR 1-05-15 POTENTIAL SOURCES OF INFORMATION

A. Potential sources of information include but are not limited to the following:

1. Neighbors
2. Court Records
3. County Assessor, Treasurer
4. Health Department
5. Welfare Department
6. Utility Companies
7. County and City Clerk
8. Schools
9. Past Employers
10. Military Records

OPR 1-05-16 PURGING INTELLIGENCE INFORMATION

A. Purging of intelligence and background information will be conducted when it is determined that the INFORMATION is no longer needed to meet statutory or regulatory requirements.

B. Information gathered as part of a criminal investigation will become a part of the operational file of the investigation and will be subject to any purge requirements established for criminal investigations.

CITY OF Siloam Springs

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Police Department Operations Policy Manual

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Approvals:

City Administrator

Police Chief

City Attorney

SUBJECT: **OPR 1-06 JUVENILES**

PURPOSE: Siloam Springs Police Department policy is to enforce the laws relating to juvenile crime appropriately, to protect child victims as effectively as possible and initiate criminal investigations of adult offenders of child victims pursuant to law. The police department recognizes the state's legislative intent for agencies to endorse and support programs that are designed to prevent and control juvenile delinquency and child safety. This policy provides guidelines for employees when dealing with crimes involving juveniles as offenders or victims.

OPR 1-06-1 JUVENILE JUSTICE COMPONENTS

A. The police department actively works with all other juvenile justice system components in the development of policies and procedures relating to juveniles.
   1. The juvenile justice components consist of:
      a. Benton County juvenile courts, probation and, other components of the criminal justice system.
      b. City of Siloam Springs School Resource Officers.
      c. Child Protective Services.
      d. Other social agencies who deal with juveniles.

OPR 1-06-2 JUVENILE WITNESS AND VICTIM INTERVIEWS

A. The guidelines of Arkansas law do not prohibit a police officer from interviewing and taking statements from victims or witnesses of any age. However, care should be exercised when interviewing a juvenile victim or witness to a crime. Officers may request assistance from detectives when determining whether an interview should be conducted by a person trained in interviewing juveniles.

OPR 1-06-3 JUVENILE VICTIM PROTOCOLS FOR ABUSE, NEGLECT AND ABDUCTIONS

A. By department policy, incidents involving felony abuse or neglect are investigated by the Criminal Investigation Detachment. If, upon arriving on a call for service, a uniformed police officer learns the juvenile has made a disclosure of felony abuse, neglect, or the call involves an abduction, they will:
   1. Ensure the safety of the juvenile if they are present, which may include taking them into protective custody. If the juvenile is not present the police officer should take immediate actions towards attempting to locate the juvenile and gaining information on any offenders for transmittal to other officers and agencies.
   2. Secure the scene and evidence.
   3. Ensure Siloam Springs Central Dispatch (SSCD) notifies a detective to assume responsibility for the investigation.
   4. Complete an initial report detailing the circumstances of their response and the disclosure made by the juvenile.
      a. Other than a limited minimum facts interview to determine or verify a criminal allegation, officers will not interview a juvenile victim of abuse, neglect or abduction, unless an exigent circumstance is present such as determining the whereabouts of a suspect or second juvenile who has been abused, neglected or abducted.
   5. Ensure a hotline report is made to the Child Protective Services (CPS) section of Arkansas Department of Human Services (DHS)

B. Upon arriving to the scene, detectives will:
   1. Assume investigative responsibility for the investigation to include initiating CART callouts, AMBER alerts or coordinating with trained personnel to conduct forensic interviews with the juvenile and arranging for medical examinations when appropriate.

C. If hospitalizing an abused or neglected juvenile is necessary:
   1. Officers or detectives will complete a law enforcement hold on the juvenile.
   2. The child will not be removed unless authorized by the detective handling the case or the agency that has been given custody of the juvenile.

D. When a juvenile is already hospitalized because of injuries, the following conditions apply:
   1. Officers may take them into protective custody if the parents attempt to remove the juvenile from the hospital.
   2. Officers have the legal right and responsibility to prevent the removal of the juvenile in cases where the police officer reasonably believes:
      a. The parents are directly responsible for the injuries to the juvenile.
      b. There appears to be danger to the physical well-being of the juvenile.
      c. Officers shall notify the CPS section of DPS when taking protective custody of any juvenile.

E. Victims of juvenile abuse may be photographed in all cases without the consent of the parents or legal guardian.

1. Photographs will be taken, if possible, when it will not interfere with the well-being of the juvenile. A person from the hospital should be present.

OPR 1-06-4 JUVENILE INTERROGATIONS, STATEMENTS AND INTERVIEWS

A. Any law enforcement officer upon reasonable cause may stop and detain any juvenile who is found at or near the scene of a felony if the officer believes the juvenile may be a witness to the offense. Upon stopping/detaining the juvenile the officer shall;
   1. Identify himself/herself to the juvenile;
   2. Advise the juvenile of the purpose of the stop/detention;
   3. Demand of the juvenile, their name, address and any information the juvenile may have regarding the offense.
   4. Such detentions shall be reasonable and not normally exceed 15 minutes unless the juvenile refuses to give this information. In such cases the officer shall notify JDC and take the juvenile before a judicial officer or prosecuting attorney as directed.

B. Basic Interrogations Procedures
   1. Digitally record (audio and video) all interrogations of juveniles whenever possible.
   2. Attempt to contact a parent or legal guardian. If contact is made, no interrogation will be conducted until the parent (or legal guardian(s) have an opportunity to speak with their child. Parent(s) need not be present when the interrogation takes place.
   3. The length of questioning will be conducted over a reasonable period of time with periodic breaks, (i.e. meals, drinks, contacting of parents or legal guardian if prior contact has not been made, etc.).
   4. To avoid the appearance of intimidation, a minimum number of officers, consistent with police officer safety, will conduct all interrogations.
   5. Officers interrogating juveniles will provide the juvenile(s) with an explanation of agency and juvenile justice system procedures prior to beginning the interrogation.

C. Miranda Warnings and Waiver are required for all juveniles who are in custody prior to any interrogation. In addition, the juvenile shall be advised they have the right to speak with a parent or legal guardian prior to any questioning.
   1. Officers who take a juvenile into custody for a criminal or delinquent act shall not question the juvenile until advising the juvenile of their rights in the juveniles own language
   2. Officers shall not question a juvenile who has been taken into custody for a delinquent or criminal act of the juvenile if;
      a. The juvenile does not wish to be questioned.
      b. Requests to speak with a parent, legal guardian or have that person present during the interview.
      c. Requests legal counsel.
   3. Any waiver of right to counsel shall be made in writing and shall be audio/video recorded when possible.

D. In determining whether juveniles knowingly, intelligently, and voluntarily waived

their constitutional rights, the courts consider the following which officers should note in their report. Officers must consider all these factors when establishing time limits for interrogations:

1. Age and education of the juvenile.
2. Whether the juvenile was in custody.
3. The manner in which the juvenile was advised of his/her rights.
4. The length and circumstances of questioning.
5. The location of questioning.
6. The time of day and treatment of the juvenile.
7. The mental and physical condition of the juvenile.
8. Whether the juvenile had the counsel of an attorney, friend, or relative.

OPR 1-06-5 JUVENILE MISDEMEANOR OFFENSES AND CITATIONS

A. Misdemeanor Offenses Classified as Delinquent Acts
   1. The police officer handling the call will take an original report and conduct a preliminary and follow-up investigation. If there is probable cause to believe the juvenile committed an act which would be classified as a misdemeanor if the offender were an adult, the police officer shall take the appropriate enforcement action and contact the Juvenile Detention Center (JDC) to coordinate the exchange of reports and assist the JDC as they adjudicate the case.

B. Before issuing a misdemeanor citation, officers shall determine if there is an outstanding warrant or if the juvenile is on probation.
   1. Juveniles who have a confirmed warrant shall be taken into custody and the warrant served. Officers will notify JDC as soon as practical.

C. When juveniles are cited, every attempt should be made to notify the parents. In any case, the offender must sign the citation.
   1. The police officer who issues the citation may take the juvenile home and issue the citation there or have the parents travel to the place of occurrence.
   2. Juvenile offenders refusing to sign the citation may be arrested, however, for them to be held in detention, the police officer must contact the JDC.

D. The issuing police officer shall write a report whenever a misdemeanor citation is issued and forward the report to Juvenile Probation.

OPR 1-06-6 TRAFFIC OFFENSES

A. Juveniles committing traffic offenses where a criminal penalty applies shall be cited and notification made to JDC to determine disposition of the juvenile. Offenses include:
   1. Any driving while under the influence of an intoxicating liquor or drugs (DWI).
   2. Any failure to stop in the event of an accident causing death, personal injury or damage to property.
   3. Any open container of an alcoholic beverage in possession of a juvenile while operating a motor vehicle.
   4. Reckless Driving.

5. Driving with a Revoked or Suspended license.
6. Any other traffic offense punishable as a felony.

B. Juveniles cited for traffic offenses where no criminal penalty applies shall be cited into Siloam Springs District Court.
   1. If the juvenile refuses to sign the citation, the police officer shall make attempts to notify the parents. If all attempts fail, the police officer shall note on the citation, "Signature Refused" and release the juvenile. A report will be written and forwarded through normal channels.
   2. Juveniles with an open container of alcohol or those who are found to be in possession of alcohol fall under the jurisdiction of the Juvenile Court. They shall be issued a misdemeanor citation or shall be arrested for possession of alcohol by a minor.
   3. In such cases where the legal guardian of the juvenile cannot be contacted, the officer shall contact JDC to determine disposition.

C. Whenever a police officer is handling a traffic stop/incident and there are multiple violations for which juveniles are to be cited and, one or more of these violations is a delinquent act, and one or more is a violation that comes under the District Court jurisdiction, then all violations shall be referred to Juvenile Court. Example:
   1. A traffic accident involving a juvenile driver who is arrested for DWI and is also cited for no driver license and careless driving. DWI is a delinquent act and no driver license and careless driving are violations cited from the same incident/accident. All charges are to be referred to the Juvenile Court.

OPR 1-06-7 JUVENILE ARRESTS

A. The following methods of arrest shall be used involving juveniles of the ages of 10 through 17.
   1. Physical Arrest:
      a. A physical arrest occurs when the police officers takes the juvenile into custody and transports them to the police department or JDC.
      b. Upon taking the juvenile into custody, the police officer shall contact JDC and advise them of the arrest. The juvenile may be booked into the Siloam Springs Detention Facility (SSDF) for non-status offenses, transported to JDC or released to a legal guardian.
      c. The arresting police officer or a police officer designated by the arresting police officer will:
         i. Fill out an Arrest report with complete information establishing probable cause prior to leaving the detention facility and ensure such information is transmitted to JDC.
         ii. Complete a Rights Advisement Form on the Juvenile.
         iii. Complete a Probable Cause Determination Form and attach it to the incident or arrest report and forward to the Juvenile Intake Officer.

B. Physical arrests of juveniles ages 9 and under shall be made pursuant to a court order. If an arrest is made, the police officer will follow guidelines outlined by the

Juvenile Court.

OPR 1-06-8 JUVENILE ARREST WARRANTS

A. Officers should utilize the approved juvenile forms for Juvenile Court when seeking a warrant or making an arrest.
B. Once an arrest warrant is signed by a district judge, it shall be filed.
C. Only a Juvenile Court judge or a District Court judge can issue a juvenile warrant.
D. When officers identify a juvenile through a juvenile warrant that is entered in N.C.I.C, officers will verify the warrant through communications.
   1. Once verification has been made, officers shall transport the juvenile to JDC to be booked and notify the JDC of the arrest.

OPR 1-06-9 JUVENILE REPORTS

A. When arresting a juvenile, the offense incident report and any available supplements and statements shall be submitted by the end of the police officer's tour of duty.
B. Officers will contact a JDC within 24 hours if a juvenile is an offender and supply the name, date of birth, sex, race, and details of the incident. All of this information must be detailed in the report.

OPR 1-06-10 FINGERPRINTS, PHOTOGRAPHS AND PHYSICAL EVIDENCE

A. Any juvenile who has been arrested for an offense, which is committed by an adult, which would constitute a Felony or class A misdemeanor in which violence or the use of a weapon was involved, may be fingerprinted and photographed by the law enforcement agency.
   1. Such photographs shall be filed and kept separately from adult records.
B. Fingerprints and photographs of juveniles are normally taken by JDC personnel.
C. Other forms of identification, e.g., hair, blood, urine, etc., will not be obtained without a court order.

OPR 1-06-11 FAMILIES IN NEED OF SERVICES

A. Officers shall take a report and refer parents or guardians complaining of an alleged child in need of supervision to JDC or appropriate services.

OPR 1-06-12 TAKING PROTECTIVE CUSTODY OF A CHILD

A. When responding to any form of child abuse the responding police officer must determine if the child should be removed from the environment for the child's safety.
B. Pursuant to Arkansas Statute 12-18-1001, a police officer may take a child into 72 hour protective custody when the police officer has reasonable grounds to believe the child is:
   1. Subject to neglect as defined by ACA 12-18-103 (13) (B) or;
   2. Is a dependent as defined by Arkansans Juvenile Code 9-27-301 or;
   3. Circumstances or conditions exist where the leaving the child in his or her residence

or in the care and custody or the parent, guardian, custodian, or caregiver presents an immediate danger to the health or physical well-being of the child.

C. In making a determination of removal for protective custody officers will obtain all pertinent information and review the need for removal with their supervisor.

D. When taking a child into custody the police officer will:
   1. Notify CPS, DHS immediately via SSCD.
      a. A CPS, DHS case worker can assist with placing the child in a temporary home.
      b. Immediate contact with C.P.S. is critical so custody petitions can be filed within 24 hours.

E. C.P.S. Requests
   1. When C.P.S. workers request a police officer to take custody of a child the police officer shall ask the case worker for any documentation of abuse or neglect.
   2. If the case worker has no documentation and the police officer does not find reasonable grounds to remove the child, the police officer shall:
      a. Digitally record the case worker's statement before making the decision to remove the child.
      b. Request that the case worker get a court order to remove the child.
   3. The initial report will list the offense for which the child was taken into protective custody.
      a. "Protective custody" is not an appropriate title for the offense/crime report as protective custody cases are public record.
      b. Records obtained from Child Protective Services or the Human Services Department are confidential and cannot be released to the general public or news media.

OPR 1-06-13 JUVENILE REPORTED AS MISSING OR RUNAWAY

A. The police officer initiating the report will include:
   1. Child's full name given at birth.
   2. Child's date of birth
   3. Child's city, county, and state of birth
   4. Mother's maiden name

B. The police officer will ensure SSCD enters the identification information of the juvenile into NCIC immediately and document the name of the communications specialist entering the information in the report.

C. If the reported juvenile is not located within 24 hours it will be the responsibility of the appropriate Division Commander of the officer to ensure notification to the State by telephone, facsimile or electronic transmission to the Division/District of Vital Statistics so the child's birth certificate can be flagged.
   1. State Law requires all the above information be included in the report to the State Registrar, within 3 days.

D. If the juvenile is located, a supplementary report will be written to cancel the original report.

1. SSCD personnel will remove the juvenile information from NCIC.
2. First line supervisors will ensure the Division Commander is notified of the juvenile's recovery so they can notify the State Registrar.

OPR 1-06-14 LOCAL, IN-STATE AND OUT-OF-STATE RUNAWAYS

A. Local and In-State Runaways
   1. Local and in-state runaways can be detained at the Police Department, but cannot be placed in the Siloam Springs Detention facility.
   2. Officers encountering such runaway juveniles should attempt to notify parents or legal guardians, and will notify the Juvenile Probation Office.
      a. In such cases the officer will make notification to JDC if the originating agency and legal guardian are unable to pick up the child in a timely manner.

B. Out-of-State Runaways
   1. Out-of-state runaways taken into custody by authority of an out-of-state law enforcement agency teletype can be taken to the Juvenile Detention Facility.
   2. Out-of-state runaways can be detained there for a reasonable period of time until the parent(s) or guardian of the runaway is notified.
   3. Officers must immediately notify the Juvenile Probation Office of out of state runaways that are apprehended. Arrangements will made by the Juvenile Probation Office through the Interstate Compact for the return of the runaway.

CITY OF Siloam Springs

Policy Number: OPR 1-07

Police Department Operations Policy Manual

Approved: April 05, 2016
Revision Date: _____

Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **OPR 1-07 RESPONSE CODES**

PURPOSE: Different response codes are defined by the police department to provide officers with varying methods of utilizing their emergency equipment to augment their safety, as well as the safety of the public. This policy is intended to provide guidelines to officers to help them evaluate the appropriate level of response to a given situation. Officers are cautioned the policy does not relieve them from the duty of driving with due regard for the safety of all persons, nor does it protect them from the consequences of any reckless disregard for the safety of others.

OPR 1-07-1 STATUTORY COMPLIANCE FOR EMERGENCY VEHICLE OPERATIONS

A. Officers engaged in emergency vehicle operations shall utilize both audible and visual emergency warning equipment when engaged in a pursuit or emergency vehicle response. All emergency vehicle operations shall be conducted in strict accordance with existing statutes.
   1. The driver of any authorized emergency vehicle when responding to an emergency call upon approaching a red or stop signal or any stop sign shall slow down as necessary for safety but may proceed cautiously past the red or stop sign or signal. At other times, drivers of authorized emergency vehicles shall stop in obedience to a stop sign or signal (ACA 27-49-109).
   2. No driver of any authorized emergency vehicle shall assume any special privilege under the law except when the vehicle is operated in response to an emergency call or in the immediate pursuit of an actual or suspected violator of the law (ACA 27-49-109).
   3. This law does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons using the street, nor shall it protect the driver of any emergency vehicle from the consequence of a reckless

disregard of the safety of others (ACA 27-51-202b).

4. Only vehicles equipped with functioning lights and siren will participate in the pursuit.

B. Emergency vehicle responses are defined to guide officers in their response to calls for service. There are three recognized response types:

1. Routine – "Code 1" are non-emergency calls for service which are either no longer in progress nor involve injury or threat of violence to persons. Officers will respond at their earliest opportunity in compliance with applicable traffic laws without the use of lights or siren. Call types include but are not limited to; gas drive off; civil questions; reports of property crimes which have previously occurred but not reported.
2. Priority – "Code 2" are non-emergency in progress calls for service where the officer will respond without delay but without the use of emergency lights or siren. Examples of priority calls include but are not limited to; public intoxication; in progress calls involving property only; non injury motor vehicle crashes; disturbance calls where no physical violence has occurred and no weapons are involved.
   a. Officers may briefly utilize lights (Code 2) operation when arriving at a scene where detection of their presence could jeopardize their safety or the safety of others; only within a reasonable distance from the scene. It is also utilized when stationary and emergency lights are used to increase visibility for channeling traffic at an accident scene or traffic stop, or blocking a roadway that has been closed.
   b. Officers will use Code 2 response when escorting funerals, parades, or other types of movement on a roadway where increased visibility is necessary for safety.
3. Emergency – "Code 3" are in progress calls where there exists an imminent threat or likelihood of death or serious bodily injury or persons have sustained serious bodily injury. Officers will respond immediately utilizing emergency lights and siren, operating the vehicle in an expeditious manner with due regard for the safety of all persons. Emergency calls include but are not limited to; "in progress" crimes against persons, motor vehicle crashes with injury; "in progress" residential burglary calls where the occupant is in the residence.
   a. In emergency conditions, when the posted speed limit must be exceeded, officers will utilize emergency lights and siren, (Code 3 response).
   b. The posted speed limit may be exceeded with reason, keeping in mind the inherent dangers.
   c. Officers shall obey traffic control devices such as stop signs, traffic control signals, and railroad grade crossing signals. Officers may proceed through such traffic control devices only after slowing to a safe speed and assuring themselves that they can safely proceed.
   d. Officers may operate their vehicle Code 3 when responding:

i. As the primary, and/or closest backing police officer to any call involving a serious injury or death due to violence.

ii. As the primary (or closest) police officer to any call where human life is known to be in danger (such as an accident with injuries).

OPR 1-07-2 SUPERVISOR AUTHORITY

A. The decision to utilize emergency vehicle equipment in a response shall be based on the information known to the officer at the time of the response. Any officer responding to a call in a "Code 3" status will radio dispatch notifying them and advising they are "Responding Code 2 or Code 3".

B. Supervisors shall have the authority to direct officers to upgrade or downgrade their response.

C. Officers who have arrived "on scene" and determined an emergency response is no longer required will notify via radio, requesting additional responding units downgrade their response.

D. Because supervisors are responsible for monitoring safety in the field, they may direct a code response other than as provided for, if the circumstances dictate.

CITY OF Siloam Springs

Policy Number: OPR 1-08

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Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **OPR 1-08 CLANDESTINE DRUG LABS AND LARGE MARIJUANA GROWS**

PURPOSE: It is the police department policy to utilize trained personnel to enter or attempt to render safe any clandestine drug laboratory, or to gather, test, process, store and dispose of large quantities of green marijuana. The officer will secure the scene and will coordinate with department narcotics officers, the Benton County Sheriff's Office (BCSO) Arkansas State Police (ASP) and/or the Drug Enforcement Administration (DEA) for assistance. This policy provides guidelines for officers to follow in coordinating with other agencies for these types of events.

OPR 1-08-1 CLANDESTINE LABORATORY PROCEDURES

A. Once an investigation has determined the location of a clandestine drug laboratory, and proper legal procedures met for entrance to the property, the following actions will be taken:
   1. The police officer will contact the department narcotics officer or designee to request assistance and support in investigating the lab and contents, and the disposition of the chemicals.
   2. The department narcotics officer will be notified and will stand by until the scene has been secured.
   3. Unauthorized personnel will be excluded from the scene. Once entry has been made, the scene will be marked off or otherwise secured and perimeter guards posted to ensure security. Suspects will be removed from the scene.
   4. Only properly trained personnel will enter the laboratory to assess the risk of exposure to dangerous chemicals and the possibility of explosion. They will evaluate the safety hazards before any other personnel are allowed to re-enter the scene.

B. The search of the scene shall be directed by the scene supervisor or clandestine

laboratory certified person.

C. All personnel who enter the scene will complete a supplemental report detailing their actions.

OPR 1-08-2 PROCESSING MARIJUANA GROWS OR LARGE QUANTITIES OF GREEN MARIJUANA

A. Once an investigation has determined the location of large quantities of packaged green marijuana or a marijuana grow, and proper legal procedures have been met for entrance onto the property, the following actions will be taken:
   1. The police officer will contact the appropriate Division Commander and the CID Sergeant to arrange for sufficient manpower and equipment to secure and process the scene.

B. The search of the scene shall be directed by the investigating officer or supervisor of the agency having jurisdiction over the offense.
   1. Samples will be taken for testing from multiple points within the field or from multiple packages, as will evidence.

C. All personnel who enter the scene will complete a supplemental report detailing their actions.

OPR 1-08-3 PHOTOGRAPHS AND DIAGRAMS

A. Photographs will be taken in the manner consistent with crime scene documentation. Should aerial photographs be needed, coordination may be made through BCSO, ASP or the DEA for aircraft coordination. Diagrams may be completed using survey equipment if available and practical.

B. The locations where samples are taken should be depicted in the photographs and/or on any diagrams of the area.

C. All chemicals, and equipment at a laboratory site as well as product will be photographed

D. The entire lot of seized marijuana shall be photographed.

OPR 1-08-4 RECORDING AND DESTRUCTION

A. After execution of the search warrant, the total weight of product or confiscated marijuana shall be recorded.

B. Destruction and/or disposal of the contraband shall be in accordance with procedures agreed to by the Prosecuting Attorney's Office of the agency pursuing the prosecution.

CITY OF Siloam Springs

Policy Number: OPR 1-09

Police Department Operations Policy Manual

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City Administrator

City Attorney

Police Chief

SUBJECT: **OPR 1-09 DETENTION OPERATIONS**

PURPOSE: The policy of the Siloam Springs Police Department is to process arrestee's into the department's detention facility as expeditiously as possible, and to facilitate the arrestee's ability to detoxify or transfer to another facility as allowed by law.

OPR 1-09-1 FACILITY DESIGNATION AND ADMINISTRATION

A. The Siloam Springs Police Department detention facility will operate as a 24 hour holding facility as defined by AR Jail Standards. Persons may be held in custody up to 24 hours from the time of intake. Circumstances which would require persons to be held in excess of 24 hours will only be authorized by the Police Chief.
B. The Police Chief shall appoint an Administrator for the detention facility who shall be responsible for budgeting for needed equipment, supplies, manpower and related expenses. In addition, the Administrator will be responsible for the overall day to day operations of the facility to include employee and detainee safety, security and welfare.
C. Facility key control is governed by department policy **OPR 1-09-10.**

OPR 1-09-2 PERSONNEL STANDARDS

A. All employees performing jailer functions will meet the minimum employment standards as described in AR Jail Standards SECTION 3-1002 MINIMUM STANDARDS FOR PERSONNEL.

OPR 1-09-3 RULES OF CONDUCT

A. In addition to department rules of conduct, each employee shall be responsible for knowing and complying with these rules of conduct.
B. All personnel must perform their duties in a professional manner when interacting with detainees. Personnel shall not use Profane and/or abusive language, nor shall they in any manner abuse an inmate.

C. Response to Resistance shall be governed by the department's Response to Resistance policy **ADM 5-02**.
   1. Personnel may use physical force against an inmate only to the extent that it is necessary in self-defense, to prevent injury or death to himself or another person; to quell an inmate who might grievously harm or injure himself, to end a disturbance or to prevent a riot or escape; to prevent destruction of public property; or to enforce a lawful command to which an inmate is reacting with physical resistance. In the event of an incident involving the use of force, the involved personnel will make an immediate notification to their supervisor per **ADM 5-02**.

D. Personnel shall not buy from, sell to, barter or trade in any manner with detainees, family or friends of a detainee or a representative of any of these persons. Personnel shall not accept gifts of any kind, regardless of value, from a detainee or his representative, family members or friends.

E. Personnel shall not recommend a specific bondsman or attorney or other services of this nature to a detainee. A list of bondsmen shall be available from which a detainee may seek services, and such material shall be made available to detainees and their counselors on request.

OPR 1-09-4 FIREARMS AND WEAPONS

A. Prior to any person entering the detention area, their firearm will be secured in a gun locker or location outside the detention area.

B. No person shall be permitted to enter the secure area of the Detention Facility while armed with a firearm or edged weapon, except in the event of an emergency where deadly force would be authorized.

C. Electronic Control Devices and chemical weapons are authorized in the detention area.

OPR 1-09-5 RECEIVING AND BOOKING AND RELEASE OF TRANSFER

A. Officers shall use the sally port for the delivery or pick up of prisoners to or from the detention area.

B. Access to the detention area is controlled through key lock or electronic access.

C. Prior to any arrestee entering the Detention area, a secondary search for weapons will be conducted prior to the arrestee entering the detention area.

D. Proper legal authority shall be the basis of booking a person into the Siloam Springs Detention Facility. All warrants, court orders of commitment, arrest reports, etc. will be checked for completeness to include an authorized signature, and to identify the detainee as the subject in question as fully as circumstances permit.

E. Jail Logs: An electronic "jail log" or other detention record, shall be kept, in which all pertinent information on every detainee is recorded. This log should contain characteristic and demographic data on the detainee, time/date of arrest, time/date of confinement, time/date of release, cause of confinement, classification of offense (felony or misdemeanor), arresting/confining officers, warrant or commitment data and all other data common to such action to include time/date of cell checks.

F. Arrestees will be booked in accordance with the electronic Records Management System (RMS) booking program and will include:

1. Name
2. Date of birth
3. Social Security number
4. Physical descriptors
5. Citizenship status
6. Tattoos
7. Current address
8. Phone number
9. Emergency notification
10. Criminal charges
11. Medical screening
12. Release information
13. Current photograph
14. Fingerprints and DNA should be obtained on subjects who meet the criteria established by Arkansas law and who have not previously undergone that procedure by the arresting agency.

G. All personal property from an inmate shall be properly accounted for on a written receipt, placed in an envelope or other container which clearly identifies by appropriate markings that the inmate is the owner of that particular property. The property shall then be placed in a locker and secured with a lock. The inmate shall be provided a copy of the receipt.

1. If property of an evidentiary nature is seized during booking, it shall not be listed with the property that will be returned to the inmate when he is released on bond or otherwise. Such evidentiary property will be handled under the procedure established for evidence handling, and in such cases the evidence seized shall be documented and the inmate shall be given a copy of the evidence receipt.
2. Upon release or transfer of the arrestee, all personal property obtained which is not seized as contraband or for evidentiary purposes will be released to the detainee or transferred with the detainee.

H. Prior to the release of transfer of an arrestee, the processing officer shall:

1. Visually verify and compare with identification or photograph, the person to be released or transferred.
2. Verify any law enforcement agency hold or warrants which may preclude the release of the arrestee.

OPR 1-09-6 CONSULAR NOTIFICATION

A. In accordance with 28 CFR-50.5, officers shall inquire of all arrestees booked into SSDF as to their citizenship for the purposes of consular notification.

B. Non U.S. Citizens of non-mandatory consulate notification countries will be asked if they wish their consulate notified. If the arrestee wishes consulate notification, the booking officer shall make or cause to make notification as soon as practical.

C. Mandatory consular notification will be made for any citizen whose country requires mandatory notification.
D. Notifications:
   1. The preferred method of notification is by notification via a facsimile.
   2. Email may be used when facsimile is not practical.
   3. Access to arrestees by consulate personnel will be handled in the same manner as legal counsel.
   4. A copy of the notification will be placed in the arrestees file

OPR 1-09-7 SEARCH AND DETENTION OF AN ARRESTEE

A. Searches of arrestees shall be conducted by a person of the same sex whenever possible.
   1. In circumstances where a member of the same sex is not available, the officer shall direct the subject to remove all contents from their pockets and remove extra outer layers of clothing (i.e. jackets, shoes,) and the officer shall use the back of their hand to complete the search of the person.
      a. In such cases, the search will be witnessed by a supervisor or other officer and documented in the booking record and report.
B. During the booking process, in addition to weapons and contraband, at the time an inmate is being searched, he should be checked for vermin, cuts, bruises, needle marks or any bodily injury and all findings shall be entered in the inmate's personal record. Any claims of illness or injury should be entered on the record and checked by professional medical personnel for accuracy if warranted. If an inmate appears to be ill, is comatose or in a stupor, the detainee shall be evaluated and cleared by medical personnel prior to being placed into a cell.
C. Excessive Blood Alcohol Test Level: Any arrestee who has been arrested for an alcohol related offense where the results of the test have shown a BAC of .30 or higher, shall be medically evaluated and cleared by medical personnel prior to being placed into any detention cell.
   1. The booking officer shall be responsible for arranging of the medical evaluation or requesting medical personnel respond to the facility to conduct the evaluation.
D. Strip searches are governed by **OPR Policy 1-03** and shall be conducted in private by a person of the same gender as the inmate being searched except when circumstances make the presence of additional personnel necessary.
E. Persons whose release requires the posting of a bond shall be transported to the Benton County Jail or the jurisdiction requiring the bond.
F. Detention Area Rules shall be posted in plain view in the booking area and each arrestee shall be informed of the rules as soon as practical.
G. Prior to being placed into any detention cell the booking officer shall:
   1. Check the cell for contraband (if the cell in unoccupied).
   2. Verify the cell contains one mattress pad (if equipped with a bed).
   3. Verify functional toilet facilities and the presence of toilet paper
   4. Ensure the belts, shoes, hats and other personal property has been removed from the arrestee with the exception of normal clothing.

OPR 1-09-8 DETAINEE SEPARATION

A. The Siloam Springs Detention Facility includes four individual cells and one detoxification cell. The Detention Facility shall provide for the separation by sight and sound, to the greatest extent possible, sound, of the following categories of arrestees:
    1. Male and female
    2. Juveniles not under the protection of the Juvenile and Delinquency Prevention Act of the Arkansas Juvenile Code; witnesses and civil detainees.
B. Detention cells #2 and #3 provide separation from the main detention area and will normally be utilized when booking juveniles or females who have been arrested for a criminal offense, when otherwise not occupied.
C. The Detention Facility shall provide for physical separation of the following categories of inmates to the greatest extent possible:
    1. Arrestee with special problems (alcoholics, narcotic addicts, mentally disturbed persons, physically ill or disabled persons, persons with communicable disease);
    2. Inmates requiring administration segregation
    3. Pre-trial detainees and post-trial detainees; and
    4. Misdemeanants and felons.
D. Booking personnel shall indicate on the cell board, the cell number, sex and classification of the arrestee.

OPR 1-09-10 SECURITY

A. The shift supervisor shall visually inspect the detention area for cleanliness and serviceability at the beginning of each shift or as soon as practical and:
    1. Shall correct any issues observed and/or:
    2. Report such issues to their Division Commander or designee
B. The Police Department will maintain staff on duty twenty-four hours per day who are awake, alert and responsive to all situations that might arise in the detention area.
C. Doors to airlocks and cells shall be kept closed and locked at all times.
D. Jail cell keys shall be maintained and locked in the key box located in the booking area.
    1. When an employee is not physically present in the jail, the jail key locker key will be located in dispatch.
E. If both male and female arrestees are confined, both male and female personnel shall be on duty.
    1. A female employee shall be on duty full time when females are confined, and she shall be required to make all the checks of the cells with female inmates as described in paragraph B above.
    2. Outside of an emergency situation, no male employee will enter the cell where female inmates are being held unless accompanied by female employee.
    3. Outside of an emergency situation, no female officer will enter the cell where male inmates are being held unless accompanied by a male officer.

F. If an arrestee is placed into a detention cell, the arrestee will be monitored and recorded by video and audio at all times.
    1. In the event the video or audio equipment is not functioning, one employee will remain in the detention area when prisoners are present.
G. Detoxification cell; designed for detention of intoxicated persons during the sobering process ONLY, and these inmates shall be moved to cells or other areas as soon as they can properly care for themselves.

OPR 1-09-11 VISUAL INSPECTIONS

A. Personnel shall visually check at no more than sixty-minute intervals on an irregular basis, all security features of the cell area, make account of the detainees, watching for any unusual factors, and the results of this check shall be recorded by the person making the check and shall be electronically recorded in the jail log or booking record of the detainee.
    1. This function shall be coordinated between the booking officer and dispatcher/jailer to ensure the responsibility of conducting the jail check is communicated.
    2. For those inmates who are under the age of 18 or have demonstrated behavior problems, personnel shall check at no more than thirty-minute intervals and the check shall be documented as in paragraph (H) above.

B. Upon notification of an escaped prisoner the supervisor notified shall cause to occur:
    1. Notification of all on duty personnel;
    2. Verify accountability of any other prisoners
    3. A search is conducted of the facility
    4. A search is initiated to apprehend the escapee.
    5. Notification of the Police Chief or his designee (all command page).
    6. The cell or scene is secured for evidentiary and investigative purposes.

OPR 1-09-12 MEDICAL, DENTAL AND MENTAL HEALTH CARE SERVICES

A. Siloam Springs Police Department does not maintain medical, dental or mental healthcare personnel on staff.
B. In the event of a medical emergency within the detention area, personnel shall immediately notify dispatch and request Emergency Medical Services (EMS) be dispatched to the detention area.
    1. Upon notification of EMS, the shift supervisor and Division Commander/Command on Call shall be notified as soon as practical.
C. Non-emergency requests for medical treatment by arrestees: If an arrestee makes a non-emergency request for medical services, the arrestee will be informed that EMS may be called, but the arrestee shall be solely responsible for the cost of any medical services requested.
    1. Officers will not normally transport arrestees from the detention area to a medical facility for non-emergency medical requests.

2. A written or electronic record shall be made and retained in the Detention Facility's file of all inmate medical and dental complaints and the prescribed medication or treatment. Place, date, time and nature of the health encounter shall be documented.

D. An entry into the booking record of the arrestee shall be made any time a request for medical services is made or medical treatment is provided. This entry includes:
   1. The time and date the request was made
   2. The medical complaint
   3. The disposition of the request (withdrew request, declined medical treatment, transported, etc.).
   4. Prescribed medication or treatment: Officers may provide prescribed medication to an arrestee upon approval of a supervisor and:
      a. Only prescription medication clearly labeled containing the physicians name and phone number and;
      b. In a prescription container prescribed to the arrestee will be administered to an arrestee.
      c. Only after the medication contained in the prescription container has been verified to be the actual medication prescribed.
   5. Arrival/departure of EMS

E. Admission to medical facilities:
   1. In the event an arrestee is transported from the detention facility and admitted to a medical facility it shall be the discretion of the shift supervisor to:
      a. Issue the arrestee a citation of release and document the information in the booking record.
      b. Maintain custody and assign a police officer to observe the arrestee.

OPR 1-09-13 EMERGENCY AND LIFE SAVING TECHNIQUES AND EQUIPMENT

A. A first aid kit and an automatic external defibrillator (AED) shall be available in a secure, but easily accessible, location within the Detention Facility.
   1. All personnel whose duties include the booking, handling or observation of arrestees will be trained in the operation and use of the AED and CPR.

B. The medical training program includes use of the AED, performance of CPR and basic first aid and shall be coordinated by the Detention Facility Administrator and administered/conducted by the Siloam Springs Emergency Medical Services Director. All personnel shall maintain certification for life saving techniques and devices.

OPR 1-09-14 USE OF RESTRAINTS

A. The conduct, behavior, speech, impairment and mental health concerns will be continually evaluated to determine at which point during the booking process, restraints will be removed from an arrestee.

B. Restraints are used to prevent escape and for the safety of the officer, subject or other arrestees and to prevent the arrestee from harming themselves. Authorized restraints are defined in OPR 2-03

C. Restraints will normally be removed when:

1. An arrestee is placed into a detention cell.
2. Providing a BAC sample during a DUI/DWI arrest.
3. Requested by medical personnel for treatment.

OPR 1-09-15 DETOXIFICATION PROCEDURES

A. Arrestees who appear impaired due to alcohol or drugs may be placed in the detoxification cell until such time as their impairment has dismissed and they can be safely booked, released or transferred.
B. Detention Facility personnel shall not engage in a detoxification process of an arrestee, except to the extent authorized in writing by the designated medical personnel.

OPR 1-09-16 MAIL, PHONE COMMUNICATION AND VISITATION

A. As a designated 24 hour holding facility it is the policy of this department not to allow for detainee mail or public visitation.
   1. Arrestees will be allowed to meet with authorized counsel as required by law.
      a. Prior to entering the detention area, the authorized counsel will be searched for weapons or other prohibited items which are not subject to privilege.
      b. Arrestees will be permitted to meet with authorized counsel within the observation room within the detention area.
      c. Arrestees will be searched before being returned to their cell.
B. Phone Communication from arrestees will be limited to:
   1. Arrangement of bond
   2. To notify family or legal counsel upon completion of booking

OPR 1-09-17 FOOD SERVICE

A. Meals will be provided for those arrestees who are booked in to the detention facility during designated meal times. The daily designated detainee meal times are:
   1. 0530-0630, 1130-1230, 1730-1830.
   2. Deviations from the meal times are delegated to the shift supervisor based on operational commitments. In the event a deviation from the designated meal time results in a delayed meal, the shift supervisor will as soon as practical, ensure meal(s) are provided.
   3. Detainee meals will be normally obtained from the Siloam Springs Regional Hospital Cafeteria and direct billed to the police department.
B. Utensils and meal containers will be examined for contraband prior to being provided to an arrestee and collected and accounted for immediately upon the arrestee consuming the meal.
   1. Uneaten or partially consumed meals and all trash will be disposed of at the completion of the meal time.
C. Per Section 11-1006 of the AR Jail Standards, records of the foods actually served will be maintained for at least 12 months.

OPR 1-09-18 SAFETY

A. Fire: Pursuant to the fire code, the Police Chief shall have the Criminal Detention Facility inspected at least annually by the state or local fire marshal for fire prevention and safety measures, and a record of such inspections will be kept on file within the Facility. A copy of the inspection shall be sent to the Jail Standards State Coordinator's Office.
   1. Fire evacuation plan shall be posted and visible to booking personnel in the detention area.
   2. In the event of an emergency, dispatchers may remotely activate doorways to facilitate the ingress/egress of emergency personnel and equipment.

B. Tornado: The detention area is comprised of reinforced concrete block and has no exterior windows. In the event of a tornado warning, detainees shall remain in their assigned detention cell.

C. Evacuation: If the facility requires evacuation, detainees may be transported to the Benton County Jail or released upon issuance of a citation of release as appropriate. Siloam Springs Police Department policy is conduct cell extractions for major disturbances occurring within the Detention Facility. The primary objective is to resolve high risk situations with a minimum amount of force, personal injury and property damage.

OPR 1-09-19 REQUESTS FOR CELL EXTRACTIONS

A. The safety of sworn personnel and prisoners should be paramount in the decision to conduct a cell extraction. Consideration should be given regarding the need for specialized personnel and/or equipment to handle the situation.

B. In situations regarding hostage or barricaded prisoner(s), the Detention Administration shall encourage isolation, containment and negotiation. If hostage(s) have not been harmed and there is no immediate threat to them, or if the barricaded prisoner is alone, negotiation is the safest option. The prisoner will be allowed to communicate only with the designated negotiator; no communications with family, friends, clergy, attorneys or news media will be allowed, unless authorized by the Police Chief or designee.

C. The Patrol Supervisor will direct SSCD to notify the appropriate division commander and or commander on call.

D. Under extreme emergency conditions, any supervisor or acting supervisor may authorize cell extractions. Prisoners with weapons, hostages, or deaths inflicted by inmates are examples of extreme conditions.

E. The supervisor may request emergency personnel (ambulance, fire, etc.) respond to standby in a secure area.

OPR 1-09-20 TACTICAL SITUATION PROCEDURES

A. Once a supervisor has determined that a cell extraction is necessary, the supervisor should:
   1. Attempt to insure that the scene is secure.
   2. <u>If necessary</u>, begin evacuation of adjacent cells. This will be done with the

utmost safety for prisoners and officers/detention officers.

a. The removal of injured persons within the immediate situation area may be a tactical problem requiring evacuation procedures performed by CET rather than detention personnel.

3. Maintain command until properly relieved.

Chapter 2: Courts and Prisoner Protocols

THIS SECTION CONTAINS OPERATIONAL POLICIES AND PROCEDURES THAT RELATE PRIMARILY TO THE COURTS AND CIVIL SECTION OF THE SUPPORT DIVISION ALTHOUGH THEY APPLY TO ANY POLICE OFFICER OPERATING IN AN ENVIRONMENT WHERE THEY ARE APPROPRIATE. IN IT, YOU WILL FIND:

OPR 2-01 CIVIL PROCESS - Procedures for serving non-criminal legal process.

OPR 2-02 COURT - Procedures for employees to follow when called to court or needing to interact with court entities.

OPR 2-03 RESTRAINTS AND MOVEMENT OF PRISONERS - Procedures and guidelines for handling prisoners.

OPR 2-04 HOSPITAL PROCEDURES AND EMERGENCY MENTAL EVALUATIONS - Procedures for prisoners in police department custody who require medical or psychological attention.

OPR 2-05 FORFEITURE OF MONIES AND PROPERTY - Procedures for the forfeiture of monies or property.

CITY OF Siloam Springs

Policy Number: OPR 2-01

Police Department Operations Policy Manual

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Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **OPR 2-01 CIVIL PROCESS**

PURPOSE: By law, the Benton County Sheriff's Office serves legal process in support of the courts. This includes the service of civil and criminal process received from the courts or from individuals whose legal interests are affected by the courts' decisions. The service of criminal process is primarily detailed in other policies while this policy provides guidelines for serving civil process. For this particular policy, unless otherwise defined, the terms "police officer" and "officers" refer to a full-time, certified police officer.

OPR 2-01-1 CIVIL PROCESS SECTION

A. All requests for civil process will be forwarded to the Benton County Sheriff's Office

OPR 2-01-2 PROPERTY SEIZURE

A. All writs which require the seizure of real or personal property are executed by a sheriff's deputy.

OPR 2-01-3 GENERAL DUTIES, RESPONSIBILITIES AND SUPERVISION

A. Officers will not involve themselves and/or the police department with repossessions and/or their agents unless specifically directed to do so by a court of record within this jurisdiction.

B. Officers will not make a determination as to lawful ownership of goods and/or chattels or cause these items to be repossessed unless ordered to do so by the court. Officers must instruct the parties involved to seek direction through the courts.

C. If a repossessing agent has documents signed by a District Judge and either issued or filed with the court, the individual must present those documents to the police

officer before any determination or action will be taken.

OPR 2-01-4 SUMMONS AND COMPLAINT

A. A Summons is a notice from the court of a civil action. Attached to the Summons is a copy of the complaint filed. This Summons requires a response to the court within the stipulated time period. The time period begins from the date of service of the Summons. Service can be effected through personal service, posting, service of a permanent resident who is 15 years of age or older at the residence, or an authorized agent who can accept service for the defendant. There are many different types of Summons, the general rule for service follow the methods listed above unless there are special instructions from the issuing court. Failure to answer a Summons may result in a default judgment against the defendant.

OPR 2-01-5 WRIT OF POSSESION (EVICTION)

A. All executions of a Writ of Possession (Eviction) will normally be handled by the Benton County Sheriff's Office when affecting a removal of tenants from rental property by court order.

B. The actual physical eviction can only be effected by a sworn law enforcement officer. Once a Writ of Possession has been served, the tenants are evicted from the property. Officers may allow them 10 to 15 minutes to gather essential items.

OPR 2-01-6 SUBPOENA

A. An order from the court that requires a person to appear for a specific matter at a definite time and place.

B. A subpoena must also be served on the individual themselves, unless the subpoena is for a minor, in which case a police officer may serve the person's parent or legal guardian.

OPR 2-01-7 SUBPOENA DUCES TECUM

A. A subpoena which directs the person to appear, as well as bring records, papers, and other documents which relate to the matter at hand.

B. Subpoenas must be personal service only, but an attorney can accept service for his client.

C. An agent authorized to accept service may be designated in some cases. For example, doctors may designate their secretaries to accept service for them. Another example would be the Coroner or detectives. Officers must print the authorized individual's name and title accepting service for the recipient on the work sheet and the Return of Service.

OPR 2-01-8 CHILD PICK-UP ORDER

A. A court order which specifically directs a law enforcement officer to take custody of a

child, and either restore them to the petitioning parent, or bring them before a judge for a hearing.

OPR 2-01-9 OUT OF STATE CHILD PICK-UP ORDERS

A. Court orders for child pickup orders from other states must be adopted by the District Court of this Judicial District before they can be enforced.

OPR 2-01-10 DOMESTIC VIOLENCE RESTRAINING ORDER / ORDER OF PROTECTION

A. An order of protection is an order directing the respondent to stay away from the petitioner pending the outcome of a court hearing regarding an incident of domestic violence.
   1. These orders are signed by a District Court Judge. These orders are explicit and can instruct/order the police officer to perform certain tasks.
   2. In some instances these orders will require officers serving them to evict the respondent (defendant) from the home where the petitioner lives.

B. Remember these are court orders, and should be carried out exactly as specified in the order. At times the petitioner, or plaintiff, may request that some portion of the order not be carried out. Officers must enforce ALL of the provisions in the order, regardless of the wishes of the plaintiff/petitioner.

C. Officers will serve these orders directly to the respondent, unless they or their attorney was present at the time the order was issued.

D. An order of protection granted by the court shall be effective for a fixed period of time.

E. A police officer shall arrest without a warrant and take into custody a person whom they have probable cause to believe has violated a protection order pursuant to the order.

OPR 2-01-11 VIDEO TAPING CIVIL PROCEDURES

A. Officers are encouraged to digitally record any civil process they have reason to believe may require additional documentation.

B. Before recording, the date and time will be set internally so that it will be recorded as the tape is made. The tape should begin with a recording of the front of the business/residence which would indicate the address. At the same time the police officer making the recording should audibly announce the date, time, address, and case number, so that it will be documented on the digital media.

C. Recordings will be submitted in a timely manner, and will be appropriately marked with the date, time, civil case number and uniform incident number.

D. Recordings will be stored in Evidence. Only issued tapes, videos and discs are authorized to be used by sworn personnel.

E. Duplication of the video tapes may be made at the discretion of the Division Commander, pursuant to a lawful court order, or in compliance with a defendant's motion for discovery.

CITY OF Siloam Springs

Policy Number: OPR 2-02

Police Department Operations Policy Manual

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Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: OPR 2-02 COURT

PURPOSE: Siloam Springs Police Department policy is to ensure that employees appear for court and designated hearings properly prepared and attired.

OPR 2-02-1 ATTENDANCE AT COURT AND MOTOR VEHICLE DIVISION HEARINGS

A. Any employee directed to appear in court/ hearings must appear and be prepared to testify. A hearing notice or subpoena are both considered orders to appear.

B. When employees receive special court notices, subpoenas, or hearing notice, requiring simultaneous appearances, the higher court notice shall take precedence between courts, and courts shall take precedence over administrative hearings. Employees should notify the lower court of the conflict and shall attend the court of higher jurisdiction. It is helpful to document the name of the court employee notified.

C. When employees are scheduled for court or hearings and are unable to appear because of unforeseen conditions, they shall notify the court at the earliest possible time, prior to the scheduled appearance, as follows:

1. District Court or Grand Jury notification - contact the Prosecuting Attorney named on the subpoena and their Office Monday thru Friday, 0800 to 1700 hours.
2. Federal Court notification - contact the U.S. Attorney's Office Monday thru Friday, 0800 to 1700 hours.

OPR 2-02-2 COURTROOM ATTIRE AND SECURING WEAPONS

A. Employees appearing or testifying in any court not in uniform, shall be attired in business attire such as a suit or sport coat, slacks, and a tie, dresses, dress pants, or

skirt and blouse. Pressed jeans are not acceptable. Dress shoes or dress boots shall be worn employees. If in uniform officers shall wear Class A Dress or Class A uniform.

OPR 2-02-3 COURTROOM DEMEANOR

A. Employees will be punctual, have the case properly prepared, and evidence suitably arranged for presentation.
B. Employees shall show the utmost attention and respect for the court. Employees shall testify with the strictest accuracy, confining their testimony to the case before the court.

OPR 2-02-4 JURY DUTY AND WITNESS FEES

A. Employees called for jury duty will be paid their regular salary while serving on a jury. Any monies received by employees for serving on a jury must be turned over to the city by endorsing the check payable to the city and turning it in to the Executive Secretary, who will forward it to the Finance Office.
B. Employees called as witnesses in cases as a result of their employment will be paid their salary, per diem, and travel expenses by the City as prescribed by law.
   1. When testimony is required in United States Federal Court, employees will travel in an on-duty status in a city vehicle, however, employees may receive per diem from the Federal Government, as prescribed by law, in lieu of City per diem.
   2. Any monies received as witness fees for testimony given in any trial will be paid to City of Siloam Springs.

OPR 2-02-5 WITNESS FEES FOR TESTIMONY IN CIVIL CASES

A. Only the employee named on the subpoena in a civil case will accept service of the subpoena.
   1. Failure to obey a subpoena may be deemed contempt of court. Employees will accept service of civil case subpoenas naming them whether or not fees are attached.
   2. Employees will, however, at the time of service, demand such fees as are appropriate.
      a. Appropriate fees shall be determined by the finance department.
      b. If fees are not tendered upon service or prior to the required appearance, this fact will be brought to the attention of their Division Commander through the chain of command.
B. If the civil case is one which involves a pending claim or suit against the employee, Police Department, or City, or if the employee believes there may be potential liability, they will notify their Division Commander via the chain of command within 24 hours of subpoena service.
C. Employees appearing in civil court during their regular duty hours will endorse the check "payable to the City of Siloam Springs only" and return it and the subpoena to the Executive Secretary.

D. When an employee is not required to appear in court, any checks received will be returned to the issuing party.
E. Employee appearing in civil court during off-duty hours may either keep the check, or submit an overtime slip in the same manner as other court overtime.
F. Employees will not be permitted to take vacation or compensation time solely for the purpose of collecting the witness fee.

OPR 2-02-06 CONFERRING WITH ATTORNEYS

A. Civil Cases
   1. Employees may cooperate with private attorneys on civil cases in which the City of Siloam Springs has no involvement, in the same capacity as any other citizen. However, on-duty employees are directed to inform inquiring attorney's that they will be available for conferences only when they are off-duty.
   2. An employee may not utilize any skills or training they have received in their tenure with the police department to augment an attorney's case unless they are testifying pursuant to a subpoena. In other words, a Use of Force instructor may not contract with an attorney to conduct an analysis of a citizen's use of a firearm and provide testimony on their findings in the civil case between the parties.
   3. No overtime and/or compensatory requests will be accepted by supervisors for off- duty conferences between employees and attorneys on civil cases.
B. Criminal Cases
   1. When requested by defense attorneys, witness employees will notify the Prosecuting Attorney's Office and/or the City Prosecutor of the interview.

OPR 2-02-7 CONFLICT OF INTEREST TESTIMONY

A. Employees who are subpoenaed to testify in any case in which they have not been involved in as a witness, victim, detective, or reporting police officer or support employee will contact their Division Commander who will determine what testimony is being sought.
B. If it appears that the testimony will be directed against another employee or law enforcement agency, subpoenaed personnel will contact their immediate supervisor and the Prosecuting and City Attorney prior to giving any testimony or deposition.

CITY OF Siloam Springs

Policy Number: OPR 2-03

Police Department Operations Policy Manual

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Approvals:

City Administrator

Police Chief

City Attorney

SUBJECT: **OPR 2-03 RESTRAINT AND MOVEMENT OF PRISONERS**

PURPOSE: Siloam Springs Police Department policy is to ensure safety and security for officers, the general public and an individual whose freedom of movement is restrained. This policy provides guidelines for the employment of restraint devices and for the movement of persons in custody.

OPR 2-03-1 RESTRAINTS

A. The following restraint devices are authorized for regular use by sworn and detention facility employees:
   1. Belly Chain.
   2. Double locking handcuffs.
   3. Double locking leg shackles.
   4. Department issued flex-cuffs.
   5. Department issued thigh restraint straps.
   6. Leather wrist and ankle restraints.
   7. Prisoner transport device.
   8. Straight jacket or other similar device.
   9. Transport belt used in conjunction with hand cuffs, leg irons or both.

B. This does not restrict sworn personnel from using any other restraint device necessary to gain control of a prisoner in an emergency.

OPR 2-03-2 HANDCUFFING INDIVIDUALS

A. Generally, adult or juvenile prisoners and all persons whose freedom of movement must be restrained will be handcuffed behind the back and remain so restrained while being transported.

1. Exceptions may be made for the elderly, invalids, ill or injured individuals, or persons with other physical handicaps which prelude the use of handcuffs or cuffing in the back.
2. Very careful evaluation and discretion must be utilized by officers in determining when exceptions apply. The nature of an individual's illness, injury, or physical handicap must be weighed against the threat the individual poses to the public or police officer. Partial restraint is preferable to no restraint at all.

B. Handcuffs and leg shackles will be double locked when in use.

C. Long-Distance transports
   1. Adult and juvenile prisoners being transported in situations where the prisoner will be restrained for a significantly long period of time will be secured with belly chain, leg irons, and handcuffs placed at the front.

D. Court Ordered Transports
   1. Officers transporting prisoners to court proceedings, mental evaluations or hospital transports will use leg irons, belly chain and handcuffs.

E. Exceptions may be granted by a supervisor on a case-by-case basis where medical necessity or security requires alternative transports such as restraining the prisoner on a medical gurney or transport control device.

F. If a prisoner attempts to spit on a police officer or other parties, the police officer should place a "disposable transport hood" that allows for normal breathing over their head.

OPR 2-03-3 SEARCHING PRISONERS

A. When making an arrest or transporting a prisoner for any reason, carefully search the prisoner prior to and after transport for weapons or contraband of any type.
   1. If weapons or contraband items are found, seize the items as evidence and pursue the appropriate criminal charges.

B. In the event a prisoner is turned over to another police officer for transportation, the transporting police officer shall take the same precautions.

C. If possible, prisoners will be searched by personnel of the same sex. If personnel of the same sex are not immediately available, officers will search for weapons consistent with approved training and recommended best practices.

OPR 2-03-4 SEAT BELTS

A. In all cases, seat belts will be utilized by each prisoner and the driver provided the vehicle is factory equipped with them.

OPR 2-03-5 TRANSPORTATION OF PRISONERS

A. All transports not conducted under the general authority afforded a police officer by Arkansas statute shall be under an appropriately signed and filed order from the

courts. When the transport is by court order, officers will not be required to complete a report unless unique circumstances warrant it.

B. Transporting officers will search their vehicle to assure that no contraband, weapons, or other items are present prior to and after transporting prisoners and at the beginning and end of each work shift.

C. Officers shall verify the engagement of the vehicle child-safety locks, or that the doors are otherwise secured such that they cannot be opened from inside the prisoner compartment, prior to the transportation of prisoners.

D. Transportation of prisoners shall be made without unnecessary delay. When transporting officers observe a situation requiring law enforcement response, they shall notify the Siloam Springs Central Dispatch (SSCD) and have another police officer respond to the incident.

   1. Stopping to respond to the need for law enforcement services while transporting a prisoner should be considered only when the risk to third parties is both clear and grave, and the risk to the prisoner is minimal.
   2. If officers do stop, they shall resume their transport as soon as other law enforcement aid arrives.

E. Prisoners will not be allowed verbal or physical contact with any person, including their attorney, while they are being transported.

OPR 2-03-6 TRANSPORTING JUVENILES OR PRISONERS OF THE OPPOSITE SEX

A. Male and female prisoners should not be transported together in the same vehicle unless some form of barrier is between them, unless authorization to do so is given by a supervisor. Examples when this may occur is when large-scale arrests are made and the amount of prisoners needing to be moved exceeds the number of transport units available.

B. When it is necessary for a police officer to transport a prisoner of the opposite sex, the police officer will notify the dispatcher of their location, destination, starting mileage at the scene, and ending mileage upon arrival at the destination by verbal communication over the air.

C. Juveniles, regardless of their status, shall not be transported in the presence of adult prisoners.

OPR 2-03-7 SPECIAL TRANSPORTS

A. Officers may be required by the court to transport a prisoner who presents a likelihood of causing serious harm to themselves or others to an evaluation or medical facility.

   1. Officers will ensure the admitting personnel at the evaluation facility document that the police department is not making the admission and is not responsible for the billing.

2. Under no circumstances shall one police officer attempt to transport more than one violent prisoner. When possible, officers should pair up to transport violent prisoners. The law enforcement unit not being used shall be properly parked and secured.
3. Prisoners known or suspected of being mentally ill should be restrained securely without causing injury whenever possible.
4. Violent mentally disturbed prisoners or prisoners who are violent due to drug overdose may require medical evaluation prior to incarceration. Restraint and transportation may be accomplished by ambulance with a police officer present at all times.
5. Non-violent prisoners, who are incapable of following a police officer's directive due to extreme intoxication, drug use, or an unknown medical issue should be medically evaluated prior to transport. The officer should request medics be dispatched to the scene to evaluate the arrestee.
6. High risk prisoners shall be transported by officers who have received additional training in the procedures and best practices for transporting such prisoners.

OPR 2-03-8 TRANSPORTING PRISONERS NEEDING MEDICAL ATTENTION OR WITH PHYSICAL HANDICAPS

A. When prisoners are transported to a hospital or medical facility the following procedures shall be followed:
   1. Officers will ensure the prisoner is isolated from other patients and is not left unattended or permitted to escape the immediate control of the transporting police officer.
   2. The transporting police officer will not leave the medical facility unless relieved by another police officer or released from their post by a supervisor.
   3. Transporting officers will not release a prisoner from their restraints unless it is necessary to enable the medical staff to provide proper care.
   4. If the prisoner is to remain at the medical facility, officers will adhere to the procedures found in **OPR 2-04 HOSPITAL PROCEDURES**.
   5. Sick or injured prisoners will be restrained in the same manner as any other prisoner being transported, unless such restraints would compound the injury. In this case, officers should utilize alternative methods of restraint permitted by this policy.
B. Due care should be taken when transporting handicapped individuals. Officers are responsible for ensuring that necessary handicap aids (i.e., crutches, wheelchair, etc.) as well as prescription medicines are transported and made available to the prisoner at the appropriate time. Prescription drugs must be turned over to the staff at the detention facility.

OPR 2-03-10 ESCAPE OF PRISONER

A. In the event of an escape of a prisoner prior to or during transportation, the transporting police officer shall:
   1. Immediately notify SSCD and the on-duty supervisor.
   2. Initiate a search for the escapee and direct other units in the establishment of a perimeter if applicable.
   3. Prepare an incident report of the escape.

OPR 2-03-11 HANDCUFFING IN THE BOOKING AREA

A. Officers will comply with regulations set forth by the City of Siloam Springs Detention Facility regarding handcuffing of prisoners within the facility.
B. Violent or unruly prisoners will remain handcuffed until being placed in a cell.

CITY OF Siloam Springs

Policy Number: OPR 2-04

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Approvals:

City Administrator

Police Chief

City Attorney

SUBJECT: **OPR 2-04 HOSPITAL PROCEDURES AND EMERGENCY MENTAL EVALUATIONS**

PURPOSE: Siloam Springs Police Department policy is to ensure that medical care is provided to arrested persons, intoxicated persons, and the mentally ill when such care is needed, based on approved medical and legal procedures. Procedures for medical treatment after persons are booked will be according to the procedures of the Detention Facility.

OPR 2-04-1 EMERGENCY MENTAL EVALUATION

A. As provided by state statute, a police officer may detain a person for emergency mental evaluation and care in the absence of a legally valid court order only if:
   1. The person is otherwise subject to arrest.
   2. The police officer has reasonable grounds to believe the person has just attempted suicide.
   3. The police officer, based upon personal observation and investigation, has reasonable grounds to believe that the person, as a result of a mental disorder, presents a serious threat of harm to themselves or others, and that immediate detention is necessary to prevent harm.
   4. A licensed physician or a certified psychologist has certified that the person, as a result of a mental disorder, presents a likelihood of serious harm to himself or others and that immediate detention is necessary to prevent such harm.
      a. Such certification shall constitute authority to transport the person **to an initial evaluation facility only** and does not apply to subsequent transport to a treatment facility.

OPR 2-04-2 SUSPECTED MENTALLY ILL PERSONS

A. A police officer who has initial contact with a suspected mentally ill person and has knowledge of what has transpired will request medical personnel to transport the individual to Siloam Springs Regional Hospital Emergency Room.

B. The police officer must complete mental health form for evaluation. This form should include all facts that a well written report would include, and indicate a law enforcement hold, if any.

C. The transporting police officer shall remain at the place of evaluation until the Emergency room physician makes an evaluation.

D. The final determination of hospitalization will rest with the Emergency room physician.

OPR 2-04-3 MENTALLY ILL PERSONS TAKEN INTO CUSTODY

A. Individuals not under arrest - not committable
   1. If an individual is not under arrest for a crime and the physician determines that the individual is not committable, the police officer will release the subject and complete an offense report.
   2. The mental evaluation form will be attached to the offense report.

B. Individual under arrest - not committable
   1. Once the physician determines the individual is not committable the individual will be transported to the Benton County Jail to be booked in.
      a. Officers will notify BC Jail personnel of the arrestee's mental condition.
      b. The report number will be written in the top right hand corner of the evaluation form.
      c. The mental evaluation will not be mentioned in the primary narrative of the uniform incident report.
      d. A supplemental to the uniform incident report will be completed with the information about the mental evaluation in it.
      e. The mental evaluation form will be attached to the supplemental not the Incident report.

C. Individual not under arrest – committable
   1. An incident report will be completed along with the mental evaluation form.
      a. The offense report number will be written in the top right hand corner of the mental evaluation form which will be attached to the offense report.

D. Individual under arrest – committable
   1. An incident report will be completed along with the mental evaluation form.
   2. An incident report of the crime will be completed with the report number written in the top right hand corner of the mental evaluation form.
      a. Do not make any reference to the mental status in the primary narrative.
      b. This information will be placed on a supplemental report with the mental evaluation form attached to the arrest report.

3. No charges will be filed at the time the subject is brought to the detention facility or the Police Department. All reports will be referred to the Prosecuting Attorney for disposition.

OPR 2-04-5 SUSPECTS UNDER ARREST NEEDING MEDICAL ATTENTION

A. Medical care for prisoners who have been booked into the Siloam Springs Detention Facility are governed by **DET 1-07-1**
   1. When an arrestee is in need of medical treatment at the scene, the arresting officer shall request an ambulance to be dispatched to the scene.
   2. It shall be the decision of the medical personnel to determine if the arrestee should be taken to a medical facility by ambulance prior to booking.

B. Whenever possible, officers shall insure that the arrestee's identification is provided to ambulance and/or hospital personnel.
   1. If identification is not available, officers should provide any known identification information such as name and date of birth to ambulance and hospital personnel.

C. The police officer is responsible for obtaining the charge nurse's name for inclusion in any report.

D. If it is necessary to handcuff a prisoner at a hospital, a police officer will remain with the prisoner.

E. Felony prisoners will not be left unattended at a hospital without notification of the on duty area supervisor who will assign a police officer to guard the prisoner.

CITY OF Siloam Springs

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City Administrator

Police Chief

City Attorney

SUBJECT: **OPR 2-05 FORFEITURE OF MONIES AND PROPERTY**

PURPOSE: Circumstances may occur where it is in the public's interest for the police department to seek forfeitures of monies or property which may be converted to official use, or to fund appropriate investigations against organized criminal activity. This policy provides basic guidelines for pursuing these types of forfeitures.

OPR 2-05-1 ASSET FORFEITURES

A. When property, vehicles, or monies are seized pursuant to current Asset Forfeiture laws, the investigating police officer shall forward a copy of the initial criminal report to the Police Chief via the Chain of Command.
B. Officers who have seized property, firearms, vehicles, or monies shall initiate the forfeiture procedure by completing a forfeiture worksheet form and forwarding it with a copy of the completed case to Prosecuting Attorney's Office via the chain of command within ten days.
C. Monies seized by officers will be tagged into evidence.
D. Normally, money forfeitures of less than $100 will not be pursued but will be evaluated on a case by case basis.
E. Normally, forfeiture of vehicles with an estimated net value of less than $2,000 will not be pursued. However, vehicles will be reviewed on a case by case basis, regardless of estimated value.

OPR 2-05-2 FORFEITURE OF VEHICLES

A. Seized vehicles will be towed or driven to the Siloam Springs Police Department or designated storage lot.
B. A complete inventory of the vehicle contents will be conducted and the inventory will

be added to the original report.

C. The vehicle will be secured and the keys maintained by the evidence custodian.

D. A title/lien history must be obtained on seized vehicles by the investigating police officer and a certified copy of those documents will be attached to the completed case submitted to the Division Commander.

E. The investigating police officer will ensure that all leasing companies, lien-holder, owners, and other interested persons are listed on vehicles submitted for forfeiture.

OPR 2-05-3 CIVIL LITIGATION RESPONSIBILITIES

A. The Division Commander is responsible for monitoring the progress and time limits on all forfeiture or intended forfeiture proceedings.

B. The Division Commander will be responsible for routing the forfeiture request and completed case to the City Attorney or Prosecuting Attorney, within ten days of seizure.

OPR 2-05-4 CITY OR PROSECUTING ATTORNEY'S INVOLVEMENT

A. The City or Prosecuting Attorney is solely responsible for all litigation.

B. When vehicles are forfeited by court order, the City or Prosecuting Attorney will forward copies to the Division Commander.

C. When monies are forfeited by court order, the City or Prosecuting County Attorney will forward copies of the court order to the Division Commander. The Division Commander will make arrangements to deposit the monies in a special account.

OPR 2-05-5 CITY FINANCIAL DIRECTOR'S INVOLVEMENT

A. The City Financial Director or their designee will obtain title to the vehicle.

B. The City Clerk or Financial Director will maintain the court order and original title.

OPR 2-05-6 USE AND ACCOUNTABILITY OF SEIZED MONIES

A. The Police Chief shall authorize withdrawal of seized monies from the special account, as needed, and ensure its accountability and use in accordance with the applicable laws and regulations.

OPR 2-05-7 SEIZURES AND FORFEITURES UNDER FEDERAL LAW

A. Seizures and forfeiture applications under federal law will be consistent with this policy except:

1. The U.S. Attorney's Office will determine legal feasibility of the forfeiture and will oversee the necessary document preparation and court presentation.
2. The Division Commander will be solely responsible for delivering the forfeiture request and completed case to the appropriate federal agency and will act as liaison between the police department and any federal agencies involved.
3. The Division Commander will be responsible for providing copies of federal

forfeiture court orders to the Police Department.

OPR 2-05-8 RETURN OF SEIZED VEHICLES

A. In the event that a seized vehicle is to be returned to the owner, the City or Prosecuting Attorney's Office will notify the Division Commander.

B. The Division Commander will have sole responsibility for affecting the release. This will include physically turning the vehicle over to the owner or appropriate representative and ensuring that a release form is completed and signed by the applicable parties.

   1. The Division Commander may delegate to the evidence technician, the responsibility of the releasing of the vehicle.

C. The original release form will be forwarded to the Division Commander for attachment to the original forfeiture papers. Copies of the release form will be forwarded to the City or Prosecuting Attorney.

Chapter 3: Patrol Protocols

THIS SECTION CONTAINS OPERATIONS PROTOCOLS THAT RELATE PRIMARILY TO A UNIFORMED POLICE OFFICER WORKING PATROL. IN IT, YOU WILL FIND:

OPR 3-01 **FIELD CONTACTS** - Procedures for contact with the public and suspicious persons.

OPR 3-02 **TRAFFIC and CRASH INVESTIGATIONS** - Procedures for enforcing traffic and city ordinance citations.

OPR 3-03 **DWI INVESTIGATIONS** - Procedures for investigating drivers under the influence of liquor or drugs.

OPR 3-04 **TOWING AND WRECKER SERVICES** - Guidelines for towing vehicles

OPR 3-05 **ALARMS** - The Police Department's guidelines and procedures for responses to alarm calls.

OPR 3-06 **DOMESTIC VIOLENCE** - handling domestic violence situations.

OPR 3-07 **CANINE** - Guidelines for using a canine.

OPR 3-08 **MISSING PERSONS** - Missing person procedures.

CITY OF Siloam Springs

Policy Number: OPR 3-01

Police Department Operations Policy Manual

Approved: April 05, 2016
Revision Date: _____

Approvals:

_____
City Administrator

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Police Chief

_____
City Attorney

SUBJECT: **OPR 3-01 FIELD CONTACTS**

PURPOSE: This office utilizes pro-active patrol strategies when investigating persons, property or incidents that, based on training and experience, lead our officers to believe criminal activity is about to occur, is occurring or has occurred. An important tactic in this strategy is making legitimate contact with selected pedestrians and motorists. The resulting field interview records are of great value to all sworn personnel in developing leads, establishing crime patterns, solving crimes, protecting life, and recovering property.

OPR 3-01-1 GENERAL REQUIREMENTS

A. When a person is observed who, because of location, time, appearance or circumstances, appears suspicious to a police officer, a permanent record of the event may be made. One method to accomplish this is a field interview.
B. Field interviews shall not be conducted from vehicles. Officers will assume positions during field interviews that afford them adequate protection.
C. The person(s) interviewed shall be properly identified, and their description and the circumstances of the interview documented on appropriate forms. The related incident number should be written on the field interview card.
D. This information should be shared with authorized employees and saved in the department RMS

OPR 3-01-2 MAINTENANCE OF FIELD INTERVIEW DATA

A. Field Interview (FI) Cards will be turned in to records for entry into the department RMS.
B. The records section has the responsibility for updating the RMS with information from calls and contacts. Officers will not enter field data from the card into the RMS.

C. Input into the RMS will be under incident/investigations. Field contacts will use the incident type "458-A" an offense code of "91FIC".
   1. Persons who were the subject of the field contact will be entered into the "Others Involved" tab with a designation of "Subject" under the "Person Type".
   2. The narrative shall describe the circumstances surrounding the officer contact.

OPR 3-01-3 CONTACTS WITH CITIZENS AND VIOLATORS

A. Officers will conduct themselves in a professional manner.
B. Keep the contact as brief as practical. Officers will not maintain this temporary seizure longer than is necessary to confirm their suspicions, and shall work diligently to either identify probable cause or release the individual.
C. With this type of encounter, officers may conduct a pat down search of individuals only when they have reason to suspect the individual is armed with a weapon of some type, and poses a potential threat to the police officer of the public, based on factors the police officer can articulate.

CITY OF Siloam Springs

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City Administrator

Police Chief

City Attorney

SUBJECT: **OPR 3-02 TRAFFIC AND CRASH INVESTIGATION**

PURPOSE: Siloam Springs Police Department recognizes traffic issues are a major component affecting the quality of life within the community. As a response to this concern the department conducts pro-active and selective traffic enforcement programs including targeted traffic safety enforcement campaigns. The police department will enforce traffic ordinances and laws of the City of Siloam Springs and the State of Arkansas by use of written warnings and traffic citations whenever possible and appropriate. The police department will also provide assistance to the motoring public with the intent of maintaining safe passage. This policy provides general guidelines for working traffic-based activities.

OPR 3-02-1 TRAFFIC ENFORCEMENT AND SELECTIVE ENFORCEMENT

A. Officers are expected to perform traffic enforcement as part of their patrol duties. When performing traffic enforcement, officers shall be aware of other criminal activity which may be identified during the enforcement action.
B. The department will conduct selective traffic enforcement in areas of the city based on citizen concerns of violations (i.e. speeding stop signs), accident frequency and other factors which may identify a need for increased or specified traffic enforcement. The purpose of selective enforcement is to increase safety by targeting a particular violation in a specific area through enforcement of the specific primary violation.
    1. When an officer receives a selective enforcement assignment the officer should limit his/her discretion to issue written warnings in lieu of citations for the specified primary violation.
    2. Selective enforcement assignments do not preclude an officer from taking enforcement action for other violations they may observe.

OPR 3-02-2 OFFICER DISCRETION DURING TRAFFIC ENFORCEMENT

A. It shall be prohibited for any employee in this department to direct another employee to participate in any type of quota system or direct the number of citations an employee will issue.

B. Officers shall normally issue a written warning or citation at the completion of each traffic enforcement action.

C. Officers are encouraged to use their discretion when dealing with the public in day to day matters however, there are identified traffic safety strategies, campaigns or violations where the department limits the officer's discretion in the issuance of a citation or arrest for violations of a specified offense. Such offenses include:

1. Driving While Intoxicated related offenses
2. Driving While License Suspended for DWI
3. No Insurance
4. No Child Restraint

OPR 3-02-3 TRAFFIC VIOLATIONS RESULTING IN ARREST

A. Officers will not normally make a physical arrest for traffic violations.

B. Whenever a person is charged, they may be cited unless:

1. The person is charged with driving while under the influence of alcohol and or drugs.
2. The person is charged with failure to stop in the event of an accident causing death, personal injuries, or damage to property.
3. The person is charged with reckless driving.
4. The arresting police officer has probable cause to believe the person arrested has committed a felony.
5. The person is charged with driving while license suspended for a conviction of driving while intoxicated.

OPR 3-02-4 UNIFORM TRAFFIC CITATIONS

A. Officers utilize the Arkansas Uniform Traffic Citation to charge a person with a moving violation as defined in state statutes or city ordinances as follows:

1. Officers issuing a uniform traffic citation will:
   a. Complete the Information and the "Description of the Offense" sections of the citation. Officers will not enter "see report" in the "Description of the Offense" section.
   b. Explain the citation and how to pay or appear in court.
   c. Have the violator sign the appropriate acknowledgment.
   d. Give the violator a hard copy of the citation.
   e. If a violator refuses to sign the citation, the officer may write in the signature block, "Refused to Sign" or "Hand Delivered" and will provide the copy to the

violator.

f. Release the violator.

B. When a citizen is found to have an outstanding warrant, the citizen will be booked on the warrant and allowed to sign the traffic citation if the violation is not included in **OPR 3-02-3 (B)**.

OPR 3-02-5 PRIVATE PROPERTY

A. Issuing traffic citations on private property is limited to driving while intoxicated, reckless driving, careless driving, and leaving the scene of an accident.

OPR 3-02-6 MOTOR VEHICLE CRASH INVESTIGATIONS

A. The department has the responsibility of investigating all motor vehicle crashes which occur on public roadways or fall within its jurisdiction by statute. Officers will respond to all reported motor vehicle crashes which occur on a public roadways within the department's jurisdiction. Officer actions on the scene will be based on the severity of the accident, location, traffic conditions and volume, and safety of all persons.

B. Emergency response will be in accordance with **OPR 1-07**.

C. Upon arriving at the scene officers will prioritize their actions based on:

1. Safety and protection of injured persons and will call for immediate medical aid for all injured persons.
2. Protection of emergency responders (Police, EMS, Fire)
3. The need to protect the scene based on severity of the accident including
   a. The need for documentation and or reconstruction.
4. The need to clear the roadway

D. An accident report will be completed on all motor vehicle crashes unless both parties agree and wish no report to be filed and the crash is non injury with minor damage.

1. Officer shall have both parties sign a declination of accident report form.

E. Photographs are not required to be taken at non-injury accidents involving only minor damage.

F. Officer will document all contributing factors of the accident which can be determined and;

1. Issue citations for those offenses which are supported by the investigation.

G. Officers will wear reflective safety vests (ANSI/ISEA standard) when directing traffic or working motor vehicle crash scenes.

OPR 3-02-7 PRIVATE PROPERTY ACCIDENT REPORTS

A. Officers will not generate a private property accident report unless a criminal offense, arrestable traffic violation or injury exists.

B. Non-injury minor damage private property crashes will be handled as a non-priority routine call to determine the existence of a criminal offense or violation which by statute, would justify law enforcement action.
   1. If such violations exist, the officer will take appropriate action to document the crash and the criminal offense.
C. Where no criminal violation offense exists, the officer will provide both parties with an information exchange form and private property accident report and advise the parties they may fill the forms out and submit them to their insurance companies.
D. Where injury exists or is reported, the officer will complete an accident report.
E. Walk in reports will be handled by providing the reporting party with a private property accident report which the citizen can complete to provide their insurance company.
   1. If the circumstances of the walk in report involve a criminal offense, an officer will respond consistent with **OPR 3-02-3** (A).

OPR 3-02-8 SUPERVISORY RESPONSIBILITES IN SERIOUS INJURY OR FATALITY CRASHES

A. Motor vehicle crashes involving serious injuries, fatalities (or the likelihood of) will be documented on the current motor vehicle crash report.
B. In addition to actions taken in **OPR 3-02-6**, the supervisor will ensure:
   1. The scene is protected and in a manner which will provide the investigating officer the ability to:
      a. Photograph.
      b. Measure, document and sketch the scene.
      c. Collect physical evidence.
      d. Interview witnesses or principles in the crash.
   2. Blood Alcohol test are obtained from involved parties in accordance with existing statutes.
   3. Follow up with the medical facility to determine statuses of injured persons.
   4. Request assistance from other law enforcement agencies as needed.
   5. Notification of the Command Officer of a fatality crash or crashes where there is likelihood of a fatality.
   6. Verify next of kin notifications are initiated and completed as appropriate.

OPR 3-02-9 ENFORCEMENT ACTION AT TRAFFIC ACCIDENTS

A. Enforcement action for traffic violations shall be taken by officers based on probable cause, evidence, and information received in connection with traffic accident investigations.
B. Officers assigned to investigate traffic accidents will conduct thorough investigations and submit complete reports. When investigating fatality accidents, accidents involving grievous injury, or complex commercial vehicle accidents, the officer shall request

assistance from CID as needed.

1. Arkansas State Police receive technical training in fatal accident and commercial vehicle accidents. Officers may also request technical assistance as needed for fatality or complex commercial vehicle accidents.

C. If sufficient evidence exists to identify contributing causes of accidents, those facts and opinions must be properly reported.

D. Non-uniformed officers investigating accidents where enforcement action is necessary will call a uniformed police officer for assistance.

OPR 3-02-10 EMERGENCY ASSISTANCE TO MOTORISTS

A. If a person or animal is locked in a vehicle and the circumstances are such that it is seriously endangering the person's or animal's health, officers are authorized to force entry to the vehicle in as practical and safe a manner as possible and take appropriate enforcement action if probable cause exists.

OPR 3-02-11 CLOSURE OF STREETS AND HIGHWAYS

A. Officers are authorized to temporarily close, barricade or block passage on any street or highway for safety purposes. If it appears the roadways needs to be closed to through traffic for a significant period of time, the on-scene supervisor will notify the Siloam Springs Central Dispatch and inform them of the location of the closure, the reason for the closure, and the expected length of the closure, if possible.

CITY OF Siloam Springs

Policy Number: OPR 3-03

Police Department Operations Policy Manual

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Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **OPR 3-03 DWI INVESTIGATIONS**

PURPOSE: It is the policy of the Siloam Springs Police Department to lessen the number of DWI violators within the city. As part of patrol and special enforcement activities, police officer's should always be cognizant of the signs and symptoms of impaired driving. To achieve this goal, the department conducts thorough and complete DWI investigations of offenders who are suspected of driving while impaired pursuant to National Highway Traffic Safety Administration (NHTSA) sanctioned standards. The police department also uses directed patrols, sobriety checkpoints, patrol saturations and community awareness education to reduce the number of alcohol related crashes throughout the city. This policy provides guidelines to officers conducting DWI investigations.

OPR 3-03-1 INVESTIGATION OF PERSONS SUSPECTED OF DRIVING UNDER THE INFLUENCE

A. Standardized Field Sobriety Tests (SFST) will be administered to drivers who are suspected of DWI. Officers should adhere to the protocols taught through the State of Arkansas and NHTSA. In cases where a physical condition prevents the administration of a specific test, officers may use other tests in accordance with their training.
   1. Portable Breath Tests (PBT's) are authorized for use in addition to the SFST.

B. The police officer shall only make an arrest when supported by probable cause.

C. Implied Consent
   1. After making the arrest the police officer will read the Implied Consent Warning to the driver. In cases where the driver is unconscious or incapable of giving consent, the driver shall be deemed to have given consent. All refusals will be documented in both the report narrative and others forms as required. Drivers have no right to speak to an attorney prior to deciding to take a Blood Alcohol Test or the

administration of such test.

D. Chemical Testing
   1. In all cases the driver must first perform the officer's test before the driver can request a second (independent) test. The driver will be responsible for the cost of the independent test.

E. Breath Alcohol Test
   1. Only State of Arkansas approved instruments will be utilized for the administration of Breath tests.
   2. A medical evaluation will be requested in all instances where a driver registers a BAC of .30 or higher.

F. Blood Testing
   1. Blood testing shall only be performed by medical personnel.

G. Urine Testing
   1. Officers who suspect a driver is under the influence of drugs may have the arrestee perform a urine test utilizing a sealed collection cup.
   2. This test may be completed within the SSDF.
   3. Officers shall process the urine sample as evidence and forward to the AR Department of Health.

H. Secondary or Independent Blood Tests
   1. The arresting police officer shall fulfill requests by drivers for secondary or independent blood tests. If the arrestee requests a second test it should be administered at a local medical facility. The secondary test must be carried out in a timely manner and shall utilize an independent blood test kit. Blood test kits will not be used for secondary or independent blood test samples.

OPR 3-03-2 ADULT BOOKING PROCEDURES PARTICULAR TO DWI ARRESTS

A. In all cases where the driver's blood alcohol concentration is .08 or higher, or upon a refusal, the driver shall be booked at the appropriate detention facility.
   1. Individuals possessing a commercial driver's license found to register a blood alcohol concentration of .04 or higher, or upon refusal shall be booked and incarcerated at the appropriate detention facility.

OPR 3-03-3 FELONY DWI ARREST PROCEDURES

A. The investigation of felony DWI will follow the same procedures as detailed above, however, in felony cases where the arrested driver refuses to comply with the Arkansas Implied Consent Act, a search warrant shall be immediately obtained for his/her blood. This is crucial short lived evidence that will aid in a successful prosecution so a nighttime warrant may be necessary.

B. If the driver is admitted to a medical facility, the officer shall also ensure a subpoena for the drivers medical blood alcohol record is requested through the prosecuting attorney's office.

OPR 3-03-4 DWI CHECKPOINT PROTOCOL

A. All DWI checkpoints will be conducted in accordance with the following provisions:
   1. The selection of site & procedural operations of the checkpoint must be made and established by supervisory law enforcement personnel rather than patrol officers.
   2. Restrictions and discretion of officers will be limited.
   3. The safety of the public and officers must be paramount.
   4. The location of the checkpoint must be reasonable.
   5. The time and duration of the checkpoint must be reasonable.
   6. Indicia of the official nature of the checkpoint must be immediately apparent.
   7. The length and nature of detention must be reasonable.
   8. A public notice regarding the checkpoint must be made in order to facilitate the deterrent value of the activity.

B. Each roadblock will always have a supervisor assigned and present on the scene while the checkpoint is active.

C. A police officer must be assigned the duty of safety officer and will be present to observe all safety rules on the scene of the roadblock. They shall exercise sufficient authority to end any unsafe practice or to enforce any safety rule.

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Approvals:

City Administrator

Police Chief

City Attorney

SUBJECT: OPR 3-04 TOWING AND WRECKER SERVICES

PURPOSE: Siloam Springs Police Department policy is to authorize the towing of vehicles when necessary as a matter of public safety, to protect property, to preserve evidence, and to remove abandoned vehicles from city streets.

OPR 3-04-1 TOWING ROTATION LIST REQUIREMENTS

A. In addition to being approved and in good standing by the State of Arkansas Towing and Recovery Board, any towing business which wishes to be placed on the towing rotation list shall;
   1. Be licensed to engage in "non-consensual towing" in the state of Arkansas;
   2. Furnish to the police upon being initially added to the towing rotation list and no later than 15 January of each year after;
      a. On business letterhead, the published rates and prices for the services it performs, including towing, storage;
      b. Current proof of approval and licensing from the State of Arkansas Towing and Recovery Board;
      c. Failure to provide published rates to the police department by 15 January of each year will result in the towing service being removed for the on call rotational list.
      d. Show proof of tow and hook and garage keepers insurance in an amount not less than required by Arkansas law.
   3. Provide towing, storage or other related services 24 hours a day;
   4. Have a telephone number published and listed in the name of the towing business including a telephone number where the business can be reached after-hours;
   5. Provide a secured compound or area for the safe storage vehicles towed at the request of SSPD.

6. Provide reasonable accommodations for after-hours release of stored vehicles and/or the release of personal property.
7. Upon release of any police hold, the towing business shall release to the rightful owner, any personal property not affixed to the vehicle, unless the towing business can show just cause for retaining such property.

OPR 3-04-2 REMOVAL FROM TOWING ROTATION LIST

A. Towing companies may be removed from the rotation list for;
   1. Failing to maintain approval and good standing by the Arkansas Towing and Recovery Board.
   2. Dishonest, fraudulent or false statements made to the police department.
   3. Engaging in deceptive business practices.
   4. Sustained or multiple complaints from the Arkansas Towing and Recovery Board.
   5. At the discretion of the police department, when the towing services engages in practices which, when weighed against public confidence, undermines the public trust of the police department.

OPR 3-04-3 WRITTEN REPORT

A. Other than a mechanical break down with an owners request for towing, officers shall document in the incident report whenever a vehicle to towed.

OPR 3-04-4 VEHICLES TO BE TOWED

A. Vehicles will be towed when:
   1. The driver has been incapacitated, hospitalized, or arrested, when the vehicle cannot be released to a responsible party at the scene.
   2. If the vehicle has been abandoned, vandalized, involved in an accident to the extent that it is inoperable, and/or is in violation of the Traffic Code, and the owner cannot be contacted.
   3. The vehicle is needed for evidence processing in hit and run or other criminal investigations.
   4. The vehicle is being seized as a result of a criminal investigation.
   5. The vehicle has no valid registration and insurance.

OPR 3-04-5 PROCEDURES FOR NON CONSENSUAL TOWING OF VEHICLES

A. Requests for wrecker services will be restricted to the wrecker on call.
B. This does not preclude owners or operators of vehicles from requesting a specific wrecker company or tow truck operator. Owners or operators will be verbally informed of their right to request a specific wrecker company or tow truck operator.
C. Officers requesting the towing of a vehicle will document the justification for the towing of the vehicle in the incident report.
D. Officers will inventory the property in the vehicle to be towed and list it on the tow report. The ignition key will be left in the vehicle. All other keys will be removed and

may be given to the owner or operator, or placed in their property if they are under arrest. All areas of the vehicle will be inventoried including all containers, compartments or areas which might contain property. Keys may be utilized but no forcible entry without a warrant.

E. The original and the owners copy (if owner unavailable) will be forwarded to records.
F. The second copy of the vehicle impound form will be given to the tow truck operator.
G. If a law enforcement hold is necessary, officers will obtain a supervisor's authorization before placing the hold.

OPR 3-04-6 TOWING VEHICLES AT ACCIDENT SCENES

A. Vehicles at accident scenes will be towed following the procedures listed in this policy or when the owner or operator requests a wrecker.
B. Vehicle inventories will not normally be conducted and no vehicle tow report required for vehicles which are disabled in an accident where no criminal predicate is suspected.
   1. This does not preclude the investigating officer from examining the interior and exterior of the vehicle as part of the accident investigation.

OPR 3-04-7 VEHICLES TOWED FOR EVIDENTIARY PURPOSES

A. When vehicles must be towed for evidentiary purposes:
   1. A law enforcement hold may be initiated on a tow-in form authorizing a hold.
      a. Only the officer requesting the tow, the supervisor from the officer's chain of command or a Detective may authorize release of the vehicle.
      b. Vehicles with a law enforcement hold will not be released to anyone except the law enforcement agency requesting the hold.
      c. The tow company storing the vehicle and the vehicle owner shall be notified within 12 hours upon release for the law enforcement hold and the officer shall document the release on the tow report.

B. Vehicles towed for evidence will be stored in the Police Department's evidence bay or as directed. After a vehicle has been processed, the investigating police officer will notify the owner of its release by:
   1. Personal contact - The police officer will complete the release form at the bottom of vehicle impound form and give the second copy to the owner of the vehicle to present to the towing service. The original copy will be maintained in Records.
   2. Telephone contact - The police officer will complete the release portion at the bottom of the vehicle impound form and give the second copy to the towing service so as to authorize it to release the vehicle to the owner. The original will be maintained in records who will make a photocopy of this release form and forward to the address of the registered owner.

OPR 3-04-8 ABANDONED VEHICLES ON PUBLIC PROPERTY

A. The police officer will make a stolen vehicle inquiry and attempt to contact the owner.
B. The police officer will determine if the vehicle is violating parking restrictions.

C. If the owner cannot be contacted or refuses to move the vehicle, the vehicle will be handled according to the traffic code.

OPR 3-04-9 ABANDONED VEHICLES ON PRIVATE PROPERTY

A. Vehicles abandoned on private property may be towed by the owner of the property.
   1. The police officer may inquire through ACIC if the vehicle is stolen.

B. The police department will not participate in the tow unless the vehicle is needed for evidentiary purposes involving a criminal offense, or is are being confiscated subject to forfeiture proceedings.

OPR 3-04-10 CANCELLING WRECKERS

A. Officers have the discretion to cancel a wrecker if circumstances dictate, for example, if the wrecker is not properly equipped for the job, or if the wrecker cannot arrive within thirty minutes.

CITY OF Siloam Springs

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City Administrator

Police Chief

City Attorney

SUBJECT: **OPR 3-05 ALARMS**

PURPOSE: Siloam Springs Police Department policy is to provide the maximum safety possible for officers and citizens during commercial and residential alarms. This policy provides general guidelines for officers to follow in responding to alarm calls. Specific security procedures and response tactics are intentionally omitted from this policy

OPR 3-05-1 COMMERCIAL AND RESIDENTIAL ALARMS

A. Response to commercial and residential intrusion alarms will be made any time the alarm sounds and will be handled as an in-progress call.
B. Siloam Springs Central Dispatch (SSCD) will telephone the residence or business and attempt to:
   1. Obtain a passcode/password;
   2. Verify if the alarm is accidental or actual.
   3. Determine if nature of the incident.
C. SSCD will communicate this information to responding units.

OPR 3-05-2 COMMERCIAL ROBBERY ALARMS

A. Some businesses are equipped with alarms which may be activated at any time. (All night convenience stores, etc.)
B. Response to these alarms will be made immediately and with due caution for the safety of employees of the business as well as safety of the officers.
   1. Any time a commercial robbery alarm is activated, officers should not enter the business until the arrival of the second unit unless it is necessary to preserve life. Approach should be such that the persons inside the business do not observe the arrival of law enforcement units, if possible.
   2. If it is determined that the call is an actual robbery, the officers should act

accordingly, but until then, common sense and good law enforcement practices of caution should be followed.

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City Administrator

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Police Chief

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City Attorney

SUBJECT: **OPR 3-06 DOMESTIC VIOLENCE**

PURPOSE: The primary objectives in responding to domestic violence calls are to de-escalate violent situations, to render assistance to the victim(s), to enforce the law against violators and to facilitate prosecution, where applicable. It is the policy of the Siloam Springs Police Department to respond and investigate all calls of domestic violence. This policy provides guidelines for conducting domestic violence investigations and taking enforcement action when applicable.

OPR 3-06-1 NOTIFICATION OF DOMESTIC VIOLENCE

A. This agency shall take immediate action when notified of any act of domestic violence or misconduct involving citizens. The dispatch center will:
   1. Assign the call for response to two uniformed officers who will respond to the incident.
   2. Advise responding officers of any weapons involved and level of violence which is occurring.
   3. Check RMS for history of the address and advise responding officers.
   4. Update officers on incident status as related by the caller.
   5. Advise officers of any known protection orders, no contact orders, warrants or criminal history related to the involved parties.

B. The responding officers have the responsibility to ensure that any violence is curtailed, all parties are protected, and any required medical assistance is provided. Officers shall be mindful of their tactics in responding to domestic violence calls by assessing and avoiding:
   1. Parking directly in front of the residence.
   2. Approaching the scene with a high degree of caution.

3. Consider discounting the use of lights and siren when within sight and sound of the scene.

C. Once the incident is contained the officer(s) will:
   1. Identify and secure potential weapons in the immediate area.
   2. Separate and secure parties as appropriate.
   3. Render or request medical assistance for those persons in need.
   4. Ensure all evidence is properly recorded and collected and statements obtained from all involved parties.
   5. Photograph all reported injuries and the scene as appropriate.
   6. Officers will enforce the provisions of valid no contact orders and court orders of protection.
   7. Conduct a thorough investigation and complete a report whenever any type of enforcement action or use of force occurs, or it appears to the police officer their reasonable suspicions regarding events justify documentation.

D. If the incident involves a department employee, additional procedures will be conducted in accordance with **ADM 5-04**

OPR 3-06-2 WARRANTLESS ARREST FOR DOMESTIC ABUSE

A. The decision to arrest shall be the responsibility of the on-scene officer (or supervisor in incidents involving department employees) and shall be guided consistent with ACA 16-81-113 and ACA 5-1-101.
   1. During incidents with conflicting statements the officer shall evaluate each account separately to determine which party to the incident was the primary aggressor.

OPR 3-06-03 VICTIMS SERVICES

A. In addition to immediate medical treatment requested or required, the officer will:
   1. Conduct a lethality assessment questionnaire with the victim and document the response.
   2. Refer the victim to a safe shelter or women's center based on the lethality assessment.
   3. Provide the victim with a victim's assistance pamphlet and explain the services available, how to obtain the services including:
      a. No Contact Orders
      b. Orders of Protection
      c. Victim Witness Coordinators Office/Prosecuting Attorney's Office
      d. Women's Shelter
   4. Officers will facilitate and assist any victim in immediate need of safe shelter to include:
      a. Initiating telephone contact or referral.
      b. Facilitating transportation to the shelter.

Policy Number: OPR 3-07

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City Administrator

City Attorney

Police Chief

SUBJECT: **OPR 3-07 CANINE USE**

PURPOSE: Siloam Springs Police Department policy is to have highly skilled and trained team(s) of handlers and canines to supplement law enforcement operations in locating individuals, evidence, and contraband and in apprehending criminal offenders using legally and tactically sound methods. This policy provides protocols for the utilization of handlers and their canines. Training methods, performance standards, selection processes and criteria and the care of canines and their facilities shall be regulated by state and nationally recognized criteria and best practices.

OPR 3-07-1 GUIDELINES FOR DEPLOYING CANINES

A. Use of Patrol Canines - A patrol canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has either committed or threatened to commit any serious offense and if any of the following conditions exist:
   1. Within the scope of the canine's training, police department guidelines, federal, state and local statutes.
   2. There is a reasonable belief the individual poses an imminent threat of violence or serious harm to the public, any officers or assisting officers or the handler.
   3. The individual is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.
   4. The individual(s) are believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of officers or assisting officers or the public.
   5. For building searches where there is a possibility of a suspect hidden inside or large structures where search time would otherwise be extensive.
   6. <u>The release of a canine to affect an apprehension is considered a use of force and as such, the handler shall consider;</u>

a. The seriousness of the offense for which the subject is suspected at the time the canine is used;
b. Whether the subject poses a physical threat to the officer or others and what degree of threat does the subject pose;
c. Is the subject actively resisting or attempting to evade arrest by flight.

7. If a suspect surrenders or discontinues resistance the canine apprehension will be terminated.
   a. As soon as practical after apprehension or submission, the canine handler shall command the canine to release the subject, or physically remove the canine from the subject as tactics dictate.
8. Absent reasonable belief that an individual has committed or threatened to commit a serious offense, mere flight from pursuing officers or assisting officers shall not serve as good cause for the use of a canine to apprehend an individual.

B. Use of Narcotic Detection Canines - A narcotic detection trained canine may be used within the scope of the canine's training, police department guidelines, federal, state and local statutes under the following circumstances:
   1. To assist in the search for narcotics during a search warrant service.
   2. To obtain a search warrant by using the detection canine in support of probable cause.
   3. To search vehicles, buildings, bags and any other articles deemed necessary.
   4. A narcotic detection canine will not be used to search a person for narcotics.

C. Use of Bomb/Explosive Detection Canines -. When available, a trained explosive detection canine team may be used within the scope of the canine's training, police department guidelines, federal, state and local statutes under the following circumstances:
   1. To assist in the actual or preventative search of a building, structure, area, vehicle or article where an actual or suspected explosive device has been reported or may be located.

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 canine in view of the totality of the circumstances.

OPR 3-07-2 PREPARATIONS FOR UTILIZING A CANINE

A. Prior to the use of a canine to search for or apprehend any individual, the canine handler and/or the supervisor on scene shall carefully consider all pertinent information reasonably available at the time. The information should include, but is not limited to the following:
   1. The individual's age or estimate thereof.
   2. The nature of the suspected offense.
   3. Any potential danger to the public and/or other officers or assisting officers at the scene if the canine is released.
   4. The degree of resistance or threatened resistance, if any, the subject has shown.
   5. The potential for escape or flight if the police dog is not utilized.

6. The potential for injury to officers or assisting officers or the public caused by the suspect if the police dog is not utilized.

B. A canine handler shall have the ultimate authority over deploying their canine. The handler will evaluate each situation and determine if the use of a canine is technically feasible. Generally, the decision to deploy the dog shall remain with the handler; however, a supervisor sufficiently training in canine tactics and apprised of the situation may decide the dog not be deployed.

OPR 3-07-3 WARNINGS GIVEN TO ANNOUNCE THE USE OF A CANINE

A. Unless it would otherwise increase the risk of injury or escape, a clearly audible warning announcing a canine will be released if the person does not come forth, shall be made prior to releasing a canine. The canine handler, when practicable, shall first advise the supervisor of his/her decision if a verbal warning is not given prior to releasing the canine. In the event of an apprehension, the handler shall document in any related report whether a verbal warning was given and, if none was given, the reasons why.

OPR 3-07-4 GUIDELINES FOR NON-APPREHENSION USE

A. Because canines 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 even suspects wanted for minor criminal offenses. In such circumstances, it will be necessary for the handler to evaluate the conditions and *ability* of the canine to determine the feasibility of such an application.

1. Absent a change in circumstances which presents an immediate threat to officers or assisting officers, the canine 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.
2. Throughout the deployment of the canine in such circumstances, the handler should give periodic verbal assurances that the canine will not bite or hurt the person.
3. Unless otherwise directed by a supervisor, assisting personnel should take direction from the handler in order to minimize interference with the canine.
4. Once the individual has been located, the canine should be placed in a down stay or otherwise secured as soon as it becomes reasonably practicable.

OPR 3-07-5 REPORTING CANINE USE, BITES AND INJURIES

A. Whenever the police service dog is utilized, a Canine Use Report shall be completed by the handler and turned in to the Unit supervisor before going off-duty.

B. Whenever the use of the canine results in a bite or any injury;

1. A response to resistance/use of force form shall be completed and included with any related incident report.
2. Medical attention shall be summoned or provided for the injured party.

C. Color photographs shall be taken of the bite or injury as soon as practicable after tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current police department evidence procedures.
D. If a subject alleges an injury that is not visible, a supervisor shall be notified and the location of the alleged injury should be photographed as described above.
E. The Unit supervisor will maintain liaison with City Animal Control to ensure that information regarding canine bites is not retained by their office. Canines used by law enforcement agencies are exempt from impoundment and reporting requirements to the Animal Control Department.

OPR 3-07-6 REPORTING CANINE INJURIES

A. In the event that a canine is injured, the injury will be reported to the Division Commander as soon as practical.
B. Depending on the severity of the injury, the canine shall either be treated by the designated veterinarian or transported to a designated emergency medical facility for treatment. If the handler and dog are out of the area, the handler may use the nearest available veterinarian.
C. The injury will be documented on a Canine Use Report Form if the injury occurs in the line of duty.
D. Non-line of duty injuries of the canine shall be documented in a memorandum and forwarded to the Division Commander within 24 hours of the injury.

OPR 3-07-7 ASSIGNMENT OF CANINES

A. Canine teams are not exempt from normal patrol duties and will not utilize their status as a canine unit to avoid assignments.
B. Canine teams shall be assigned by the field supervisor according to operational needs.
C. Canine teams may be utilized for interdiction both inside and outside the city limits in accordance with MOU's.

OPR 3-07-8 REQUESTS FOR USE OF CANINE TEAMS

A. Personnel within the police department are encouraged to freely solicit the use of the canines and should notify their supervisor when requesting a team.
B. Teams will assist whatever division needs their resources.

OPR 3-07-9 REQUESTS FOR ASSISTANCE FROM OTHER AGENCIES

A. Unless a Memorandum of Understanding is present between the police department and the requesting agency, requests for canine assistance from outside agencies must be authorized by the Division Commander or above and with the following restrictions:
    1. Canine teams shall not perform any assignment which is not consistent with this policy.
    2. Upon arrival at the scene, the handler has the ultimate decision as to whether the canine is to be used for a specific assignment.

3. Canine teams shall not be called out while off-duty or used outside the boundaries of City of Siloam Springs unless authorized by the Division Commander.

OPR 3-07-10 REQUESTS FOR PUBLIC DEMONSTRATIONS

A. All public requests for a canine team shall be approved by the canine unit supervisor and Division Commander prior to making any commitment.
B. Handlers shall not demonstrate any apprehension work to the public unless authorized to do so. All canines shall be kept on a leash when in areas that allow access to the public. Exceptions would include specific police operations for which the canines are trained.
    1. Canines shall not be left unattended in any area to which the public may have access.
    2. When the canine unit is left unattended all windows and doors shall be secured in such a manner as to prevent unauthorized access to the dog. The handler shall also insure that the unattended unit remains safely inhabitable for the canine. In hot weather, the handler will activate the issued heat alert system for the canine vehicle.

OPR 3-07-11 MEDICAL CARE FOR CANINES

A. All medical attention shall be rendered by the designated canine veterinarian, except during an emergency.
B. Nonemergency medical care will be coordinated through the Unit supervisor.
C. Any indication that a canine is not in good physical condition shall be reported to the Unit supervisor as soon as practicable.
D. All records of medical treatment shall be maintained in the canine handler's training records file.
E. The designated emergency medical treatment center or canine veterinarian shall render emergency medical treatment. The handler shall notify the unit supervisor as soon as practicable when emergency medical care is required.

OPR 3-07-12 TRAINING

A. Before assignment in the field, each canine team shall be trained and certified to meet current recognized national standards.
B. Canine teams will participate in weekly training sufficient to maintain the proficiency of the canine.
    1. The canine handler shall document in the training record, the hours, areas and tasks which was trained as well as the proficiency level performed.
C. Cross-trained dog teams or those dog teams trained exclusively for the detection of narcotics and/or explosives shall be trained and certified to meet a nationally recognized standard and an internal standard based on best practices established for such detection dogs.
D. Canine teams may not be used outside the scope of their certification.

OPR 3-07-13 CONTINUED TRAINING

A. Each canine team shall thereafter be recertified to a current nationally recognized standard on an annual basis. Additional training considerations are as follows:
   1. Canine teams shall receive training as scheduled by the Unit supervisor.
   2. Canine handlers are encouraged to engage in additional training with approval of the Unit supervisor.
   3. In order to ensure that all training is consistent, no handler, trainer or outside vendor is authorized to train to a standard that is contrary to the policies of the Siloam Springs Police Department.
   4. All canine training shall be conducted while on-duty unless otherwise approved by the Unit supervisor.
   5. Any dog team failing canine certification shall not be deployed in the field until certification is achieved. When practicable, pending successful certification, the canine handler shall be temporarily reassigned to regular patrol duties.
   6. All canine training records shall be maintained in the canine handler's training file.

OPR 3-07-14 CANINE UNIT SUPERVISOR RESPONSIBILITIES

A. The Unit supervisor shall be appointed by staff and shall supervise the Canine Program. The Unit supervisor is directly responsible to their Division Commander regarding the Canine Unit. The Unit supervisor shall be responsible for, but not limited to, the following:
   1. Review all Canine Use Reports to insure compliance with policy and to identify training issues and other needs of the program.
   2. Maintain liaison with the vendor kennel.
   3. Maintain liaison with administrative staff and functional supervisors.
   4. Maintain liaison with other agency canine coordinators.
   5. Maintain accurate records to document canine activities.
   6. Recommend and oversee the procurement of needed equipment and services for the unit.
   7. Be responsible for scheduling all canine related activities.
   8. Ensure the canine teams are scheduled for continuous training to maximize the capabilities of the teams.

OPR 3-07-15 CONTROLLED SUBSTANCE TRAINING AIDS

A. Controlled substance training aids are required to effectively train and maintain drug detecting dogs. Further, controlled substances can also be an effective training aid during training sessions for law enforcement personnel and the public.

B. The Chief or designee, in his/her discretion may authorize a canine handler to seek a court order to provide for controlled substances to be maintained in the employee's possession for training purposes:
   1. Provided the controlled substances are no longer needed as criminal evidence.

2. Provided the person receiving the controlled substances, if required by the Drug Enforcement Administration, possesses a current and valid Drug Enforcement Administration registration that specifically authorizes the recipient to possess controlled substances while providing substance abuse training to law enforcement or the community or while providing canine drug detection training.

C. Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of accidental ingestion of these controlled substances by the canine, the following procedure shall be strictly followed:

1. All necessary controlled substance training samples shall be acquired from the Siloam Springs Police Department's evidence personnel or from agencies authorized to provide controlled substance training samples. All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler.
2. The weight and test results shall be recorded and maintained by this office.
3. Any person receiving controlled substance training samples pursuant to court order shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.
4. All controlled substance training samples will be inspected, weighed and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the canine supervisor with a copy forwarded to the dispensing agency.
5. All controlled substance training samples will be stored in locked containers, except during training. The locked container shall be secured in the canine handler's assigned patrol unit and stored in a designated locked safe at the conclusion of training. There are no exceptions to this procedure.
6. The Canine Unit supervisor shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action. The Canine Unit supervisor will be licensed through the Arkansas Pharmacy Board to possess and utilize controlled substances.
7. Any unusable controlled substance training samples shall be returned to the Evidence custodian or to the dispensing agency for destruction.
8. All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency.

CITY OF Siloam Springs

Policy Number: OPR 3-08

Police Department Operations Policy Manual

Approved: April 05, 2016
Revision Date: _____

Approvals:

City Administrator

Police Chief

City Attorney

SUBJECT: **OPR 3-08 MISSING PERSONS**

PURPOSE: Siloam Springs Police Department policy is to diligently investigate all reports of missing persons brought to our attention in order to determine whether a criminal act has occurred, or if the person is missing or endangered due to other factors such as health or accident, and to locate the person if possible. It is the policy of this department to thoroughly investigate all reports of missing persons. **This department will model its training and response to Missing and Abducted Children on the National Center for Missing and Exploited Children (NCMEC) model policy**. Additionally, this department holds that every person reported as missing will be considered at risk until significant information to the contrary is confirmed.

A. Jurisdictional conflicts are to be avoided when a person is reported missing. If a missing person either resides in, or was last seen in this jurisdiction, this department will immediately initiate the required reporting process. If a missing person legally resides in this jurisdiction and was last seen in another jurisdiction, but the law-enforcement department covering that jurisdiction chooses not to take a missing-person report, this department will assume reporting and investigative responsibility.
B. Questions concerning parental custody occasionally arise in relation to missing-child reports. It is the policy of this department to accept the report of a missing child even if custody has not been formally established. Reporting parties shall be encouraged to obtain legal custody as soon as possible; however, since the safety of the missing child is paramount, members of this department will open a case when it can be shown that the child is missing, without explanation, from his or her usual place of residence.

OPR 3-08-01 Classifications

A. "Missing Child" refers to a person who is:
   1. Younger than 18 years of age and;
   2. the whereabouts are unknown to his/her parent, guardian or responsible party.

B. At Risk – A missing child shall be considered "at risk" when one or more of the "unusual circumstances" noted below are present.

C. Unusual Circumstances refers to a missing child who is:
   1. 13 years of age or younger or is believed to be:
      a. Out of the zone of safety for his/her age, developmental stage or physical condition.
      b. Mentally diminished
      c. Drug dependent including both prescription or illicit
      d. A potential victim of foul play or sexual exploitation
      e. In a life threatening situation
      f. Absent for than 24 hours before being reported to law enforcement
      g. Believed to be with others who could endanger his/her welfare
      h. Is absent under circumstances inconsistent with established patterns of behavior.
      i. Whose disappearance involved circumstances where a reasonable person would conclude the child should be considered "at risk"

OPR 3-08-2 PROCEDURES

A. General action on determination of "*Unusual Circumstances*":
   1. If it is determined that "unusual circumstances" are involved in the report of a missing adult or child, the person will be considered "at risk" and an expanded investigation, including the use of all appropriate resources, such as the **Benton County Child Abduction Response Team (CART)**, will immediately commence.
   2. If appropriate, existing interdepartmental response protocols - including the Morgan Nick/AMBER Alert system should be activated
      a. There is no required waiting period for reporting a missing person. A person may be declared "missing" when his or her whereabouts are unknown and unexplainable for a period of time that is regarded by knowledgeable persons as highly unusual or suspicious in consideration of the subject's behavior patterns, plans, or routines.

OPR 3-08-3 COMMUNICATIONS PERSONNEL

A. Communications personnel receiving the call will:
   1. Determine if the circumstances of the report meet the definition of a missing child or "at risk" child.
   2. Dispatch in a prompt manner, an officer to the scene of the report;
   3. Notify a supervisor and an investigator when appropriate;
   4. Transmit the appropriate radio alerts and other notifications;
   5. Search records for related information; and

6. Safeguard all pertinent records.
7. Determine the correct NCIC Missing Person File category and ensure that a notification is promptly transmitted.

OPR 3-08-4 INITIAL OFFICER OR FIRST REPSONDER

A. The initial officer assigned to the report of a missing persons shall::
   1. Respond promptly to the scene of the report;
   2. Interview the person(s) who made the initial report;
   3. Obtain a description of the missing person. Recent photographs and/or videos should be secured if available;
   4. Verify that the person is in fact missing. **A search of the home should be conducted even if the missing person was last seen elsewhere;**
   5. Confirm custody status;

B. Identify the circumstances of the disappearance.
   1. Determine when, where, and by whom the missing person was last seen;
   2. Interview the individual(s) who last had contact with the missing person.
   3. Identify the missing person's zone of safety for his or her age and physical and mental state;
   4. Make an initial determination of the type of incident.
   5. Obtain a description of the suspected abductor(s) and other pertinent information;
   6. Evaluate whether circumstances of the child's disappearance meet require additional resources.
   7. Provide detailed descriptive information to SSCD for broadcast updates;
   8. Identify and interview everyone at the scene;
   9. Conduct a thorough search of the scene.
   10. If appropriate, officers should obtain written consent to search houses, apartments, outbuildings, vehicles, and other property.
   11. Determine if the missing child has access to a cellular phone, computer or any electronic device which may have internet or communication access, to include obtaining the number or carrier.
   12. Secure and safeguard the area as a potential crime scene. Prepare necessary reports and complete appropriate forms; and
   13. If a report of a missing person involves an un-emancipated minor, a law enforcement department shall immediately transmit the proper information for inclusion in NCIC and the Missing Persons Information Clearing house.

OPR 3-08-5 SUPERVISOR RESPONSIBILITIES

A. The supervisor assigned to the report of a missing person shall:
   1. Obtain a briefing from the first responder(s) and other department personnel at the scene;
   2. Determine if additional personnel and resources are needed to assist in the investigation; activate existing response protocols for the **Benton County CART**

3. Consider activation of the **AMBER Alert** system and/or Siloam Alert and BC Alert. If circumstances indicate the chances for the child's safe recovery would be increased by immediate public awareness, a supervisor should promptly implement such efforts;
4. Establish a command post if needed;
5. Organize and coordinate search efforts;
6. Ensure that all required notifications have been made;
7. Establish a liaison with the victim's family;
8. Confirm that all department policies and procedures are observed; and
9. Manage media relations until relieved.

OPR 3-08-6 ASSIGNED INVESTIGATORS DUITES

A. The investigator assigned to the report of a missing person shall obtain a briefing from department personnel at the scene and verify the accuracy of all descriptive information.
B. Initiate a neighborhood investigation if appropriate.
   1. A record should also be made of all vehicles parked within the neighborhood and any other conditions that may have future investigative value.
C. Obtain a brief history of recent family dynamics;
D. Explore the basis for conflicting information;
E. Implement effective case management;
F. Evaluate the need for additional resources and specialized services;
G. Update descriptive information.
H. When a law enforcement officer is notified by the parents, guardian, or other person having custody of a child that a child is missing, the law enforcement officer shall:
   1. Ensure that the missing child information is entered into the Missing Persons Information Clearinghouse within the Arkansas Crime Information Center under § 12-12-205 and the National Crime Information Center, and;
   2. Within five (5) business days after being notified by the parents, guardian, or other person having custody of the child, inform by certified mail, return receipt requested, the Division of Vital Records of the Arkansas Department of Health and the superintendent or school administrator of the school where the child was attending that the child has been reported as missing;
   3. The division shall enter on or attach to the child's birth certificate a notice that the child has been reported missing. The school the child was attending shall make or attach the same notation on the child's school records.
I. Monitor media relations.

OPR 3-08-7 UNIDENTIFIED PERSONS

A. An officer assigned to the report of an unidentified person, whether living or deceased, shall:
   1. Obtain a complete description;

2. Enter the unidentified person's description into the NCIC Unidentified Person File;
3. Utilize all available resources to aid in identification of the person, and;
4. Cancel all notifications after identification is confirmed.
5. In the case of a runaway or missing child from within the department's jurisdiction who has been located and who is not wanted on a warrant or other law violation, arrange the return of the child to his or her legal guardian or to an appropriate person;
6. In the case of a runaway from another jurisdiction or from out-of-state who has been located and for whom a warrant exists or for whom an NCIC missing person "hit" is verified, place the child in custody and transport him or her to the appropriate facility for admission; and
7. Complete the appropriate supplemental reports and cancel all outstanding notifications. Along with the NCIC cancellation of the NCIC Missing persons entry and other notifications regarding the case, a supplemental report should be completed which describes the persons activities while missing and the circumstances of the recovery/return.

Chapter 4: Investigation Protocols

THIS SECTION CONTAINS PROTOCOLS THAT RELATE PRIMARILY TO INVESTIGATIVE PROCESSES AND ARE INTENDED TO PROVIDE OFFICERS AND DETECTIVES WITH EXAMPLES AND STEPS THEY CAN USE IN THEIR INVESTIGATIONS. IN IT, YOU WILL FIND:

OPR 4-01 **INTERVIEWS AND INTERROGATIONS** - Protocols for conducting interviews and interrogations.

OPR 4-02 **GENERAL INVESTIGATIVE STEPS** - Some general guidelines that apply to both patrol and investigations or that define the duties of each function in particular cases.

OPR 4-03 **CRIMINAL INVESTIGATION DETACHMENT PROTOCOLS** - Specific protocols of the CID detachment and how patrol works with the detachment on scenes.

CITY OF Siloam Springs

Policy Number: OPR 4-01

Police Department Operations Policy Manual

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Approvals:

City Administrator

Police Chief

City Attorney

SUBJECT: **OPR 4-01 INTERVIEWS AND INTERROGATIONS**

PURPOSE: In keeping with Siloam Springs Police Department's statutory duty to support the Constitution, it is vitally important that interviews and interrogations comply with all constitutional requirements, applicable state and local laws and strictly adhere to established investigative procedures. This policy provides guidelines for conducting interviews and interrogations of individuals with whom sworn personnel have contact.

OPR 4-01-1 GUIDING PRINCIPLES - INTERVIEWS

A. An interview is a critical component of a police officer's investigation. It is a deliberate and focused, non-accusatory conversation with a victim, complainant, witness, or potential criminal suspect.
B. Interviews can be conducted in any location.
C. A fact-finding interview of a possible criminal suspect who is not detained or in custody is not an interrogation. Thus Miranda warnings are not required.
D. If, at any time during an interview, a person's responses incriminate, or tend to incriminate them in the commission of a crime, **AND** the circumstances change in a manner that causes the person to believe their freedom of movement is now being restricted by the police officer, the questioning police officer shall advise the person of their Constitutional rights (commonly known as Miranda Warnings) before continuing the interview, regardless of whether the person has been arrested.
   1. Officers are not required to advise a subject of their Miranda rights prior to advising a subject of implied consent laws, selection and administration of a BAC test during DWI arrests.
E. Whenever possible and practical, officers should digitally record their interviews. If this is not possible, they may prepare a typed (or written) statement of the interview and have it reviewed, acknowledged as accurate and signed by the interviewee.

OPR 4-01-2 GUIDING PRINCIPLES – INTERROGATIONS

A. The difference between an interview and an interrogation lies with its intent and the issue of the person's freedom of movement. There are two types of interrogations, the first is non-custodial; the second is a custodial interrogation.
   1. A non-custodial interview/interrogation occurs when a person is interviewed/interrogated but is not detained or under arrest.
   2. Prior to conducting a non-custodial interview or interrogation, the officer shall:
      a. Advise the subject they are not under arrest, being detained or otherwise in custody and;
      b. They do not have to answer any questions and;
      c. They are free to go at any time.
         i. The determination of custody is of the perspective of the person being questioned.
   3. A custodial interrogation occurs when a person is interrogated after being detained or arrested and requires Miranda warning prior to questioning.

B. All custodial interrogations must be preceded by advising the interviewee of their Constitutional rights (Miranda).

C. Whenever the situation allows, interrogations should be pre-planned and at all times and investigating officers should have a clear understanding of the issues to be covered. This ordinarily includes an understanding of the evidence available, victim/witness accounts, offense elements, possible alibis and defenses, and applicable laws.

D. Interrogations may be conducted by two officers. Prior to the interrogation each police officer should have a clear understanding of the respective roles each will perform. (For example, interrogator or note-taker.)

E. Officers are required to record interrogations of felony suspects regardless of whether the interrogation is conducted in the field or in government facility. Ideally this should involve a digital recording (audio and video) of the interrogation from beginning to end. If this is not possible, officers must prepare a typed statement of the interview or obtain a written statement from the suspect and have it reviewed, acknowledged as accurate, and signed by the suspect.

OPR 4-01-3 INTERVIEWS AT HOSPITALS

A. Interviews should not interfere with medical treatment and should be conducted during normal visiting hours for those individuals admitted as patients.
   1. If the individual is being treated in a limited access area (I.C.U. - C.C.U.) arrangements will be made with the attending physician.
   2. Intrusions and interruptions will be held to a minimum.

OPR 4-01-4 INTERVIEWS WITH PRISONERS IN DETENTION FACILITIES

When officers must interview prisoners who are serving sentences or being held in detention facilities, they shall abide by any additional policies required by the detention facility.

Policy Number: OPR 4-02

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Approvals:

City Administrator

Jay Williams
City Attorney

Police Chief

SUBJECT: **OPR 4-02 GENERAL INVESTIGATIVE STEPS**

PURPOSE: The Siloam Springs Police Department recognizes criminal investigations require a series of steps to determine the truth of the incident; determine if probable cause exists to believe a criminal event occurred, is occurring, or is about to occur; collect and evaluate evidence; and take enforcement action where warranted. Investigations share some steps that are commonly conducted but also require steps which are unique to the incident itself. It is not possible, nor prudent to mandate all-inclusive sequential steps for all investigations. Rather, officers are directed to utilize their training, experience, knowledge of common best practices and common sense in conducting activities. This policy provides steps and sub-protocols describing basic investigative techniques or procedures which should be applied by officers in their investigations when appropriate. This policy does not restrict officers from utilizing or developing additional techniques provided these actions meet Constitutional, statutory and professional standards.

OPR 4-02-1 PRELIMINARY INVESTIGATIONS

A. Officers will determine the exact nature of the call and either conduct the investigation or complete a preliminary investigation and call out a Detective to assume it if the case involves crimes normally investigated by CID.
B. If a case is reassigned to a specialized unit, the primary police officer initially called to the scene will complete the initial incident report.
C. Upon approval by their immediate supervisor, officers may be assigned temporarily to a specialized unit to assist in investigating a crime when they were the primary police officer. Once the investigation is completed or at the direction of their supervisor, the police officer will return to their previous duty assignment.
D. Steps to be followed in conducting preliminary investigations include, but are not limited to:

1. Observe all conditions, events, and remarks.
2. Locate, identify, and interview witnesses, victims, and suspect(s).
3. Conduct interrogations.
4. Protect the crime scene and the evidence. Ensure that necessary evidence is collected.
5. Arrest or cite the offender, based upon probable cause.
6. Report the incident fully and accurately.

E. All officers are encouraged to contact subject matter experts if they need assistance in conducting an investigation. An on-duty supervisor will be notified if the assistance includes calling another police officer or Detective out to assist.

OPR 4-02-2 FOLLOW-UP INVESTIGATIONS

A. Follow up investigations remain assigned to the primary police officer based on the following:
   1. Specific guidelines established by policy and supervisory review.
   2. Solvability factors.
   3. Documented agency (or other agency) experience.

B. Detectives are responsible for conducting follow up investigations on all cases assigned to them and for providing assistance to fellow officers during their follow-up investigations.

C. Steps to be followed in conducting follow up investigations include but are not limited to:
   1. Review and analyze all previous reports.
   2. Conduct additional interviews and interrogations when necessary.
   3. Review official records for intelligence.
   4. Seek additional information from officers, informants, etc.
   5. Arrange for dissemination of information as appropriate.
   6. Plan, organize, and conduct searches.
   7. Collect physical evidence.
   8. Identify and apprehend the suspect(s), if warranted.
   9. Check criminal histories.
   10. Determine involvement of suspects in other crimes.
   11. Prepare cases for court presentations and assist in the prosecutions.
   12. Notify victims of the status of their case at least every two weeks until the case is suspended or closed, unless doing so would compromise the investigation.

OPR 4-02-3 PHOTOGRAPHS

A. Photographs (digital stills and video) of Victims
   1. Permission from victims should be obtained before photographs are taken. If refusal occurs, it should be noted in the report.

B. Photographs (digital stills and video) of Prisoners
   1. Permission is not required to photograph a prisoner. However, when a prisoner refuses to cooperate, pictures may be taken from a distance and the

circumstances noted in the report.

C. Photographs of Juveniles
   1. Photographs of juvenile suspects will be the same as for adults, except that permission from the juvenile suspect's legal guardian or a court order must be obtained to photograph juvenile offenders ten years of age and under.
   2. In all cases victims of child abuse may be photographed without the consent of their parents or guardian.
   3. Photographs will be taken, if possible, when it will not interfere with the well-being of the child.

D. Photographs of Deceased Persons
   1. Photographs of deceased persons may be taken at the investigating police officer's discretion.

OPR 4-02-4 LINEUPS, ONE-ON-ONE VIEWINGS, AND PHOTOGRAPHIC ARRAYS

A. Lineups
   1. Are conducted to obtain positive identification of a suspect in a crime. Normally, victims and/or witnesses will be allowed to view several persons in order to identify a suspect.
   2. Lineups will not be held when:
      a. A suspect is personally known to, recognized and narrowly described by the victim or witness.
      b. A suspect has been arrested at the scene of a crime and in the presence of the victim or witnesses.
      c. The victim or witnesses have apprehended the suspect.
   3. Suspects in custody may not refuse to participate in a lineup. However, certain constitutional safeguards must be followed when a suspect has reached a critical stage in the judicial process. A critical stage is reached when the suspect is arraigned, indicted or otherwise formally charged:
      a. Suspects have the right to have an attorney present if they have reached a critical stage in the judicial process.
      b. If the suspect has an attorney, but has not yet reached a critical stage, officers should consider allowing the attorney's presence at the identification proceeding. The presence of an attorney undercuts later claims that the process was somehow suggestive with respect to the suspect.
      c. At least five persons will participate with the suspect in the lineup.
      d. All participants should be of the same sex, similar physical description, and attire.
      e. Each participant will be instructed in the lineup procedure.
      f. Each participant will be assigned a numbered position which may be changed between lineups to assure a positive identification.
      g. Participants will be asked to step forward by using their numbered position. They will each be asked to turn to offer profile and back views for victims or witnesses.
      h. If verbal identification is necessary, each participant will be asked to say the

same phrase.

i. If necessary, all participants may be asked to repeat some of the above steps.

4. If a suspect is not in custody, the suspect may participate voluntarily, by consent of the suspect's attorney, or by court order. In these cases, the suspect will be advised of his/her constitutional rights.
5. Attorneys viewing lineups may make comments or suggestions; however, the investigating police officer shall remain in charge. The attorney shall not interview victims or witnesses.
6. Volunteers may be asked to participate in a lineup or inmates from the jail may be used to obtain the required number of participants.

B. Show-Up, Drive By and One on One Viewings

1. When a police officer deems it necessary to conduct a one-on-one lineup in the field during an investigation, the following conditions should exist:
   a. There must be a reported crime.
   b. The description of the suspect given to law enforcement by victims and/or witnesses must significantly match that of the suspect being detained.
   c. The suspect(s) must be found within a reasonable time and distance from the crime scene.
   d. Identification of the suspect must be made within minutes of the crime; no longer than one hour.
   e. The witness or victim will be taken to the location of the suspect(s) if the suspect is only being <u>detained</u> and asked if they see anyone matching the suspects. The suspect should not be taken back to the scene because the movement of the suspect may constitute an arrest for which probable cause is required. All efforts must be made to avoid the appearance of a law enforcement-suggested identification. For example avoid having the suspect in handcuffs in a patrol unit or standing alone with two officers beside them if possible.
   f. Situations where multiple witnesses are present, officers will select the appropriate witness(s) to view the suspect based on credibility, degree of involvement, etc., to establish probable cause for making an arrest.
   g. Exceptions must be approved by the prosecuting attorney on call and will be documented in the report.

C. Photographic Arrays

1. Any photographic array shown by any police officer will require a complete report containing the following information:
   a. Name of person(s) to whom the array was shown.
   b. Name of suspect.
   c. Type of identification made (positive, negative, or tentative).
   d. Name and photo numbers of other persons shown in the photographic array.
   e. Use of at least five non-suspect photos.
   f. All photographs used in the photographic array will be of persons similar

in appearance to the suspect.

2. In the event an identification is made, the police officer will ensure that each photograph is initialed by the person making the identification. The photograph that is identified should contain the date, time, and signature of the person identifying it.
3. Sequential presentation of having all photographs face down and showing the witness one photograph at a time is preferred over a six pack array or presentation.
4. Witnesses shall be advised prior to the photo array;
   a. The suspect may or may not be in the photo array;
   b. The witness will not be advised if the photograph they picked is the actual suspect.
   c. The witness in their own words, should provide a written statement or documentation of their level of confidence in the identification.
   d. The investigation shall continue regardless if an identification is made.
   e. The witness will be required to sign and date the photograph with full signature, date and time.
5. The witness' selection of a photograph which is not the suspect shall be documented and included in the case file and any material which is forwarded to the prosecuting attorney.

OPR 4-02-5 OBTAINING EVIDENCE AT SCENES

A. Evidence is usually seized in one of three ways:
   1. Consent – where an individual having control of an item intelligently, knowingly and voluntarily releases evidence to a police officer.
   2. Pursuant to a search warrant – where evidence is searched for and seized pursuant to a court order (See **OPR 1-03**).
   3. Evidence items located in areas not under the control of any person exercising 4th Amendment protection over the item – such as abandoned illegal narcotics found on a public roadway.
   4. Plain View – where a police officer seizes evidence which they observe and immediately recognize as evidence or contraband while lawfully present in an area protected by the 4th Amendment. This requires a three-prong test:
      a. The police officer must already be lawfully present in the area protected by the 4th Amendment. In a house, that would mean that the police officer must have entered with a warrant, exigency or consent.
      b. The item must be in plain view, in other words, there is no necessity to move items or remove the item from a container or manipulate an item to determine what it is.
      c. The police officer must immediately recognize the item as evidence or contraband without making a further intrusion.

B. In conducting this step, officers are urged to carefully consider which method is the most appropriate, rather than the most expedient. Our duty to protect the 4th Amendment right of persons against unreasonable search and seizure must remain

in the police officer's mind.

C. Physical evidence often requires specific techniques to recover or preserve it. In situations where a police officer does not have the training and equipment to properly recover and preserve a piece of physical evidence, they will contact their supervisor who will assist in locating an appropriate resource that can perform these functions.

OPR 4-02-6 OBTAINING BIOLOGICAL EVIDENCE FROM PERSONS AT MEDICAL FACILITIES

A. Blood, Urine, and Hair and Saliva Samples:
   1. Samples of these substances may be obtained with the victim's consent or a search warrant.
   2. Samples of these substances will be obtained from the suspect pursuant to consent or a search warrant directed to both medical personnel and the suspect.
      a. An exception to this procedure is present with a DWI investigation. If the suspect has been arrested, advised of the Implied Consent, agreed to take the police officer's test(s), and the police officer chooses a blood test, then the draw and evidence shall be retained and forwarded pursuant to DWI protocols (See **OPR 3-03**).
   3. The medical facility's on-call blood technician or a certified medical professional will collect all samples, which will then be turned over to the investigating police officer for tagging into evidence.
   4. Officers may collect oral swabbings for DNA following the protocols provided on the collection device or pursuant to their training.

B. Body Cavity Swabbings:
   1. Swabbing may be obtained by medical personnel with the victim's permission or a search warrant.
   2. Swabbings may be obtained by medical personnel from the suspect pursuant to a search warrant directed to both medical personnel and the suspect.

C. Evidence Retained in the Body:
   1. A search warrant or court order must be obtained to retrieve evidence inside a person's body unless it is removed as a result of a medical procedure.
   2. Evidentiary items removed as a result of a medical procedure may be turned over to the investigating police officer, if present.
   3. Hospital personnel will be asked to notify an on-duty Detective to transfer items when the investigating police officer is not available.

D. Evidentiary Personal Property and Effects:
   1. Prisoners' property for evidentiary purposes may be taken by officers without the consent of the subject.
   2. Victims' property should not be taken without consent, unless there is a high probability that evidence will be lost.
   3. In all cases, property removed from the hospital will be inventoried and signed for by the police officer.

E. Medical Care and Evidence Collection of sexual assault :

1. Evidence collection for victims who do not require immediate medical care shall be conducted at the nearest available rape crisis facility. The lead detective of the investigation shall contact the facility to determine if the victim can be treated in a timely manner.
2. Sexual assault victims who require immediate medical care shall be transported to the Siloam Springs Regional Hospital or nearest medical facility as determined by medical personnel.
   a. If the victim is admitted for medical care, officers may request sexual assault evidence collection protocols be administered by the medical facility.
   b. If the hospital is unable to treat the victim immediately or if the victim has a personal preference of a certain doctor, the victim will be transported to their office.

OPR 4-02-7 AUTHORITY OF THE OFFICE OF THE COUNTY CORONER

A. The Office of the County Coroner retains full authority over a decedent's body. They are responsible for the recovery of all medical evidence, blood samples, cavity swabbing's, and personal effects on the body of deceased persons. Officers will coordinate with the county coroner to obtain evidence of this type.

OPR 4-02-8 RECOVERING PROPERTY FROM PAWN SHOPS AND FLEA MARKETS, ETC

A. When patrol personnel have knowledge that property taken during the commission of a crime has been pawned/sold at a pawn shop, should utilize the electronic data base to perform an electronic (Leads Online) search of the stolen property. Upon locating the stolen property, the officer will:
   1. Place a "police hold" on the property either in person, via telephone or via Leads Online.
   2. Officers will then follow normal investigative protocols or contact a Detective for recovery assistance for property outside the city.
B. Detectives will issue citations to pawn brokers in violation of state statutes or city ordinances..

OPR 4-02-9 ARSON INVESTIGATIONS

A. In cases of arson or suspected arson, a detective will be contacted and will have primary responsibility for the report. Responding officers should:
   1. Contact the senior fire officer at the scene to determine why the fire is an arson/suspected arson and gather all pertinent information.
   2. Initiate the original offense report.
   3. Assist Fire Department personnel with securing and controlling the scene.
B. The assigned detective will conduct all follow-up investigations, with the assistance of the fire department arson investigator.

CITY OF Siloam Springs

Policy Number: OPR 4-03

Police Department Operations Policy Manual

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Approvals:

City Administrator

Jay C. Wilhoit
City Attorney

Police Chief

SUBJECT: **OPR 4-03 CRIMINAL INVESTIGATION DEATCHMENT PROTOCALS**

PURPOSE: This policy provides specific protocols that are followed by the Criminal Investigations Detachment (CID), and explains the relationship between patrol resources and the CID in certain types of investigations. This policy does not restrict officers from coordinating any investigation with CID.

OPR 4-03-1 MANDATORY NOTIFICATION OF VIOLENT CRIMES

A. Detectives will be notified whenever the following incidents are reported:
   1. Unattended deaths, homicide and fatality traffic crashes.
   2. Sexual assault crimes
   3. Kidnapping
   4. Felony battery, physical abuse or neglect of any person.
   5. Missing/Endangered/Abducted persons
   6. Child Sex Crimes
   7. Child exploitation
   8. Elder Abuse
   9. Major property crimes
   10. Felony narcotics cases involving manufacture or distribution.

B. In the case of any CID notification, the on call detective shall be responsible for their decision in determining if they shall respond.

C. The detective will advise the notifying officer or patrol supervisor that he will either:
   1. Assume and respond
   2. Assume but not respond.
   3. Respond for assistance but not assume.
   4. Decline

OPR 4-03-1 INVESTIGATION OF VIOLENT CRIMES

A. Detectives assume responsibility for all death, felony sexual assaults, and batteries resulting in grievous bodily injury upon their arrival.

OPR 4-03-2 UNIFORMED RESPONSE TO CID INVESTIGATIONS

A. Officers responding to calls that are within the CID's area of primary responsibility provide an initial response intended to preserve life and secure vital scenes and persons. They will:
   1. Render assistance to the injured.
   2. Determine jurisdiction and have the appropriate agency notified if the crime scene is outside the county limits.
   3. If the case is turned over to another agency, supply the agency with a list of all officers who were at the scene.
   4. Ensure that a supervisor and Detective are dispatched to the scene.
   5. Request sufficient assistance to accomplish the assigned tasks.
   6. Identify and isolate victims, suspects, and witnesses.
   7. Not allow entry into the scene or contamination until the scene is turned over to the assigned Detective.
   8. Be responsible for the crime scene until relieved by the assigned Detective or appropriate outside agency.
   9. Write a supplementary report containing the names of all civilians and officers regardless of rank, present at the scene and what tasks, if any, were assigned to them.
   10. Not leave the scene or transport anyone until directed to do so by a supervisor or Detective at the crime scene.

OPR 4-03-3 UNIFORMED SUPERVISORY RESPONSE TO CID INVESTIGATIONS

A. Uniformed supervisors responding to calls that are within the CID's area of primary responsibility provide an initial response intended to manage resources and direct support activities as well as preserve life and secure vital scenes and persons. The dispatched patrol supervisor will:
   1. Respond to all death investigations or investigations involving batteries resulting in grievous injury.
   2. Assign a sufficient number of officers to ensure the security of the crime scene, and that victims, suspects, and witnesses are identified and isolated.
   3. Ensure personnel at the crime scene are limited to those necessary to the investigation, and that everyone assigned to the investigation, regardless of rank, submits a report.
   4. Assign personnel to canvas the area for witnesses.
   5. Coordinate with the Detective in charge of the scene and the investigation to provide necessary resources.
   6. Remain at the crime scene until relieved by the Detective, if they are called to the scene.

7. Assist the Corners office with notifying next of kin if requested.

OPR 4-03-4 DEATH INVESTIGATIONS AND BATTERIES INVOLVING GRIEVOUS INJURY

A. The Detective will:
   1. Have operational authority over the crime scene.
   2. Identify and secure the outer boundaries of the crime scene using necessary manpower.
   3. Be responsible for establishing a command post location.
   4. Photograph the crime scene, surrounding vehicles and persons and process it for evidence.
   5. Arrange for the proper analysis of evidence and processing of photographs.
   6. When further assistance is needed in processing the scene, Detectives shall request it through the patrol supervisor.
   7. Ensure notification of the Coroner and On Call prosecutor as appropriate.

OPR 4-03-5 HOSPICE DEATHS

A. For all deaths while the deceased is under hospice care police department personnel will respond only if the Coroner notifies the police department that the person's death appears suspicious or was not a result of the diagnosed malady for which the person was enrolled in hospice.

OPR 4-03-6 ARMED ROBBERY

A. The Detective will:
   1. Have operational authority over the crime scene.
   2. If the suspect is still at larger, verify a BOLO has been sent out to surrounding agencies.
   3. Identify and secure the outer boundaries of the crime scene using necessary manpower.
   4. Photograph the crime scene, surrounding vehicles and persons and process it for evidence.
   5. Arrange for the proper analysis of evidence and processing of photographs.
   6. Be responsible for establishing a command post location.
   7. When further assistance is needed in processing the scene, Detectives shall request it through patrol supervisor.
   8. The on-call Detective will be notified any time an armed robber offender/suspect is taken into custody.
   9. It is the responsibility of the patrol supervisor to ensure the proper notification of investigative personnel and that all officers involved complete their reports and submit them in a timely manner.

OPR 4-03-7 FELONY SEXUAL ASSAULTS (FSA)

A. The Detective is responsible for the collection of all evidence and photographing

injuries the victim may have received. This will be accomplished using a vetted sexual assault collection kit and the assistance of trained, certified medical personnel.

B. Due to the sensitive nature of sexual assault cases and the specific questions asked of the victims in order to establish the elements of the crime, Detectives shall conduct a formal interview and obtain written statements from the victim and/or the offender. The only exception will be if the on-call Detective or unit supervisor is contacted, apprised of the circumstances, and approves that a statement be taken immediately.

OPR 4-03-8 CHILD ABUSE AND NEGLECT

A. Anytime a report of child abuse or neglect is received, the officer shall ensure a Hotline Report to Child Protective Services is made as soon as practical.
   1. Officers shall work with all members of the Multi-Disciplinary Team as required during the course of the investigation and shall share such information as is required to ensure the safety of the child and the successful investigation and prosecution of the offender.

B. Child abuse and neglect investigations will usually involve the use of a forensic interviewer specially trained to interview children. Detectives and officers will refrain from interviewing children unless exigent circumstances demand they be interviewed. . (such an immediate abduction of a second child where only the first child has descriptors on the suspect). Should this occur, the interview will be confined only to the critical information needed. In rare instances where a forensic interviewer is not available, a detective who has completed such specialized training may interview the child.

C. Nothing in this policy restricts a uniformed police officer from taking protective custody of a child upon their initial response to a scene when circumstances warrant.

D. Before making an arrest for child abuse, officers or Detectives should consider the safety and protection of the child. If the child can be removed from the environment it is preferred that a complete investigation be conducted prior to an arrest. Detectives should consider:
   1. Whether the child is safe from the offender.
   2. Whether the offender is a flight risk.
   3. Whether the case can be fully investigated before it is presented to the Prosecuting Attorney (PA)

E. All arrest warrants and search warrants should be reviewed by the PA to determine if additional information may be required to effectively prosecute the case however;
   1. The decision to effect an arrest is ultimately is that of the primary or investigating officer and not the prosecuting attorney's office.

F. Domestic abuse
   1. Children have the same rights as adults and are granted the same protection as an adult under the Family Violence Protection Act. When children are present, their

welfare should be determined.

2. If domestic abuse against a child is determined to be a felony, a Detective will handle the investigation.

OPR 4-03-9 FORCED ENTRY SEARCH WARRANTS AND CLANDESTINE LABORATORIES

A. If children are present at a scene where forced entry is necessary and weapons may be drawn or where a clandestine drug lab is found, child endangerment charges against the parents/guardians of those children may be justified.

1. In cases where child endangerment charges are clearly justified, those charges will be filed at the time of the incident and will be fully documented in the crime report.

Chapter 5: Emergency Response

THIS SECTION CONTAINS PROTOCOLS GUIDING OUR RESPONSE TO INCIDENTS THAT ARE CONSIDERED TO HAVE AN ELEVATED LEVEL OF DANGER ASSOCIATED WITH THEM. THESE SITUATIONS MAY BE NATURAL OR MANMADE AND OFTEN INVOLVE WORKING WITH OTHER EMERGENCY AGENCIES. IN THIS SECTION, YOU WILL FIND:

OPR 5-01 **EMERGENCY MEDICAL AND SHELTER SERVICES** - Procedures for guiding the public to emergency medical and shelter services.

OPR 5-02 **BOMB THREATS AND BOMB EMERGENCIES** - Bomb threat protocols.

OPR 5-03 **HOSTAGE OR BARRICADED SUBJECT AND ACTIVE ASSAILANT SITUATIONS**
Protocols for responding to hostage, barricaded subject and active shooter incidents.

OPR 5-04 **HAZARDOUS MATERIAL INCIDENT RESPONSE** - Hazardous material response protocols.

OPR 5-05 **FIRES** - Grass and structure fire protocols

CITY OF Siloam Springs

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Approvals:

City Administrator

Police Chief

City Attorney

SUBJECT: **OPR 5-01 EMERGENCY MEDICAL AND SHELTER SERVICES**

PURPOSE: Siloam Springs Police Department policy is to assist citizens in need of emergency medical aid and/or emergency shelter.

OPR 5-01-1 EMERGENCY AID

A. In emergency medical situations, police department personnel shall normally render only that degree of care necessary to sustain life, prevent or control shock, and prevent further harm based on each police officer's training and abilities.
   1. To administer first aid, the employee must be qualified by completing an approved First Aid Course.
   2. To administer Cardiopulmonary Resuscitation (C.P.R.), the employee must have been C.P.R. trained and qualified. Employees should don protective equipment such as gloves and utilize a breathing barrier (such as a CPR mask) if one is available.

OPR 5-01-2 SERIOUS INJURIES

A. In cases of apparent overdose, alcohol poisoning, serious injury, illness, or suspected death, personnel shall immediately request an ambulance.

OPR 5-01-3 COMMUNICABLE DISEASES

A. It is possible that in the course of their duties, personnel will come into physical contact with individuals infected with communicable diseases.
B. These diseases include, but are not limited to:
   1. Hepatitis B & Hepatitis C.
   2. Acquired Immune Deficiency Syndrome (A.I.D.S.)
   3. Tuberculosis.

4. Diphtheria, and certain venereal diseases.

C. Personnel contacting individuals suspected of being infected with any communicable disease should take the following precautions:
   1. Wear surgical gloves if there is a possibility of contamination from body fluids, especially blood.
   2. Wash hands as soon after contact as possible.
   3. Clean and disinfect contaminated skin, clothing, and equipment as soon as possible with 1 to 9 chlorine bleach solution.

D. If there is a possibility that body fluids from an infected individual have penetrated the skin of an employee, a supervisor should be notified at once.
   1. Include detailed information regarding the contact in the incident/accident report.
   2. If the call would not normally require a report, write an offense report documenting the incident.
   3. Supervisors shall complete a "Supervisor's Injury Report" and forward it to the Chief through the chain of command.
   4. Instructions for treatment shall be issued from the office of the Chief.

OPR 5-01-4 AREA HOSPITALS

A. Siloam Springs Regional Hospital, 603 N. Progress Ave, Siloam Springs
B. Northwest Medical Center, 609 W. Maple Ave, Springdale
C. Washington Regional Medical Center, 3215 N. Northhills Blvd, Fayetteville
D. Mercy Hospital Northwest, 2710 S. Rife Medical Ln, Bentonville AR.

OPR 5-01-5 TEMPORARY SHELTER SERVICES

A. Whenever weather conditions present a threat to the health or life of citizens without shelter, officers will adhere to the following procedures:
   1. Comatose or unconscious person contact EMS.
   2. When a citizen appears to be extremely intoxicated and/or clearly unable to provide for his/her own safety, the person will be taken into custody as appropriate and transported to the appropriate facility.
   3. If no medical emergency exists, officers will contact their immediate supervisor. The supervisor will attempt to locate shelter for the person.

B. In the case of a major natural or man-made disaster, officers will adhere to protocols or directives enacted by a unified command structure if such is created, provided the Chief is in agreement with the protocols.

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City Attorney

Police Chief

SUBJECT: OPR 5-02 BOMB THREAT AND BOMB EMERGENCIES

PURPOSE: Siloam Springs Police Department policy is to provide for the safety of personnel and citizens in the response, deployment, and handling of bomb threat/emergency situations.

OPR 5-02-1 BOMB THREAT CONDITION

A. A bomb threat condition will exist when a suspected bomb/explosive device has been reported but not located.

OPR 5-02-2 BOMB EMERGENCY CONDITION

A. A bomb emergency will exist when a suspected or actual improvised explosive device (IED) or ordinance has been located or when an explosion occurs.

OPR 5-02-3 BOMB THREAT PROTOCOL

A. Employees receiving a phone call of a bomb threat will:
   1. Keep the reporting party on the line and determine, if possible, the reason for suspicion that an explosive device may be present.
   2. Notify City of Siloam Springs Central Dispatch (SSCD) through a second employee, etc. of the threat and pass on as much information as possible.

B. Siloam Springs Central Dispatch personnel will:
   1. Dispatch a patrol unit immediately.
   2. Notify the patrol supervisor of the situation.
   3. Notify the correct Fire Department and provide deployment instructions as directed by the dispatched police officer or patrol supervisor.
   4. Ensure notification to the appropriate division commander or command on call if after hours.

5. Coordinate with the on scene supervisor, the need to request the Bomb Squad to be placed on standby.

C. Dispatched Officers Responsibilities

1. All responding units cease voice and radio transmissions within at least a four block radius of the suspected device.
2. Make contact with the person in charge of the premises and the person who reported the threat. Make inquiries quietly and avoid reference to a "bomb threat" until actually dealing with parties who can provide direct evidence of the case.
3. The responding police officer should ask, but not be limited to the following questions:
   a. Have previous threats been received and the outcome of those threats.
   b. Possible motives.
   c. Vulnerabilities of equipment and/or personnel.
   d. Any other questions which might assist the police officer in determining the probability of an explosive device being on site.
4. When the probability of an explosive device has been established, telephone contact will be established with SSCD and additional updates to patrol supervisor will be made.
5. Advise the dispatcher regarding deployment of fire/rescue equipment.
6. The decision to search a public building or area rests with the police officer in charge.
7. Permission is required to search a private residence or business.
8. The dispatched police officer will be responsible for preparing the offense/incident report.
9. The decision to evacuate a building or area rests with the person in charge of the building or area, NOT the police officer. If a suspected device is found, the location will become a designated crime scene and require an orderly evacuation, if necessary.

D. A plan should be developed before a search is initiated. The areas to be searched and the extent of the search will depend on:

1. The type of establishment.
2. The motivation of the bomber.
3. The accessibility of the building.

E. A floor plan should be obtained and search areas assigned. A floor plan should be drafted if one is not available.

F. An attempt should be made to utilize personnel familiar with the areas to be searched when assigning searchers.

1. Persons involved in the search will be advised not to pick up, touch, or move any object found which is not familiar to them.

2. Upon finding a suspect item which may be or may contain an explosive device, confirm that it does not belong in the area.

G. Where a search fails to turn up any explosive devices, officers will state only that a device was not found. They will not make statements to the effect that there are no devices present, or that the area is "all clear."

H. The search will be discontinued when:
   1. Requested to do so by the owner of the premises or the owner's designee.
   2. Directed by a supervisor.
   3. Directed by Explosive Ordnance Disposal (EOD) personnel.
   4. The police officer is satisfied that the probability of finding a device by further search is minimal.
      a. Officers will not discourage the person in charge of the premises from continuing with a search after the police officer's departure.

OPR 5-02-4 BOMB EMERGENCY PROTOCOL

A. When a call is received by personnel regarding a suspected bomb/explosive device or military ordnance which has been found, the person receiving the call will attempt to obtain information regarding:
   1. Description or type of device.
   2. Location of device.
   3. Quantity and characteristics of device.

B. The person receiving the call will notify SSCD regarding the call and information obtained.

C. Dispatched officers/supervisor's responsibilities:
   1. Coordinate with the on scene supervisor, the need to request the Bomb Squad to be placed on standby.
   2. All responding units will cease voice and radio transmissions within at least a four (4) block radius of the suspected or known device. All communication will be conducted by telephone.
   3. The dispatched police officer will ensure evacuation of all occupants from the immediate area (300 feet or more) and attempt to view the area of the explosive device from a location that provides maximum protection.
   4. Patrol officers will be responsible for perimeter security in the immediate area surrounding a known or suspect device.
   5. The field supervisor shall take appropriate action for call out of properly trained personnel.
   6. Under no circumstances will a police officer other than properly trained personnel push, touch, pick up, or in any way handle a suspected or known explosive device.
   7. When a suspected device is located, the dispatched police officer will be

responsible for obtaining complete preliminary information (witness, calling party, and persons present, information, etc.).

8. The police officer or supervisor on-scene, in consultation with command staff, will ensure the SSCD requests the assistance of a trained Explosive Ordinance Disposal Team when appropriate.
9. In all cases where properly trained personnel respond to the scene of a known or suspected explosive device and have been briefed, the responsibility for containment, control, and/or removal of the device from the area is fully with properly trained personnel.
10. Officers are cautioned the presence of one device, whether it detonates or not, may be a ruse intended to draw more personnel into the blast zone of a second IED. Minimize the amount of personnel exposed at all times.
11. Fire Department personnel will not be permitted within the cordoned off area unless the device detonated and causes fire or injury to personnel.
    a. If the detonation causes a fire or injury, Fire Department Personnel shall be allowed to enter the area.
    b. The police officer or supervisor at the scene will advise the dispatcher of the desired route Fire Department personnel and equipment should use.
    c. Fire Department personnel will be advised that the possibility exists of a secondary explosive device, and caution should be used when entering the area.
    d. The Fire Department will have primary responsibility in the event a fire occurs or emergency medical treatment is required.
    e. Bomb disposal and investigation remain the primary responsibility of the Police Department.

OPR 5-02-5 DELIVERED IMPROVISED EXPLOSIVES OR EXPLOSIVE ORDNANCE

A. When an explosive device, or military explosive ordnance is delivered to the Police Department or other city facility, officers (if present) will:
    1. Attempt to detain the person who delivered the item.
    2. Follow the bomb emergency protocol.

OPR 5-02-6 DETONATED DEVICES

A. When an IED or explosive ordnance explodes SSCD should:
    1. Dispatch a patrol unit to the location. An attempt will be made to keep the reporting party on the phone while officers are responding. Dispatched units will be constantly updated on incoming information.
    2. Notify the patrol supervisor of the call and situation.
    3. Attempt to obtain as much information as possible from the reporting party concerning the location of the explosion, injuries, and/or fire.

4. Notify ambulance and the Fire Department for response.
5. Notify properly trained personnel to respond.

B. Dispatched police officer(s) will:

1. Be responsible for establishing a security perimeter in the immediate area surrounding the explosion.

CITY OF Siloam Springs

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City Administrator

Police Chief

City Attorney

SUBJECT: **OPR 5-03 HOSTAGE OR BARRICADED SUBJECT AND ACTIVE ASSAILANT SITUATIONS**

PURPOSE: In hostage, barricaded subject, and active assailant situations, it is Siloam Springs Police Department policy to protect citizens and officers, arrest the subjects involved with the minimal amount of danger the situation allows, and secure and collect evidence relevant to the incident. It is policy to balance its response with the needs of public safety. This policy provides guidelines for sworn personnel who respond to situations involving stationary and mobile hostage situations, barricaded persons, and stationary or mobile active assailant.

OPR 5-03-1 RESPONSE PROTOCOLS FOR BARRICADED SUBJECTS, STATIONARY AND MOBILE HOSTAGE SITUATIONS

A. Police Officer Duties and Responsibilities
   1. Notify a supervisor and SSCD as soon as possible.
   2. Request immediate assistance.
   3. Set up a containment perimeter, to exclude all pedestrian and vehicular traffic.
   4. Maintain radio contact.
   5. If deemed necessary, evacuate citizens from within the perimeter.
   6. If necessary, begin negotiations with the suspect(s).
   7. Officers shall not:
      a. Take any unnecessary action until a supervisor arrives.
      b. Exchange themselves for hostages or surrender their weapons.
   8. Officers should not:
      a. Conduct face to face negotiations.
      b. Allow the offender(s) to leave the area with hostages, except under the most extreme circumstances. If there is a possibility that the offender(s) can leave the area, preparations will be made to provide surveillance and deny access to

travel routes.

9. If the hostage taker becomes mobile, officers shall;
   a. Move with, and maintain surveillance on the suspect and hostage, while attempting to deny the hostage taker access to areas that could allow them to seize additional hostages.
   b. As assisting units arrive, block means of escape or continued movement while avoiding direct confrontation unless the hostage taker initiates actions requiring a use of force response from officers. Create a stationary situation if you can.
   c. Maintain radio contact.
   d. Evacuate citizens from the area in which the hostage taker is moving as opportunity allows.

B. Supervisor Duties and Responsibilities
   1. Direct sufficient manpower to handle the call.
   2. Set up a command post in an appropriate area.
   3. Contact the Division Commander or Command on Call.
   4. Retain command until relieved.
   5. Ensure units maintain an outer perimeter.
   6. If outside agencies are involved, ensure proper communications are established and maintained.
   7. Designate a news media area and assign a news media liaison.
   8. Obtain information at the scene as soon as possible, including:
      a. Determining what has occurred.
      b. Who called, numbers and description of those involved, and time of occurrence.
      c. History of subject(s) and hostage(s).
      d. What weapons if any, are involved.
      e. Whether witnesses have been identified and interviewed.
      f. Floor plans of any buildings involved.
   9. If the decision is made by the Police Chief or appropriate commander, to request an outside law enforcement agencies specially trained unit, on scene command will be retained by the SSPD on scene commander. The supervisor will remain responsible for maintaining the integrity of the outer perimeter.
   10. The supervisor will remain responsible for maintaining the integrity of the outer perimeter.
   11. Remain at the scene for the duration of the incident, assisting the special team scene commander unless relieved.

OPR 5-03-2 RESPONSE PROTOCOLS FOR ACTIVE ASSAILANT

A. Characteristics: The following is a list of characteristics commonly associated with active assailant suspects. The list is compiled from descriptions of past active assailants and not meant to be a comprehensive list describing all active assailants; each situation is unique.
   1. Active assailants usually focus on attacking persons they have contact with.

2. An active assailant is likely to attack multiple targets. Active assailants may be intent on killing as many people as possible, as quickly as possible.
3. Generally, the first indication of the presence of an active assailant is when he or she begins attacking.
4. Active assailants often go to locations where potential victims are close at hand, such as schools, theaters, concerts or shopping malls. They may choose a stationary position or remain mobile. In either case, they attack multiple targets.
5. Tactics such as containment and negotiation, normally associated with a barricaded suspect are rarely adequate in active assailant events. Active assailants typically continue or even intensify their attack despite the arrival of emergency responders.
6. Active assailants are often better armed than responding officers, sometimes making use of explosives, booby traps and body armor. They do not limit themselves to firearms when attacking and may transition between bladed weapons, vehicles, or any tool that, in the circumstance in which it is used, constitutes deadly physical force.
7. Active assailants may have a planned attack and be prepared for a sustained confrontation with officers. Often, active assailants don't make attempts to hide their identity, conceal the commission of their attacks or escape.
8. Active assailants may employ some type of diversion.
9. Active assailants may be indiscriminate in their violence or may seek specific victims based on characteristics relevant to them.
10. Active assailants may be suicidal, choosing to die in the course of their actions either at the hand of others or by self-inflicted wound.
11. Active assailants usually have some degree of familiarity with the building or location they choose to occupy.
12. Active assailant events are dynamic and may go in and out of an "active" status; a static incident may turn into an active event or an active assailant may go "inactive" by transitioning to a barricaded status without access to victims.

B. Police Officer Duties and Responsibilities – The Primary goal for responding officers is to save lives and prevent serious injuries by denying the assailant access to additional victims. The secondary goal is rescuing injured victims and/or potential victims.

1. The initial police officer must take charge of the incident upon arrival. Assumption of tactical responsibility may be based on rank, expertise or seniority. However, it must be made immediately clear to SSCD and other officers, who is in charge. A police officer of superior rank who arrives or is on scene and fully briefed may ultimately assume incident command. SSCD and other officers on scene must be notified if there is a change in incident command.
2. The first police officer to arrive makes a situation analysis. The analysis will be continuous, taking into account new information from SSCD and observations from officers and citizens. The analysis must lead to a decision as to whether the situation is an active assailant event, whether an opportunity exists for immediate

intervention leading to accomplishment of one of the goals listed above, and how responding resources should be employed at the scene.

3. Officers will not act without planning or controls. However, first responder tactical intervention shall take precedence over the establishment of a command post. The first police officer arriving on scene will initiate incident command. They will initiate the situation analysis and determine initial deployment of responding resources. At least one person possessing all available information on tactical plans will remain at the command post to brief arriving personnel. Command personnel enroute to the incident will monitor the radio to gain information, but shall not obstruct ongoing intervention. Command personnel must be on scene and fully briefed before assuming incident command.
4. The Chief and command staff support the concept of first responder tactical intervention. Because traditional responses of contain, isolate, evacuate, and wait for SWAT and Crisis Negotiators may not be adequate in an active assailant incident, the first police officer on scene will need to consider the following:
   a. *Rescue/Contact Team*: First responder intervention will be based on opportunity. Rescue teams will be in the form of officers with an identified element leader. Team movement will be in a controlled and disciplined tactical action under the control and direction of the element leader.
   b. *Containment*: Dedicated security elements should always be a component of intervention teams. Individual action is discouraged, as it is usually counterproductive to a coordinated, focused response to an active assailant event unless lack of timely resources forces this approach.
   c. *Security*: No location associated with an active assailant will be considered secure until the on scene commander declares it is so. Officers assigned to security functions will maintain positions until properly relieved.
5. Special Weapons and Tactics (SWAT): When SWAT units are prepared to deploy, the initial responding officers may be relieved or redeployed.

OPR 5-03-3 GENERAL CONSIDERATIONS

A. When hostages are present, their safety takes precedence over the time of the officers deployed and the inconvenience to the community.
B. If negotiations are moving in a positive direction and the persons are not deemed to be in immediate danger, negotiations should continue.
C. The amount of force necessary to ensure the safety of hostages or targets is authorized whenever negotiations are moving in a negative direction and the lives of the hostages seem to be in peril or the assailant actively re-engages targets.
D. The goal of negotiations during a barricaded subjects/hostage situations is the prevention of loss of life. Subjects will be afforded the opportunity to surrender if they indicate desire to do so, unless they take actions to re-engage or continue attacking hostages or persons.

CITY OF Siloam Springs

Policy Number: OPR 5-04

Police Department Operations Policy Manual

Approved: April 05, 2016
Revision Date: _____

Approvals:

City Administrator

Police Chief

City Attorney

SUBJECT: **OPR 5-04 HAZARDOUS MATERIAL INCIDENT RESPONSE**

PURPOSE: Siloam Springs Police Department policy is to assist at hazardous material incidents and provide a maximum amount of safety to officers and citizens. This policy provides guidelines for officers to use when responding to a hazardous incident or material spill. The fire department shall have primary command of a hazardous material incident unless a unified command is created.

OPR 5-04-1 INITIAL RESPONSE

A. Duties of Dispatched police officer
   1. From a safe distance, assess the situation by observing Hazardous Material Placards, reviewing shipping papers, interviewing drivers/victims, and make an on-scene evaluation.
   2. When a hazardous condition exists, notify SSCD and the appropriate Fire Department.
   3. Establish a safe perimeter around the accident/incident scene using additional units as necessary for traffic/crowd control.
   4. Notify the patrol supervisor of the situation.

B. Duties of Patrol Supervisor:
   1. Confer with appropriate Fire Department, Sheriff's Office and State Police personnel regarding evacuation of the area.
   2. Notify the Division Commander and the police department public information officer (PIO).
   3. Meet with the on-scene incident commander to determine the type of hazard and what support the police department can provide.
   4. Ensure the establishment of a safe outer perimeter.

OPR 5-04-2 CONTAMINATED AREAS

A. Fire department personnel may define a specific area around a hazardous material incident as being contaminated. Officers are cautioned to remain outside this contaminated area whenever possible.

B. Patrol supervisors are responsible for ensuring that involvement of law enforcement personnel within a contaminated area is minimized. When possible, vehicles and equipment will be kept outside the contaminated area. When it is necessary to enter this area, carpooling should be considered as well as removal of all unnecessary uniform and leather items. When possible, protective clothing provided by the fire department should be used.

OPR 5-04-3 CLEAN-UP AND EVACUATION

A. Fire Department(s) will have primary responsibility for hazardous material clean up and evacuation operation which will be directed from on-scene command posts they establish. Law enforcement assistance will be rendered under the following conditions only:

   1. When specialized training is provided to officers by personnel at the scene, as needed.
   2. When specialized equipment is provided to officers such as breathing apparatus, masks, acid suits, etc.

B. Should the Fire Department decide to evacuate an area, they will determine the boundaries of the area to be evacuated and the time available as needed for the evacuation.

C. The patrol supervisor will decide on door-to-door contact, the public address systems in patrol cars or mass notifications systems to inform citizens on evacuation, based on time limits, available manpower, and size of area to be evacuated.

D. The field supervisor will select an area such as a parking lot near a major intersection outside the hazard area and direct all citizens to that point.

E. A police officer will be assigned to remain with the citizens until the emergency is over.

F. If the emergency situation is prolonged, the incident will be managed in accordance with the Siloam Springs Emergency Operations Plan (EOP) and NIMS

OPR 5-04-4 HAZARDOUS MATERIALS AS EVIDENCE

A. If any hazardous materials are needed for evidence, the police officer shall contact the Arkansas State Crime Laboratory (ASCL) for instruction and assistance in the proper handling and packaging for storage.

B. Before tagging such items into Evidence, officers should coordinate with the evidence technician to develop a safe storage.

CITY OF Siloam Springs

Policy Number: OPR 5-05

Police Department Operations Policy Manual

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Approvals:

City Administrator

Police Chi ef

City Attorney

SUBJECT: **OPR 5-05 FIRES**

PURPOSE: It is the policy of the Siloam Springs Police Department to take every precaution to protect life and property with emphasis on the protection and preservation of human life. It is also the responsibility of the police department to provide maximum safety for firefighters, equipment and other resources and provide safe egress and ingress into secured areas, as determined by the fire officials. It is the intent of this policy that the authority necessary to effectively respond to a fire, explosion, hazardous material emergency, or other emergency, whenever it may occur in City of Siloam Springs, be expressly conferred upon Fire Officials responding so that the primacy of their authority is clear to the public and the courts.

OPR 5-05-1 DUTIES OF RESPONDING OFFICERS/SUPERVISORS

A. If a police officer arrives at the scene of a fire prior to the fire-fighting equipment, the police officer will first assess the situation and determine if any person(s) is in immediate danger.
B. Officers will take any appropriate action, which can be safely accomplished, to remove individual(s) to safety.
C. Officers will gather as much pertinent information as possible, including: location, size, direction and speed of movement, any potentially threatened persons, structures, domestic animals or livestock. The information will be relayed as quickly as possible to the responding fire officials.

OPR 5-05-2 ESTABLISHING SAFE PERIMETERS

A. Once fire officials are on scene, or if they are on scene prior to a police officer's arrival, the police officer will confirm the identity of the incident commander. All activities will be coordinated through the incident commander who will assist in determining the necessity and locations for fire line barriers, fire lanes and

perimeters.

B. Officers will confer with appropriate fire department personnel to determine and establish a safe perimeter around the area, using additional units as necessary for traffic and crowd control.

C. The incident commander has ultimate control and authority to direct and engage in all operations of fire extinguishment and hazardous material control and to take precautions necessary to save life, protect property and to prevent further injury or damage. This authority includes, but is not limited to controlling or prohibiting the approach of any person, vehicle, equipment, resource or any other thing inside the fire line perimeter.

OPR 5-05-3 EVACUATIONS

A. The incident commander will be responsible for determining if evacuations are necessary.

B. If a decision is made to evacuate an area, the incident commander will decide the boundaries of the area to be evacuated and the time available and needed for the evacuation.

C. Assisting officers will make continuing efforts to determine if there are any potentially occupied structures that may be threatened, or that are in the path of a moving fire and keep fire officials informed so that appropriate evacuation notifications can begin.

D. The on-scene supervisor will decide on door-to-door contact or the use of the public address systems in patrol cars to inform citizens on evacuation, based on time limits, available manpower, and size of the area to be evacuated.

   1. Evacuations will be strongly encouraged, but will be voluntary.

E. The field supervisor will select an area such as a parking lot near a major intersection outside the perimeter and direct all citizens to that point.

F. If the emergency situation is prolonged, the incident will be managed in accordance with the City of Siloam Springs EOP and NIMS

SILOAM SPRINGS POLICE DEPARTMENT SUPPORT POLICIES

This portion of the Employee Manual is intended to provide specific tactics when guidance regarding the roles and responsibilities of central dispatch and records personnel

SUPPORT Chapter 1	**General Polices**
1-01	**Designated Public Safety Answering Point**
1-02	**Arkansas Crime Information Center (ACIC)**
1-03	**Personnel and Access**
1-04	**Cash Transactions**
1-05	**T and U Visa Certifications**

Policy Number: SUP 1-01

Police Department Operations Policy Manual

Approved: April 05, 2016
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Approvals:

City Administrator

Police Chief

City Attorney

SUBJECT:

SUP 1-01 DESIGNATION AS A PRIMARY PUBLIC SAFETY ANSWERING POINT (PSAP)

PURPOSE: Siloam Springs Police Central Dispatch (SSCD) policy is to provide standardized law enforcement, emergency medical and fire department response to the public which we serve.

SUP 1-01-1 DESIGNATION AS A PRIMARY PUBLIC SAFETY ANSWERING POINT (PSAP)

A. As a primary PSAP, SSCD receives 911 calls for the City of Siloam Springs and surrounding portions of Southwest Benton County Arkansas and of Northeast Oklahoma.
   1. SSCD is staffed and operational 24 hours a day.
B. Upon receipt of 911 call for service, communications personnel will:
   1. Determine if the location of the call is within the geographical response area as determined by nature of the call and need for services and:
      a. Dispatch appropriate agencies and or;
      b. Transfer the caller to the appropriate agency or PSAP with response jurisdiction.
C. SSCD serves as a backup PSAP to other Benton County PSAP's.
D. Receive non-emergency calls on the department administrative phone lines and transfer, direct or facilitate as appropriate.
E. Communicates with outside agencies to coordinate emergency and non-emergency responses.

SUP 1-01-2 PARTICIPATION IN THE COUNTY 911 BOARD AND PSAP MANAGERS MEETINGS

A. The Support Division Commander or their designee shall;
   1. Attend all county 911 board meetings as needed.
   2. Attend all county PSAP meetings when available.

CITY OF Siloam Springs

Policy Number: SUP 1-02

Police Department Operations Policy Manual

Approved: April 05, 2016
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Approvals:

City Administrator

Police Chief

City Attorney

SUBJECT: **SUP 1-02 ARKANSAS CRIME INFORMATION CENTER**

PURPOSE: SSCD personnel will comply with all applicable procedures, regulations and laws as it pertains to the access and use of ACIC terminals, information and activities.

SUP 1-02-1 ACIC ACCESS

A. Only department personnel who have successfully completed ACIC training will utilize ACIC.
   1. New employees in training may be issued temporary 30 day access through ACIC to allow for training.

SUP 1-02-2 ACIC-OTHER AGENCY REQUEST

A. Outside agency requests for ACIC assists are authorized, provided the request is due to legitimate issues such as:
   1. The requesting agency's ACIC access is inoperative or;
   2. Communication with the requesting agency is not possible by the requesting officer or agent.
B. All ACIC and NCIC rules for queries must be followed
C. Information Required
   1. Other Agency/Officer's information
D. In such cases SSCD personnel will document this request by:
   1. Create a Computer Aided Dispatch (CAD) entry documenting the circumstance surrounding the request.
   2. The ACIC inquiry will reflect the requesting officers name and originating agency number (ORI) per ACIC regulations, when running queries.
   3. The CAD call will show disposition of the information provided.

SUP 1-02-3 ACIC-OUTAGE SUPERVISORY RESPONSIBILITIES

A. Anytime the Arkansas Crime Information Center is out of service, the Lead Dispatcher or senior operator on the shift will cause to occur:
   1. Generation of a CAD call documenting the time the outage began.
   2. Update of the CAD call to reflect any related communication received pertaining to the outage.
   3. Upon ACIC service resuming, the closure of the CAD Call documenting when the service was resumed.

B. Advise all on-duty operations personnel of the outage and the length of outage if known.

C. Telephonically verify with ACIC any unscheduled outage to determine if the cause of the outage is localized.
   1. Notification to the Division Commander or Command on call of any unscheduled outage.

D. Coordinate with another PSAP to preform ACIC inquiries as needed if the outage is localized.

E. Contact the City IT department as appropriate of localized unscheduled outages.

CITY OF Siloam Springs

Policy Number: SUP 1-03

Police Department Operations Policy Manual

Approved: April 05, 2016
Revision Date: _____

Approvals:

_____
Administrator

_____
Police Chief

_____
City Attorney

SUBJECT: **SUP 1-03 PERSONNEL AND RESTRICTED ACCESS**

ALEAP 5.01 (E,V)

POLICY: The police department recognizes the requirement to maintain security of department information systems, records, property and equipment. As such, department policy is to provide access to personnel based on function.

SUP 1-03-1 PERSONNEL AND RESTRICTED ACCESS

A. Doors to the dispatch communication room, records section office, evidence storage area, armory, server room and equipment room shall remain closed and locked at all times.
B. Only department personnel whose primary job function requires access to a restricted area will be issued keys or access cards for that area.
C. Personnel whose mission or function requires access are authorized to enter the restricted area however;
   1. Non-dispatch department personnel will depart the dispatch center upon completion of their required task(s).
   2. Non-records section department personnel will depart the records section upon completion of their assigned task.
D. City employees and authorized vendor employees whose function requires access are authorized access to the dispatch center and records section when accompanied by department personnel.
E. Persons participating in department tours are authorized access to dispatch or records only to the point where ACIC or confidential information is not viewable.

F. Family members of department personnel are not authorized access to dispatch or records except as part of a department tour.

SUP 1-03-2 ACCESS CONTROL DEVICES

A. The designation for issuance of access control devices to areas of the police department shall be restricted to employees of the police department and authorized City of Siloam Springs IT personnel.
B. General Non-public police department interior area:
   1. All PD employees and designated IT personnel.
C. Dispatch communications room:
   1. Dispatchers
   2. Sergeants and above
   3. Designated records clerk assigned to perform ACIC entries.
D. Records Section
   1. Records personnel
   2. Command Staff
E. Detention Area
   1. All sworn personnel
   2. Designated personnel while performing jail checks
F. Evidence Office and Storage Area
   1. Evidence Technician
   2. A second key shall be kept in a sealed envelope/file and locked in a location designated by the Chief of Police.
G. IT Server Room
   1. Command Staff
   2. Authorized CJIS complaint city IT personnel
H. Armory
   1. Designated primary department armorer
   2. Command Staff
I. Equipment Room
   1. Sergeants and above
   2. Designated department quartermaster

SUP 1-03-3 DESIGNATED KEY LOCKERS

A. A restricted access key locker shall be maintained in the dispatch communications room.
B. The purpose of the key locker is to provide after-hours access to areas of the department which have been identified as controlled areas, but may require occasional after-hours access and/or;
   1. To provide access to mechanical/generator maintenance/repair personnel
C. In after-hours situations, authority to provide after-hours access is delegated to the on duty patrol supervisor or lead dispatcher who shall electronically document;
   1. The purpose of the after-hours access

2. The time and date of the access
3. The persons granted access and;
4. Provide the division commander a copy of the documentation.

D. The supervisor or lead dispatcher shall notify the division commander having responsibility of the function or any lost or damaged keys.

CITY OF Siloam Springs

Policy Number: SUP 1-04

Police Department Operations Policy Manual

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Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **SUP 1-04 CASH TRANSACTIONS**

ALEAP 1.03 (E,V)

POLICY: Unless specifically stated, this policy applies to all cash transaction accounts maintained at and utilized by police department personnel.

SUP 1-04-1 SECURITY

A. All cash accounts shall:
   1. Be kept in a secured cash register, lock box, bank bag or container, which shall be closed and locked during business hours and;
   2. The container shall be stored and locked within a secured cabinet (desk/filing cabinet/fire safe etc.) after hours or when not in use and;
   3. The keys to secured cabinet shall themselves be secured in a locked area.
   4. The office containing such monies shall be locked when unoccupied.

SUP 1-04-2 ACCESS

A. The Police Chief or designated Division Commander having functional authority over the cash account(s) shall designate in writing, a primary and alternate custodian responsible for the administration and security of the cash account. Access to the cash account and performance of transaction shall be:
   1. Limited to the primary and alternate;
   2. Balanced as directed with the results noted on a balance sheet and signed by the primary custodian and verified by a second person.
      a. Any discrepancies in the daily balance shall be noted on the balance sheet.

SUP 1-04-3 RECORDS CASH ACCOUNT (RCA)

A. The RCA shall be maintained at $300.00 and used for transactions of monies associated with the receipt of payment of the following services:
   1. Sale of Incident Reports
   2. Sales of Accident Reports
   3. Fingerprint Services
B. Receipts will be issued for all transactions to include the;
   1. Date or transaction
   2. Report number or type of transaction
   3. Dollar amount
   4. First initial and last name of the employee conducting the transaction.
C. The RCA will be balanced each day and the monies received submitted to finance in accordance with finance procedures.
   1. A copy of the daily balance sheet will be submitted to finance and the original maintained at the police department

SUP 1-04-4 PETTY CASH ACCOUNT (PCA)

A. The PCA shall be maintained at $250.00 and utilized for cash advances or reimbursement for authorized purchases which are minor in expense and where the normal purchasing process is not available or practical.
B. All persons requesting a PCA advancement or reimbursement shall complete a petty cash disbursement form per finance and provide a receipt for the monies spent.
C. The petty cash account shall be balanced weekly and with the balance verified.
D. No later than Tuesday of the following week, all petty cash receipts and expenditures will be submitted to finance
E. The PCA custodian will submit to finance, no later than the 5th of each month, all PCA receipts and a check request in the amount equal the receipts and to bring the balance of the PCA to $250.00

CITY OF Siloam Springs

Policy Number: SUP 1-05

Police Department Operations Policy Manual

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Approvals:

City Administrator

Police Chief

City Attorney

SUBJECT: **SUP 1-05 T and U VISA CERTIFICATIONS**

POLICY: In accordance with the Victims of Trafficking and Violence Prevention Act (2000) and ACA 12-19-104 this department shall review all "T" Visa and "U" Visa certification application forms received by applicants.

SUP 1-05-1 REVIEWS IN GENERAL

A. Upon receipt of a T or U Visa certification request, the Chief of Police or his designee shall:
   1. Review the associated SSPD incident report(s).
   2. Complete the form(s) based on knowledge and information contained in report(s).
   3. Only information which is confirmed will be included in the certification.
   4. Certify only applications when there is supporting information contained in the police report or investigation confirming the applicant meets the criteria.

SUP 1-05-2 "T VISA" I-914 SUP B, – VICTIM OF TRAFFICKING IN PERSONS

A. The Form I-914, Supplement B is a declaration by Law Enforcement that an individual who has applied for (T) nonimmigrant status, is or has been a victim of a severe form of trafficking in persons.

B. To be eligible for a T nonimmigrant status the applicant must demonstrate that he or she is present in the United States as a result of being a victim of a severe form of trafficking in persons. Unless the victims is under the age of 18, he/she must also show that he/she has complied will any reasonable requests from Federal, State, or local law enforcement in the investigation or prosecution of which he/she was a victim.

C. In order to qualify, the applicant and investigation must demonstrate the applicant is/was a victim of any of the following offenses; and;
   1. Sex Trafficking in which a commercial sex act was induced by force, fraud or coercion.
   2. Sex trafficking and the victim is under the age of 18.
   3. Recruited, harbored, transported, provided or obtained for labor or services through the use of force, fraud, coercion or subject to involuntary servitude, peonage, debt bondage or slavery.

D. The applicant has complied and cooperated with any reasonable requests from law enforcement in the investigation and or prosecution of the acts of trafficking of which he/she was a victim, unless the victim was under the age of 18.

SUP 1-05-3 "U VISA" I-918 SUP B, – VICTIM OF QUALIFYING CRIMINAL ACTIVITY

A. The Form I-918, Supplement B is a declaration by Law Enforcement that an individual who has applied for (U) nonimmigrant status, is or has been a victim of a qualifying criminal activity and is, has been or is likely to be helpful in the investigation or prosecution of that activity.

B. To be eligible for a U nonimmigrant status the applicant must demonstrate that he or she was the victim of a qualifying criminal activity as indicated in part three of the I-918 **and**;

C. Has demonstrated he/she has been, is being or is likely to be helpful in the investigation or prosecution of a qualifying criminal activity.
   1. Being helpful is defined as assisting law enforcement authorities in the investigation or prosecution of the qualifying criminal activity of which he/she was a victim.
   2. Victims who after initiating cooperation, refuse to provide continuing assistance will not meet the helpfulness requirement.

SUP 1-05-4 "CERTIFICATIONS IN GENERAL

A. If the reviewer is unable to make a determination of "yes" or "no" to any question on the form, the reviewer shall leave the question blank and indicate "unable to determine" or "unknown" in the explanation block of the form.

B. Upon review of the incident report or investigation, the reviewing official shall complete and sign the respective T or U Visa certification form.

C. The reviewer shall then ensure the form is returned to the applicant or their representative.

SILOAM SPRINGS POLICE DEPARTMENT
Personnel Policies

This portion of the Employee Manual contains standards and protocols related to police department personnel. The policies include information such as how officers are hired, our strategies for training employees, how we wear our uniforms or civilian clothing, the process for promotions or transfers and how we recognize each other's service. In this section, you will find:

PER Chapter 1: **Hiring Process and Applicants in General**

PER Chapter 2: **Employee Training Program**

PER Chapter 3: **Uniform and Appearance**

PER Chapter 4: **Promotions and Assignments in General**

PER Chapter 5: **Employee Recognition Program**

PER Chapter 6: **Psychological Services**

CITY OF Siloam Springs

Policy Number: PER Chapter 1

Police Department Personnel Policy Manual

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Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: PER 1-01 HIRING PROCESS AND APPLICANTS IN GENERAL
ALEAP STANDARD: 4.01, 4.03

PURPOSE: The policy of this department is to hire only those persons qualified for employment with a law enforcement agency. This department seeks the highest level of professionalism and integrity by its members and recognizes this commitment begins with the selection of candidates in a manner consistent with the hiring practices of the City of Siloam Springs and the laws of the State of Arkansas. The purpose of this policy is to outline and direct the hiring process and practices for employment with this department as a sworn police officer or department employee. The following procedures must be satisfactorily completed to be considered for acceptance as a sworn police officer and other non-sworn positions.

PER 1-01-1

A. Applications (All)
   1. All applicants shall complete a City of Siloam Springs Employment Application. This application will be turned in to the City of Siloam Springs Human Resources Office and forwarded to the department for processing.
   2. All questions on the form must be answered completely and truthfully.
   3. Any determination by the department that an applicant has been deceptive in a response either verbally or in writing during the hiring process shall be immediate grounds for dismissal from the process.
   4. Each applicant must provide documentation of the essential requirements (i.e. driver's license, social security card, birth certificate, high school and college diplomas, DD214, proof of citizenship etc.) upon submission of the application as required by AR CLEST.
   5. Each applicant must sign prescribed background investigation waivers with respect to prior medical, psychological, credit, education, & criminal history including sealed and juvenile records.

6. Each sworn applicant must sign an affidavit indicating whether they have ever been the subject of a domestic restraining or protective order or whether they have ever been previously convicted of a domestic violence related offense.

B. Testing
   1. Written Test: Police Officer and Dispatcher applicants must complete a written test within the time allowed and receive a grade point that meets the minimum standard identified in the testing materials.
   2. Typing Assessment: Dispatch applicants will be required to take a typing assessment to determine their ability to successfully enter information into the Computer Aided Dispatch.
   3. Physical Agility Assessment: Police Officer applicants will participate in a physical agility assessment to determine their ability to successfully participate and complete the physical requirements of the AR Basic Law Enforcement Training Academy.

C. Oral Board (All)
   1. All applicants must complete an oral interview board.

D. Upon successful completion of above listed categories applicants may be offered a conditional offer of employment; contingent on their ability to successfully pass any remaining hiring requirements as required by the position applied for.

E. Background Investigation (All)
   1. A background investigation will be conducted on all applicants. The applicant's background investigation must meet the necessary requirements set forth by the Police Chief, the City of Siloam Springs and AR CLEST.

      a. At a minimum the background investigation will include but is not limited to:
         a. Personal History/Character/Personal References
         b. Previous employment
         c. Former or sworn law enforcement applicants shall be required to disclose all previous internal investigations and disciplinary actions of which they were subject while employed as a law enforcement officer.
         d. Drivers/Criminal History
         e. DHS/CACD

   2.Interview with Background Investigator.
      a. Structured Interview
      b. Applicant must submit to a structured interview to verify the entries on their application and background packet.

F. Psychological Examination
   1. Police, Dispatch and Jailer applicants must complete a psychological examination by a certified psychologist that meets the requirements of AR CLEST.

G. Medical Examination
   1. Police Officer applicants must complete a medical examination in compliance

the requirements AR CLEST.

H. Drug Screen (All)

1. The City of Siloam Springs is committed to the goal of a drug-free work place in compliance with the Drug-Free Work Place Act of 1988. The City of Siloam Springs drug testing policy is regulated by resolution. Applicant must successfully complete this testing.

PER 1-01-2 TEMPORARY AND PERMANENT DISQUALIFIERS

A. Disqualifiers, (both temporary and permanent) exist to vet potential applicants whose circumstances indicate the potential applicant is clearly unsuited for employment as a sworn police officer.

B. Temporary disqualifiers:

1. Convicted of five (5) or more moving traffic violations and/or negligent collisions within a 24-month period during the five (5) years preceding the date of application.
2. Having a driver's license suspended or revoked during the three (3) year period preceding the date of application.
3. Currently under indictment for or charged with any criminal offense.
4. May not have used illegal controlled substances within the last three (3) years.
5. No DWI within the three years preceding the application.
6. Currently on probation, parole or court ordered community service for any offense.
7. Subject of a current/ongoing internal investigation if the applicant is currently employed in law enforcement.

C. Permanent Disqualifiers:

1. Any felony conviction (including offenses pardoned or expunged)
2. Conviction of a Class "A" misdemeanor for domestic violence/abuse, theft or a crime of moral turpitude.
3. Certain levels of habitual illegal drug or controlled substance use.
4. Discharged from the Armed Forces with a Bad Conduct or Dishonorable Discharge or administratively separated with a General Discharge for misconduct or failure to adapt.
5. Having been discharged from any city, state, federal or private corrections or law enforcement agency as an officer or civilian for disciplinary reasons, resigned to avoid suspension or discharge or having resigned during a disciplinary investigation without final judgement being rendered.
6. Making false statements, falsely swearing to statements or any other manner of false testimony related in any official matter or in any significant business transaction.
7. Omitting incidents, circumstances or information or material fact which would otherwise be used in consideration for an offer of employment.

PER 1-01-3 APPLICANTS CERTIFIED AS PEACE OFFICERS BY ANOTHER STATE OR FEDERAL LICENSING AGENCY, OR WITH LAPSED CERTIFICATION FROM CLEST

A. Applicants meeting any of the following conditions may meet modified requirements:
   1. Applicants whose Arkansas certification as a law enforcement officer has lapsed but can be renewed through a refresher course.
   2. Applicants holding current certification as a police officer (or its equivalent) from another State or Federal Agency or who is not currently certified by the Arkansas Commission of Law Enforcement Standards and Training, but can receive an Arkansas certification through a refresher course.
   3. United States Army and Marine Corps Military Police, Air Force Security Forces or Naval Masters of Arms veterans who have achieved Arkansas Law Enforcement Officer certification through the approved refresher course.

B. Applicants fitting the above criteria shall be required to fulfill the appropriate following requirements:
   1. Oral Interview
   2. Physical Requirement
      a. Applicant must meet the standards required for certification by the Arkansas Commission on Law Enforcement Standards & Training, Office of Law Enforcement Standards.
      b. The physical requirement may be waived for this category of applicant.
   3. Background Investigation
   4. Medical Examination
   5. Psychological Examination
   6. Drug Testing

PER 1-01-4 RECORDS GENREALLY

ALEAP STANDARD: 2.23, 3.05, 4.04

A. Applications and results of all required testing documents of those selected or not selected for hire will be maintained in a secure location by the City of Siloam Springs Personnel Office for a period of time that meets statutory requirements.

B. The department will maintain separate personnel and training files for employees.

C. Employee personnel files maintained by the department will contain documentation including but not limited to, copies of all CLEST submission initial hiring documents, current payroll change notices, certifications, commendations, counselling's, disposition of complaints or internal investigations, disciplinary actions and performance evaluations which have occurred within the previous year.
   1. A copy of all documents in the department personnel file will be provided to the City of Siloam Springs Personnel Office at the time of inclusion.
   2. Personnel files will be stored in a secure manner and access shall be restricted as designated by the Police Chief

D. Training files will be maintained for each employee and will include documentation of

all training attended or credited and certifications and submissions to CLEST.

1. Training files shall be maintained in a secure manner by the designated training coordinator.
2. No documents which have been identified as "personnel" documents shall be included in the training file with the exception of certifications.

Policy Number: PER Chapter 2

Police Department Personnel Policy Manual

Approved: April 20, 2016
Revision Date: _____

Approvals:

City Administrator

Police Chief

City Attorney

SUBJECT: Policy is to establish a comprehensive, organized system for evaluating employee skills and implementing training to maximize individual proficiency and provide the highest quality service for our public. Training is more than preparing a recruit police officer to perform their sworn duties, it involves preparing a new, non-sworn employee to conduct their duties as expected; maintaining a present employee's proficiency; implementing strategies for refresher training; providing current task-specific training; and mentoring. This policy establishes protocols for training new and established employees as well as mentoring personnel when they are assigned new duties or earn a promotion.

PER 2-01 EMPLOYEE TRAINING PROGRAMS

PER 2-01-1 TRAINING OBJECTIVES

A. Inform the new employee of their duties and responsibilities, either as sworn police officers, or non-sworn support personnel, and evaluate their progress while strengthening their individual skills.
B. Identify employees who meet the minimum requirements for their job classification and release them to their respective sections.
C. Identify employees who do not meet the minimum requirements and either extend their training, provide remedial training if appropriate, or suggest termination of their probationary employment.
D. Guide employees to analyze real-world situations and properly apply their knowledge and experience in order to successfully resolve them.
E. Develop employees into well-rounded, capable members of the police department who follow policies and procedures and utilize common sense in supporting the agency's goals.
F. Provide guidance to employees when they assume new duties or responsibilities.

G. Provide a choice of career paths for employees to follow that is defined by the statutory duties of the Police Department. Some may seek to specialize in certain skill areas, while others choose to pursue a supervisory path.
H. Evaluate training personnel for their ability to communicate, train and evaluate the learning process of their peers.
I. Document training.

PER 2-01-2 EMPLOYEE RESPONSIBILITES RELATED TO TRAINING

ALEAP STANDARD: 3.05, 3.06

A. Training Officer
   1. Under delegated authority from the Chief and in coordination with the Chain of Command, the training officer develops and publishes the agency's annual training schedule, combining Commission of Law Enforcement Standards (CLEST) biennial training requirements, refresher and safety training, and employee development courses.
   2. They coordinate all training activities involving personnel and the use of training resources or facilities.
   3. They enroll employees for courses and complete associated vouchers for review and signature by the Chief.
   4. Manages the training process for the Police Department.
   5. Maintains employee training files in accordance with CLEST standards.
   6. Assists the Corporals (sworn field training officers), and Peer Coaches (non-sworn field training officers), in monitoring the Police Department's in-house programs related to new employee or in-house maintenance training by:
      a. Maintaining a current list of field training officers.
      b. Assigning recruit officers or new employees to their trainers, and monitoring the trainers' performance.
      c. Monitoring the evaluations and progress of employees in their initial training programs and maintain a training folder on them until their release.
      d. Providing resources to improve a new employee's substandard performance by changing their trainer, teaching the trainer new skills, training the new employee in some tasks themselves, or identifying subject matter experts from within the police department who can provide the needed training.
      e. Documents administrative and significant training information on the event record, maintained in the employee's training file until they are released and the file is forwarded to the training officer.
B. Corporals (Sworn) and Civilian Trainers (Non-Sworn)
   1. Are responsible for evaluating and training a new employee on a daily basis. They will show and discuss the daily observation report with the employee they are training daily in order to develop strengths or correct weaknesses. Training logs must be signed off by the trainer and recruit or new employee prior to being placed in training folder and submitted for review.

2. They are responsible for identifying training deficiencies and recommending remedial training to the appropriate coordinator and any potential disciplinary problems to the Chain of Command. As junior first-line supervisors, Corporals also exercise authority to address minor disciplinary issues themselves, not only with their recruit, but other non-supervisory employees consistent with the Police Department's discipline policy.
3. Trainers have limited discretion to re-assign their trainee's duties in order to ensure they receive training in all aspects of the duties; however, the re-assignment must be to take a call or assume a task, not to avoid it.
4. Responsible for maintaining their own level of proficiency and obtaining new material such as case law or policy changes which will affect the new employee's training.
5. Develop relevant training material and present that information to their respective disciplines in monthly roll-call training.

C. Recruit Officers or New Employees
1. Will follow the lawful orders or guidance of their field training officer and the Chain of Command.
2. Will make field training officers aware of any problems which could have an effect on their job performance.
3. Will accept all methods of training which are intended to improve their standard of performance.
4. Will maintain good habits of conduct and appearance as required by rules and regulations.

PER 2-02 FIELD TRAINING PROGRAM FOR SWORN AND NON SWORN PERSONNEL

ALEAP STANDARD: 1.08 1.09 3.10, 3.11, 3.12, 3.14, 3.15 (EV)

2-02-1 FIELD TRAINING FOR SWORN PERSONNEL

A. The field training program is designed to include the newly hired police officer, a Corporal, the shift supervisor, the training officer and the Division Commander. It is intended to be flexible, accounting for the seasoned law enforcement officer coming from another department as well as the new hire with no prior experience.

B. Officers will complete a CLEST approved Field Training Officer (FTO) Course prior to being designated or assigned as a Field Training Officer.

C. No employee will be placed in field training or be assigned to perform sworn law enforcement duties prior to successful completion of a CLEST approved law enforcement academy.

D. *Non-certified police officer 12 to 16 Week Course*
1. Consists of four training phases, with four training blocks in each phase. These blocks contain task-specific, knowledge-based material which is taught to the new hire at a set pace. The last phase will be followed by a shadow week where the new hire is evaluated at a distance. *Each phase should last between three and four weeks depending on the progress the recruit is making throughout the program.*

2. Each phase concludes with a test which must be passed in order to advance to the next phase. A final, basic patrol test, given by the new hire's final Corporal and covering material from all phases must be taken and passed before the program requirements are fully met.
3. Each recruit will rotate to each different shift (i.e. days, nights) during the course of the FTO training.
4. Each recruit will rotate to a different FTO at least once during their field training.
5. No recruit may spend more than 16 weeks in the field training program without approval of their Division Commander.

E. *Certified by Waiver or Arkansas Certified police officer 4 to 12 Week Course*
   1. This program is intended for newly hired officers with an AR state certification and some experience or another state's certification and over two years' experience. The program consists of the same phases and tests; however, the time schedule may be condensed provided the newly hired police officer's performance is acceptable and justifies this determination.

F. Diagnostic tests are provided to Corporals that can be given to recruit officers to help determine whether they should receive the full program or the abbreviated one.

G. Anyone within the relevant Chain of Command may recommend in writing that a police officer under abbreviated training be placed into the full program if circumstances warrant, although usually this is a determination forwarded by the police officer's Corporal. The final decision whether to retain a recruit police officer in the abbreviated program or move them to the full program rests with their Division Commander.

H. Recordkeeping Practices:
   1. Orientation paperwork will be completed and turned in no later than the end of the first week of Phase One for recruit officers.
   2. A Daily Observation Report (DOR) will be completed on a daily basis. After being completed by the Corporal, they will be reviewed and signed by the shift supervisor. No later than the last day of the training week, the original DOR's will be forwarded to the training coordinator. Any remedial training conducted by the Corporal will be documented on the Daily Observation Log.
   3. The Corporal and recruit police officer will meet with the shift Sergeant on a weekly basis to discuss training progress.
   4. Phase tests and evaluations (which include recommendations to advance to the next phase) will be turned in to the appropriate Captain and a copy forwarded to the Training Officer, no later than the first working day after the completion of the phase objectives and the test. A recruit police officer will not advance to the next phase of training unless recommended by his Corporal, with the concurrence of the shift supervisor.
   5. Final evaluations, together with the original weekly training file will be completed and turned in within three working days of the end of the recruit police officer's

shadow phase. Any deviation from this schedule will require the pre-approval of the shift supervisor. Corporals will keep a signed copy of all documentation completed throughout the program.

6. No recruit police officer will be released from the program without a final evaluation having been done. The evaluation must include the Corporal's recommendation for release, followed by the concurrence of the shift supervisor and the appropriate Captain.
7. Prior to the recruit being released, they will be evaluated by a Captain or Sergeant for one shift to see how recruit is handling calls and his professionalism.
8. Whenever a recruit police officer requires an extension within a phase, the reason for the extension must be documented in a memorandum to the Division Commander together with a remediation plan.
9. The final decision to approve a recruit police officer's release to solo patrol rests with the Division Commander.

PER 2-02-2 FIELD TRAINING NON-SWORN PERSONNEL

ALEAP STANDARD: 3.07, 3.17

A. The field training program for non-sworn personnel is extremely flexible, and must be tailored to the duties assigned to the employee.

B. No diagnostic tests are provided for the peer coach. Instead, they review the new employee's job classification and duties and provide focused training in those areas.

C. The non-sworn program includes the newly hired employee, their peer coach, their civilian supervisor and the Division Commander.

D. There is a 16 week time limit for the completion of a non-sworn employee's training which provides two months of observation prior to the employee reaching their six month probationary period. All task-specific training must be satisfactorily completed by the end of the 16 week training cycle.

1. Dispatcher/Telecommunicator training will include but is not limited to:
   a. Public Safety Telecommunicator I
   b. ACIC Level I
   c. Emergency Medical Dispatch (within 1st year)
   d. Jail Standards (within 1st year)

E. Recordkeeping Practices:

1. Orientation paperwork will be completed and turned in no later than the end of the first week of an employee's training.
2. A daily training log will be drafted by the peer coach, with the assistance of a civilian supervisor or the Division Captain. The log should identify the tasks the new employee requires training in and a method for assessing their progress.
3. The peer coach and new employee will meet with the civilian supervisor on a weekly basis to discuss training progress.
4. Upon achieving satisfactory performance in their duties, the new employee will receive an evaluation from their peer coach describing their training and

level of proficiency. Their training record will be forwarded to the training officer.

5. The final decision to approve a new employee's release rests with their Division Commander.

PER 2-03 DOCUMENTATION (ROLL-CALL AND REFRESHER TRAINING)

ALEAP STANDARD 3.07

PER 2-03-1 ROLL CALL TRAINING

A. Roll-call and refresher training will be presented monthly to sworn employees covering topics that are particular to their duties.
   1. Each month the Corporals will develop and present training topics which their assigned shift needs or is interested in learning.
   2. They must provide a detailed in-service brief to the training coordinator for each topic they will instruct by the 20th of the prior month to ensure the topics can be distributed to all Corporals by the 1st of the following month.
   3. This in-service brief must, as a minimum, detail the information to be taught and the sources used to obtain the information. Topics should not be repeated within a 12 month period unless the law on the matter has been altered by Supreme Court or Court of Appeals findings, or legislative action.

PER 2-03-2 REFRESHER TRAINING

A. Refresher training will be presented to non-sworn employees on topics particular to their duties, and to all employees on matters such as policy and procedures and items of general interest such as workplace safety, etc.

PER 2-03-3 DOCUMENTATION

A. Training Rosters identifying the topics and the employees who attended the training will be submitted to the Training Officer via the various Chains of Command no later than 5 business days following the training.

PER 2-04 ANNUAL TRAINING

ALEAP STANDARD: 3.01, 3.02, 3.04, 3.06, 3.07, 7.06

PER 2-04-1 ANNUAL TRAINING REQUIRMENTS

A. At a minimum, the department will conduct the following training as designated:

1. Firearms	Twice per year
2. Response to Resistance	Annual
3. Less Lethal	Annual
4. Biased Based Policing	Annual
5. Deadly Force	Annual
6. Defensive Tactics	Annual
7. Search and Seizure/Arrest	Annual
8. Domestic Violence	Annual

9. Emergency Vehicle Operation/Pursuit	Annual
10. Detainee care/transport	Annual
11. Sexual Harassment	Annual
12. Complaints/Internal Affairs	Annual
13. Mentally Ill Persons	Annual
14. Conduct/Code of Ethics	Annual
15. CPR	Bi-annual

PER 2-05 MENTORING PROGRAM

ALEAP STANDARD 3.07, 3.08

2-05-1 MENTORING PROGRAM

A. The Police Department's mentoring program is intended to be a semi-formal process for helping interested employees prepare for future career opportunities in the areas of supervision, investigative proficiency, or administrative support.

1. To specialize in their career path without pursuing a supervisory role, employees are encouraged to seek formal and informal training in areas which interest them, and have a direct connection to their present role, or future needs. Examples of this type of training would be crime scene processing, evidence collection, interviews and interrogations, advanced DWI training, etc.
2. Specialization opportunities for non-sworn employees include courses which strengthen our role as a public servant. Non-sworn employees are encouraged to seek training in office management, maintenance of public records, evidence maintenance, information technology, etc.
3. In preparation for a supervisory career path, employees are encouraged to request attendance to formal training courses that provide them with insight into training, guiding, employee development and resource allocation. Supervisors may recommend an employee for training based on their present duties or projected career path.
   a. Peer Coaches, Corporals and Sergeants shall be sent to an appropriate first-line supervisor's course.
   b. Sergeants, Captains and civilian supervisors shall be sent to a mid-management course.
   c. Captains and Chief Officers shall be sent to an executive management course.
   d. Supervisors at all levels are encouraged to research and submit training requests for formal training that augments present skills and prepares them for future duties.
   e. If an employee has not previously attended the commiserate training appropriate to their rank, such training should take place within 12 months of promotion.
4. Whenever an employee receives a new position or attains a new or subsequently higher supervisory position, their immediate supervisor shall assign them a mentor who is capable of providing the newly assigned or promoted employee

aid in adjusting to their new duties and position.

a. With the exception of the Deputy Chief of Police, and the Executive Secretary the mentor should not be the new employee's direct supervisor if possible. Ideally, they should be of equal rank, or one level of rank or proficiency higher than the employee, and have held their position for at least 6 months.
b. The purpose of this assignment is to provide the newly promoted employee with a professional confidant and coach, who can assist them in learning their duties, introduce them to vital professional contacts and help them to develop their abilities.
c. Mentors will not be involved in determining whether the employee is successfully released from their probation.
d. The decision to release an employee from their probation to permanent status or return them to their former rank or position must be made by the Chief, based on observations forwarded from the appropriate supervisor in the employee's Chain of Command.

Policy Number: PER Chapter 3

Police Department Personnel Policy Manual

Approved: April 20, 2016
Revision Date: _____

Approvals:

City Administrator

Police Chief

City Attorney

SUBJECT: **CHAPTER 3 UNIFORM AND APPEARANCE**
ALEAP STANDARD: 2.13

PURPOSE: Office policy establishes that all personnel meet appropriate grooming and uniform standards as prescribed by the Chief Attire shall conform to office rules and regulations. The authority to determine the suitability of a certain style of clothing or personal appearance is delegated to all supervisors. This policy provides additional guidance to police department personnel beyond the general requirements documented in the Siloam Springs Employee Handbook.

PER 3-01 PERSONAL APPEARANCE

PER 3-01-1 SWORN PERSONNEL HAIR

A. Male hair shall be worn in a conservative manner that complements the professional appearance of the wearer and will not be cut in an extreme fashion or colored any unnatural coloring.
   1. For sworn employees, the bulk or length of hair shall be groomed so that it does not bush out or curl up while wearing a hat.
   2. Sideburns shall not extend in length below the bottom of the ear lobe. They shall be neatly trimmed and present a professional, conservative appearance.
   3. Mustaches will be neatly trimmed and shall present a conservative appearance that compliments the individual's professional appearance.

B. When in uniform, females shall wear their hair in compliance with the following:
   1. Hair shall be worn in a conservative manner that complements the professional appearance of the wearer and will not be cut in an extreme fashion or colored any unnatural coloring.
   2. The sides of the hair will be styled in such a way as to prevent it from being blown into the face.

3. Conspicuous hair pins, barrettes, combs are not authorized.

C. Employees excused from the above regulations by the Police Chief because of special assignment, shall be in compliance with the above regulations when wearing the official uniform.

PER 3-01-2 NON SWORN PERSONNEL

A. Clothing shall be clean and of a style which conforms to professional business practices. All items of items of clothing shall be of a design, pattern, color and style which is consistent with good taste and appropriateness.
   1. Denim jeans in conservative color and style, which are clean and serviceable are authorized for wear based on job duties and level of contact with the public, when approved by the Police Chief.
   2. Civilian Employees will maintain a hairstyle which is clean and neat in appearance, and non-offensive to the public.

B. Non uniform male personnel are authorized to wear mustaches, beards or goatee's but will keep them well-groomed and neat in appearance.

PER 3-01-3 BODY ORNAMENTATION

A. All body piercing (excepting earrings for females, or a single, conservatively designed nose stud, that is visible to the general public (i.e. tongue, facial, etc.) is strictly prohibited on both sworn and non-sworn employees of both genders, unless required as part of a special duty assignment.

B. For all employees, tattoos or other body ornamentation such as branding may not be visible to the general public while on-duty or attending court, unless required as part of a special duty assignment, or with the approval of the Chief or their designee.

PER 3-01-4 WIGS AND HAIR PIECES

A. Wigs and hair pieces are permitted, but they must conform to natural hair standards.

PER 3-01-5 COSMETICS

A. Make-up will be within contemporary standards for business professionals and in good taste. Excessive or gaudy cosmetics are not permitted.

PER 3-01-6 JEWELRY

A. Male employees may wear jewelry only if it is in good taste.
   1. Generally, this is limited to wristwatches or bands, and conservative-styled rings.
   2. Specifically prohibited are earrings or other items of jewelry that detract from the officer's image or constitute a potential safety hazard.
   3. Neck jewelry or ornamentation shall not be visible.

B. Female employees may wear jewelry only if it is in good taste.
   1. Generally, this is limited to wristwatches or bands, and conservative-styled rings.
   2. Uniformed female personnel may wear only one set of stud earrings at a time.
   3. Dangling earrings are prohibited while in uniform, and neck jewelry or ornamentation shall not be visible.

4. Sworn female personnel wearing civilian clothes may wear conservative styled necklaces and chains.
5. Only one necklace or chain and one set of stud earrings may be worn at any one time.

PER 3-02 CIVILIAN CLOTHING AND UNIFORMS

PER 3-02-1 CIVILIAN CLOTHING

A. When not in uniform, sworn and/or non-sworn employees shall be dressed in clothing suitable for their work assignments.
B. Employees in designated positions may be required to wear special clothing or uniforms to perform the job functions of those positions.
C. The following guidelines apply to all employees when wearing civilian clothes on-duty:
   1. Clothing should project a competent, professional image suitable to the employee's position and job duties.
   2. Clothing should be clean, properly pressed, and free of tears, fraying and other signs of damage or excessive wear at the beginning of each workday or duty shift.
   3. Wearing of hosiery is strongly recommended.
   4. Hemlines shorter than six (6) inches above the knee are considered inappropriate.
   5. Shirt-tails should be tucked in unless the garment is designed to be worn outside the waistband.
   6. When worn by on-duty sworn personnel, civilian clothing shall include the police officer's sidearm with approved holster, at least one extra magazine, handcuffs, and the issued badge prominently displayed on an outermost garment, unless authorized alternate wear by the Chief or their designee.
D. The following items of clothing or styles of dress are considered inappropriate for all employees while on-duty or operating police department equipment:
   1. Tee shirts, ball caps or other garments with political statements, foul language, words or pictures promoting illegal activities, use of controlled substances, or violence.
   2. Non-uniform tee shirts, tube tops, sleeveless shirts, clothing that leaves the midriff bare, and clothing that is so tight, transparent, baggy or low-slung as to reveal underclothing or the absence thereof.

PER 3-02-2 UNIFORM CATEGORIES

A. Uniforms fall under the following categories:
   1. Class A Full Dress Uniform – comprised of the issued long-sleeve shirt, tie, dress slacks with black boots, chukkas or low quarters and eight point service cap. The garrison belt shall be black. The appropriate Sam Browne belt will be worn with holster, magazine carrier and one handcuff case at a minimum. All awards, medals or their equivalent ribbon, and insignia as reflected in ***TABLE: PER 3-03-12 (A) Rank and Awards and (B) Medals,*** or by memorandum from the Chief will be worn.

2. Class A Duty Uniform - comprised of the issued long-sleeve shirt, tie, and dress slacks with black boots, chukkas or low quarters. This issued eight point service cap is optional. The garrison belt and Sam Browne shall be black. The gun belt will be worn with holster, magazine carrier and one handcuff case at a minimum. Rank, name plate and issued badge must be worn; all other insignia is optional.
3. Class B Duty Uniform - comprised of the current issued short sleeve or long-sleeve shirt, without tie, and issued duty pants or slacks with black boots, chukkas or low quarters. The garrison and Sam Browne belts shall be black. The gunbelt will be worn with holster, magazine carrier and one handcuff case at a minimum. Rank, name plate and issued badge must be worn; all other insignia is optional.
4. Class C (Casual) and Criminal Investigations Personnel – comprised of shirt, and pressed pants (males), slacks or skirt (females) authorized by the Chief for wear during duty hours. Typically this uniform is worn while attending training or special duty activities, and includes the general wear by investigations personnel. It may be authorized for daily wear depending on assignment, type of duty or job classification. When worn by sworn personnel, it will include their sidearm with approved holster, at least one extra magazine, handcuffs, and the issued badge or its embroidered equivalent prominently displayed.
5. Class D (Training or Special Detail Uniform) – comprised of the issued training uniform or alternative uniform worn in accordance with mission protocols as defined by the detail commander. In whatever configuration, the outermost garment or equipment shall bear insignia that indicates to the public the wearer is a commissioned law enforcement officer.
6. Headwear – The dark blue eight point patrol cap is authorized for wear with the Class A or B uniforms. It must be clean, properly blocked and present a professional appearance.
7. Inclement/cold weather gear may be worn when approved by the Police Chief.
   a. Watch caps or beanies shall be black or dark blue in color and without logos. The word "Police" on the cap is authorized.
   b. A navy blue "wooly pulley" style sweater is authorized as an outer garment. When worn the department patch will be sewn to each sleeve and the metal name tag and badge displayed.
   c. Snowsuits which are a solid navy blue in color may be worn upon approval of the Police Chief. Patches, name tags and badges shall be worn consistent with any other uniform.

PER 3-02-3 GENERAL REQUIREMENTS FOR UNIFORM WEAR

A. Uniforms will present a professional appearance when worn. They are to be properly laundered and cared for.
B. All leather gear shall be polished and maintained in good working order.
C. Metal insignia shall be kept polished and properly maintained.

PER 3-02-4 BADGES

A. All uniformed and non-uniformed officers will wear the proper badge issued only through the Office of the Chief.
   1. The outermost garment will display either the metal or the authorized embroidered badge when in uniform.
   2. Additional badges may be purchased by officers at their own expense with the following restrictions.
      a. Written approval shall be obtained from the Police Chief prior to purchase.
      b. The police department or City of Siloam Springs will not reimburse the cost of such badges to the police officer under any circumstance.

B. Officers are reminded that upon ending their employment with the police department they may not present any retained badge or display it in a manner which would lead someone to believe they are an acting in any capacity as a commissioned police officer with City of Siloam Springs. Doing so could result in criminal charges under Arkansas law.

PER 3-03 POLICE OFFICER PROFICIENCY CERTIFICATE AND INSIGNIA

PER 3-03-1 POLICE OFFICER PROFICIENCY AND CERTIFICATES

A. The certificate program is a career oriented device that is intended to recognize levels of achievement within the Law Enforcement profession.
   1. The Chief has directed the creation of insignia designed to reflect the training hours, education level and experience of the commissioned personnel.
   2. Officers will receive the appropriate certificate classification and recognition from this office upon hiring, or upon meeting the requirements as set forth by specification 15 of the Arkansas Commission of Law Enforcement Standards and Training (AR CLEST).

PER 3-03-2 PROFICIENCY AND CERTIFICATE INSIGNIA

A. Level of placement will be derived from substantiated data regarding the number of years in law enforcement service, classroom instruction and college hours.
   1. Upon hiring and annually on the anniversary date of the police officer's hiring, the Training Officer shall compile, document and submit to CLEST, the training, education and time in service for each police officer on CLEST form F-7, application for Award of Law Enforcement Certificate.
   2. To facilitate this, the Training Officer will maintain files on each police officer that contain date of employment, date of school, type of school and hours earned, documented college hours, complete with a grade of C or higher, and present level of certification.
   3. Upon approval from CLEST, the certificate will be returned to the Training Officer, who will forward the certificate and appropriate insignia to the requesting police officer's Division Commander for presentation.

B. All officers who meet the requirements as outlined in this section, and are classified as an

Intermediate or higher, shall be issued the proper insignia for their classification as outlined in ***TABLE: PER 3-03-2 police officer Proficiency Certification Standards***.

TABLE: PER 3-03-2: Police Officer Proficiency Certification Standards

CERTIFICATION	Years of Experience	Education and/or Training Points	College/ Degree
BASIC			
No Insignia	Shall have completed a probationary period of not less than 12 months and the Basic Police Training Course		
GENERAL: Must possess a Basic certificate and;			
Dark Blue Insignia	2 years 3 years 4 years 5 years	38 30 23 15	
INTERMEDIATE: Must possess or be eligible for a General certificate and;			
Dark Blue Insignia with 1 gold star	4 years	90	Associate Degree
	5 years	75	6 semester hours college English
	6 years	60	6 semester hours college English
	7 years	45	6 semester hours college English
	8 years	30	6 semester hours college English
ADVANCED: Must possess or be eligible for an Intermediate Certificate and;			
Dark Blue Insignia with 2 gold stars	6 years	210	Bachelor's Degree
	8 years	210	Associate Degree
	10 years	240	45 semester hours
	12 years	300	30 semester hours
	14 years	360	15 semester hours
	16 years	420	6 semester hours

TABLE: PER 3-03-2 Continued

SENIOR: Must possess or be eligible for and Advanced Certificate and;			
Dark Blue Insignia with 3 stars	6 years	240	Master's Degree
	9 years	360	Bachelor's Degree
	12 years	480	Associate Degree
	15 years	600	45 semester hours
	18 years	720	30 semester hours
COMMAND			
Dark Blue Insignia with 4 stars	Held rank of Captain for at least one year and has completed at least 1600 hours of training hours with at least 100 hours must be for supervision and/or leadership training.		
EXECUTIVE			
Dark Blue Insignia with 5 stars	Held rank of Chief, or an equivalent Chief Law Enforcement Officer position in a law enforcement agency, or reported directly to the Chief for at least one year. Further, the applicant must have completed at least 1600 hours of training hours with at least 100 hours in management and/or leadership training.		

PER 3-03-3 INSIGNIA AND METHOD OF WEAR

A. Insignia shall be worn in the manner set forth in *TABLE PER 3-03-3 (A) RANK AND AWARDS and (B) MEDALS.*

TABLE: PER 3-03-3 (A) Rank and Awards *Insignia below are authorized for wear on all regular uniforms.*

AWARD/RANK	REQUIREMENTS	INSIGNIA WORN	LOCATION
Corporal	Promoted and serving as a commissioned junior first-line supervisor.	Two Chevrons	On both sleeves, below department patch.
Sergeant	Promoted and serving as a commissioned first-line supervisor.	Three Chevrons	On both sleeves, below department patch.
Lieutenant	Promoted and serving as a commissioned mid-level manager.	One Gold Bar	Aligned along the front (short) length of the collar ends and 1/8 inch off the seams.
Captain	Promoted or appointed and serving as a D ivision Commander.	Two Gold Bars	Aligned along the front (short) length of the collar ends and 1/8 inch off the seams.
Major	Promoted or appointed and serving as the Deputy Chief	Gold Oak Leaf	Aligned along the front (short) length of the collar ends and 1/8 inch off the seams.
Police Chief	Appointed	Device of Choice	Aligned along the front (short) length of the collar ends and 1/8 inch off the seams.
Proficiency Certification	For achieving a level of training, education and time in service.	Proficiency Bar (Level of Classification)	Left side pocket flap, centered and flush with the top of the pocket flap
Longevity	Years of Law Enforcement Service Command level wears gold stripes Sergeant and below wear blue stripes	Service Stripes One Stripe = 4 years	Left Sleeve ¼ inch above cuff of long-sleeve shirt and ¼ inch off the front edge and parallel to the shirt seam.
Firearms Marksmanship	Achieved score – (May wear the score achieved at last annual qualification)	Marksmanship Bar	Right side, centered 1/8" above right pocket next to any proficiency bar.
Certificate of Proficiency	Attained for a proficiency performed for the Police Department. Once earned, can always be worn. Not tied to a course of instruction.	Proficiency Bar (SWAT, FTO, Instructor, Negotiator, etc.)	Right side, centered above name tag and below the ribbon bar when worn.(Can be two abreast where necessary)
Name Plate with Optional Service Date Backing		Centered above right pocket, 1/8" above the right pocket seam. When wearing ribbons and proficiency bars the top of the name tag will be aligned with the top of the right pocket flap and centered.	
Professional Development Certificate	For attendance at certain professional development schools.	Professional Development Bar (FBI NA, ILEA, etc.)	Right side centered above name tag (Can be two abreast where necessary)
Issued or Approved Commemorative Pins		9/11 Commemorative, Flag pin, etc.	Only one may be worn at a time, and will be placed on right pocket flap and above the nameplate.

TABLE: PER 3-03-3 (B)Medals ***Insignia in this section are authorized for wear on the Class A Full Dress Uniform only ***

AWARD/RANK	REQUIREMENTS	INSIGNIA WORN	LOCATION
Military Service	Issued to personnel who have received an Honorable Discharge from the US Army, Marine Corps, Navy, Air Force.	Military Service Award	Right side, centered above the proficiency bars.
Good Conduct Medal	Issued for a consecutive 3 year time-span calculated from anniversary of hiring without any disciplinary action.	Good Conduct Award S&W C580 28/18 C580_1 thru C580_6	Right side, centered above the proficiency bars (May have up to four oak leaf clusters denoting each three year span)
Commendation Medal	Issued for a particular act or acts that were of significant service to police department missions.	Commendation Award S&W C591 1/28/1	Right side, centered along with any ribbon, on the side closest to the heart when worn. (May have up to four oak leaf clusters, one for each consecutive award)
Meritorious Service Medal	Issued for a particular act or acts that were of significant service to the public's welfare.	Meritorious Service Award S&W C703 20/28/20/28/20	Centered along with the GCR and CR, on the side closer to the heart than the CR when worn. (May have up to four oak leaf clusters, one for each consecutive award)
Lifesaving Medal	Issued for a particular act or acts which resulted in saving an individual's life such as successful application of CPR	Lifesaving Award S&W C589 18/28/18/1	Centered along with the GCR, CR and/or MSR, on the side closer to the heart than the other awards on dress uniform. (May have up to four oak leaf clusters, one for each consecutive award).
Purple Heart	Issued for receiving a serious injury in the line of duty as a result of attack from an assailant.	Purple Heart Ribbon or Medal on Class A Formal Public safety spec. R128	Centered along with the GCR, CR, MSR and/or LR, on the side closer to the heart than the other awards on dress uniform; the medal device may be worn as an option on the Class A Formal uniform. (The ribbon may have up to four oak leaf clusters, one for each consecutive award).
Medal of Valor	Issued for a singular act of bravery that placed the recipient in hazard of immediate injury.	Medal of Valor Award or Neck Device VALOR S&W C584 #18	Centered along with the GCR, CR, MSR, LR and/or the PH on the side closer to the heart than the other awards on dress uniform; the neck device may be worn as an option. (The ribbon may have up to four oak leaf clusters, one for each consecutive award).
Medal of Honor	Issued for a singular official act which placed the recipient in imminent danger of serious injury or death and was performed with the intent of saving another's life in some way.	Medal of Honor Award or Neck Device S&W C586 #18	Usually worn on a ribbon around the neck with the dress uniform, but a ribbon is optional. (If the recipient has also earned the Medal of Valor, the recipient shall wear the Medal of Valor Ribbon in line with the other Medals with the MOV ribbon closest to heart and the MOH neck device.

Ribbon and Medal source is Smith and Warren

Policy Number: PER 4-01

Police Department Personnel Policy Manual

Approved: April 20, 2016
Revision Date: _____

Approvals:

City Administrator

Police Chief

City Attorney

SUBJECT: **PER 4-01 PROMOTIONS AND ASSIGNMENTS IN GENERAL**

PURPOSE: By order of the Chief, the promotion, assignment, transfer or delegation of additional duties to ranks or positions within this office shall be with the goal of serving the needs of the residents of City of Siloam Springs. They shall be made on the basis of knowledge, skill and demonstrated performance. Employees are encouraged to compete for any position for which they are eligible. Nothing in this policy shall be so interpreted as to indicate that a position must be filled at the conclusion of the promotional process.

PER 4-01-1 GENERAL POLICIES

A. If a position comes open within the police department and no employee meets the published requirements, the position shall be filled at the Chief's direction.
B. The phrase "law enforcement experience" will be interpreted as sworn, paid law enforcement experience; it applies only to:
   1. Arkansas residents who received their certification as a peace officer through a program accredited by the Arkansas Commission of Law Enforcement Standards and Training (CLEST) or from out-of-state who receives their Arkansas CLEST certification by waiver process.
   2. U.S. Military veterans whose active duty, primary military occupation was U.S. Army and Marine Corps Military Police, U.S. Air Force Security Forces or U.S. Naval Masters of Arms and who have achieved Arkansas Peace Officer certification through the approved waiver process.
   3. Personnel will not be credited for experience that was earned prior to a break in service if the break in service lasted more than eight years.
C. The phrase "investigative experience" applies to experience gained in conducting highly technical criminal investigations beyond those actions typically assigned to uniformed duties.
D. The Eligibility/Cutoff date refers to last day (cutoff date) which promotional

requirements may be counted, earned or accumulated.

E. All persons who are selected for promotion will have an effective date of rank based on the actual day of promotion and not the day of selection.

F. No employee shall be eligible for competitive promotion until that persons serves at least one year of continued and uninterrupted service with the Siloam Springs Police Department during the 12 months immediately preceding the promotional process.

G. No employee shall be eligible for promotion to a higher rank if the employee:
   1. Is currently on probation as a result of disciplinary action or;
   2. Received a performance evaluation for the previous evaluation year where the employee received two or more "improvement needed" or one "unacceptable" rating in any category.

H. Any employee while on a promotional list becomes ineligible for promotion upon receipt of such action as defined in para (G) and will be removed from such promotional list.

PER 4-01-2 MINIMUM ELIGIBILITY REQUIREMENTS

A. All personnel who meet the minimum requirements shall be eligible for testing and consideration for competitive promotion.

B. Major, Captain, Lieutenant or Civilian Manager:
   1. Shall be directly appointed by the Police Chief.
   2. Must possess a senior certificate or an equivalent combination of training and education.

C. Sergeant, Corporal or Civilian Supervisor
   1. The Police Chief shall direct the assessment process to be used for these selections.
   2. Minimum requirements and methods of selection for these ranks will involve a process that assesses a candidate's years of experience, performance history, knowledge and skills.
      a. Sergeants:
         i. Minimum of three (3) years of law enforcement experience;
         ii. CLEST General certificate or an equivalent combination of training and education;
      a. Corporals: Minimum of two (2) years of documented sworn law enforcement experience and a CLEST General certificate or an equivalent combination of training and education.
      b. Civilian Supervisors: Minimum of two (2) years of experience directly related to the position for which they are testing.

D. The department shall publish for a minimum of thirty (30) days, a written promotion eligibility announcement for the rank or position. Announcements will be based on existing vacancies.
   1. The announcement will include:
      a. Description of position/rank available.
      b. Description of eligibility requirements.
      c. Eligibility Cut-off date
      d. Closing date of the application period after which letters of interest will not be accepted.
      e. Description of the process used for testing.
      f. Uniform requirements for each part of the promotional exam phase.
      g. Method of declaring interest.
         i. Any employee who meets the eligibility requirements and wishes to participate in the competitive promotion process must submit a letter of intent which includes a summary of the employee's qualifications, to the Police Chief via the Chain of Command no later than the closing date listed on the announcement.
            (a) The letter of intent must specify the position or rank the employee is competing for.
         ii. An employee's failure to submit a letter of intent by the published cutoff date will preclude the employee's promotion eligibility for that announcement period.
      h. Material which may be used as a source for questions or preparatory reading material.

E. The promotion process will begin when the department schedules and administers a promotional examination. Such examination may be composed of any of the following options:
   1. File Review
   2. Written examination/Basic Qualification Tests (BQT)
   3. Oral Interview
   4. Practical Examination
   5. Project study or presentation
   6. Chiefs interview

F. File Review:
   1. When used, the following contents will be examined by the Command Staff:
      a. Last two (2) performance evaluations.
      b. Review of any commendations or disciplinary actions.
      c. Review of any Internal Affairs investigations during the preceding two (2) years.
      d. Review of attendance records.
      e. Review of employee's safety record.
      f. Level of formal education.

g. Amount and type of in-service training.
h. Past duty assignments.
i. Other special job skills or communication skills that would enhance the employee's performance in the assignment.

2. The file review is intended to assess each candidate's ability to carry out duties related to the position they are seeking in the light of the following skill areas:
   a. Sergeant candidates will be assessed on administrative, supervisory, and operational issues.
   b. Corporal candidates will be assessed on their ability to train, evaluate and prepare other employees for duty and operational issues.
   c. Civilian supervisors will be evaluated on administrative, supervisory, and civilian support issues.

G. Basic Qualification Test (BQT)
1. A Basic Qualification Test (BQT) which has been validated by the command staff and approved by the Chief, may be administered for each rank/position, as part of the promotion process. The BQT will be proctored and administered at the same time and same date for each respective rank/position. Employees will take the test in the same room together.
2. Passing score is 80% or higher to continue the promotion process. Employees who do not achieve a minimum score may retest during the next promotional period.

H. Oral Board
1. If utilized, candidates present themselves before a promotion board. They will be assessed on the following criteria:
   a. Verbal and written presentation of information.
   b. Demeanor and professional appearance during the interview.
   c. Answers to a series of standardized questions and practical exercises related to job-specific tasks.
   d. Understanding of the job requirements and duties.
   e. Any other pertinent subject relating to the open position.
2. The oral board will record their assessment of each candidate and forward it to the command staff for review.

I. Project/Presentation
1. Candidates may be asked to present a project or presentation as part of the promotional selection process. Topics shall be based in the tasks identified within the job description for the position being sought. Presentation time limits shall be defined in the promotion announcement.

J. Selection
1. The promotion board will evaluate the candidates and shall provide a written recommendation for consideration to the Police Chief.
2. The Police Chief may select any one of the top three candidates on the eligibility list for promotion without further justification.

K. Appointment
   1. Upon their promotion, the candidate will be briefed by the Chief or his designee regarding their responsibilities, breadth of authority and duties.
L. Review of Promotion Process
   1. Individuals participating in the promotional process are authorized to review their individual performance with members of the promotion board.
      d. Candidates request this review in writing via their Chain of Command. This letter is a request to review their performance for strengths and weaknesses; it does not have the same intent and will not be considered a grievance or appeal letter.
   2. The review of other candidate answers is not permitted.

PER 4-01-4 INITIAL ASSIGNMENTS, TRANSFERS AND ADDITIONAL DUTIES

A. Unless specifically addressed in the Siloam Springs Employee Handbook, the following personnel actions are not promotions and shall be at the Chief's direction.
   1. The lateral transfer or duty assignment of an employee.
   2. The assignment of additional duties to an employee, including but not limited to BAC senior operator, instructor duties, FTO or CTO.
   3. The transfer of an employee to such duties as CID, K-9 or SRO.
      a. The Chief may appoint, utilize an interview, or assessment process or any combination thereof prior assignment to such positions. (For example, the Police Chief may direct that detective candidates be assessed on their abilities to conduct proper investigations, document those investigations and resolve other types of operational issues prior to making his/her selection.)

PER 4-01-5 SELECTION OF CANINE HANDLERS

A. The following are the minimum qualifications for the assignment of canine handler:
   1. Full-time, certified police officer with at least 2 years' experience.
   2. Reside in an adequately fenced, single-family residence (minimum five-foot high fence with locking gates) if canine will be housed at their residence.
   3. Agree to be assigned to the position for a minimum of three years.
   4. Be in good physical condition and be able to pass a canine handler physical fitness assessment.
   5. Be able to maintain detailed training records and attend scheduled canine training session.

Policy Number: PER 5-01

Police Department Personnel Policy Manual

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Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **PER 5-01 EMPLOYEE RECOGNITION PROGRAM**

PURPOSE: Effective discipline demands that we give credit to, and support the attitude and performance of our employees when it is proper and in line with the missions of this office. The Chief recognizes command's responsibility to keep employees advised of the appreciation we feel for their service to the residents of City of Siloam Springs, this office, and each other. This policy describes the different awards we present to acknowledge exemplary service by office employees

PER 5-01-1 CLASSIFICATIONS

A. Exemplary service to the public or the police department by an employee will be recognized through the Employee Award Program. These awards will be classified as Letters of Appreciation, Good Conduct Medals, Commendation Medals, Meritorious Service Medals, Lifesaving Medals, Purple Heart Medals, Medals of Valor and Medals of Honor.
   1. Letter of Appreciation
      a. A Letter of Appreciation may be considered any time an employee has provided significant assistance on a particular task or mission. The Letter of Appreciation will not require a formal ceremony of presentation. A letter on police department stationery detailing the action or deed will be signed by the supervisor rendering the letter and provided to the recipient.
   2. Certificate of Appreciation or Commendation
      a. A certificate issued where the employee's actions rise above a letter of appreciation. A Certificate of Appreciation or Commendation may be awarded to department employees or personnel of outside law enforcement agencies for assistance provided in a task or mission and may be given at an informal or formal ceremony.

3. Good Conduct Award
   a. Issued for a consecutive 3 year increment calculated from the date of hiring without any disciplinary action.
4. Commendation Award
   a. Issued for a particular act or acts that were of significant service to the mission of the Police Department.
5. Meritorious Service Award
   a. Issued for a particular act or acts that were of significant service to the public's interest, safety or welfare.
6. Lifesaving Award
   a. Issued for a particular act or acts which resulted in saving an individual's life.
7. Purple Heart
   a. Issued for receiving a serious injury in the line of duty as a result of attack from an assailant.
8. Medal of Valor
   a. Issued for a singular act of bravery that placed the recipient in hazard of immediate serious injury.
9. Medal of Honor
   a. Issued for a singular official act which exposed the recipient to imminent danger of serious injury or death and was performed with the intent of saving another's life in some way.

B. All awards shall be accompanied by a medal or ribbon and a suitable framed certificate summarizing the reason for the award and bearing the signature of the Chief.
   1. Sworn personnel will also receive a ribbon device for wear on the uniform.
   2. Non-sworn personnel will receive a pin or ribbon which can be worn at their discretion.

PER 5-01-2 RECOMMENDATIONS FOR AWARD

A. Any employee may recommend a member of the police department for an award. The recommending employee or supervisor will write a letter to the Chief through the chain of command.
   1. The letter will contain the number of the official report describing the incident; name and addresses of the complainant and victim, if available; date and time of occurrence, and details pertinent to the award being recommended.
   2. Each level in the chain of command will indicate his/her concurrence or non-concurrence.
   3. After a complete evaluation and upon recommendation of the Chief, the Chief will direct his staff to prepare for an award presentation, if appropriate.

B. Any internal recommendation for recognition involving the Chief of Police shall be submitted by the command staff in its entirety and the approving signatory shall be the City Administrator or Mayor.

CITY OF Siloam Springs

Policy Number: PER 6-01

Police Department Policy Manual

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Approvals:

City Administrator

City Attorney

Police Chief

SUBJECT: **PER 6-01 PSYCHOLOGICAL SERVICES**

PURPOSE: Critical incidents are significant events that occur to employees while they are on-duty or in the duty environment that can have a negative effect on them. It usually involves an event that is shocking and debilitating on the employee. This policy contains some explanations for employees who have been involved in a critical incident as well as protocols for supervisors to follow. Our policy is to provide support and counseling to all personnel during and following any incident which may cause a significant psychological impact on them. Simply put, we care about each other and will take proper actions to help each other through critical incidents.

PER 6-01-1 CRITICAL INCIDENT DEBRIEFING

A. The purpose of a Critical Incident Debriefing is to help an employee bring "closure" to a critical incident. Until closure is reached the human mind continues to run a memory track of the event in hopes of making the incident make sense and be logical. Employees will continue to "turn over" the situation and review it until they feel satisfied that it "now makes sense."

B. A debriefing by a trained person helps the individuals understand the event, their lack of ability to control situations and then to store the incident into long term memory. Not all situations or persons need a debriefing, but for those persons who continue to not sleep, have anger issues emerge, or continue have difficulty in focusing attention a debriefing may prevent Post Traumatic Stress Disorder (PTSD).

PER 6-01-2 OBJECTIVES

A. To provide means for emotional expression by individuals involved in the event.

B. To decrease distressing symptoms and prevent onset of PTSD.

C. To assimilate the traumatic experience.

D. To regain/increase capacity for self-control.
E. To reduce the focus of the event in the daily lives of survivors
F. To provide emotional support/enhance group cohesion.
G. To dispel myths and reduce self-blame.
H. To restore adaptive levels of trust.
I. To restore capacity for emotional response.
J. To alleviate disabling fears and anxieties caused by the trauma.
K. To provide structure and stability.
L. To prepare for physical and psychological symptoms that may follow.
M. To inform individuals about stress, stress reactions and survival methods.
N. To promote appropriate and realistic problem-solving.
O. To assess individual coping skills & make referrals if necessary.
P. To identify and access additional resources or support systems.
Q. To arrange for effective follow-up.
R. To obtain closure.

PER 6-01-3 SYMPTOMS

A. Employees are encouraged to watch for these symptoms in themselves and other employees who have experienced a critical incident and bring them to the attention to the person suffering the symptoms or the chain of command in a respectful and confidential manner:

Loss of Sleep	Stomach Problems
Increased Anger	Increased Blood Pressure
Inability to Concentrate	Increased Sweating
Increased Alcohol/Drug consumption	Increased Agitation
Increasing Tears	Headaches
Loss of Appetite	Nausea
Nightmares	Anxiety
Agoraphobia	Increasing Fear

PER 6-01-4 LEADING A DEBRIEFING

A. Debriefing shall be conducted by a trained personnel. Supervisors will coordinate with their Division Commander when requesting a critical incident debriefing.
B. Whenever possible, the department chaplain should notified and requested to attend.

PER 6-01-5 CONFIDENTIALITY

A. It is imperative the information obtained and shared in the debriefing be held absolutely confidential. These meetings cannot be considered a part of any related investigation and the information shared will not be used in that manner.

PER 6-01-6 ANTICIPATED STAGES TOWARDS HEALING AFTER A CRITICAL INCIDENT

A. Most people will follow these stages and it is helpful to all employees to know they are going through a process of healing.
   1. SHOCK – an employee may refuse to believe the event occurred, describe it in non- sequential terms, or fail to disclose certain aspects due to the trauma.
   2. ANGER – the employee may become angry with the situation, persons, or even non- involved parties.
   3. RESISTENCE - Here the individual feels overwhelmed and needs to be given space to begin to heal. Feelings of exhaustion and fatigue are frequent in this phase.
   4. ACCEPTANCE – normal relations and interactions with work and others return.
   5. HEALING – the person has successfully transitioned the event to long-term memory and has accepted the event. They are typically a bit wiser and can help others.

PER 6-01-7 DETERMINING IF A CRITICAL INCIDENT DEBRIEFING IS APPROPRIATE

A. To help make sure a debriefing is right for employees, supervisors should ask themselves the following questions:
   1. Are personnel asking for help? If employees are not asking for someone to talk to they may not need a debriefing.
   2. Am I only involving those persons who are asking for assistance? Briefings MUST BE VOLUNTARY; don't force persons to attend because they may have already worked through their feelings and stored the event. Also, some debriefings should be held only one on one because of the severity. Supervisors should coordinate with the de-briefer to organize the sessions properly.
   3. Did I publicize the debriefing time and date well and did I STRESS that it is VOLUNTARY? Remember that forcing someone to attend a debriefing can harm.
   4. Does the de-briefer selected have experience performing debriefings for similar incidents and with similar employee types? A debriefing held for Detectives following an Officer Involved Shooting is not at all similar to a debriefing for officers after a horrible vehicle accident involving children.
   5. Do I have a private place on site to hold the debriefing? In most cases it is advantageous to hold the debriefing at the office.

PER 6-01-8 TIPS FOR DIFFUSING A TRAUMITIZED EMPLOYEE

A. Employees are not qualified or authorized to provide treatment to another employee; however there are various methods to assist in calming the situation down or to reassure a distressed employee. It is helpful to remember that the second phase of recovery is Anger.
   1. Don't argue with someone who is in attack mode. You are not under attack – do not respond defensively.
   2. When attacked, do not counter-attack.

3. Ask "What does this person want from me?"
4. Recognize when the person is under stress.
5. People want you to be helpful; they want choices and acknowledgment.
6. Be slow to anger – don't react quickly.
7. Listen . . . really listen.
8. Take time to respond if you are on the spot.
9. Keep your own sense of self-confidence.

PER 6-01-9 COMMAND AND SUPERVISOR RESPONSIBILITIES

A. The supervisor of any employee involved in any incident which is expected to have a significant psychological impact on the employee must notify the Office of the Chief as soon as possible after the incident.

B. Anytime an employee utilizes deadly force which results in injury to a person, regardless if there is loss of life, the Chief must order the employee to psychological counseling, at the expense of the Police Department. This is for employee's benefit and is intended to provide them with a timely opportunity to receive qualified assistance.

C. The Chief may also order an employee to psychological counseling or evaluation, the expense of the Police Department, for any incident where the Chief has reason to believe such intervention is necessary for the employee's, the city's or the public's welfare.

D. In the absence of an identifiable critical incident, the Chief or designee may order an employee to attend psychological testing or counseling to determine the feasibility of the employee to properly and safely perform their job, provided there are documented instances and indications of potential psychological problems being experienced by the employee.

E. Initial evaluation visits shall be paid for by the Police Department, however, subsequent counseling sessions will be paid for by the employee unless the particular disorder being treated is a direct result of the employee's duties.

PER 6-01-10 RETURNING TO WORK

A. Any employee ordered to psychological counseling shall not return to duty unless released to do so by the attending Psychologist/Psychiatrist.