

Watertown Police Department



Policies and Procedures

Tim Toomey
Chief of Police

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- **Section B: Patrol Division**
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Watertown Police Department

Policies and Procedures

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Tim Toomey
CHIEF OF POLICE

WATERTOWN POLICE DEPARTMENT
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May 17th, 2021

This manual is specific to the operations of the Watertown Police Department. This manual is made available to all personnel of the Watertown Police Department via the intranet. It is also made available to the community through the internet. Its provisions, except where specifically noted, are applicable to all employees, paid and unpaid. It is the responsibility of each member of the Watertown Police Department to know and understand the policies, procedures, rules, and regulations in this manual. These policies and procedures are designed to ensure uniformity of service to the community, to provide guidance to personnel in the performance of their duties, and to establish standards of performance and conduct.

This manual was created with the assistance, participation and cooperation of several members from various units and ranks within the Watertown Police Department; however the Chief of Police has the sole authority to amend this manual. All changes, additions, and deletions will be done under the authority of the Chief of Police.

No policy, procedure, rule, regulation, or any other directive or practice shall be in conflict with the provisions of this manual.

This manual and all of its provisions shall be in effect continuously from the date of publication unless rescinded by order of the Chief of Police.

This manual is for internal use only and does not enlarge an employee's civil liability in any way. The manual should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this manual, if proven, can be used as basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

As of May 17th, 2021, the Watertown Police Department will deal with infractions appropriately and uniformly. Although the Department may have addressed infractions in the past in a different manner, this past treatment will have no bearing on the type of discipline which will be utilized to address similar infractions moving forward.

Tim Toomey, Chief of Police

Mission Statement

The mission of the Watertown Police Department is to provide superior law enforcement services to our community while making Watertown a safe place to visit, live, work, and raise a family.

Vision Statement

The vision of the Watertown Police Department is to be a beacon of excellence while adhering to our core values.

Core Values

Integrity: *We will adhere to the highest code of professionalism, honesty, and ethical conduct at all times in all our actions.*

Respect: *We will treat all people with respect, dignity, and fairness regardless of circumstances.*

Courage: *We will act bravely when threatened with danger, persevere when confronted with adversity, stand up for what is right even in the face of popular opposition, and have the moral fortitude to hold ourselves and each other accountable.*

Selfless Service: *We will put the needs of the community above our own without thought of recognition or personal gain.*

Community: *We are dedicated to public service through teamwork and partnerships to enhance the quality of life for all while safeguarding the public's trust.*

(Promulgated December 1st, 2021)

Law Enforcement Code of Ethics

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.

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

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

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as a public trust to be held as 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.



International Association of Chiefs of Police

Oath of Honor

*On my honor, I will never
betray my badge, my integrity,
my character or the public trust.*

*I will always have the courage to hold
myself and others accountable for our actions.*

*I will always uphold the constitution,
my community and the agency I serve.*



**Section A:
Administration and
Personnel**

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: February 14 th , 2022	Rescinds: Amends: August 1, 2012	Number: A-1
Subject: Organizational Philosophy		Re-evaluation Date: March 2025
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 2

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedures

1. PURPOSE

This General Order expresses the Watertown Police Department's principles and values, which guide employees in their professional activities while serving the public.

2. POLICY

It is the policy of the Watertown Police Department to provide a philosophical framework for its employees through its mission statement, vision statement, core values, oath of honor, and law enforcement code of ethics.

3. PROCEDURES

a. Mission Statement

- i. "The mission of the Watertown Police Department is to provide superior law enforcement services to our community while making Watertown a safe place to visit, live, work, and raise a family."

b. Vision Statement

- i. "The vision of the Watertown Police Department is to be a beacon of excellence while adhering to our core values."

c. Core Values

i. Integrity

1. We will adhere to the highest code of professionalism, honesty, and ethical conduct at all times in all our actions.

ii. Respect

1. We will treat all people with respect, dignity, and fairness regardless of circumstances.

iii. Courage

1. We will act bravely when threatened with danger, persevere when confronted with adversity, stand up for what is right even in the face of popular opposition, and have the moral fortitude to hold ourselves and each other accountable

iv. Selfless Service

1. We will put the needs of the community above our own without thought of recognition or personal gain.

v. Community

1. We are dedicated to public service through teamwork and partnerships to enhance the quality of life for all while safeguarding the public's trust.

d. Oath of Honor

- i. On my honor, I will never betray my badge, my integrity, my character, or the public trust. I will always have the courage to hold myself and others accountable for our actions. I will always uphold the constitution, my community, and the department I serve.

e. Law Enforcement Code of Ethics

- i. 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 persons to liberty, equality and justice.

- ii. 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.
- iii. 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 criminal, 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.
- iv. 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.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: April 1, 2022	Rescinds: Amends: May 1, 2011	Number: A-2
Subject: Role and Authority of the Police		Re-evaluation Date: March 2026
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 5

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedures
4. Command and Control
5. Goals and Objectives

1. PURPOSE

The purpose of this general order is to provide guidance to personnel in accomplishing their missions by defining their roles, authority, and responsibilities, as defined by law and the authority of the Chief of Police of Watertown. This directive helps to ensure direction and unity of purpose for the entire department by providing for the enactment of organization goals and objectives and the measurement of progress toward those goals.

2. POLICY

The Chief of Police of Watertown, South Dakota, is the chief law enforcement officer in the City of Watertown. The Chief of Police's authority is derived through appointment by the City Manager by and with the approval of the City Council, and shall hold the office for the term of appointment unless sooner removed by the City Manager. All police officers shall be under the control of the City Manager and Chief of Police and shall be subject to their order.

3. PROCEDURES

- a. Oath of Office
 - i. All sworn personnel are required to take and abide by the Oath of Office, to enforce the law, and to uphold the United States Constitution and the Constitution of the State of South Dakota.
- b. Canon of Ethics
 - i. In addition to the duties and responsibilities enumerated in the following sections of this Order, all sworn and civilian personnel are directed to abide by our Mission Statement, Vision Statement, and Core Values as outlined in General Order A-1, Organizational Philosophy.
 - ii. All department personnel are expected to adopt, support, and advance our Mission Statement, Vision Statement, Core Values, and the Watertown Police Department's operational policies.
- c. Exercise of Authority based on Legal Justification
 - i. What is reasonable action by an officer or what constitutes probable cause varies with each situation. Facts and circumstances may justify an investigation, detention, search, arrest, or no action at all. The requirement that legal justification be present imposes a basic limitation on our actions. Officers must act reasonably and within the limits of authority as defined by statute, ordinance, and judicial interpretation, thereby ensuring that the rights of the individual and the public are protected.
- d. Use of Discretion, Alternatives to Arrest
 - i. There will be instances when a crime occurs, and no physical arrest is made. The decision not to arrest will be guided by the facts and circumstances of the situation, the availability of reasonable alternatives, the best interests of those involved, the needs of the community, and the interests of justice.
 - ii. Should questions arise concerning a particular situation, the officer involved should confer with a supervisor. Alternatives to arrest include, but are not limited to, citations, notices to appear, referrals, and informal resolution.
- e. General Duties and Responsibilities of Police

- i. The Chief of Police of Watertown, as the Chief Executive Officer, has the authority and responsibility for the management, direction, and control of the Watertown Police Department. Under that authority, the following duties and responsibilities are delegated to all sworn personnel:
 1. Protect the Constitutional rights of all persons.
 2. Do everything within their power and authority to prevent criminal behavior from occurring in Watertown.
 3. Reduction of fear within our community in Watertown.
 4. Maintain order within Watertown.
 5. Provide effective disaster response to our community through proper disaster preparedness.
 6. Problem solving, to include the identification, analysis, design, and implementation of action to thwart crime inducing or enabling conditions.
 7. Provide professional service, resulting in community satisfaction and support.
 8. Strive for public accountability and shared, community responsibility for crime control through an effective community oriented policing philosophy and practices.
 9. Apprehend violators of the law.
 10. Conduct thorough, logical, and professional investigations.
 11. Strive toward the attainment of the evolving Goals and Objectives of the Watertown Police Department.

4. COMMAND AND CONTROL

- a. Supervisor Accountability
 - i. Supervisors are accountable for the performance of employees under their immediate control. This standard applies to each level of supervision within this organization. Supervisors are charged with the responsibility of providing guidance and assistance to subordinate personnel in compliance with policies and directives.
 - ii. Supervisors will be responsible for the adherence to the Watertown Police Department's rules, regulations, orders, and policies. Supervisors are responsible for maintaining appropriate discipline. Supervisors will identify training needs not otherwise being met by our department and ensure responsible personnel know these needs.
- b. Authority Commensurate With Responsibility
 - i. Throughout the Watertown Police Department, and at every level, personnel will be given the authority necessary to effectively carry out their responsibilities.
 - ii. If responsibility is delegated to a subordinate, all authority necessary to carry out the responsibility will accompany it. The employee will then be accountable for using or failing to use that authority.
- c. Unity of Command
 - i. Each organizational component will be under the command of only one supervisor.
 - ii. In order to promote efficiency and responsibility, each employee will be accountable to one supervisor at a given time.
- d. Chain of Command
 - i. The chain of command designates the accepted lines of authority as established from top to bottom, through which all department communications are transmitted. The chain of command must be rigorously followed.
 - ii. The Chief of Police reserves the right to initiate communication at any level of the organization and with any subordinate employee as the need arises.
 - iii. Breaking the chain of command is only permitted in certain situations, such as:
 1. Whenever an employee of the department receives no satisfaction from an immediate supervisor regarding a personal or department related problem.
 2. Whenever any subordinate has probable cause to believe that a supervisor is involved in unlawful or immoral conduct.
 3. Whenever a subordinate reasonably believes that they have been given an unlawful order.
- e. Obedience to Orders
 - i. All personnel will obey the lawful order of a superior, including any order legitimately relayed from a supervisor by an employee of the same or lesser rank.
- f. Conflicting Orders
 - i. Personnel who are given a proper order that is in conflict with a previous order, regulation, directive, or standard operating procedure will respectfully inform the superior issuing the order of the conflict. If the superior issuing the order does not alter or retract the conflicting order, the new order will stand as given. Under these

circumstances, the responsibility will be upon the superior; the individual obeying the conflicting order will not be held responsible for disobeying the previously established order.

- ii. The employee obeying a conflicting order will then submit a report stating the facts and circumstances to the next higher level of command, with a copy to the supervisor issuing the conflicting command.
- g. Illegal Orders
 - i. Personnel will not obey an illegal order, but will respectfully refuse and explain their reasons for their refusal.
 - ii. The employee will then submit a report stating the facts and circumstances to the next higher level of command as soon as possible, with a copy to the supervisor issuing the order. This higher level of authority will initiate the necessary corrective actions through the appropriate chain of command.
- h. Span of Control
 - i. Each supervisor will directly control no more than ten people. The Chief of Police or their designee will directly authorize any deviation from this maximum span of control.
- i. Command Protocol
 - i. Incidents will be under the command and control of the operational component best suited to accomplish the mission. Command of an incident is generally assumed by the ranking on-scene officer. Individuals or units assisting other components will operate within the procedures established for their own unit. Examples of this type of assistance are:
 - 1. A Detective may be asked to assist a patrol operation; however, the command and control of the incident will remain the responsibility of the patrol supervisor.
 - 2. Narcotics and vice operations will remain under the control of the Investigative Division Captain even though other support personnel and equipment are required for assistance.
 - 3. When patrol personnel have established control of a homicide scene, the scene will be released to the assigned detective upon their arrival.
 - ii. Supervisory and command personnel will assume command only under one or more of the following conditions:
 - 1. When a situation appears beyond the control of the officer in charge.
 - 2. For disciplinary purposes.
 - 3. When ordered to assume command by a superior officer.
 - iii. When assuming command of any incident, the supervisory and command personnel must identify themselves to the person in charge and announce their intention to take command.
 - iv. A subordinate may relieve a superior from duty when the superior in charge is unable to perform their assigned duties due to physical or psychological impairment. The subordinate will identify himself or herself, announce the reason to the supervisor being relieved, and advise all present that they have assumed command. The relieving subordinate will immediately notify the superior in the chain of command of the person being relieved.
 - v. When more than one officer is present at the scene of an incident without a supervisor being present, the officer originally dispatched or assigned will be in charge unless specifically relieved by a supervisor.
 - vi. When two or more commands within the Watertown Police Department are engaged in a single, combined operation, the person in charge will be clearly identified to all participants at the incident's inception.
- j. Command Resources in the Field
 - i. Command of resources in the field rests with the senior ranking officer or designee. The nature of the incident generally dictates the command level that is needed for adequate supervision. The person properly assuming command has the authority to direct the operation, and is responsible for its outcome.
 - ii. In order to assume full command of any situation, the senior ranking officer must identify himself/herself and announce his/her intention to the officer currently in charge.
- k. Order of Precedence of Command Authority
 - i. In the event the Chief of Police is incapacitated, off duty, out of town or otherwise unable to act, the order of Precedence of Command will be as follows:
 - 1. The Assistant Chief of Police
 - 2. The Captain of Patrol Division
 - 3. The Captain of Investigative Division

4. The Captain of Administrative Division
 - ii. During special and contingency operations, the Chief of Police of Watertown may structure specialized commands to address unique situations.
- l. Reporting Requirement
 - i. Routine Reports
 1. All department components will prepare and submit monthly reports, reflecting specific division/unit activity, providing comparative data and statistics to account for unit activity.
 2. All department components will prepare and submit annual reports, reflecting comparative data and statistics, and outline the division/unit's efforts in achieving the overall goals and objectives of the Watertown Police Department.
- m. Staff Meetings
 - i. Command Staff Meetings
 1. The following personnel comprise the department's Command Staff, and will meet at a time and location as directed by the Chief of Police or designee:
 - a. Chief of Police
 - b. Assistant Chief of Police
 - c. Captain of Patrol Division
 - d. Captain of Investigative Division
 - e. Captain of Administrative Division
 - f. Chief of Reserves
 - g. Any other designated person
 - ii. General Staff Meetings
 1. Divisional staff meetings will be held at a minimum, once a quarter at a time and location as directed by the Chief of Police or designee. Divisional staff meetings will be attended by the following personnel:
 - a. Division Captain
 - b. Supervisors
 - c. Any other designated person
 - iii. Personnel Information Input
 1. Personnel at all levels, and from all organizational components, are encouraged to provide suggestions, recommendations, and meaningful input to their supervisors or by utilizing the Employee Suggestion Box. Supervisors at all levels are expected to forward personnel input and positive and negative feedback through their chain of command to the Chief of Police for inclusion in staff meetings.

5. GOALS AND OBJECTIVES

- a. Requirement for Goals and Objectives
 - i. To ensure direction and unity of purpose within the Watertown Police Department, and provide a basis for measuring our progress, goals, and objectives will be formulated, annually updated, and distributed to all personnel.
 - ii. Following organizational and public input, the Command Staff will formulate general goals for the department in the present and future fiscal years. The goals will be broad statements of the final desired outcomes.
 - iii. Each organizational component will be required to have functional objectives and programs that align its resources with attaining the department's stated goals as well as valid measures of performance reflective of progress in attaining these goals. Each organizational component's objectives should consist of specific, verifiable statements of those actions and activities that will achieve the stated goals.
- b. Organizational Input to Goals and Objectives
 - i. All personnel levels within the Watertown Police Department can help provide direction for our department. During the annual review and formulation process, all personnel are encouraged to communicate with their supervisors and to provide meaningful recommendations for accomplishing our goals, objectives, duties, and responsibilities, to our community, profession, and our department.
- c. Progress Reports
 - i. Each organizational component will provide a quarterly, written evaluation stating the progress made toward the attainment of goals and objectives.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: May 24, 2021	Rescinds: Amends: A-3 February 2013	Number: A-3
Subject: Organizational Structure		Re-evaluation Date: May 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 6

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Command Structure
5. Organization

1. PURPOSE

The Watertown Police Department will provide a formal organizational structure with clearly defined components so that the chain of command and functional divisions are clearly understood by all personnel. It is necessary that all personnel be sufficiently familiar with the structure, functions, activities, and services associated with the operation of the Watertown Police Department in order to assist citizens of, and visitors to, the City of Watertown by ensuring that their inquiries or problems are referred to the proper organizational component. The organizational structure of the Watertown Police Department is designed by function and depicted on an organizational chart available to all personnel. This General Order is created to delineate the functional responsibilities of components within the department.

2. POLICY

Organizational descriptions and organizational charts will provide all Watertown Police Department personnel and other interested parties with a functional representation of each structural component. Since staffing patterns can change without modification to the organizational structure, the charts will not reflect the number of personnel assigned to each component. The Chief of Police will update the organizational chart annually or as deemed necessary.

3. DEFINITIONS

- a. **Administration** of the Watertown Police Department consists of the Chief of Police, an Executive Assistant, the Assistant Chief of Police, the Captain of the Administrative Division, the Captain of the Patrol Division, the Captain of Investigative Division, and the Chief of Reserves. Administration of the Watertown Police Department is synonymous with the term-Command Staff.
- b. **Divisions** of the Watertown Police Department are subordinate organizational components commanded by the Assistant Chief of Police or a Captain, performing a specific law enforcement operation, function, or administrative services on a departmental-wide basis.
- c. **Units** of the Watertown Police Department are subordinate organizational components composed of personnel assigned to a specialized function or task and are under the command of a single supervisor.
- d. **Squads** are the principle subordinate organizational component and are under the control of a single supervisor.
- e. **Teams** are a group of personnel whose primary assignments are in functional areas and who are assembled for a special purpose as needed. Team leaders report to supervisory personnel designated by the Chief of Police or the Assistant Chief of Police for control purposes.
- f. **Details** are a sub-component in which personnel are assigned a specialized activity.

4. COMMAND STRUCTURE

- a. The rank and or assignment for the Watertown Police Department is as follows:
 - i. **Sworn Rank and Assignment Structure (in no particular order)**
 1. Chief of Police

2. Assistant Chief of Police
 3. Captain
 4. Sergeant
 5. Corporal
 6. Police Training Officer
 7. Patrol Officer
 8. Officer Trainee
 9. Mental Health Officer
 10. Community Service Officer
 11. Detective
 12. School Resource Officer
 13. Reserve Chief
 14. Reserve Sergeant
 15. Reserve Officer
- ii. Non-Sworn or Civilian (in no particular order)
 1. 911 Communications Manager
 2. 911 Dispatcher
 3. Animal Control Officer
 4. Executive Assistant
 5. Facility Maintenance Worker
 6. Lead 911 Dispatcher
 7. Mechanic
 8. Operations Secretary
 9. Records Supervisor
 10. Records Clerk
 - iii. Volunteer (in no particular order)
 1. Police Chaplain
 2. Other

5. ORGANIZATION

- a. **Chief of Police** is the highest ranking member of the Watertown Police Department and reports directly to the City Manager. The Chief of Police is responsible for and oversees the Administration of the department and all structural components of the department. The Chief of Police directly supervises the Budget Unit, the Executive Assistant, and the Assistant Chief of Police.
 - i. **The Budget Unit** consists of the Chief of Police, Executive Assistant and other members of the department who are tasked with the specialized function of the administration of the department's budget. This team performs purchasing, accounting, internal auditing; grant procurement and other financial duties in support of all components of the department.
 - ii. **The Executive Assistant** is a civilian employee who reports directly to the Chief of Police and is responsible for administrative functions for the Watertown Police Department to include maintaining and updating records, preparing reports, processing payments, and performing administrative and secretarial duties as required by the Chief of Police.
 - iii. **The Assistant Chief of Police** reports directly to the Chief of Police, is the second highest-ranking member of the Watertown Police Department, and acts on behalf of the Chief of Police during his/her absence. The Assistant Chief of Police directly supervises the Operations Secretary, the Patrol Division Captain, the Investigative Division Captain, the Administrative Division Captain, the 911 Communications Manager, the Records Supervisor, the Chaplains, and the Public Information Officers.
 1. **Operations Secretary** is responsible for performing administrative duties for the Assistant Chief, the Patrol Division, the Investigative Division, and Administrative Division; to include maintaining and updating records, preparing reports, and performing administrative and secretarial duties as required by the Assistant Chief of Police.
 - a. **Sex Offender Registration Detail** consists of members of the Investigative Division and the Operations Secretary who are

responsible for the registration of sex offenders according to state guidelines.

2. **Internal Affairs Detail** - when authorized by the Chief of Police will investigate complaints of employee misconduct and violations of department rules and regulations.
3. **Public Information Officer (PIO) Unit** consists of sworn personnel who report to the Assistant Chief of Police while serving as PIO. The PIO serves as the primary point of contact between the Watertown Police Department and members of the news media. When a PIO is not on-duty, the PIO function will be handled by Command Staff, other supervisory personnel, or the Chief of Police's designee.
4. **Chaplain Unit** consists of clergy who volunteer and serve as Police Chaplains responsible for the spiritual and moral welfare of the department and community.
5. **Communications Unit** is supervised by the 911 Communications Manager and provides 24 hour dispatch information services for police personnel as well as other governmental organizations and governmental jurisdictions that contract with the Watertown Police Department for 911 dispatch services.
 - a. **The 911 Communications Manager** supervises the employees and manages the operations of the 911 center.
 - i. **Lead 911 Dispatchers** provide direct supervision to the 911 Dispatchers who are responsible for the intake of emergency and routine calls for service received by the Watertown Police Department.
6. **Records Unit** consists of the Evidence and Records Clerk Lead who supervises the Police Records Clerk(s). This unit is responsible for the storage, dissemination and destruction of the business records and archives of the Watertown Police Department. This unit is responsible for the Records Management System and processes and stores arrest records, case reports, accident reports, citations, warnings, and related documents. The civilian Records Supervisor processes and stores personnel time sheets.
 - a. **Evidence Detail** is supervised by the Evidence and Records Clerk Lead who serves as the Evidence Custodian and is responsible for the retrieval, intake, storage, and disposition of all evidence and property taken into custody of the Watertown Police Department during the course of duty by both sworn and civilian personnel.
7. **The Patrol Division Captain** is responsible for uniformed personnel who provide efficient law enforcement services and preliminary crime investigation duties. Direct reports include Patrol Sergeants and the Reserve Unit Chief.
 - a. **Patrol Sergeants** serve as Shift Supervisor of the Patrol Squads and supervise patrol officers; perform the duties of patrol officer; coordinate squad activities; approve case, accident and supplement reports prepared by subordinates; assist in training programs; respond to internal and external requests or complaints; perform duties specific to the Patrol Division; provide information and education to the public and to the media. In the absence of the Patrol Division Captain, Sergeants act on behalf of the Patrol Division Captain in his/her absence; provides command of patrol personnel; monitors shift personnel to ensure they arrive for duty on time, are properly uniformed and equipped, and carry out duties as assigned.
 - i. **Patrol Corporals** serve as Assistant Shift Supervisors of the Patrol Squads and will supervise assigned patrol officers and shift activities in the absence of the Shift Supervisor. The Corporal will assist in in-service training programs, respond to internal and external requests or complaints, and perform duties specific to the Patrol Division.
 1. **Patrol Officers** consists of officers who perform highly responsible law enforcement and crime

prevention functions for the Watertown Police Department. Responsibilities include enforcing laws and ordinances, investigating misdemeanor and felony crimes, arresting offenders of the law, responding to dispatch calls involving traffic accidents, medical and other emergencies, civil disputes, family disturbances and other calls requiring police assistance.

- b. **Ride-Along Program Detail** consists of the Patrol Division Captain who manages, approves, and schedules applicants with the assistance of the Operations Secretary who performs administrative duties to include receiving, processing, filing and retention of applications. The program offers individuals who have a genuine interest in law enforcement the chance to experience it first hand by riding along for a designated time with a police officer.
 - c. **Accident Reconstruction Team** consists of a group of sworn officers commanded by the Team Leader who are assembled from the sworn ranks in response to fatal and/or near fatal accidents requiring specialized equipment and skills.
 - d. **K-9 Team** are sworn personnel partnered with a drug detection dog who serve as aggressive, active, and impartial narcotic detection teams who conduct interdiction of illegal drugs and substances being transported into and through the City of Watertown; provide assistance to Watertown Police Department officers and other law enforcement agencies in the detection of illegal drugs and substances; and institute public awareness and education programs through the media, business, civic organizations, and the education system. The Captain of the Patrol Division is responsible for the overall management of the K-9 program for both teams and includes monthly inspections of K-9 training aids assigned to K-9 officers.
 - e. **Explorer Program Detail** includes the overall management of the program. Direct reports include Explorer Advisors.
 - f. **Honor Guard Team** - will coordinate and supervise activities related to the Honor Guard.
 - g. **Special Event Details** includes the overall management, planning, coordination, tracking and delivery of resources required for special events.
 - h. **Reserve Unit** is managed by the Patrol Division Captain and is supervised by the Chief of Reserves who is responsible for the administration and supervision of the Reserve Officers.
8. **The Investigation Division Captain** is responsible for personnel who provide efficient criminal investigations, to include general and major crime investigations, computer forensics, drug and vice investigations, sex crime investigations, juvenile crime investigations, and crime scene processing. Direct reports include the Detective Sergeant, the School resource Officers, the Mental Health Officer, and the Vehicle Mechanics.
- a. **Detective Sergeant** serves as the supervisor of a squad of detectives. The Detective Sergeant supervises detectives; performs the duties of detective; coordinates squad activities; approves case, incident, and supplement reports prepared by subordinates, assists in training programs, responds to internal and external requests or complaints, provides information and education to the public, and provides information to the media regarding department operations. In the absence of the Investigative Division Captain, the Detective Sergeant acts on behalf of the Investigative Division Captain; provides command of detective personnel; monitors detective personnel to ensure they arrive for duty on time, are properly dressed and equipped, and carry

out duties as assigned. Additionally, the Detective Sergeant supervises all criminal investigative activities and performs case management.

- i. **Detectives** consists of officers who perform highly responsible law enforcement and criminal investigations for all major crimes of the department; collect and maintain evidence, interview and interrogate individuals, document findings, assist in court proceedings and provide information and education to the public.
 - ii. **Crime Scene Team** consists of a team of sworn, reserve, and civilian personnel commanded by a Team Leader who examine, reconstruct, and document criminal crime scenes. This team provides physical evidence analysis, collection and preservation of evidence, interpreting and reporting of crime scene and evidentiary conclusions.
 - iii. **Internet Crimes Against Children (ICAC) and Computer Forensics Detail** consists of a Detective or team of Detectives who investigate crimes involving computers and/or other electronic mediums.
 - b. **School Resource Officer (SRO) Unit** consists of sworn personnel designated as School Resource Officers who are responsible for the planning and performance of the objectives of the School Resource Officer program.
 - c. **Special Weapons And Tactics (SWAT) Team** consists of sworn personnel commanded by the Captain of the Investigative Division and are assembled from the sworn, civilian, and reserve ranks in response to tactical calls for service requiring unified tactical approaches as well as specialized equipment and skills. Team members include SWAT, Hostage Negotiators, Snipers, and Tactical Dispatch personnel.
 - d. **Crime Prevention and Crime Free Multi- Housing Details** include the overall management, planning, coordination, tracking and delivery of programs and initiatives.
 - e. **Fleet Maintenance Detail** includes the overall management and maintenance of the vehicle fleet.
 - i. **Mechanic** is a civilian employee who is responsible for the care and maintenance of the police department's fleet.
 - f. **The Mental Health Officer** is a sworn employee assigned to provide assistance to citizens in mental health crises. This person may also provide preventative well-being services to other sworn officers.
 - g. **Youth Programs** includes the delivery of the events designed to foster a positive relationship between the WPD and young people.
 - h. **Background Investigations Detail** includes conducting applicable background investigations on all Watertown Police Department employees and volunteers.
 - i. **Alternative Courts** is a term used to describe a number of current or proposed variants of the traditional methods. When deemed appropriate by the prosecuting attorney and/or judge, these courts may be utilized to provide an alternative to the traditional means by which suspects and/or defendants are processed through the criminal justice system.
9. **The Administrative Division Captain** is responsible for administrative details of the Watertown Police Department to include Training, Intern Program, Research and Grants, Citizens Academy, Monthly Reports, Annual Reports, Policies and Procedures, Strategic Planning and other details assigned by the Assistant Chief of Police. Direct reports include the Animal Control Officer, the Community Service Officer, and the Facility Maintenance Worker.
 - a. **Job Shadow and Internship Detail** consists of managing and scheduling Job Shadows and Interns. The program offers high school and college students who have a genuine interest in law enforcement

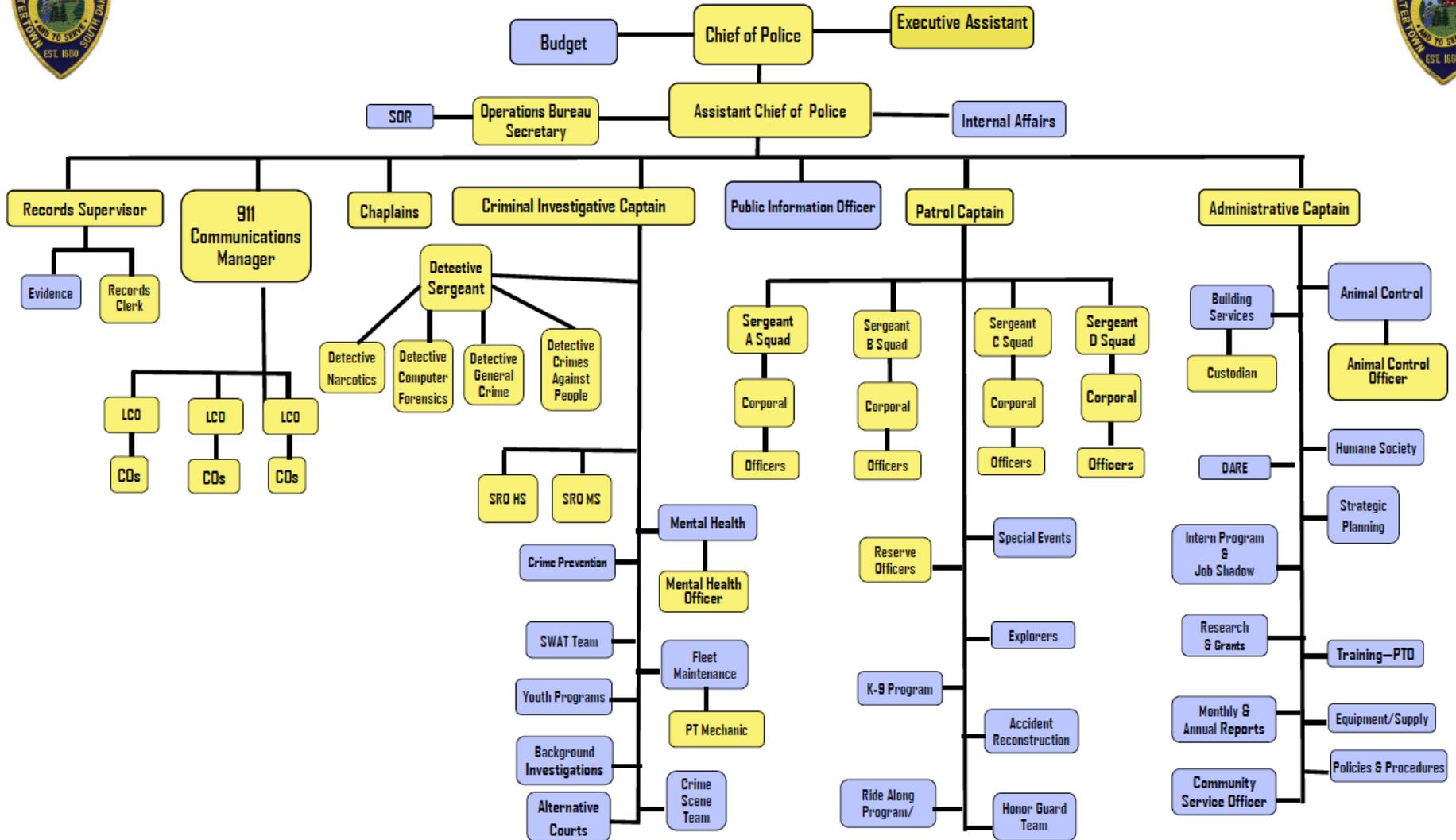
the chance to experience it first hand by riding along for a designated time with a police officer.

- b. **Training Detail** will manage, plan coordinate, and schedule training for various organizational components of the Watertown Police Department and will assist with the Police Training Officer Program. The Captain of the Administrative Division will serve as the department's liaison with Law Enforcement Training and other professional organizations. The Records Unit personnel will assist with the recording of training records of employees in order to maintain certifications.
 - i. **Police Training Officers (PTO)** consists of highly trained patrol officers who offer invaluable training in helping police trainees to perform their duties and responsibilities in a more efficient, effective and equitable manner. Officers assigned to the PTO program use problem-based-learning techniques to address neighborhood problems in partnership with the community.
- c. **Intern Program Detail** will receive and process applications of students pursuing a degree in criminal justice and are enrolled in an accredited college or university. The Captain of the Administrative Division will coordinate the schedule of interns with the assistance of the Assistant Chief of Police.
- d. **Research and Grants Detail** will research and write grant opportunities for the department. Additional duties include assisting other personnel with the administration of awards and reporting requirements. The Executive Assistant will assist with the logging and tracking of awards.
- e. **Citizens Academy Detail** will manage, plan, coordinate, and market the citizen's academy with the assistance from other department employees.
- f. **Monthly and Annual Reports Detail** will manage, coordinate, and prepare the department's monthly and annual reports with the assistance of command and supervisory personnel.
- g. **Policies and Procedures Detail** will manage, coordinate, review, and revise the policies and procedures of the Watertown Police Department with the assistance of the Policy Committee and Command Staff.
- h. **Strategic Planning Detail** will manage and coordinate strategic planning for the Watertown Police Department with the assistance of the Command Staff and Supervisory personnel, as well as, other members of the department.
- i. **Building Maintenance Detail** includes the overall management and maintenance of the building and grounds.
 - i. **The Facility Maintenance Worker** is a civilian employee who is responsible for the care, cleanliness, and maintenance of the police department building and surrounding grounds.
- j. **Property Control Detail** entails receiving, storage, and dissemination of agency owned property that is directly related to primary enforcement operations of the Watertown Police Department. Responsibilities include procuring, distributing, and auditing equipment such as firearms, ballistic vests, radios, pagers, uniforms and other equipment in support of the Watertown Police Department's mission.
- k. **The Community Service Officer** is a sworn employee who is tasked with taking complaints that are typically reported via phone or in person at the WPD lobby.
- l. **The Animal Control Officer** is responsible for responding to animal-related complaints and investigations.

- m. **The Drug Abuse Resistance Education Program** is designed to teach effective peer resistance and refusal skills so that adolescents can say “no” to drugs and their friends who may want them to use drugs.



Watertown Police Department Organization Chart



**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: April 1, 2022	Rescinds: Amends: May 1, 2011	Number: A-4
Subject: Chaplain Program		Re-evaluation Date: March 2026
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 2

This order consists of the following numbered sections:

- I. Purpose
- II. Policy
- III. Procedures

1. PURPOSE

To establish policy and procedures related to the Watertown Police Department's police chaplain program and its support for Watertown Police Department members.

2. POLICY

The Watertown Police Department will support a police chaplain program designed to provide assistance to Watertown Police Department members, their families, and the community in crisis or emergency situations.

3. PROCEDURES

A. Organizational Assignment

- 1. The Chaplain Unit reports directly to the Chief of Police. Chaplains shall have direct access to the Chief of Police on all matters regarding the spiritual and moral welfare of the Watertown Police Department.
- 2. Chaplains shall serve as volunteers and will be non-sworn, non-commissioned members of the Watertown Police Department. A member of this unit will not be armed and only possess those powers of arrest as granted by any other citizen under state law. All Chaplains shall be approved by the Chief of Police.

B. Qualifications

- 1. Prospective members of this unit will meet the following qualifications:
 - a) Be an ordained clergy person of a recognized religious body.
 - b) Have a college degree or professional certification in religion, counseling, education, or other related area.
 - c) Be able to understand, accept and relate to persons holding different religious commitments.
 - d) Be of high spiritual and moral standing.
 - e) Must be able and willing to respond to calls, incidents, or situations where a need for their services is indicated or necessary.
 - f) Complete a background investigation.
 - g) Be approved by a review board composed of the Chief of Police and Command Staff of the Watertown Police Department.

C. Administrative

- 1. Watertown Police Department members may need a neutral person in whom they can confide more freely than they would their supervisors, co-workers, family, or their own clergy, especially in times of serious injury, death, or job-related crisis.
- 2. Police chaplains will be available to counsel or make referrals to aid Watertown Police Department members in resolving family or other disputes.
- 3. Police chaplains will be available to Watertown Police Department members and their families in times of personal stress. Offers of assistance will be made, and members' wishes to accept or decline will be respected.
- 4. Police chaplains will be available to assist command staff in making notifications to the families of Watertown Police Department members who have been seriously injured or killed in the line of duty.
- 5. Police chaplains may be notified and requested to visit sick and injured Watertown Police Department members.

D. Emergency Response

1. Notification of a police chaplain in emergencies will be the responsibility of the on-duty Patrol Squad Supervisor with the assistance of Communications Center personnel, if necessary.

E. Family Notification

1. In the event of a serious illness, injury, or death of a Watertown Police Department member, the member's family will be offered the support of a police chaplain, to include notification of a member's involvement in a critical incident, if appropriate; assistance at hospitals and rehabilitation facilities; and support in matters related to funerals.
2. Police chaplains will not infringe upon the privacy of Watertown Police Department members and their families, nor will they attempt to take the place of the ministers or other supportive persons requested by Watertown Police Department members and/or their families to assist.

F. Visits to the Sick/Injured

1. Police chaplains may visit sick or injured Watertown Police Department members in the hospital and/or their homes. When a Watertown Police Department member or family member is hospitalized, the police chaplain(s) may be notified. These visits are tangible expressions of the care and concern of Watertown Police Department members for each other. They also provide an opportunity for the sick and injured to discuss any fears or problems related to the illness or injury.

G. In the Field

1. Police chaplains will be encouraged to ride with patrol officers to become familiar with Watertown Police Department personnel and to become aware of the needs of Watertown Police Department members. When necessary or appropriate, specific authorization will be given by the Chief of Police or his/her designee.
2. Ride-a-longs will be frequent during the orientation of a new chaplain and will be continued periodically to keep the chaplain in touch with the needs of Watertown Police Department members for chaplain services.
3. Police chaplains may be called to assist officers investigating accidents involving serious injury or fatalities.

H. Church

1. Police chaplains will be in good standing with their own churches/monasteries.
2. No particular faith or denomination will be represented to the exclusion of others.
3. Police chaplains will maintain professional relationships with the clergy of the community.
4. Police chaplains will make referrals to the clergy of choice as soon as possible when Watertown Police Department members in crisis request referrals.
5. Police chaplains will serve as liaisons between local ministerial alliances or associations and the Watertown Police Department.

I. Community

1. Police chaplains will be available to minister to the families of Watertown Police Department members in crisis.
2. Police chaplains will be available to counsel with youth in the community when requested to do so.
3. Police chaplains will be available to comfort victims and family members in the event of natural disasters.

J. Roster

1. The Chief of Police will maintain a roster of police chaplains containing their names and contact information and will provide the roster to the Communications Center.
2. The Chief of Police will update the roster of police chaplains as changes occur.
3. In the event that a specific police chaplain has been requested and Communications Center personnel have been unable to contact the requested chaplain, the Chief of Police will be notified to coordinate the required services.

K. Suspension/Revocation

- a) The Chief of Police or his/her designee may suspend any police chaplain. Violations of Watertown Police Department policy and procedures may result in revocation of status as a police chaplain.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



**Tim Toomey
Chief of Police**

Effective Date: September 6, 2024	Rescinds: Amends:	Number: A-10
Subject: Professional Standards, (Code of Conduct)		Re-evaluation Date: September 2028
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 8

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Professional Standards (Code of Conduct)

1. PURPOSE

The purpose of this series of Professional Standards is to set clear guidelines and a code of conduct for the behavior, appearance, and actions of all employees and volunteers of the Watertown Police Department.

2. POLICY

It is the policy of the Watertown Police Department that all employees and volunteers representing the department conduct themselves in an exemplary and professional manner, reflective of the standards set forth by the Chief of Police. These identified professional standards represent actions, activities, and standards of behavior expected of employees and volunteers, by the Chief as well as the citizens of Watertown.

3. PROFESSIONAL STANDARDS (CODE OF CONDUCT)

1) General Professional Responsibilities

- i. Employees will not engage in any conduct which constitutes neglect of duty, conduct unbecoming an officer, insubordination, carelessness, or any other act which is likely to adversely affect the discipline, good order, or reputation of the Police Department, or any of its employees.
- ii. Within Watertown sworn employees will:
 - A. Enforce all laws; Federal, State, as well as all City ordinances.
 - B. Protect life and property.
 - C. Preserve the peace.
 - D. Prevent, detect and deter crime.

2) Professional Duty Responsibilities

- i. Employees will at all times respond to the lawful orders of a superior officer, as well as calls for assistance from citizens. The administration delegation of the enforcement of certain laws and ordinances to particular units of the Police Department does not relieve employees of other units or divisions from the responsibility of taking prompt, effective action within the scope of those laws and ordinances when the occasion so requires. Employees assigned to special details or duties are relieved from taking prompt actions outside the scope of their specialized assignment when necessary. Employees will perform their duties as required or directed by law, Police Department policy or order, or by order of a Superior Officer.
- ii. When an employee is assigned, whether it be a division, post, stakeout, or task, it will be that employee's responsibility to remain within the assigned area, unless he/she is granted permission to leave that area by a competent authority. If time is of the essence and competent authority to leave the area is not secured, the employee will be responsible for justifying his/her action. Penalty depends upon the infraction.
- iii. Employees in doubt as to their assignment, or the nature of their duties will seek such information from their supervisors via the chain of command, prior to any action.
- iv. On-duty Officers outside the City of Watertown must be aware of their limited authority, incidental to fresh pursuit, prisoner transportation, and carrying a concealed weapon.

Except as to the foregoing, a Watertown Police Department Officer is not entitled to consideration as an Officer outside the City of Watertown. Action taken outside the City of Watertown is considered that of a private citizen.

- 3) Authority of Off Duty Officers
 - i. An Officer, who is technically off-duty, is always subject to orders from superior officers regarding police matters. Further, he/she is responsible for taking necessary action in any police matter coming to their attention, which requires immediate action.
- 4) Officer Authority/Outside of South Dakota
 - i. Law enforcement authority of a Watertown Police Department Officer does not extend beyond the State of South Dakota, except as provided for in the Uniform Act on Fresh Pursuit. The penalty depends upon the infraction. Employees who are outside the State of South Dakota are not to engage in law enforcement activities unless in the performance of their duties as officers of the Watertown Police Department. Any other action taken is considered that of a private citizen.
- 5) Standard Performance
 - i. Incompetence
 - A. An employee will be determined to be incompetent in his/her job performance when he/she has shown themselves unable to meet reasonable measures of job performance or to maintain established standards of proficiency. Depending upon the circumstances, the Chief of Police will determine appropriate action, including counseling, retraining, transfer, demotion, or discharge of such employee.
 - ii. Carelessness
 - A. An employee may be determined to have impaired or jeopardized the proper and efficient operation of the Office of the Chief of Police due to his/her carelessness, or neglect of their job performance under this provision: Where he/she acts or fails to act, either in a deliberate or willful manner, which reflects a reckless or wanton disregard for life, safety, or property; or in any manner contrary to acceptable standards of performance; or which results or could have resulted in injury, danger, or damage to another or their property. Furthermore, repeated incidents of minor carelessness or a pattern of errors, neglect, and/or inattentiveness to job performance are of an equally serious nature and will not be tolerated. Each case of carelessness or neglect will be evaluated and considered on its merits and will result in appropriate administrative or disciplinary action up to and including discharge of the employee.
- 6) Insubordination
 - i. Any employee who deliberately, or passively refuses or fails to immediately obey any lawful order or instruction given by a superior officer or supervisor, or who engages in any disrespectful action or language to any superior officer or supervisor, will be guilty of insubordination, in violation of this regulation. Employees will be subject to disciplinary action at the discretion of the Chief of Police.
- 7) Compliance with Law and Regulations
 - i. Employees will observe and obey Federal and State Laws, Local Ordinances, Rules and Regulations of the Police Department, and orders from superior officers. Employees knowing of other employees violating laws, ordinances, or rules and regulations of the Police Department, or disobeying lawful orders by superior officers, will report the same in writing to the Chief of Police through official channels.
- 8) Conduct Toward Superior and Subordinate Personnel
 - i. Employees will treat superior officers, subordinates, and associates with respect. They will be courteous and civil at all times in their relationships with one another. When in the presence of the public, employees will refer to one another by rank.
- 9) Gossip & Criticism
 - i. Employees will not engage in gossip, public criticism, or ridicule of the Office of the Chief of Police, Department employees, or Police Department policies and procedures; by talking, writing, or expressing in any manner, where such actions or expressions are:
 - A. Unlawful.
 - B. Defamatory.
 - C. Profane.

- D. With reckless disregard for truth or falsity.
- E. An impairment to the operation or interferes with the efficiency of the Police Department. The penalty depends upon the infraction.

10) Unlawful Orders

- i. Obedience of: No employee is required to obey any order which is contrary to Federal or State law, or Local Ordinance. Responsibility for refusal to obey rests with the employee. NOTE: Employees are reminded that the Chief of Police may impose regulations that are more restrictive than Federal or State Laws or Local Ordinance as long as such orders or regulations are not in conflict with said laws.
- ii. Issuance of: Employees will not issue orders, which are contrary to Federal or State Law, or Local Ordinance. Responsibility for refusal to obey the order rests with the subordinate.

11) Improper or Unjust Orders

- i. Obedience of: An employee who is given an order that he/she feels is unjust or improper, or that he/she feels is in violation of the Police Department Rules and Regulations, must:
 - A. Obey the order to the best of his/her ability.
 - B. Appeal such order as outlined in the grievance procedure.

12) Conflicting Orders

- i. Should any order conflict with a previous order, or with any provision of the Rules and Regulations, the subordinate to whom the order is given will call attention to such conflict. If the supervisor giving the latter order does not alter or retract said order, then his/her order will stand. The responsibility will be with the supervisor. The subordinate obeying the order will not be held responsible for disobeying any order previously given.

13) Gifts

- i. Employees of the Police Department will not under any circumstances, directly or indirectly accept any gift from any person of bad reputation or character.

14) Rewards and Favors

- i. Employees of the Police Department will not accept any gift, gratuity, or reward in money or other considerations for services rendered in the line of, or as a result of their duties. Lawful salary and that which is authorized by law are exempt. Employees may accept gifts on behalf of the Police Department as authorized by the Chief of Police.

15) Disposition of Unsolicited Gifts and Gratuities

- i. Any unsolicited gift, gratuity, fee, or other things of value, falling into any of these categories, coming into the possession of any employee, will be forwarded to the Chief of Police, together with a written report explaining the circumstances connected herein.

16) Debts and Loans

- i. Employees will not solicit other employees to co-sign or endorse any promissory note or loan. Employees will pay all just debts and legal liabilities incurred by them.

17) Associations with Criminals and Unsavory Persons

- i. Employees will not associate with any person of unsavory character, a person who is generally known to be of bad repute, a criminal, or a generally known associate of criminals, except as specifically required as a matter of law enforcement duty.

18) Sexual, Racial, and Religious Harassment

- i. Employees will not engage in any conduct, whether physical or verbal, which may constitute sexual, racial, or religious harassment.

19) Dismissal of Charges by Employees

- i. Employees will not be permitted to dismiss charges against arrested persons who have not yet been booked, unless there is sufficient reason, and then only with the knowledge and consent of their supervisor.

20) Unauthorized Release of Arrested Persons

- i. Only a judge of the County Court or Circuit Court may authorize the release without bail, of persons arrested and booked for violations of law. Exception: The Pre-Trail Release Jailer is authorized to release arrested persons on their own recognizance.

21) Subversive Organizations

- i. No employee will knowingly become a member of, or connected with any subversive organization, except when necessary in the performance of duty, and only under the direction of the Chief of Police.

- ii. Subversive Organization: Any organization designated by the Attorney General of the United States pursuant to Executive Order, #10450. Such as the KKK, etc.
- 22) Conduct Toward the Public
- i. Employees will be courteous and orderly when dealing with the public. Employees will perform their duties by avoiding harsh, violent, profane, or insolent language. Employees will always remain calm regardless of provocation. Upon request, employees will supply their name, identification number, and immediate supervisor in a courteous manner. Employees will attend and respond to requests from the public quickly and accurately, avoiding unnecessary referrals to other parts of the Police Department.
- 23) Personal Preferment
- i. No employee may seek the influence or intervention of any employee or person outside the Police Department for purposes of personal preferment, advantage, transfer, or advancement.
- 24) Compromising Criminal Investigations
- i. Employees will not:
 - A. Interfere with the service of lawful process.
 - B. Interfere with the attendance or testimony of witnesses through coercion, bribery, or other unlawful or unethical means.
 - C. Attempt to have any traffic citation, parking ticket, or notice to appear reduced, voided, or stricken from the record, except as provided by law or by written directive from the Chief of Police.
 - D. Take any action, which will interfere with the efficiency or integrity of the administration of criminal justice.
 - E. Having knowledge of such interference, fail to inform a superior officer.
- 25) Commercial Testimonials
- i. Employees will not permit their names or photographs to be used to endorse any product or service, which is in any way connected with law enforcement, without the permission of the Chief of Police. They will not, without the permission of the Chief of Police, allow their names or photographs to be used in any commercial testimonial, which alludes to their position or employment with the department.
- 26) Civil Action, Court Appearance Subpoenas
- i. Employees will not volunteer to testify in civil actions and will not testify unless legally subpoenaed. Employees will accept all subpoenas legally served.
- 27) Prohibited Activity while On-Duty
- i. Employees are prohibited from engaging in the following activities while on duty, except when in performance of a law enforcement duty, and then, only with the specific consent of a Command Staff Member and never in uniform.
 - A. Gambling
 - B. Sleeping on Duty: Employees will remain alert while on duty. If unable to do so, he/she will report to their supervisor, who will determine the proper course of action.
 - C. Loafing or Idling: Employees will not avoid work, or their duty assignment.
 - D. Personal Activities: Employees will not make or receive personal phone calls, or conduct personal business or other activities, which would interfere with scheduled work assignments or regular duty assignments.
 - E. Engaging in Private Enterprise: Employees will not engage in private enterprise for personal gain while on duty.
- 28) Loitering
- i. All employees on duty and in uniform will not enter bars, casinos, theaters, or other public places for the purpose of loitering and engaging in unnecessary conversation, except to perform a law enforcement function.
- 29) National Colors and Anthem
- i. All employees will render the appropriate honors to the National Colors and Anthem. Uniformed personnel will render full military honors (hand salute). Employees in civilian attire will render proper civilian honors (hand over heart).
- 30) Roll Call
- i. Unless otherwise directed or engaged in a call for service, employees will report to daily roll call (briefing) at the time and place specified, properly attired, and equipped.

- 31) Relief
 - i. All employees are to remain on duty and at their assignments until properly relieved by another employee at the end of their shift or until dismissed by a competent authority.
Employees will advise dispatch personnel when ending their shift or otherwise unavailable for duty.
- 32) Responding to Calls for Service
 - i. While on duty employees will respond without delay, to all calls for police assistance from citizens or other members. Emergency calls take precedence, however; all calls will be answered as soon as possible consistent with normal safety precautions and vehicle laws. Exception: Under the most extraordinary circumstances or when otherwise directed by a competent authority. No employee will fail to answer any phone call or radio call directed toward him/her. The employee will inform the Communications Center when leaving the air and when returning to a duty status.
- 33) Absence from Duty
 - i. If an employee is absent from duty for a period of one (1) hour or more, without the consent of competent authority, it is to be considered "Absent Without Leave". The employee's immediate supervisor will attempt to make contact with the employee and report the absence in writing, via the chain of command to the Chief of Police.
- 34) Physical & Mental Fitness for Duty
 - i. Employees will maintain adequate physical and mental condition to allow them to properly perform their duties and comply with current Police Department standards.
- 35) Consumption of Intoxicants
 - i. Employees will not consume intoxicants while off duty to the extent that evidence of such consumption is apparent when reporting for duty. Employees will not consume intoxicants while on duty, except when necessary in the performance of their law enforcement duties or authorized by a competent authority.
- 36) Prescribed Medications
 - i. When the use of any controlled or prescribed medication is dispensed to an employee, via any medical doctor which may have some type of adverse effect on the employee's behavior, the employee must notify his/her immediate supervisor of the use and effect the medication will have on his/her duties. No Watertown Police Department employee is permitted to use or possess medical marijuana (THC) under any circumstances, even with a valid prescription.
- 37) Intoxication On and Off Duty
 - i. Employees will at no time be intoxicated or under the influence of any substance while on duty. Employees who are off duty will not be intoxicated in public view to the extent it is likely to adversely affect the discipline, good order, or reputation of the Police Department.
- 38) Possession of Intoxicants
 - i. Employees will not store or bring onto Police Department premises or into any department vehicle, any intoxicant which is not held as evidence or stored in accordance with current department policy or procedure. (Exception: Prescribed medication). Employees, while in uniform, will not purchase or possess intoxicants unless it is necessary in the performance of a law enforcement duty.
- 39) Drug-Free Workplace
 - i. The Watertown Police Department is committed to maintaining a drug-free workplace. As such, the use, possession, or distribution of illegal drugs, including any substances that may result in a positive test for THC (tetrahydrocannabinol), is strictly prohibited. This includes, but is not limited to, marijuana, CBD products containing THC, and other cannabinoid-related substances. Any employee who tests positive for THC or any other controlled substance will be subject to disciplinary action, up to and including termination. This policy ensures a safe, healthy, professional environment for all department members and our community.
- 40) Address and Telephone Numbers
 - i. Employees will record their correct address and telephone number with the Police Department via the chain of command. Employees are required to have a telephone in their place of residence. Changes in address or telephone numbers will be reported to the

Police Department, within 48 hours of said change. This will be done in writing and within the specified time whether the employee is working or not.

41) Residency Requirements

- i. Employees of the Police Department shall reside within 35 miles from the defined city center which is the Regional Airport terminal. Employees of the Police Department shall reside within 15 miles from the defined city center for all critical services and standby employees as defined in the job descriptions.

42) Strike/Work Speed Ups

- i. Employees will not strike or participate in any form of work speed-ups.
 - A. Strike - The concerted failure of employees to report for duty, absence from their position, stoppage of work by employees, submission of resignations by employees, absence in whole or in part by any group of employees from the full and faithful performance of the duties or employment for the purpose of inducing, influencing, condoning, or coercing a change in the terms and conditions of employment or the rights, privileges or obligations of employment.
 - B. Work Speed Up - The concerted acceleration or emphasis of a particular aspect to the law enforcement function by employees especially relating to arrests, ticket issuance, the towing of vehicles, etc., with the intent to induce, influence, or coerce a change in the conditions, compensation, rights, privileges, or obligations of employment.

43) Impartial Attitude

- i. Employees will remain completely impartial toward all persons coming to the attention of the Police Department and will avoid the use of derogatory language, terms, or any mannerism that may be considered by the public a display of partiality.

44) Availability While On-Duty

- i. Employees on duty will not conceal themselves except for some law enforcement purposes. Employees will be immediately and readily available to the public during their duty hours. Except under the most extraordinary circumstances, or when otherwise directed by a competent authority, no employee will fail to answer any telephone call, radio call or page directed to him/her.

45) Compensation for Damage Sustained While On-Duty

- i. Employees will not seek in any way, nor accept from any source, money, or other compensation for damage sustained or expenses incurred by them in the line of duty without first notifying the Chief of Police in writing, via the chain of command.

46) Concluding Tour of Duty, Supervisor Notification

- i. Prior to the end of his/her current tour of duty, employees will report all information regarding criminal activity or suspected criminal activity to their immediate supervisor and other appropriate authority. Employees will notify dispatch by radio that they are out of service "10-7" for the day.

47) Knowledge of Areas

- i. Employees are expected to obtain and maintain a working knowledge of all streets, avenues, businesses, etc in the City of Watertown.

48) Valid Driver's License Requirement

- i. Employees are required to maintain a valid South Dakota driver's license.

49) Unauthorized Use of Department Property

- i. Unless authorized by a commanding officer or supervisor, department equipment will not be used for any purpose other than that which accomplishes the Police Department mission.
- ii. No employee will buy, sell, or trade any department-owned property without prior written approval from the Chief of Police.

50) Political Activity

- i. Employees should become fully informed regarding the issues of local, state, and national political campaigns and of the candidates' qualifications for the offices they hope to attain. Each employee as an individual voter is urged to vote in all elections that he/she chooses to.
 - A. Employees may express their opinions on any candidate or issue, i.e., campaign contribution, and may participate in any political campaign during their off duty hours and while not in uniform.

- B. While on duty, employees will not campaign or wear any campaign material or display any campaign material on any department vehicle.
- C. Should an employee receive a request for information concerning the department's business, other than that which is usually and readily available to any citizen, from a candidate for public office, the employee will advise the candidate to submit the request in writing to the Office of the Chief of Police.
- D. Employees will not solicit any assessments, contributions, or services for any political candidate or party from any other employees while either employee is on duty or in uniform.
- E. Employees will not require political service of any kind from any subordinate.
- F. Employees will have the right to hold membership in and support a political party, to vote as he/she chooses, to express an opinion on all political subjects and candidates, to maintain political neutrality, and to attend meetings and rallies, subject to the limitations set forth in this section.

51) Notices

- i. Employees will not mark, alter, or deface any posted notice or bulletin of the department. Notices or announcements will not be posted on bulletin boards without the permission of a supervisor or a commanding officer.

52) Care of Department Facilities and Property

- i. Employees will not mark, or deface any surface in any department building. No materials will be affixed in any way to any wall in department buildings without specific authorization of a commanding officer.

53) Repair or Alteration of Department Vehicles

- i. No repair work, services, or alterations of any kind will be permitted to be performed on any department vehicle by any person, firm, or concern unless specifically authorized by a supervisor.

54) Transporting Citizens

- i. Citizens may be transported in department vehicles only when necessary to accomplish a law enforcement purpose or with the approval of a supervisor. Such transportation will be done in compliance with Department General Orders and Policy.

55) Management Prerogatives, Department Equipment

- i. Employees are hereby advised that equipment such as lockers, desks, files, cabinets, and computers, as well as vehicles assigned to them as a condition of their employment are subject to inspection by the Department with the authority of the Chief of Police, at any time, with or without notice.

56) Department Telephones

- i. Department telephones are primarily intended for use in conducting department business, and any employee using such telephones must do so with that knowledge and understanding.

57) Radio Discipline

- i. Employees of the department operating the radio, either from a mobile unit or from within the Communication Center will strictly observe General Orders and Policies for such operations as set forth, and by the Federal Communications Commission.

58) Punctuality

- i. Employees will be punctual in all aspects of their duties and responsibilities within the department.

59) Personal Quarrels and Disputes

- i. When avoidable, employees will not make arrests arising from their own disputes or those involving family members. These matters will be handled by on-duty law enforcement personnel either from the Police Department or from the department in whose jurisdiction the incident occurs.

60) Recommending Attorney and Bail Bondsman Prohibited

- i. Employees will not suggest, recommend, advise, or otherwise counsel the retention of any specific attorney or bail bondsman to any person coming to their attention as a result of department business. This does not apply to a relative, when such relative of the employee seeks such service. In no case may such advice be given where a fee, gratuity, or reward is solicited, offered, or accepted from the attorney or bail bondsman.

61) Obtaining and Disseminating Information

- i. Employees will not obtain or attempt to obtain any information from the department's files, record section, or teletypes, or from any other source, other than that to which they are entitled in accordance with their official duties. Employees will not use for unofficial purposes, information received or acquired during the course or scope of their official duties. Employees will not disseminate or release any information to anyone outside the scope of their official duties without the expressed permission of the Chief of Police, their commanding officer, or their immediate supervisor.
- 62) Injuries to Other Persons
 - i. Employees will immediately notify their supervisor in writing of an injury or illness which occurs to any person coming into the employee's care, custody and control during the course of their duties.
- 63) Court Appearances
 - i. Employees will, when attending court or quasi-judicial hearings of any type, wear either the official uniform or clothing conforming to standards imposed on officers wearing plain clothes. Employees are expected to maintain a clean and neat appearance in compliance with General Orders. Employees will not wear the official uniform when appearing as a defendant in any court proceeding.
- 64) Testifying as a Professional Paid Witness
 - i. Employees who volunteer their expertise or who are subpoenaed as an expert witness in order to testify for the defense in any criminal action, or against the State, or in any civil action are required to notify their immediate supervisor of such situations prior to any testimony.
- 65) Department Investigations, Testifying
 - i. Employees are required to answer questions or render material and relevant statements in department investigations when so directed by a competent authority and in accordance with Policy/General Orders.
- 66) Truthfulness
 - i. Employees are required to be truthful at all times, whether under oath or not. Employees will not infer or mislead, either directly or indirectly, any information to an employee of the Police Department or the public.
- 67) Identification as an Officer
 - i. Except when impractical or unfeasible, or where the identity is obvious, employees will identify themselves by displaying department identification before taking any law enforcement action.
- 68) Investigations
 - i. Investigations at the scene of any crime, accident, or other incident will be conducted in accordance with current Department Standard Procedures and by those so designated.
- 69) Internet Postings/Social Networking
 - i. Members of this department who utilize internet posting/social networking sites shall maintain an appropriate level of professionalism and appropriate conduct.
- 70) Annual Employee Criminal History and Driving Check
 - i. A criminal history and driving check should be performed on all Watertown Police Department employees every calendar year. These checks shall be coordinated with the Administrative Division Captain. Any problems discovered shall be reported to the Assistant Chief of Police for follow-up action.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: April 1, 2022	Rescinds: Amends: October 18, 2013	Number: A – 100
Subject: Biased Based Policing		Re-evaluation Date: March 2025
Distribution: ALL PERSONNEL	Related CALEA Standards: 1.2.9; 32.2.1; 32.2.7; 32.2.8	Page No: 1 of 1

This order consists of the following numbered sections:

1. Purpose
 2. Policy
 3. Definitions
 4. Procedures
1. **PURPOSE**
 - A. The purpose of this policy is to prohibit the use of race, ethnicity, gender, or national origin as a reason to restrict liberty, or exercise any other police power upon an individual, except in those cases where one of the classifications above is a descriptive factor concerning a suspect.
 - B. This policy is for internal use only and does not enlarge an employee’s civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third-party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.
 2. **POLICY**

The policy of this department is to respect the rights of all persons who officers come into contact with during any law enforcement operation.
 3. **DEFINITIONS**
 - A. **BIASED-BASED POLICING** - Using race, ethnicity, gender, or national origin as a reason to restrict a person’s liberty where race, ethnicity, gender, or national origin is not a descriptive factor relating to a suspected criminal event.
 4. **PROCEDURES**
 - A. All contacts made by members of this agency with any person must meet the requirements of the United States and South Dakota Constitutions.
 - B. Preventing Perception of Bias:
 - 1) Officers should act with courtesy and professionalism on all stops and contacts.
 - 2) At the outset of a contact, where feasible, officers should introduce themselves and inform the person of the reason for the stop. This introduction is not required where the introduction would compromise the safety of the officer or any other person.
 - 3) Officers should continue the contact for only that time which is necessary to meet the objectives of that which justified the stop to begin with. i.e. if the stop is for a traffic violation, officers should not prolong the stop beyond the time it takes to write a citation. Where reasonable delays occur, the officer should keep the person informed of the reason for the delay.
 - 4) Officers should answer questions posed by the persons stopped to the extent that is possible.
 - 5) Officers should provide his or her name and identification number when requested.
 - C. Complaints regarding bias: All complaints regarding bias, as defined by this policy, shall be handled in accordance with the Internal Complaints and Investigations Policy of this agency.
 - D. The agency shall conduct training for all personnel on this policy.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 8 November, 2022	Rescinds: Amends:	Number: A-105
Subject: Duty to Intervene		Re-evaluation Date: November 2026
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 2

This order consists of the following numbered sections:

- I. Purpose
- II. Policy
- III. Procedures
- IV. Duty to Intervene

- I. PURPOSE:** It is the purpose of this policy to explain the legal and moral obligation members have regarding their duty to intervene. This duty is embodied in the law enforcement officer's code of ethics, and in the law. Agency members shall have a clear understanding of this agency's expectations pertaining to conduct and activities while on and off-duty.

A law enforcement officer has an affirmative duty to intervene on behalf of a citizen whose constitutional rights are being violated in his or her presence by other officers.

Officers of this agency also have a duty to intervene when they observe or hear conduct by a fellow member of this agency that is unethical, clearly violates the law, or violates agency policy.

- II. Protection:** This agency is committed to protecting officers who act on their duty to intervene to prevent or minimize misconduct by another agency member.

III. DEFINITIONS:

- A. Intervene** — To come between, whether verbally or physically, so as to prevent or alter a result or course of events.

IV. DUTY TO INTERVENE

- A. Use of Force:** Officers of this agency have an affirmative duty to intervene if they witness a use of force that is clearly unreasonable. Any officer present and observing another officer using force that is clearly beyond that which is reasonable under the circumstances shall, when in a position to safely do so, intervene to prevent the use of unreasonable force. An officer who observes another employee use force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.
- B.** Officers of this agency must recognize and act upon the duty to intervene to prevent or stop any member from conducting any act that is unethical, or that violates the law or an agency policy (e.g., excessive force, theft, fraud, inappropriate language, sexual misconduct, harassment, falsifying documents, inappropriate behavior, etc.). Intervention may be verbal and/or physical. Failure to intervene may subject an officer of this agency to disciplinary and or legal action.

V. REQUIRED ACTION – Agency Member

- A.** Officers should take a **preventive approach toward misconduct**. When an officer observes behavior that suggests another officer is about to conduct illegal, unethical or inappropriate behavior the officer should intervene verbally or physically, depending on the circumstances.

- a. EXAMPLE:** While conducting a motor vehicle stop for a minor traffic violation, you notice the primary officer raising his/her voice and becoming increasingly agitated with the driver, despite the driver's cooperative demeanor. In an attempt to deescalate the situation you could get the officer's

attention to break his/her agitation, walk up next to the officer and ask a follow up question of the driver to slow down the interaction and give the primary officer a chance to collect him/herself, or ask the officer to come speak to you away from the car in order to diffuse the situation.

- B.** If verbal interventions are not sufficient to stop the act, come between the offending member and the other individual involved.
 - a.** **EXAMPLE:** You observe an officer using a prohibited chokehold while restraining a subject during an arrest. Based on your training and department policy this use of force is unreasonable. You tell the officer to “get off his neck”, but the officer continues to apply the hold. When it is safe to do so you should intervene by pulling the officers arm away from the neck area and assisting in the handcuffing. The arrestee should then be placed in a recovery position that facilitates breathing I.e. sitting, standing or on the side.
 - b.** Notify a supervisor after conducting any type of intervention, when safe to do so.
 - c.** When a physical intervention was performed, document the incident in writing.
- C.** **Render Aid:** If any person is injured and requires medical attention, officers of this agency will render aid in accordance with their training and request medical assistance when necessary.
- D.** **Supervisor Responsibilities:**
 - a.** Once learning of an incident involving an officer intervening with another officer, separate all officers involved in the incident.
 - b.** Conduct a preliminary investigation to gather any pertinent information that would coincide with the reason for the intervention (e.g., witnesses, BWC footage, videos, area canvass, etc.).
 - c.** Ensure all parties involved in the incident complete a report detailing the circumstances that led to the Intervention and what, if anything, occurred once the member intervened.
 - d.** Determine whether the actions leading to the intervention constitute misconduct, unethical behavior, or potential criminal conduct and create report.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: April 1, 2022	Rescinds: Amends: October 17, 2018	Number: A-110
Subject: Hiring Practices		Re-evaluation date: October 2026
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 2

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedures

1. PURPOSE

The purpose of this policy is to outline and direct the hiring process and practices for employment as a sworn or non-sworn member of this department. It is also intended to be consistent with and a supplement to the Personnel Policy and Civil Service Ordinance of the City of Watertown.

2. POLICY

The policy of this department is to hire only those persons qualified for employment in law enforcement. This department seeks the highest level of professionalism and integrity by its members and recognizes that this commitment begins with the selection of candidates for this department.

3. PROCEDURES:

- a. The department shall provide each applicant with a step-by-step checklist outlining the process by which this department selects individuals for employment as a sworn police officer or other non-sworn member of the department.
- b. The checklist shall include all requirements that must be met prior to consideration for employment by the department, i.e. U.S. Citizenship, educational level attained, valid driver's license, and pre-application.
- c. The department shall provide each applicant with a declaration of anti-discrimination with respect to the hiring process.
- d. Each applicant must apply in writing using the City of Watertown's prescribed application form. All questions on the form must be answered completely and truthfully.
- e. 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.
- f. Any determination by the department that a candidate who has been hired was deceptive during the hiring process shall be grounds for termination from the department.
- g. Each applicant must provide documentation of the essential requirements, i.e. driver's license, social security card, high school, and college diplomas, DD214, proof of citizenship etc. upon request.
- h. Each applicant must sign prescribed waivers with respect to prior medical, psychological, credit, education, and criminal history, including sealed and juvenile records.
- i. Each applicant must indicate whether he or she has 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.
- j. The Human Resources Coordinator and the Chief of Police or his designee will select the qualified candidates to interview. A minimum of five (5) and a maximum of ten (10) applicants will be interviewed in the first round. Subsequent rounds of interviews may be used.
- k. Once all applicants have been interviewed, the interviewer(s) will make recommendations to the Chief of Police with respect to which applicants should be considered for employment.

- l. Each applicant who successfully passes the departmental oral interview, at the level prescribed by the department, will then proceed to the background examination process. The background examination will be conducted by the Captain of the Investigative Division or the Chief of Police's designee. This process shall include:
 - i. Verification of applicant's responses in the written application.
 - ii. Applicant's driving history.
 - iii. Criminal History check of the applicant, including checks in all former states of residency.
 - iv. Survey law enforcement agencies in locales where the applicant has resided or is known to frequent. This survey should include a CAD inquiry of the applicant's former residences during the period of the applicant's residency.
 - v. Credit History report.
 - vi. Check of National Database that registers officers who have been de-certified by a state POST.
 - vii. References listed as well as removed references (the background investigator should ask the listed references for the identities of additional persons who know the applicant allowing the investigator to speak to persons who have knowledge of the applicant but who were not listed by the applicant).
 - viii. All former employers, to the extent possible, should be interviewed.
 - ix. Un-named persons known to the applicant, such as neighbors, former neighbors, school officials etc. should be sought out and interviewed.
 - x. In cases where form letters have been sent out to references but have not been returned, the investigator shall make every effort to contact that individual either face-to-face or by telephone to make an inquiry as to the applicant's suitability for employment by the department.
 - xi. If the applicant has already been through a Basic Law Enforcement Training or Communications Officer training academy for certification, interviews of staff members that had direct contact with the applicant should be conducted.
 - xii. Polygraph - The department may arrange a polygraph for candidates applying for the position of police officer as part of the background investigation.
 - xiii. Following the background investigation, the investigator shall compile a background summary and make a recommendation with respect to the applicant's suitability for employment with the department. In cases where the investigator is recommending that the applicant not be considered for employment, the investigator shall provide specific, detailed information as to the reasons supporting the recommendation.
- m. The department will not consider persons for hire where the background examination, interview, polygraph, or any other portion of the application process puts the department on notice that the candidate has a propensity to engage in conduct that could harm a member of the public; or be detrimental to the reputation or efficient operations of the department.
- n. Conditional offer of employment - Prior to medical and psychological exams, the department may make a conditional offer of employment to the candidate. A conditional offer makes clear that upon successful completion of the medical and psychological exam, they may be hired by the department.
 - i. Psychological Testing - Each applicant who has received a conditional offer of employment for a sworn officer position shall undergo the prescribed psychological testing to determine his or her suitability for the law enforcement profession.
 - ii. Medical Examination: A licensed medical practitioner who is familiar with the job tasks of the position being applied for will conduct this exam.
 1. Drug screening shall be conducted of all candidates who have received a conditional offer of employment. The requirements of this procedure shall be outlined in all recruiting/hiring announcements.
 2. The medical examination will include a review of the candidate's medical history of injury/illness that may impact the candidate's ability to meet the job tasks being applied for. This review of medical records is limited to review by the doctor who will determine whether the candidate is medically cleared for a position with this department.

- O. Applicants will not be permitted to review any documents included in their application file. All application materials will be forwarded to the Human Resources Department for determination of their retention or destruction.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: April 1, 2022	Rescinds: Amends: October 18, 2013	Number: A-115
Subject: Media Relations		Re-evaluation Date: March 2026
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 6

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. **PURPOSE**

The purpose of this order is to outline acceptable news media guidelines for all members of the Watertown Police Department.

2. **POLICY**

It is the policy of the Watertown Police Department to provide news items of public concern and maintain good working relations with the news media. Information should flow freely to the public as quickly and completely as possible, provided such information does not jeopardize active investigations, prejudice the accused's right to a fair trial or violate the law. Every member of the Watertown Police Department is free to speak to the media about department matters so long as the basic policy set forth in this order is not violated.

3. **DEFINITIONS**

- A. **PUBLIC RECORDS** - all documents, electronic mail, papers, letters, maps, books, tapes, photographs, films, sound recordings, or other material, regardless of physical form or characteristics, made or received pursuant to law or ordinance or in connection with the transaction of official business of any agency.
- B. **CRIMINAL INVESTIGATIVE INFORMATION** - information relating to an identifiable person or group of persons compiled by a criminal justice agency in the course of conducting a criminal investigation of a specific act or omission, including but not limited to, information derived from laboratory tests, reports of investigators, or informants, or any type of surveillance. Such information is considered "active" as long as it is related to an ongoing investigation that is continuing with reasonable, good faith anticipation of securing an arrest or prosecution in the foreseeable future.
- C. **CRIMINAL INTELLIGENCE INFORMATION** - information concerning an identifiable person or group of persons collected by a criminal justice agency in an effort to anticipate, prevent, or monitor possible criminal activity. Such information is considered "active" as long as it is related to intelligence gathering conducted with a reasonable, good-faith belief that it will lead to detection of ongoing or reasonably anticipated criminal activities.

4. **PROCEDURES**

A. Media Relations

1. Each member of the department will maintain a cooperative and harmonious professional relationship with representatives of the news media.
2. The immediate supervisor of an incident will be responsible for identifying incidents or investigations likely to be of public/news media interest and notifying the Public Information Officer so that a news release can be generated.
3. At the scene of any event of public interest, representatives of the news media will be permitted to conduct interviews, take photographs, and otherwise perform their assigned tasks, provided such activity does not interfere with law enforcement operations. The officer in charge of the scene will provide information and grant interviews to members of the news media or designate a knowledgeable subordinate on-scene to do so. During regular business hours of the public information officer, the

officer in charge of the scene will contact the public information officer and relay the same information for dissemination to journalists not on scene.

4. News releases concerning incidents involving department policy, the official interpretation of department policy, or investigations of an internal nature will be made by the Chief of Police or his/her designee.
5. The Watertown Police Department will involve the news media in the development of changes in policies and procedures relating to the public information function.

B. Public Information Officer

The Public Information Officer will act as a coordinator, facilitating the flow of information to the news media. When the PIO is not on-duty, this will be handled by the immediate supervisor of an incident.

1. The Public Information Officer will, during normal office hours, attempt to comply with media requests for information by notifying the appropriate person to supply the information, be it the Chief of Police, an investigator in charge of the investigation, or a member of the Command Staff.
2. Members of the news media will sometimes be dispatched to a news scene that normally would not require the Public Information Officer's presence. However, if the immediate supervisor of the scene requests the Public Information Officer's assistance, the Communications Center will make the appropriate contact.
3. When the Public Information Officer is out of the city or incapacitated during normal work hours, the Chief of Police or an on-call individual designated by the Chief of Police may release information from department files.
4. News releases will be generated for significant events likely to be of interest to the news media. Such news releases will be generated as quickly as practical by the immediate supervisor of the incident. Each release will include the name and telephone number of a department member who may be contacted by journalists for follow-up questions.
5. In the event of extremely newsworthy incidents, the Chief of Police or assigned designee will determine the need for the Public Information Officer's response. When a response is requested, the Communications Center will notify the Public Information Officer.
6. The Public Information Officer will endeavor to obtain news coverage of new programs and other positive aspects of department operations.

C. News Conferences

1. News conferences will be announced through the use of news releases transmitted by electronic mail or facsimile to all interested news organizations in the Watertown Police Department area. Department personnel wishing to organize a news conference will give the Public Information Officer at least 90 minutes advance notice to allow for transmission time of the news release and travel time for journalists who may wish to attend.
2. When possible, the Chief of Police, the Assistant Chief of Police, and/or the officer in charge of the case, or other knowledgeable personnel will be present to provide additional background information.
3. Department representatives should be appropriately attired and respond to inquiries courteously.
4. The Public Information Officer should not respond to improper questions or adversarial situations.
5. Media representatives may be supplied with an appropriate press release. This release may include, but is not confined to, a general statement detailing the incident, with correctly spelled names, dates of birth, and addresses of suspects.

D. News Releases

1. Public information will be released as promptly as circumstances allow in an impartial, courteous and objective manner. The immediate supervisor of an incident will provide information to the Public Information Officer, upon the PIO reporting for normal duty, in a timely manner of events or situations likely to be of interest to the news media. Using information provided by this or other knowledgeable department members, the Public Information Officer will prepare and disseminate a news release. News releases will be generated by the Public Information Officer as news events occur during working hours and by the immediate supervisor (or designee) of an incident as significant events occur outside of normal business hours. The Public Information Officer will assist with after-hours news dissemination upon request by the Chief of Police or designee.
2. Supervisors will ensure that information concerning newsworthy events which has been released to the news media during the absence of the Public Information Officer is reported to the Public Information Officer as soon as possible. This information may be relayed by telephone, facsimile, electronic mail, or copy of the prepared news release.

3. News releases concerning new policies or programs will be coordinated through the Public Information Officer when possible.
4. In instances where more than one agency is involved, the agency having primary jurisdiction will be responsible for releasing, or coordinating the release, of information.

E. News Release Guidelines

The following information may be made available to the news media in criminal matters:

1. The accused/arrested person's name (if an adult), age, residence, and charges. Also included will be employment, marital status, and any similar background information if known by the investigator.
2. The time, date, location, and nature of the reported crime. However, the location will not be divulged if it may identify the victim of a sex offense, or child abuse. Also, the location will not be divulged if it is the home or work address of a victim of aggravated stalking, harassment, aggravated battery, or domestic violence, or the victim has requested confidentiality.
3. The circumstances immediately surrounding the arrest, including the time and place of arrest, resistance, pursuit, possession, and use of weapons, and a description of items seized at the time of arrest unless the release of such information compromises the ongoing investigation. However, consistent with Section E (2) above, the place of arrest will not be divulged regarding victims of certain crimes.
4. The name of any victim, address, age, and sex subject to all conditions listed hereafter. However, consistent with Section E (2) above, the name and/or address will not be divulged regarding victims of certain crimes.
5. Regarding sex offenses and abuse of children, as outlined in Section E(2) above, the general location of the incident (e.g., a section of the city such as Northeast, Southeast, Northwest, Southwest.) and a brief synopsis of what occurred.
6. The identity of the investigating or arresting agency and length of the investigation.
7. The type of force used against the victim and the extent of injuries to either victim or assailant.
8. The lead investigator of a newsworthy, ongoing investigation, or his/her supervisor, will forward all information to the Public Information Officer if the release of such will not compromise the investigation or the subsequent prosecution. The Public Information Officer will be responsible for releasing the information to the media. In his absence, this responsibility will rest with the immediate supervisor of the incident (or designee).

F. Release of Inmate Booking Photos

1. Inmate booking photos may be released by the Codrington County Sheriff pursuant to their agency policy regarding the dissemination of such.

G. Information Not To Be Released

This section does not apply to the release of information and records to other law enforcement agencies or in response to a judicial order.

1. Information that might jeopardize the successful conclusion of an investigation or the subsequent prosecution. Unless approved by the immediate supervisor in charge of an incident, employees will not release information concerning ongoing investigations for which they do not have ultimate responsibility.
2. The identity of any suspect prior to arrest or the results of any investigative procedures except to the extent necessary to aid in the investigation, to assist in the apprehension of the suspect, or to warn the public of the danger.
3. Any opinion as to the guilt or innocence of the accused, the merits of the case, or the evidence in the case.
4. Information from NCIC. (National Crime Information Center)
5. Any information revealing the substance of a confession by a person arrested until such time as the case is finally determined by adjudication, dismissal, or other final disposition.
6. The possibility of a plea of guilty to the offense charged or to a lesser offense.
7. Any information (including the photograph, name, address, or other information) that reveals the identity of the victim of any sex offense, child abuse, or abuse of the elderly.
7. Information on child abuse or aggravated child abuse and juvenile cases except as provided in Section 3 (G).
8. The identity of persons killed or seriously injured, prior to notification of next of kin.
9. Information on elderly or disabled victims of abuse unless the victim is deceased.

10. "Confidential" information received from another law enforcement agency by the Watertown Police Department.
 11. Information revealing the identity of confidential informants or describing surveillance techniques.
- H. Juvenile Offender Information
1. The Watertown Police Department will not release juvenile information.
- I. Photographing and Interviewing of the Accused by the News Media
1. Members will not deliberately pose any person in custody for news photographers. Nothing herein will be construed to prohibit the accused and/or his attorney from issuing a denial of guilt.
 2. Nothing herein will be construed to prevent the news media from taking whatever candid photographs they are able to take of individuals or events without interfering with the department.
- J. Information Relating to Fast-Breaking Events
1. When inquiries are directed to the Communications Center or any department member concerning fast-breaking events, the employee will verify the occurrence of the event and provide the location of the event. He/she will also provide the name of the officer in charge of the scene as a contact point for news representatives.
 2. The officer in charge of the scene will cooperate fully with all news media representatives within the guidelines set forth by this policy.
 3. If the officer in charge of the scene is not available to brief news media representatives or is so involved in the incident that it is impractical to brief the news media representatives at that moment, the officer in charge of the scene will make suitable arrangements with the news media representatives to contact them as soon as possible.
- K. Media Access to Police-Controlled Scenes
1. In the event of a major crime, incident, or disaster, police lines are established to control crowds, to permit investigation and preserve evidence. Keeping in mind the purpose of a secure crime scene and considering the tactical situation, the officer in charge of the scene should try to make an affirmative effort to provide news photographers timely access to the crime scene. This access is to be considered with sensitivity to both the need to preserve and protect the crime scene and to the public's interest in observing the investigation. The news photographers may be escorted into specific areas by investigators whenever possible.
 2. While news media representatives may be permitted in the area of a crime scene, they do not have the authority to be within a crime scene or area that has been secured to preserve evidence, at any location where their presence jeopardizes law enforcement operations, or on private property (e.g., apartment, single-family house) without the consent of the owner or lessee.
- L. News Media Credentials
1. In order to expedite the identification of bona fide representatives of the news media, and in order to assist members of the news media in the performance of their duties, members of the Watertown Police Department will render appropriate assistance to persons holding press credentials issued by recognized news organizations. Adequate identification will consist of a press card provided by the journalist's employer and bearing a photograph of the journalist. Those whose employer-furnished press cards do not have pictures may also be required to produce a driver's license.
 2. Media representatives should perform their assigned tasks and not violate the guidelines established in this general order. All violations observed should be forwarded to the Public Information Officer and the Chief of Police. If the criteria governing conduct has been violated, a written statement will be sent to the individual's employer.
 3. The Public Information Officer will be responsible for identifying problems that may occur between our department and the news media. If these problems are the result of a policy failure, the Public Information Officer will solicit ideas and suggestions from news media representatives and submit a written evaluation of the problem(s) and input from the news representatives to the Chief of Police.
 4. Members of the news media are encouraged to participate in the present and future development of this general order by reviewing the policy, and attending meetings scheduled by the Watertown Police Department to review and update the department's public information policies. It is important to build a good rapport between the news media and the Watertown Police Department. The Chief of Police may meet with representatives of the news media periodically to address these issues.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: October 18, 2013	Rescinds: Amends:	Number: A-119
Subject: Promotions		Re-evaluation Date: March 2024
Distribution: All Personnel	Related CALEA Standards:	Page No: 1 of 3

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures
5. Eligibility for Promotional Process Participation
6. Promotional Announcements
7. Promotional Process
8. Determination of Eligibility List
9. Security of Files
10. Appointment to Position

1. **PURPOSE**

The purpose of this policy is to establish guidelines for the administration of the promotional process of sworn and certified personnel within the Watertown Police Department. This process includes: eligibility announcements, written examinations, oral interviews, and appeal processes.

2. **POLICY**

It is the policy of the Watertown Police Department to maintain a system for selecting agency personnel for promotion which is valid, fair, with minimal adverse impact and of the highest professional standards. Promotions will be in accordance with Civil Service Rules in effect at the time of the promotional opening. The Chief of Police has the authority to choose from the top five candidates certified by the Civil Service Board. The Chief of Police will utilize job related non-discriminatory criteria to determine which candidate to promote.

3. **DEFINITIONS**

- A. **ADVERSE IMPACT** – a substantially different rate of selection in hiring, promotion, or other employment decisions which works to the disadvantage of members of a race, sex, or ethnic group.
- B. **CANDIDATE** – an employee eligible and competing for promotion and/or job opportunity.
- C. **FILE REVIEWS** – a review of job related information about an employee’s past job performance, including information on performance appraisals, discipline, and/or other pertinent information.
- D. **PROMOTION** – vertical movement in the agency from one position to another more responsible position, usually accompanied by an increase in salary.

4. **PROCEDURES**

A. **General Promotion**

1. The authority for identifying all promotional needs rests with the Civil Service Board and the Chief of Police.
2. The Civil Service Board will have the authority and be responsible for the administration of the Civil Service promotion processes which will include written and oral examinations in accordance with Civil Service Rules.
3. Written announcements summarizing promotion and transfer opportunities will be posted by the Civil Service Secretary in advance of promotion events.
4. No applicants for the promotional process will be accepted after the published deadline.

5. **ELIGIBILITY FOR PROMOTIONAL PROCESS PARTICIPATION**

- A. Classified Law Enforcement employees wishing to compete in the Law Enforcement Sergeant's or Captain's promotional procedure must meet the minimum education and experience requirements established in the appropriate position description by the date of the written examination.

6. PROMOTIONAL ANNOUNCEMENTS

- A. Any employee in the classified service who meets the eligibility criteria set forth above may participate in the promotional process.
- B. Promotional announcements publicizing the holding of examinations and the creation of eligibility lists to fill current and/or future vacancies will be distributed and posted throughout Watertown Police Department to ensure the widest possible exposure.

The promotional announcement will specify:

- 1. The position and title
 - 2. The minimum qualifications for eligibility
 - 3. The manner of making application and applicable instructions:
 - a. All candidates wishing to make an application for participation in the promotional process will complete the prescribed form which may be secured from the Finance Department.
 - b. This form will require the employee's signature but does not require chain of command approval or acknowledgement by the chain of command. Applications are obtained and returned directly to the Finance Department.
 - 4. The closing date for receipt of the application
 - 5. The general elements of the promotional process and other pertinent information as determined by the Civil Service Board, Finance Director and Chief of Police.
- C. Candidates who meet the minimum qualifications for the position and who submit his/her application by the closing date listed in the promotional announcement, will be notified in writing of the elements of the promotional process to include:
 - 1. Date, time and location of each element of the promotional process;
 - 2. A brief description of the promotional process elements and measurement instruments to be utilized including cut off scores and rating scales; and,
 - 3. A bibliography of source materials
 - D. Candidates may withdraw from the promotional process at any time after the initial application without prejudice.

7. PROMOTIONAL PROCESS

The promotional process is subject to statistical documentation to ensure validity, reliability, and to minimize adverse impact. The measurement instruments selected for use in evaluating promotional potential will relate specifically to the duties and responsibilities of the class for which candidates are being examined. A variety of instruments may be utilized in the process to include:

- A. The Civil Service Written examination will be in multiple choice format. Examination questions will be restricted to the material covered in the published bibliography. Bibliographies will be prepared and updated periodically by the Police Department. Written examinations are considered content valid.
 - 1. Successful passage of the written examination will move the top ten candidates to the next phase of the promotional process. Candidates who are not one of the top ten candidates will be eliminated from the remaining elements of the promotional process.
- B. The Civil Service Oral interview is the next phase of the promotional process.
 - 1. Oral interview questions will be restricted to the material covered in Watertown Police Department General Orders, South Dakota Codified Law, Departmental Directives, and other material covered in the published bibliography.
 - a. Oral interviews will be conducted by Civil Service Board members.
 - b. Command Staff personnel may attend the Civil Service Oral interviews but will only act as passive observers.
 - c. Oral interviews may assess a candidate's verbal communications skills and interpersonal relations skills.
 - d. The Civil Service Board will then review each response and determine a consensus rating for each response.
 - 2. The Civil Service Secretary will be responsible for determining a cumulative score based upon the Civil Service written exam and the oral interview for each candidate.
 - 3. The top five scores will determine the eligible candidates forwarded to the Chief of Police.

- C. The Career Assessment is the next phase of the promotional process
 - 1. The top five candidates will be interviewed by a departmental oral review board consisting of the Chief of Police, the Assistant Chief of Police, and a Captain. The oral review board will assess a candidate's verbal communications skills and interpersonal relations skills. The oral review board will review each response and determine a consensus rating for each response.
 - 2. In addition to the oral review board scores, the Chief of Police and Assistant Chief will review and take into consideration the following: supervisory potential, job related experience, performance evaluation reports, time in grade, recommendations of supervisory officers, education record, commendations and medal awards, and disciplinary record, and any other relevant information. In the event two or more candidates rate equally during the Career Assessment, seniority will be the final determination relative to promotion.
 - 3. The Chief of Police will select the top candidate for promotion or appointment.

8. DETERMINATION OF ELIGIBILITY LIST

- A. Candidates who successfully complete all phases of the promotional process will be placed on an eligibility list.
- B. The eligibility list will be valid for a period not to exceed twelve months.
- C. Candidates who did not successfully complete the promotional process may re-apply during the next scheduled process without prejudice. Candidates will be required to submit a new application to participate in the promotional process.

9. SECURITY OF FILES

The Finance Office will ensure that Civil Service promotional written and oral exams are stored in a secure area when not in use. These measures will include securing documents in locked file cabinets, securing document in locked or limited access rooms, and/or securing documents in a password protected computer environment.

10. APPOINTMENT TO POSITION

- A. The Chief of Police has the sole authority to promote or appoint employees on promotional eligibility list(s) to vacant positions.
- B. The Chief of Police, prior to appointment to probationary status, will conduct an oral interview of the selected candidate.
- C. Any employee appointed to a promotional position will be placed on probation in that position for a period of twelve (12) months.
- D. Promotional probationary employees will have his/her performance evaluated by their supervisors in accordance with Personnel Rules for the City of Watertown.
- E. Should an employee fail to perform satisfactorily during the promotional probationary period, they may be subject to an extension of probation or a return to his/her former rank with a corresponding return to former salary.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



**Tim Toomey
Chief of Police**

Effective Date: May 1, 2022	Rescinds: Amends: A-120 April 1, 2016	Number: A-120
Subject: Secondary Employment		Re-evaluationDate: April 2027
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 3

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedure

1. PURPOSE

The purpose of this policy is to establish guidelines governing Extra Duty Employment and Regular Off-Duty Employment by employees of this department.

2. POLICY

It is the policy of the Watertown Police Department to provide guidelines to law enforcement employees to inform them of the types of secondary employment that are appropriate, and to establish procedures to maintain accountability for the welfare of the department. These requirements are essential for the efficient operation of the department and for the protection of the officers, the department, and the community.

3. DEFINITIONS

- a. **EMPLOYMENT:** The provision of a service, whether or not in exchange for a fee or other service. Employment does not include volunteer work for charitable organizations.
- b. **EXTRA-DUTY EMPLOYMENT:** Performance of law enforcement duties not within regularly scheduled hours provided to any business, person, or enterprise, which has made an application to the department and has been approved to secure the services of an employee of the department.
- c. **REGULAR OFF-DUTY EMPLOYMENT:** Employment of non-police nature in which vested police powers is not a condition for employment. The work provides no real or implied law enforcement service to the employer and is not performed during assigned hours of duty.

4. PROCEDURE

a. Regular Off-Duty Employment

i. Employees may engage in regular off-duty employment that meets the following criteria:

1. Employment that presents no potential conflict of interest between duties as a law enforcement officer and duties for the secondary employer. Some examples of employment representing a conflict of interest include, but are not limited to the following:
 - a. Officers who work as a process server, reposessor, or bill collector; towing of vehicles; or any other employment in which police authority might be used to collect money or merchandise for private purposes.
 - b. Work involving personnel investigations for the private sector or any employment that might require the police officer to have access to police information, files, records, or services as a condition of employment.
 - c. Employment using the police uniform in the performance of tasks other than those of a police nature.
 - d. Employment that assists (in any manner) the case preparation for the defense in any criminal action or for either side in any civil action or proceeding.
 - e. Officers who work for a business or labor group that is on strike.

- f. Officers who work in occupations that are regulated by, or that must be licensed through, the police department.
 - 2. Employment that does not constitute a threat to the status or dignity of law enforcement as a professional occupation. Examples of employment that constitute such a threat and should be denied include, but are not limited to:
 - a. Establishments that sell pornographic books or magazines, sexual devices or videos, or that otherwise provide entertainment or services of a sexual nature.
 - b. Any employment involving the sale, manufacture, or transport of alcoholic beverages as the principal business.
 - c. Any gambling establishment.
 - 3. To engage in regular off-duty employment, an employee must:
 - a. Submit a written request:
 - i. A written request will be utilized whenever an employee seeks to engage in regular off-duty employment during their off-duty hours. The request will, at a minimum contain the following information:
 - 1. Description of the type of work to be performed, i.e. teaching, sales, construction, etc., and information concerning the potential employer,
 - 2. Maximum number of hours per week employee will engage in outside employment,
 - a. The regular off-duty employment will not consist of more than 24 hours per week unless authorized by the Chief of Police.
 - 3. A statement indicating that no aspect of the employment could be considered questionable in nature, such as placement in compromising situations, use of police powers, or have the potential to bring discredit to the department, and
 - 4. A statement indicating the services rendered will not be connected with security work, investigations, or collection or repossession of property and will not involve any law enforcement duties.
 - 4. Approval:
 - a. A written request to engage in any regular off-duty employment will be submitted to the Chief of Police. This request requires final approval by the Chief of Police. Approval can be withdrawn at any time.
 - i. If approval is withdrawn, the employee may be given an opportunity to provide a two-week notice to their regular off-duty employer, unless the immediate withdrawal of approval to engage in regular off-duty employment is necessary.
 - 5. Annual Approval:
 - a. An employee who has obtained written approval for regular off-duty employment must re-submit an application for re-approval on an annual basis.
 - b. Annual approval should be submitted each January.
- b. Extra-Duty Employment
- i. Police Officers may engage in extra-duty employment as follows:
 - 1. Where a government, profit-making, or not-for-profit entity has a contract agreement with the police department for police officers in uniform who are able to exercise their police duties.
 - 2. Types of extra-duty services that may be considered for contracting are as follows:
 - a. Traffic control and pedestrian safety.
 - b. Crowd control.

- c. Security and protection of life and property.
 - d. Routine law enforcement for public authorities.
 - e. Plain clothes assignments.
 - ii. Police Officers may engage in extra duty employment as independent contractors for businesses or parties.
 - 1. These duties, such as security, may not be performed in Watertown Police Department uniforms. Additionally, employees will not be permitted to utilize any department-owned equipment unless approved by the Chief of Police.
 - 2. These agreements will be contractual between officers and parties using a “Hold Harmless Agreement” as releasing the City of Watertown from any liability.
 - 3. These agreements must be approved by the Chief of Police.
 - iii. Compliance with department policies and procedures.
 - 1. Employees shall comply with all department policies and procedures while employed in extra-duty employment. Department provisions will supersede any of the entities hiring the employee.
 - iv. Prohibitions:
 - 1. Officers will not be allowed to perform the following types of extra duty employment:
 - a. Private Clubs requiring bouncers or related duties.
 - b. Adult entertainment establishments.
 - c. Any use of departmental personnel that is not in the best interest of the department.
- c. Limitations On Regular Off-Duty Employment And Extra-Duty Employment
 - i. In order to be eligible for extra or regular off-duty employment, an officer must be in good standing with the department. Continued department approval of a police employee’s extra or regular off-duty employment is contingent on such good standing.
 - ii. Those officers who are on medical or other leave due to sickness, temporary disability, or an on-duty injury should not be eligible to engage in extra or regular off-duty employment. Those officers who have not completed their probationary period may engage in regular off-duty employment after receiving permission from the Chief of Police.
 - iii. Prior to obtaining extra or regular off-duty employment, a police employee shall comply with department procedures for granting approval of such employment or registration for extra or regular off-duty employment. An employee will submit a written request to the Chief of Police for approval. This will be kept in the employee’s personnel file.
 - iv. A police officer may not work more than 24 hours of extra or regular off-duty employment in each calendar week unless approved by the Chief of Police.
 - v. Work hours for all extra or regular off-duty employment must be scheduled in a manner that does not conflict with or interfere with the police employee’s performance of duty.
 - vi. A police officer engaged in any extra or regular off-duty employment is subject to a call-out in case of emergency, and may be expected to leave his/her extra or regular off-duty employment in such situations.
 - vii. Permission for a police employee to engage in outside employment may be revoked where it is determined pursuant to department procedure that such outside employment is not in the best interests of the department.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: March 3, 2025	Rescinds: Amends: March 3, 2023	Number: A-125
Subject: Building Security		Re-evaluation Date: March 2028
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 1

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedures

1. PURPOSE

To establish policy and procedures related to the Watertown Police Department's building security.

2. POLICY

It is the policy of the Watertown Police Department to provide its employees and visitors with a safe and secure working environment. This will be accomplished by controlled access to all areas of the building.

3. PROCEDURES

- A. All Watertown Police Department employees will be issued building keys to the areas in which they are authorized.
- B. The Communications Center will always remain secure.
- C. Any individual who is not a Watertown Police Department employee and is issued a building key must first complete the following requirements:
 1. Successfully complete the appropriate CJIS training.
 2. Review, agree to, and sign the Watertown Police Department Confidentiality Agreement.
 3. Pass a criminal background check in compliance with CJIS standards.
- D. Any individual who is not a Watertown Police Department employee and is not issued a building key will only be allowed access under one of the following conditions:
 1. They are escorted by the officer or employee they are visiting.
 2. They sign in, receive a visitor's pass, and review, agree to, and sign the Watertown Police Department Confidentiality Agreement.
 3. Under no circumstances will access be allowed into areas containing Criminal Justice Information.
- E. Watertown Police Department personnel will challenge an unknown person without a visitor tag in the building as to their purpose for being here. They will then be escorted to the person they are here to see or the front desk to be signed in.

WATERTOWN POLICE DEPARTMENT CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement ("Agreement") is made and entered into by and between the Watertown Police Department ("Department") and the undersigned individual ("Recipient"), who has been granted access to the Department's building and facilities.

1. Purpose

The purpose of this Agreement is to protect the confidentiality of sensitive, privileged, or classified information that the Recipient may be exposed to while within the Department's premises.

2. Confidential Information

For purposes of this Agreement, "Confidential Information" includes, but is not limited to:

- Law enforcement records, reports, and case files
- Investigative materials and evidence
- Internal communications and operational procedures
- Personal information of officers, staff, or members of the public
- Security systems, codes, and access protocols
- Any other information deemed confidential by the Department

3. Obligations of the Recipient

The Recipient agrees to:

- Maintain the confidentiality of all Confidential Information and not disclose it to any unauthorized person.
- Use Confidential Information solely for the purpose of authorized activities within the Department.
- Exercise reasonable care to protect Confidential Information from unauthorized access, use, or disclosure.
- Immediately report any suspected breach of confidentiality to a Department supervisor.

4. Restrictions

The Recipient shall not:

- Remove Confidential Information from the Department premises unless expressly authorized.
- Copy, photograph, or otherwise reproduce Confidential Information unless necessary for official duties and with prior approval.
- Discuss Confidential Information with unauthorized individuals, including family members or friends.

5. Duration of Obligation

The confidentiality obligations set forth in this Agreement shall remain in effect both during and after the Recipient's access to the Department's facilities, unless otherwise released in writing by the Chief of Police.

6. Violations and Consequences

Any violation of this Agreement may result in disciplinary action, termination of access privileges, legal action, and/or prosecution under applicable laws and regulations.

7. Acknowledgment and Agreement

By signing below, the Recipient acknowledges that they have read, understand, and agree to comply with the terms of this Confidentiality Agreement.

Recipient Name: _____

Recipient Signature: _____

Date: _____

Authorized By: _____

Title: _____

Date: _____

This document is the property of the Watertown Police Department and must be returned upon request.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



**Tim Toomey
Chief of Police**

Effective Date: May 1, 2022	Rescinds: Amends: October 18, 2013	Number: A-130
Subject: Sexual Harassment		Re-evaluationDate: March 2025
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 2

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures
5. Training

1. PURPOSE

The purpose of this policy is to establish rules regarding sexual harassment within this department.

2. POLICY

It is the policy of this department to prohibit sexual harassment in any form. This document will provide employees with a mechanism for reporting and resolving allegations of sexual harassment and discrimination. This policy is to be utilized in conjunction with Article 18 of the City of Watertown's Personnel Policy.

3. DEFINITIONS:

a. **SEXUAL HARASSMENT:** Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct when:

- i. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- ii. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- iii. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

b. **TYPES OF SEXUAL HARASSMENT:**

i. **QUID PRO QUO HARASSMENT:** A circumstance by which an employee is afforded a favorable employment action in exchange for a sexual favor. Examples:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

ii. **HOSTILE WORK ENVIRONMENT:** A circumstance by which an employee is confronted with an environment involving sexually explicit language, photos, or conduct. Examples:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

- c. SEXUAL HARASSMENT PROGRESSION:
 - i. Non-Physical
 - 1. Pressure for Dates
 - 2. Sexual Jokes
 - 3. Teasing
 - 4. Remarks
 - 5. Questions
 - 6. Suggestive Looks/Gestures
 - ii. Physical/Non-Physical Intimidation:
 - 1. Sexual Favors
 - 2. Pinching
 - 3. Touching
 - 4. Phone Calls
 - 5. Blocking
 - 6. Cornering
 - 7. Sending Materials of Sexual Nature
 - iii. Physical/Bodily Harm
 - 1. Sexual Assault
 - 2. Attempted Sexual Assault
 - d. SEXUAL DISCRIMINATION: The disparate treatment of an employee with respect to work benefits, conditions, assignments, promotions, etc. based upon the gender of the employees unless such disparate treatment is necessary based upon some bonafide occupational qualification, i.e., an undercover assignment where a male is necessary due to the nature of the infiltration.
4. PROCEDURE: Supervisors and all employees have an obligation to provide and maintain a work environment free of all harassment.
- a. Reporting Requirements: All employees within the department have an obligation to promptly report violations of this policy.
 - b. The department shall promptly investigate all complaints regarding harassment or discrimination regardless of origin.
 - c. Complaints should be made to an employee's immediate supervisor. If the immediate supervisor is involved in the allegation or the employee is uncomfortable with making a report to their immediate supervisor, they may bypass the chain of command in order to report the harassment or discrimination.
 - d. Once an allegation is made, steps should be taken to separate the involved employees while an investigation into the allegations is conducted. The separation should be undertaken in an equitable manner, which is non-punitive in nature. In no case will the complaining employee be forced to change assignments against his/her choice. The supervisor is required to immediately prevent future conduct which might continue or aggravate the allegation(s).
 - e. All allegations of sexual harassment or sexual discrimination shall be documented and forwarded up the chain of command to the Chief of Police.
 - f. All complaints of sexual harassment or discrimination shall be immediately investigated.
 - g. To the extent possible, the alleged victim of the sexual harassment shall be kept informed of the progress of the investigation.
 - h. At the conclusion of the investigation, the alleged victim and the accused employee should be informed of the conclusions reached by the investigation.
 - i. Where evidence is established to sustain a violation of this policy, immediate disciplinary action shall be taken against the offending employee in accordance with established procedures.
 - j. No employee shall be disciplined for reporting allegations of sexual harassment or discrimination unless such reporting was done falsely.
5. TRAINING: The department shall conduct appropriate training regarding sexual harassment and sexual discrimination for all employees that includes instruction on the reporting requirements. This training shall be documented for all employees.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: March 1, 2023	Rescinds: Amends:	Number: A-133
Subject: Pregnancy		Re-evaluation Date: March 2026
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 3

This order consists of the following numbered sections:

2. Purpose
3. Definitions
2. Policy
3. Procedures

1. Purpose

This document seeks to ensure that a pregnant woman's right to work is free from discrimination while guarding against the risks inherent to the performance of her duties. These procedures were created because we recognize the value of a diverse workforce, and we strive to provide accommodations that enable a pregnant law enforcement officer to remain working her regular assignment or to work an assignment with medical restrictions provided by the pregnant officer's medical provider.

2. Definitions

- a. Pregnancy Accommodations: modifications to a pregnant officer's regular duties or schedule to comply with the restrictions recommended by the department's physician or the pregnant officer's medical provider.

3. Policy

- a. It is the policy of this department that:
 - i. This department will modify regular assignments and, when available, provide temporary, alternative duty assignments to eligible pregnant law enforcement officers when they request such accommodations or are unable to safely perform the essential functions of their normal assignments, as determined by the pregnant officer in conjunction with their healthcare provider and/or chief or their designee.
 - ii. Pregnancy discrimination and/or harassment will not be tolerated.
 - iii. Should an instance of such discrimination be identified, appropriate counteractions will be taken.
 - iv. Pregnant officers will not be subjected to special procedures to determine their ability to work.
 - v. Pregnant officers may elect to take leave, including ensuring that a pregnant officer will be permitted to return to work, if desired, after a temporary absence resulting from a pregnancy-related condition.
 - vi. This agency will work with the pregnant officer and her medical provider on an ongoing basis to continually evaluate whether there should be any adjustments or changes to accommodations, including leave.

4. Procedures

- a. General Guidelines:
 1. This policy does not interfere with or diminish any rights or privileges to which an employee may be entitled under law, department policy, or collective bargaining agreements.
 2. Existing leave policies will apply if a pregnant officer is unable to work in any capacity due to medical complications.

- b. Notification Procedures:
 - i. Guidance should be provided for pregnant officers outlining notification procedures. Agencies should consider:
 - i. Prohibiting department personnel from soliciting or requiring notification of pregnancy outside of those notifications required by leave laws.
 - ii. Encouraging pregnant officers to provide the anticipated due date to the department to determine when leave should be taken under applicable laws and regulations.
 - iii. Determining which additional personnel require notification, such as the chief medical officer, while adhering to laws and regulations governing confidentiality.
- c. Duty Assignments:
 - i. This department is supportive of pregnant officers who choose to perform their duties throughout the pregnancy. Considerations may include:
 - i. Encouraging pregnant officers to provide their physicians with the department's job description that delineates the essential job functions of a law enforcement officer and a copy of the department's policy.
 - ii. Providing pregnant officers with information regarding the risks and benefits of remaining on a regular-duty status, such as the risk of trauma, toxins, noise, or night shift/circadian rhythm dysfunction. A department representative may provide educational information about the risks of police work to pregnant officers but should refrain from making any recommendations and instead defer to the pregnant officer's medical provider.
 - iii. Evaluating assignments and offering alternative assignment options.
 - iv. Working with the pregnant officer to determine when and what accommodations should be made.
 - A. Considerations should include:
 - i. The pregnant officer's needs and preferences, and
 - ii. The guidance of the department physician and the pregnant officer's medical provider, particularly pertaining to the pregnant officer's continuing ability to safely and effectively perform their essential job functions.
 - iii. Conducting ongoing evaluations of risk to the pregnant officer, their coworkers, and the community.
 - v. Implementing pregnancy accommodations. Accommodations may include:
 - A. Working with the pregnant officer, the department's physician, and the pregnant officer's medical provider to develop any necessary or appropriate accommodations to the employee's regular duties, up to and including leave.
 - B. Providing pregnant officers with the option for part-time assignments as an accommodation to their regular duties where possible, when directed by the department's physician and/or the pregnant officer's medical provider.
 - C. Ensuring that pregnant officers retain possession of their department credentials.
 - D. Making accommodations for uniform and equipment modifications to the extent possible.
 - E. Ensuring that pregnant officers may retain possession of a department-issued firearm if their certifications are up to date.
 - F. Providing firearms qualifications guidelines for pregnant officers as part of the department firearms policy, including:
 - i. notifying the pregnant officer of potential risks to the fetus, such as those related to lead and noise toxicity;
 - ii. offering/suggesting reasonable precautionary measures to reduce potential contamination from these sources should the pregnant officer choose to qualify; and
 - iii. providing alternative methods for obtaining firearms qualifications, if feasible, such as non-toxic, lead-free ammunition or simulation testing and training.

d. Returning to Work

- i. This department has developed guidance to assist pregnant officers in returning to work after maternity leave. Procedures have been designed to safeguard the rights and needs of returning officers as well as the department. Considerations may include:
 - i. Conducting a reintegration interview after extended absences.
 - ii. Developing a reorientation program that takes the officer's unique circumstances into consideration.
 - iii. Organizing a meeting between the returning officer and their supervisor or commanding officer.
 - iv. Obtaining documentation from the officer's medical provider allowing return to full or restricted duty.
 - v. Evaluating the officer's fitness for duty by the employee's medical provider.
 - vi. Ensuring that reasonable accommodations are made whenever possible. These may include:
 - A. Providing lactation breaks, taking into consideration of the individual officer's needs and circumstances.
 - B. Providing the use of a private, lockable space that is not a restroom to breastfeed or express milk. This should include seating, an outlet, reasonable access to drinkable water, and a clean surface upon which to place a breast pump. Access to a refrigerator should also be provided to safely store milk where it is not susceptible to exposure to contaminants.
 - C. Considering continued uniform and equipment accommodations for postpartum and/or nursing officers.
 - D. Continuing to offer accommodations for firearms qualifications/training in addition to encouraging standard firearms personal preventive measures for as long as an officer is breastfeeding. Accommodations may include providing lead-free ammunition or compressed-air cartridges and/or alternatives to live-fire qualifications, such as simulation shooting systems.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



**Tim Toomey
Chief of Police**

Effective Date: May 1, 2022	Rescinds: Amends: October 18, 2013	Number: A-135
Subject: Sexual Misconduct		Re-evaluationDate: March 2026
Distribution: ALL PERSONNEL	Related CALEA Standards: 26.1.3	Page No: 1 of 2

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures
5. Discipline

1. PURPOSE

Law enforcement officers are charged by their government to protect the public from criminal activity. When an officer abuses their authority for sexual purposes or violates another person, the officer commits a crime against the victim, and damages the credibility and trust of the entire law enforcement community with the public. The purpose of this policy is to make all department personnel aware that any sexual misconduct will result in severe consequences, including prosecution to the fullest extent possible.

2. POLICY

It is the policy of this Department to train all officers concerning the potential for criminal sexual misconduct within law enforcement, how to recognize it, and the requirements for reporting any violation to the appropriate authorities.

3. DEFINITIONS:

- a. **CRIMINAL SEXUAL MISCONDUCT:** Any act by a law enforcement officer for sexual purposes that violate the law.
- b. **SEXUAL MISCONDUCT:** Any sexual activity while on duty or stemming from official duty. Sexual misconduct includes but is not limited to the use of official position or resources to obtain information for purposes of pursuing or engaging in sexual conduct.
- c. **INTIMATE PART:** Genital area, inner thigh, groin, buttocks, or breasts of a person.
- d. **ACTOR:** The person accused of sexual assault.
- e. **SEXUAL CONTACT:** Any contact for the purpose of sexual gratification of the actor with the intimate parts of another person.

4. PROCEDURE:

- a. Sexual activity of any nature while on duty is prohibited.
- b. Sexual Misconduct is prohibited and shall be disciplined in accordance with established procedure.
- c. Any contact for the purpose of sexual gratification of the actor with the intimate parts of a person while on duty is prohibited.
- d. A police officer shall not engage in sexual contact with another person who is in custody.
- e. **Training:** All sworn officers of this department including supervisors will receive specific training about the elements of sexual misconduct involving law enforcement officers. The training will include a discussion of this policy.
- f. **Reporting Requirements:** Any employee of this Department, who is made aware of any violation of this policy, must report the violation to their supervisor. The supervisor will immediately contact the Chief of Police or their designee, who will immediately initiate an investigation in accordance with their established investigative policy. The investigation will involve other investigative elements of the Department as necessary, and any forensic evidence will be protected and processed immediately. The accused officer's supervisor will not attempt to resolve a

complaint of this nature with the complainant, and is required to make immediate contact with the Chief of Police or their designee.

5. DISCIPLINE:

- a. Any officer found to be in violation of the provisions of this policy shall be disciplined.
- b. Any employee having knowledge of a violation of this policy, who fails to report said violation may also be subject to discipline. If the violation involves supervisory personnel, the reporting officer will notify the appropriate command level officer and will not be strictly held to his or her chain of command.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: May 1, 2022	Rescinds: Amends: October 18, 2013	Number: A-140
Subject: Employee Involved Domestic Misconduct		Re-evaluationDate: March 2026
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 2

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures
5. Training
6. Conviction of a crime of domestic violence

1. PURPOSE:

Watertown Police Department employees come from the community. They may become involved in domestic matters. Watertown Police Department employees and their status is usually known to other persons in the community, and they are representatives of the Watertown Police Department. The department must take positive steps to ensure that these domestic matters do not adversely affect the employee's ability to perform, or compromise the conduct of department missions, or create moral, operational, or efficiency problems for the department. The Watertown Police Department is dedicated to providing assistance for the employee during these critical times so that the employee may resolve the situation and return to being a productive member of the department without these types of personal and family concerns.

2. POLICY:

It is the policy of the Watertown Police Department to deal directly and positively with any employee involved in acts of domestic misconduct. The ultimate mission of the Watertown Police Department is to assist the employee in resolving these family/relationship problems, to ensure that these acts do not adversely affect the employee or the department during the period of the resolution, and to provide the department with a safe work environment.

3. DEFINITIONS:

- a. **COLLATERAL MISCONDUCT:** Any conduct by another member of the Watertown Police Department to assist another department employee in the continuation of the act of domestic misconduct. This would also include any actions designed to shield the employee or impair the ability of the department to be informed of domestic misconduct.
- b. **DOMESTIC MISCONDUCT:** A domestic relationship involves any employee who is married to the other party, has been married to the other party, has a child or is expecting a child with the other party, is related to the other party by consanguinity, is in a significant romantic relationship or has been in one during the past twelve months with the other party, parent and child, including a relationship by adoption, guardianship, or marriage, or siblings, whether of the whole or half blood, including relationship through adoption or marriage. Misconduct refers to any assault, vandalism, or stalking against a party within this form of domestic relationship.
- c. **SERVICE OF COURT PAPERS:** Any documents from a judicial proceeding that are designed to assist in helping to resolve the domestic misconduct or curtailing specific actions by the parties, involved in the domestic misconduct.
- d. **SELF-REPORTING:** It is the responsibility of the employee to provide the Watertown Police Department with specific notice whenever he/she is involved in any acts of domestic misconduct.

This is specifically true whenever the employee is the subject of any judicial proceeding concerning these types of acts, whether the employee is the person complained of or the victim.

4. PROCEDURE:

- a. The Watertown Police Department shall take immediate action when notified of any act of domestic misconduct involving an employee of this department.
- b. When the incident occurs within the jurisdiction of this department:
 - i. Assign the call for a response by a uniformed officer and a supervisor.
 - ii. The supervisor will assure that any violence is curtailed, all parties are protected, and any required medical assistance is provided.
 - iii. The supervisor shall ensure that all evidence is properly recorded and collected.
 - iv. The supervisor is responsible for overseeing the criminal investigation, if warranted.
 - v. The supervisor of the investigating officer shall respond to oversee the investigation.
 - vi. The supervisor shall notify the Assistant Chief of Police or Chief of Police at the earliest moment.
 - vii. The decision to arrest an agency employee involved in domestic misconduct shall be the responsibility of the on-scene supervisor in consultation with the Assistant Chief of Police or Chief of Police. When probable cause exists, the suspect shall be arrested and processed the same as any civilian.
 - viii. At the initial on-scene investigation, if possible, another law enforcement agency will be requested to investigate acts of domestic misconduct involving an employee of this department.
 - ix. After the initial on-scene investigation, any allegations of criminal misconduct will be referred to the Department of Criminal Investigations by the Chief of Police.
- c. The supervisor, Assistant Chief of Police, or Chief of Police shall assist the investigating agency and take immediate steps to ensure that there is no continuation of the domestic misconduct.
 - i. Ensure that victim advocate assistance is offered and provided when necessary.
 - ii. Ensure that an immediate safety plan is discussed with the victim of the domestic misconduct and assist in any manner to ensure this continued safety.
- d. The Assistant Chief of Police or Chief of Police shall be responsible for:
 - i. Ensuring that the appropriate assignment decision is made regarding the department employee.
 - ii. Ensuring that the criminal investigation has been conducted in a reasonable manner.
 - iii. Developing and/or implementing any necessary safety plan to ensure employee safety.
 - iv. Conducting the administrative investigation of the incident and any collateral employee misconduct. The department shall be listed as the complainant.
- e. When the incident involving domestic misconduct occurs in a jurisdiction other than that of this department:
 - i. The employee notified of this incident shall immediately notify the Assistant Chief of Police or Chief of Police.
 - ii. The Assistant Chief of Police or Chief of Police shall make immediate contact with the involved department to ensure that our department is kept on notice of the progress of the investigation.
 - iii. The Assistant Chief of Police or Chief of Police shall ensure that the employee and the persons involved are aware that the department will assist them during this process.
- f. Service of court orders:
 - i. The Assistant Chief of Police or Chief of Police shall facilitate, when requested, the service of any court orders upon department employees.
 - ii. The Assistant Chief of Police or Chief of Police shall be responsible for the determination regarding any assignment limitations involving the employee who is subject to the court order.

5. TRAINING:

- a. South Dakota statutes require that all law enforcement officers be trained on domestic abuse during the initial academy and subsequently once every four (4) years.

6. CONVICTION OF A CRIME OF DOMESTIC VIOLENCE:

- a. When a sworn employee is convicted of a crime of 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.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



**Tim Toomey
Chief of Police**

Effective Date: May 1, 2022	Rescinds: Amends: October 18, 2013	Number: A-145
Subject: Off Duty Action		Re-evaluationDate: March 2026
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 3

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedure
4. Procedure for off duty action

1. PURPOSE

The purpose of this order is to adopt safety directives and guidelines for dealing with the carrying of firearms while in an off-duty status and for dealing with an officer's duty and responsibility to take action in response to criminal activity while in an off-duty status.

2. POLICY

A member may carry a firearm while off-duty in accordance with state and federal law.

3. PROCEDURE

- a. Officers may carry a department-issued sidearm when off-duty and within the State of South Dakota. When carrying a department-issued sidearm, off-duty officers shall always carry law enforcement identification. Officers who travel out of state on department-approved business may carry their department-issued sidearm with the approval of their division captain. Officers are allowed to carry a personally owned sidearm while off-duty in accordance with state and federal law.
- b. Under Federal Law, sworn law enforcement officers are allowed to possess a concealed firearm anywhere in the United States (HR 218). Officers should be aware that while this law exempts them from laws prohibiting such possessions, it does not give them police powers of any type outside of their jurisdiction. As such, an officer will generally be limited to the self-defense provisions of the state they are traveling through once outside their own jurisdiction; thus the officer's rules of engagement are extremely limited.
- c. Officers shall refrain from carrying firearms when contemplating the consumption of alcoholic beverages or under other circumstances where the need to carry a firearm is outweighed by safety issues associated with the circumstances that the officer will be undertaking.
- d. A member of the police department who becomes aware of an incident that poses a threat of serious bodily harm or death to some individual shall take "action" to minimize the risk of serious 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 act in accordance with the guidelines as spelled out in this policy.

4. Procedure for Off-Duty Action:

- a. First, go to a safe location and call 911, or attempt to have someone else call 911.
- b. Second, when you encounter a situation off-duty that seems to require law enforcement action, you must consciously evaluate whether your involvement is necessary or desirable, given the circumstances. How important and urgent is the need for your intervention?

- c. A number of circumstances may impact your decision to get involved in any situation. First, you may be alone, with family members, or other non-law enforcement personnel. Second, it is unlikely that you will have all of the necessary law enforcement service equipment while off-duty, for example; pepper spray, baton, handcuffs, or radio. It must be recognized that the force continuum, as well as threat assessment, is changed due to this lack of equipment. You may be faced with multiple suspects or unaware of hidden suspects. There may also be environmental factors working against you such as: lack of cover, crowds of civilians, darkness, etc. Your intervention may actually spark an escalation of violence. Therefore, your best plan of action may be to:
- i. Gather accurate intelligence like a good witness until uniformed, on-duty officers arrive.
 - ii. Remember, you have no legal or departmental obligation to get involved, especially if such intervention places you in a position of peril or such intervention requires that you behave recklessly, carelessly, or in a suicidal manner.
 - iii. While department policy mandates that you “take action” when witnessing a serious crime, calling the on-duty police and monitoring the situation from a safe vantage point fulfill that obligation.
 - iv. Most survival-conscious officers have trained themselves not to intervene off-duty unless their life or the life of another innocent party is imminently in danger. In other words, you should only consider intervention when deadly force would be justified. You should not intervene just to make an arrest while off-duty. The decision to take action, beyond simply reporting, is a personal one and is not a requirement of this department.
 - v. If you decide you must get involved, call 911, or attempt to have someone else call 911. The person who calls 911 should advise the operator that an off-duty officer is on the scene, inform the operator if you are armed, and, if possible, describe you and your clothing. This will affect the mindset of the responding officers. When uniformed law enforcement officers arrive, have your badge and photo credentials out and visible. Do not rely on showing your identification as a means of providing any protection. At a distance, in dim light, and under stress, your badge may not be seen. Or, the identification may not be given credibility if the responding law enforcement officers do not recognize you personally.
 - vi. Some trainers advise officers to hold their badge next to their gun for the best chance of being seen because the eyes of the responding officers are most likely to go immediately to your drawn firearm. You are probably safer to re-holster your gun when other officers arrive, unless doing so would put you and the responding officers or innocent civilians, in jeopardy. Until the responding officers sort out who is who, your gun is your greatest personal liability.
 - vii. If you have cover, maintain it. You can communicate verbally from there.
 - viii. Make your hands visible. Having responding officers see that you are unarmed and non-threatening will work to calm them and protect you.
 - ix. Verbally identify yourself as a police officer—not once and not in a normal tone of voice, but repeatedly and very loud. Keep shouting out: “POLICE! DON’T SHOOT! OFF-DUTY OFFICER!” until you get acknowledgment and directions as to what you should do. Remember, the noise and excitement of the scene, combined with auditory blocking may prevent responding officers from hearing you initially.
 - x. When the responding officers issue commands, follow them promptly and completely. Expect to be treated like a suspect until your law enforcement status is verified.
 - xi. When carrying a firearm off-duty, it shall be concealed from public view by an outer jacket, shirt, sweater etc. If an off-duty officer’s firearm is observed and prompts the response of police or security officials, the off-duty officer should respond in a manner consistent with this policy.

- xii. Finally, the most important rule of all: If you have a gun in your hand never turn toward an on-duty officer.
- xiii. 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.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: May 1, 2022	Rescinds: August 2003 A-151 Amends: October 18, 2013	Number: A-151
Subject: Internal Complaints and Investigative Procedures		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 4

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Complaints
5. Internal Investigative Procedures
6. Reports of Investigations
7. Conclusion of Investigation
8. Relief From Duty
9. Appeals
10. Document Records

1. **PURPOSE**

The purpose of this General Order is to establish guidelines for the reception, assignment, and investigation of complaints that involve the general public and the Watertown Police Department or any Police Department personnel.

2. **POLICY**

As the caretakers of public safety, it is the policy of the Watertown Police Department to properly investigate all complaints against the Watertown Police Department or its personnel; to equitably determine whether the allegations are valid or invalid; and to initiate appropriate closure and /or corrective action as deemed necessary.

3. **DEFINITIONS**

- A. **CIVILIAN COMPLAINT REPORT** – A form utilized to properly document any allegation(s) of misconduct involving the department or its personnel when the complaint is made by citizen.
- B. **COMPLAINT TRACKING FORM** – A form utilized to properly document and track any allegation(s) of misconduct involving the department or its personnel.
- C. **COMPETENT AUTHORITY** - Those employees within the Watertown Police Department whose supervisory responsibility is the direction of other personnel.
- D. **COMPLAINT**-Any allegation of misconduct, violation of law, or violation of department policy, procedure or regulation.
- E. **FINDINGS OR CONCLUSION**- An opinion rendered by an investigator, supervisor, or other competent authority to summarize an investigation or inquiry.
 1. **EXONERATED** - That specific acts did occur, but were justified, lawful, and/or proper.
 2. **UNFOUNDED** - That the specific act(s) complained of did not occur, or failed to involve Watertown Police Department personnel.
 3. **NOT SUSTAINED** - Failure to discover sufficient evidence to clearly prove the allegation(s) made in a complaint.
 4. **SUSTAINED** - The investigation disclosed sufficient evidence to clearly establish the allegation(s) made in the complaint.
 5. **POLICY FAILURE** - The allegation(s) is/are true, however, the employee was acting in a manner consistent with Watertown Police Department policy. This finding must clearly detail how any particular policy is incorrect and may necessitate further review and/or revision of the specific policy.
- F. **INQUIRY** - The preliminary review and evaluation of information related to any suspected violation of department policy or procedure to determine whether a reasonable belief exists to warrant a more formal

investigation. An inquiry by competent authority may be necessary before a formal investigation is undertaken.

- G. INTERNAL INVESTIGATION - An official review and evaluation of information relative to any suspected violation of department policy or procedure where sufficient information exists to reasonably believe that the employee(s) may have committed the violation. The findings of an investigation could lead to disciplinary action.
- H. PROFESSIONAL STANDARDS – The Assistant Chief is responsible for monitoring all complaints and/or allegations of misconduct against the Watertown Police Department or its personnel.
- I. RECORDING - Any type of electronic device that retains record of any audible proceeding (i.e., Dictaphones, tape recorders, video cameras, etc.). Recordings may also be any written statements by witnesses or written admissions by the accused in any investigation.
- J. REPRESENTATIVE - An individual who appears with the employee during a formal interview/interview providing support and advice to the employee. This individual may or may not be a member of the department. This individual is prohibited from participating directly during the interview/interview process; he/she may consult with the employee, or otherwise provide support and advice to the employee that does not obstruct or interfere with the interviewer.

4. COMPLAINTS

Complaints against the Watertown Police Department or its personnel may be made by any person. Initial complaints may be made in person, by telephone, by email, or in writing. Any employee who receives a complaint will report the complaint immediately to the on-duty supervisor. The on-duty supervisor receiving the complaint will talk with the complainant, if possible. The on-duty supervisor will initiate a Complaint Tracking Form.

- A. The receiving on-duty supervisor may determine via inquiry that the complaint **does not** involve improper conduct on behalf of the department or any employee. In this case, supervisors are authorized to resolve the situation to the satisfaction of the complainant, if possible. To reconcile such a complaint, the receiving supervisor may:
 - 1. Resolve any misunderstanding or miscommunication that may have led to the complaint;
 - 2. Correct a problem or situation to the satisfaction of the complainant; and/or,
 - 3. Counsel the involved employee(s) as to the reason(s) for the complaint while finding no fault on the part of the Watertown Police Department or the employee, with no further action necessary.
 - 4. With early resolution of such complaints, supervisory authority will ensure notice is provided to the complaining party(s), and will forward documentation of the resolved complaint to the Assistant Chief (via chain of command) for file retention.
- B. The receiving on-duty supervisor may determine via inquiry that the complaint **does** involve improper conduct on behalf of the department or any employee. In this case, the receiving on-duty supervisor will begin the formal complaint process.
 - 1. A supervisor will inform the complaining party that their complaint will need to be reduced to writing.
 - 2. Utilizing the Civilian Complaint Report, the supervisor will provide the complaint form to the complaining party with instruction of process. If the complaining party does not wish to complete the Civilian Complaint Report immediately, the on-duty supervisor should give the complainant a Civilian Complaint Form and request that it be returned to the Assistant Chief upon its completion.
 - 3. The lack of a written complaint or the refusal of a complainant to complete a citizen complaint form **will not** prevent the continued process of any complaint.
 - 4. The supervisor will initiate the Complaint Tracking Form and written documentation describing the nature and circumstances of the complaint, and will collect any documents, and/or secure any evidence that relates to the complaint, if possible.
 - 5. While conducting the inquiry, the supervisor **will not** interview the accused employee.
 - 6. The supervisor's record, to include the Complaint Tracking Form, the Citizen Complaint Report, and any other pertinent information, will be forwarded to the Assistant Chief.
 - 7. The Assistant Chief will assign a tracking number to the complaint.
 - 8. The Assistant Chief will assess the allegation(s), and may provide notice to the Chief of Police to determine the appropriate investigative response.
 - 9. The Assistant Chief or his designee will conduct any necessary investigation.
 - 10. All complaints whether formal, non-formal and regardless of conclusion, will be forwarded to the Assistant Chief for archiving.

11. During official inquiry of any complaint by supervisory authority, if it becomes apparent that the issue involves a violation of law, or serious violation of Watertown Police Department regulation, the assigned supervisor shall notify the Chief of Police or the Assistant Chief immediately.
- C. Complaints involving allegations of criminal misconduct will be referred to the Department of Criminal Investigations by the Chief of Police.
 1. Assignment authority for all formal complaints will rest with the Chief of Police or Assistant Chief.
 2. The Assistant Chief will process the complaint by assignment of a control number for tracking purposes.
 3. Upon receipt of any complaint for investigation, the assigned investigator has 30 days to complete the investigation. An extension may be granted by the Chief of Police. The request for an extension must be in writing.

5. INTERNAL INVESTIGATIVE PROCEDURES

Formal internal investigations will always be conducted with an impartial and non-biased attitude.

- A. An employee is required to respond to all inquiries made during an interview. The employee has the obligation to answer all questions truthfully. Any refusal to answer questions is a violation of Watertown Police Department policy, and may render the employee subject to disciplinary action.
 1. Any statements taken from Watertown Police Department personnel who are the subject of misconduct allegations will be in accordance with the following procedures:
 - a. Interview shall be conducted at a reasonable hour, preferably at a time when the officer is on duty, unless the seriousness of the investigation is of such a degree that immediate action is required.
 - b. The interview shall take place at the Watertown Police Department or at a location designated by the investigating officer or agency and in such a manner as to minimize any negative attention being brought upon the officer subject to the investigation.
 - c. The employee under investigation shall be informed of the, name, rank, and command of the officer in charge of the investigation, the interrogating officer, and all persons present during the interview.
 - d. The employee under investigation shall be informed of the nature of the investigation prior to any interview, and he or she shall be informed of the name of all complainants.
 - e. The employee under investigation shall be given an appropriate administrative warning.
 - f. Interrogating sessions shall be for reasonable periods and shall be timed to allow for such personal necessities and rest periods as are reasonably necessary.
 - g. The employee under interview shall not be subjected to offensive language or be threatened with transfer, dismissal, or disciplinary action. No promise or reward shall be made as an inducement to answer any questions.
 - h. The formal interview of an employee, including all recess periods, shall be recorded on audio tape, or otherwise preserved in such a manner as to allow a transcript to be prepared, and there shall be no unrecorded questions or statements.
 - i. If the employee under interview is under arrest, or is likely to be placed under arrest as a result of the interview, he or she shall be completely informed of all his or her rights (Miranda Warning) prior to the commencement of the interview.
 - j. At their request, the employee under investigation shall have the right to be represented by counsel or any other union representative of his or her choice, who shall be present at all times during such interview whenever the interview relates to the officer's continued fitness for law enforcement duties.

6. REPORTS OF INVESTIGATIONS

- A. Upon completion of an internal investigation, the investigator will prepare a comprehensive report that will include all related documentation, evidence, and recordings.
- B. The investigative report will issue a finding or conclusion as provided in the following ranges:
 1. **Not Sustained** - the investigation fails to disclose sufficient information to clearly prove or disprove the allegation.
 2. **Sustained** - the investigation discloses that the alleged act(s) did occur, and that they constitute misconduct.
 3. **Exonerated** - the investigation reveals that the alleged act(s) did occur, but that the employee's actions were justified, lawful, and proper.
 4. **Unfounded** - the investigation reveals conclusively that the alleged acts **did not** occur.

5. **Other/Policy Failure** - the investigation reveals that the alleged act was not misconduct, however there exists administrative concerns related to policy failure that merits attention and/or further review.

7. **CONCLUSION OF INVESTIGATION**

- A. If a Captain conducted the investigation, the completed report and all supporting recordings (i.e., statements, photographs, etc.) should be forwarded to the Assistant Chief along with a recommendation of discipline and/or corrective action if applicable. The Assistant Chief will then forward the investigative file to include his/her recommendations of discipline to the Chief of Police.
- B. If the Assistant Chief conducted the investigation, he/she should forward the completed report and all supporting documentation to the Captain who supervises the division of the accused employee. That Captain should review the file and submit his/her recommendations of discipline back to the Assistant Chief. The Assistant Chief will prepare his/her recommendations of discipline and submit the file to the Chief of Police
- C. Whenever an employee is subject to disciplinary action consisting of suspension with loss of pay, demotion, or dismissal, the employee shall be given the opportunity to address the findings and recommendation of discipline with the Chief of Police during a predetermination hearing prior to the imposition of the disciplinary action consisting of suspension with loss of pay, demotion, or dismissal.
- D. No dismissal, demotion, transfer, reassignment, or other personnel action which might result in loss of pay or benefits or which might otherwise be considered a punitive measure shall be taken against any officer unless the officer is notified of the action and the reason or reasons therefore prior to the effective date of such action.
- E. The contents of the complaint and investigation shall remain confidential.
- F. No employee shall be discharged; disciplined; demoted; denied promotion, transfer, or reassignment; or otherwise discriminated against in regard to his or her employment or appointment, or be threatened with any such treatment, by reason of his or her exercise of the rights granted by this part.
- G. Notice to the complainant and the employee(s) of the final disposition will be made by the Assistant Chief, or the assigned investigator.

8. **RELIEF FROM DUTY**

- A. The Chief of Police with the approval of the City Manager may relieve an employee from duty pending determination of their physical or psychological fitness for duty; or pending disposition of an Internal Investigation. Relief from duty will conform to the procedures provided in the City of Watertown Personnel Policy, Article 9 Leaves of Absence—Full Time Employees, Section 9.06 Administrative Leave. As provided by the authority of the Chief of Police certain examinations, tests, and/or exemplars may be utilized by competent authority during an internal investigation.
 1. An employee may be required to submit financial disclosure statements if the investigation involves questions of a financial nature.
 2. An employee may be required to be photographed, or participate in a line-up if it is material to a particular offense or investigation.
 3. An employee may be required to submit to a breathalyzer, urinalysis, psychological examination, handwriting exemplars, or other tests/examinations that **specifically relate** to a particular offense or allegation.
 4. Investigations may also include requests for polygraph examinations and/or truth verification (C.V.S.A.) examinations. No employee will be compelled to submit to examinations of this scientific nature against their will, nor will any such refusal be a determinant in the finding of fact in the case.
 5. As a condition of employment, all Watertown Police Department facilities, work areas, furniture, filing cabinets, assigned/utilized Police Department vehicles, and issued equipment of any employee will be subject to search and/or inspection at any time.

9. **APPEALS**

- A. Employees desiring to appeal formal discipline or administrative sanctions enacted as the result of a sustained investigation will conform to the procedures provided in the collective bargaining agreement or civil service ordinance between the City of Watertown and its employees.

10. **DOCUMENT RECORDS**

- A. All files created in the process of a complaint or formal internal investigation will be securely maintained within the office of the Assistant Chief.
- B. All completed disciplinary actions will be forwarded to the Human Resources Director and placed in the employee's personnel file.

Watertown Police Complaint Tracking Form

Use this form whenever handling a citizen's complaint, regardless of seriousness. This form does not replace any other existing form and is not to be confused with the formal citizen's complaint form

- Complainant known
 Anonymous caller
 Walk-in complaint
 Complaint mailed
 Complaint e-mailed

Date Reported:	Date of Incident:	Incident #:
Callers Name:	Complainant Name:	
Address:	Phone Number:	
Employee Involved:	Immediate Supervisor:	
Employee Taking Complaint:	Division:	

Complaint:	<input type="checkbox"/> Rudeness	<input type="checkbox"/> Use of Force	<input type="checkbox"/> Fail to take report	<input type="checkbox"/> Unprofessional
<input type="checkbox"/> Use of Force	<input type="checkbox"/> Speeding	<input type="checkbox"/> Harassment	<input type="checkbox"/> Gratuity	<input type="checkbox"/> Criminal
<input type="checkbox"/> Other alleged policy violation				<input type="checkbox"/> Response Time
Enforcement Type:	<input type="checkbox"/> Traffic	<input type="checkbox"/> Drugs	<input type="checkbox"/> Prostitution	<input type="checkbox"/> Loitering
<input type="checkbox"/> Disturbance	<input type="checkbox"/> Animal or Noise	<input type="checkbox"/> Protective Custody	<input type="checkbox"/> Arrest	<input type="checkbox"/> Civil
<input type="checkbox"/> Other:				

Was the complaint resolved? YES NO

How was the complaint resolved?

Inquiry Stage: YES NO Inquiry Assigned to: _____

Civilian complaint form initiated? YES NO

Does the complainant wish to formalize the complaint? YES NO

Was the employee disciplined? YES NO

Other: _____

Findings of Inquiry:	<input type="checkbox"/> Exonerated	<input type="checkbox"/> Unfounded	<input type="checkbox"/> Not Sustained
<input type="checkbox"/> Sustained	<input type="checkbox"/> Policy Failure	<input type="checkbox"/> Pending	<input type="checkbox"/> Request Internal Inv.

Exonerated: That specific acts did occur but were justified, lawful, and/or proper.

Unfounded: That the specific act(s) complained of did not occur or failed to involve Watertown Police Department personnel.

Not Sustained: Failure to discover sufficient evidence to clearly prove the allegation(s) made in a complaint.

Sustained: The investigation disclosed sufficient evidence to clearly establish the allegation(s) made in the complaint.

Policy Failure: The allegation(s) is/are true; however, the employee was acting in a manner consistent with the Watertown Police Department policy. This finding must clearly detail how any particular policy is incorrect and may necessitate further review and/or revision of the specific policy.

NOTE: Upon receipt of complaint, forward copies to the Chief of Police, and the Assistant Chief of Police.

Administrative Investigation Warning

WATERTOWN POLICE DEPARTMENT

I WISH TO ADVISE YOU, that you are being questioned as _____
part of an official investigation of the Watertown Police
Department.

YOU WILL BE ASKED, questions specifically directed and _____
narrowly related to the performance of your official duties or
fitness for duty. You are entitled to all the rights and privileges
guaranteed by the Laws and the Constitution of the United
States, including the right not to be compelled to incriminate
yourself.

I FURTHER WISH TO ADVISE YOU, that if you refuse to _____
testify or to answer questions relating to the performance of
your official duties or fitness for duty, you will be subject to
Departmental charges, which could result in your dismissal
from the Watertown Police Department.

IF YOU DO ANSWER, neither your statement(s) nor any _____
information or evidence which is gained by reason of such
statement(s) can be used against you in any subsequent
criminal proceeding, except for perjury or obstruction of justice
charges*.

HOWEVER, these statements may be used against you in _____
relation to subsequent Departmental charges.

YOU ARE HEREBY ORDERED not to convey directly or _____
indirectly any details of this interview or investigation to any
person(s) in or outside this department other than your
representative. If so, you will be in violation of insubordination.
Your actions could result in other disciplinary sanctions against
you.

I have read and understand the above warning.

Signature of Employee

Witness

Date

Time

Case No. _____

WPD 242.1

*United States v. Veal, 153 F3d 1233 (11th C.A.-1998)

WATERTOWN POLICE DEPARTMENT

“Notification of Investigation”

Name of Employee

ID Number

Rank

Unit of Assignment

YOU ARE HEREBY ADVISED, that you are under administrative investigation for the following improper acts and or violations of the Watertown Police Department Rules and Regulations:

Section	Violation

You will be notified when this investigation is complete. Please be advised that this is not intended to imply or in any other manner suggest the allegations against you are true or will be substantiated; however, it is the policy of the Watertown Police Department that this matter be fully investigated.

I HEREBY acknowledge receipt of written Notification of Investigation.

Signature of Employee

Witness

Date

Time

Case No. _____

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: May 1, 2022	Rescinds: A-155 (May 2001) Amends: October 18, 2013	Number: A-155
Subject: Critical Incident Stress Debriefing		Re-evaluation Date: March 2026
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 1

This order consists of the following numbered sections:

1. Policy
2. Procedures

1. POLICY

It is the policy of the Watertown Police Department that Critical Incident Stress Debriefing (CISD) should be easily accessible and readily available upon request to its employees. This debriefing is a psycho-educational process and does not necessarily take the place of professional counseling if needed. Its purpose is to provide a structured environment where an employee can ventilate about the reaction he/she experienced to reduce the impact through group discussion.

2. PROCEDURES

A. Critical Stress Exposure Incidents

- i. Critical stress exposure incidents occur continually, and each individual can experience varying levels of stress as a result of these incidents. Following is a partial listing of those incidents that may require a CISD:
 1. Serious injury, suicide, or death of a co-worker.
 2. Serious injury, death, or suicide of a civilian where the sights, sounds, or smells are so distressing as to produce a high level of immediate or delayed emotional reaction.
 - a. Any other incident where the sights, sounds, or smells are so distressing as to produce a high level of immediate or delayed emotional reaction.
 3. A near death experience.
 4. Incident where an individual causes serious injury to, or is involved in taking the life of a person.
- ii. Initiating a CISD response is the responsibility of the supervisor
 1. The supervisor is responsible for initiating the primary activation of the response team. This is to be accomplished by talking with those involved with the incident and determining from their response if a debriefing is needed. This should be done as soon as possible after the occurrence of the incident. Ideally, CISD will occur within 24 to 72 hours. The supervisor will notify the shift commander as to the need for CISD.
 2. The Chief will make the decision on whether the CISD will occur, or in his absence the shift commander or supervisor.
 3. The Human Service Agency has on staff qualified counselors available for the CISD, and appointments will be set up through their office.
 4. Officers on the Department who have had training on CISD may be asked to assist with the process.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: May 1, 2022	Rescinds: A-160 (July 2000) Amends: October 18, 2013	Number: A-160
Subject: Exposure to Disease and Health Hazards		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 4

This order consists of the following numbered sections:

1. Policy
2. Definitions
3. Procedure

1. POLICY

It is the policy of the Watertown Police Department to provide officers with training and guidelines for preventing the contraction of HIV, Hepatitis B, any airborne, or uncommon, rare life-threatening disease in order to protect and provide appropriate treatment to any WPD employee. The shift commander will be notified in the event or in the absence of the shift supervisor. The Watertown Police Department will provide safety equipment, up-to-date training, record exposures, and provide any needed vaccinations.

2. DEFINITIONS

- a. Life-threatening infectious disease-A disease that presents a significant risk of death if acquired by a healthy, susceptible host, and the disease can be transmitted from person to person.

3. PROCEDURE

- a. Precaution Recommendation
 - i. To minimize exposure, officers will treat all custodial or potential custodial persons as potential carriers of HIV, HBV, or other potentially life-threatening diseases.
 1. Leather gloves may be worn when searching persons or places where it is reasonable to suspect possible contamination.
 2. Searches of vehicles should be made with flashlights, and other areas if possible.
 3. Subjects being searched or patted down should be asked to empty their pockets, and remove any sharp objects on their person.
 4. Suspects with body fluids on their persons shall be transported in separate vehicles from other suspects.
 5. Arresting officers will document incidents where a suspect taken into custody has body fluids on his person, or stated he has a communicable disease.
 - ii. Protective gloves should be used at all times where contact with body fluid is possible. A supply of gloves will be kept in an accessible area for all officers.
 - iii. Plastic mouthpieces or other barrier-type resuscitation devices are recommended for use for CPR or mouth-to-mouth breathing. A resuscitation device should be in each marked vehicle.
 - iv. All sharp objects such as needles, knives, and scalpels shall be treated as contaminated and handled with extreme caution.
 1. It is recommended needles be placed in puncture-resistant tubes.
 - v. Officers should not smoke, eat, or drink near any body fluid spills.
 - vi. Aids protection kits should be in each marked vehicle's supply box.
 1. This kit contains the following:
 - a. Face Mask
 - b. Disposable gloves
 - c. Apron
 - d. Antiseptic wipe
 - e. Safety glasses
 - f. Red plastic bag
 - g. Informational booklet
 2. Anyone using protection kits will notify the supervisor of their use so that replacement of kit will occur.

- vii. An antiseptic hand cleanser that meets OSHA requirements should be supplied for all marked vehicles.
- b. Training and Education
 - i. Officers will receive updated and current training, minimum of a yearly training session. All training will be recorded, and the Records Department will maintain this information.
 - 1. Relevant training. Training should be based on duties and responsibilities performed by officers. Training should include issues such as HIV-CPR/first aid procedures, search-arrest procedures, transport of prisoners, crime scene processing, evidence handling, disposal of contaminated materials, and HIV antibody testing procedures.
 - ii. The Field Training Program will provide training to new officers prior to initial assignment.
- c. Disinfecting Of Potential Contaminants
 - i. Any exposed skin that has contact with a bodily fluid should be washed with hot running water for at least 15 seconds thoroughly with a germicidal and viral disinfectant soap. If water is not available, use the antiseptic band cleaner provided in each marked vehicle.
 - ii. An affected vehicle should be placed in a secure area and disinfected with proper cleaner before the vehicle is used for patrol activity. This cleanser can be a bleach solution or other approved disinfectant cleanser.
 - iii. Non-disposable equipment which has been contaminated should be cleaned as follows:
 - 1. Excess bodily fluid should be wiped off with disposable absorbent material.
 - 2. A solution of 1 part chlorine to 10 parts water should be applied to contaminated areas as a disinfectant for a period of 30 seconds before removal. Anyone cleaning up a contaminated area should use gloves, masks, eye protection, booties, and aprons.
 - iv. Officers should remove contaminated clothing as soon as practical and with minimal handling. Contaminated clothing should be laundered with detergent in water at heat 160 degrees for 25 minutes.
 - v. All contaminants will be disposed of properly according to established federal, state, local guidelines.
- d. High-Risk Exposure Procedures
 - i. During the course of an officer's duties, they will come in contact with different levels of exposure. Those exposures considered high risk will include, but are not limited to the following:
 - 1. Handling of items containing or contaminated with blood or other body fluids.
 - 2. Direct contact with blood or other bodily fluids from a subject on an area where there is an open sore or cut.
 - 3. Direct mouth-to-mouth resuscitation as in CPR.
 - 4. Receiving a cut or puncture as a result of an arrest of a person, or search of a person or property, including needles and bites.
 - 5. Contact of bodily fluids or blood with eyes, mouth, other mucous membranes, or any other high-risk exposure not listed.
 - ii. Any subject responsible for potentially exposing an officer or employee of the Watertown Police Department to a communicable disease shall be encouraged to undergo testing to determine if that person has any such disease.
 - 1. Test results will be provided to the subject and the exposed officer or employee.
 - 2. Any person who intentionally exposes an officer to a communicable disease may be charged criminally.
 - iii. Any WPD employee having a high-risk exposure shall immediately notify his supervisor and complete appropriate injury medical and report of exposure incident forms as soon as possible. The reports will be forwarded to the shift commander.
 - 1. The officer should report to an appropriate health care facility for clinical and serological testing and any treatment as recommended within 1-2 hours of high-risk exposure. Testing should continue at periods of 6 weeks, 12 weeks, and 6 months.
 - 2. Psychological counseling should be made available for the officer or employee.
 - 3. Additional counseling as to the effects of positive testing of HIV and the results of such HIV infectious as to insurance, employment and family situations should be made available.
 - iv. Employees who test positive for HIV or HBV may continue working as long as they maintain acceptable performance and do not pose a safety and health threat to themselves, the public, or other members of this agency.

1. This agency shall make all decisions concerning the employee's work status solely on the medical opinions and advice of the agency's health care officials.
 2. This agency may require an employee to be examined by the department health care officials to determine if he is able to perform his duties without hazard to himself or others.
- v. Record Keeping
1. The city personnel department shall maintain an accurate record for each employee with occupational exposure that includes information on vaccination status; the results of an examination, tests, and follow-up procedures; the health care professional's written opinion; and any other germane information provided by the health care profession.
 2. These health care records shall be retained in a secured area with limited access for the duration of the member's employment plus 30 years and may not be disclosed or reported without the express written consent of the member.
- e. Vaccinations
- i. The Department will provide all officers with vaccination for Hepatitis B. Records of the vaccinations will be maintained by the Department
- f. Guidelines for Determining Exposure
- i. Airborne infectious disease
 1. If it is determined that a person has infectious pulmonary tuberculosis, the medical facility must notify the designated officer of the employees who were in contact with that person as soon as practical but not later than 48 hours after the determination has been made.
 - ii. Bloodborne
 1. An exposure incident is defined as a specific eye, mouth, other mucous membrane, non-intact skin, or parenteral (needle stick or puncture) -contact with blood or other potentially infectious material that results during the performance of an employee's duties. Blood and other body fluid (semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, peritoneal fluid, pericardial fluid, and amniotic fluid) are considered potentially infectious from all persons. When employees have contact with body fluids under circumstances in which differentiation between fluids is difficult, if not impossible, all body fluids are considered potentially infectious.
 - iii. Other infectious diseases (as determined by the medical facility)
 1. Is there sufficient information in the report to identify the patient suspected of having an infectious disease?
 2. If the person in question is identified, medical records should be reviewed for:
 - a. Results of tests diagnostic for any of the listed diseases.
 - b. Signs or symptoms compatible with any of the listed diseases.
 - iv. If it is determined that the person is infected with any of the listed diseases, review the description of the incident to determine if the employee was exposed.
 1. Was the employee in circumstances in which there is a significant risk of becoming infected with the etiologic agent (all of the causes of a disease or an abnormal condition).
 - a. Nature of the risk (How is the disease transmitted?)
 - b. Duration of the risk (How long is the carrier infectious?)
 - c. Severity of the risk (What is the potential harm to others?)
 - d. Probability the disease will be transmitted and will cause varying degrees of harm.
 - v. List of potentially life-threatening infectious diseases to which Watertown Police Department employees can be exposed.
 1. The disease is potentially life-threatening, i.e., it carries a significant risk of death if acquired by a healthy, susceptible host, and the disease can be transmitted from person to person.
 - a. Airborne diseases
 - i. Infectious pulmonary tuberculosis (*Mycobacterium tuberculosis*)
 - b. Bloodborne diseases
 - i. Hepatitis B
 - ii. Hepatitis C
 - iii. Human immunodeficiency virus infection (including acquired immunodeficiency syndrome; AIDS)

- c. Uncommon rare diseases.
 - i. Diphtheria (*Corynebacterium diphtheriae*)
 - ii. Meningococcal disease (*Neisseria meningitidis*)
 - iii. Plague (*Yersinia pestis*)
 - iv. Hemorrhagic fevers (Lassa, Marburg, Ebola, Crimean-Congo, and other viruses yet to be identified)
 - v. Rabies

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: October 18, 2013	Rescinds: Amends: None	Number: A-165
Subject: Wellness Program		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 3

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Discussion
4. Procedures

1. PURPOSE

The purpose of this policy is to establish the Watertown Police Department Wellness Program. The Watertown Police Department Wellness Program will be made available to all Watertown Police Department employees/volunteers on a voluntary basis. The Watertown Police Department recognizes the importance of protecting the health and fitness of our employees/volunteers. The intended purpose of this program is to provide the incentive and opportunity to our employees/volunteers to reach and maintain an appropriate level of physical fitness. This policy will define and discuss the parameters of the Watertown Police Department Wellness Program.

The Fitness Assessment Test will cover flexibility, muscular strength, muscular endurance and cardiovascular endurance. The assessment tests will help evaluate present physical fitness and provide recommendations to aid in achieving and maintaining overall physical fitness. The tests will not be conducted on a pass/fail basis but instead will evaluate the overall condition of each employee/volunteer who chooses to participate.

2. POLICY

It shall be the policy of the Watertown Police Department to work together as a team to guide and assist every employee/volunteer who wishes to lower their cardiovascular risks, reduce their stress levels and develop an intelligent, comprehensive and effective fitness plan. The implementation of the Watertown Police Department Wellness Program, coupled with the employees'/volunteers' doctor recommended regular medical examination, will provide to the employees/volunteers a profile of their level of fitness. It is the desire of the Watertown Police Department Wellness Program to encourage positive lifestyle changes which will improve overall health and life longevity of participating employees/volunteers.

3. DISCUSSION

For the purpose of the Watertown Police Department Wellness Program, an employee/volunteer is considered to be in good physical condition if they possess an efficient cardiovascular respiratory system, adequate levels of muscular strength, flexibility, and endurance. An employee/volunteer who has these components is capable of professionally performing their daily assignments without undue risk of injury or fatigue and possesses enough reserve energy to address recreational and other personal needs.

The Fitness Assessment Test is designed to measure employees'/volunteers' level of fitness in each of these areas. Employees/volunteers will receive timely feedback in order that they may compare their performance to the Cooper Age and Gender Base Standards for Law Enforcement.

4. PROCEDURES

The Fitness Assessment Test will be administered by any other participating employee/volunteer in the Watertown Department Wellness Program. The initial assessment will occur when the employee/volunteer chooses to participate in this plan. After the first assessment, annual tests will be recommended to gauge physical condition.

- I. Benefits of personal physical fitness in public service

- A. Personal Benefits
 - 1. Improved general health; note - the probability of early death exists for seven out of ten people who show a poor fitness picture.
 - 2. Improved diet control.
 - 3. Increased energy levels.
 - 4. Improved appearance; a noted psychological factor when dealing with the public.
 - 5. Confidence.
- B. Benefits for all department employees/volunteers.
 - 1. Reduced sick leave.
 - 2. Improved employee/volunteer performance.
 - 3. Lower frequency of accidents.
 - 4. Improved employee/volunteer morale.
- C. Extended capabilities for Watertown Police Department employees/volunteers
 - 1. Poise
 - 2. Confidence
 - 3. Stress Management
 - 4. Career survival.
- II. Conditions of work
 - A. Medical health and fitness examinations
 - 1. The purpose of these examinations is to identify health and fitness problems in employees/volunteers before they can adversely affect job performance or employees'/volunteers' ability to maintain general good health. The Watertown Police Department shall encourage members to undergo employees/volunteers doctor recommended routine physical examinations.
 - 2. Results from the medical health examinations shall be considered part of the physician/patient relationship and will remain confidential.
 - B. Physical examinations/cost
 - 1. All physical examinations undergone at the direction of the Watertown Police Department shall be at the expense of the Watertown Police Department.
 - 2. All Physical examinations undergone at the direction of the employee/volunteer shall be at the expense of the employee/volunteer.
- III. Resting heart rate

A resting heart rate above 75 for men and above 80 for women is considered above average. This is a simple measure of how many times per minute the heart beats while the body is at rest. The resting heart rate for each employee/volunteer will be used to give a basic indication of their personal physical condition. Employees/volunteers are encouraged to check their own resting heart rate on a routine basis.
- IV. One and one-half mile run/walk/optional stationary bike
 - A. The one and one half mile run/walk is an indication of the condition of the heart and lungs. It measures the employee/volunteers aerobic capacity or the ability of the heart and lungs to utilize oxygen. Employees/volunteers who cannot complete the 1-1/2 mile run will be encouraged to walk/run the distance and use department provided tread mills to improve their aerobic condition.
 - B. Employees/volunteers who choose not to participate in the mile and a half run/walk are encouraged to ride the department provided stationary bike in the fitness room. This test will measure cardiovascular endurance. Employees/volunteers will ride the bike for three (3) miles in the shortest amount of time they can.
- V. Sit-and-reach

The sit and reach test will measure the flexibility of the lower back and hip areas. Additionally, the elastic ability of the muscles located in the back of the legs and in the trunk is measured. After removing shoes, the employee/volunteer sits on the floor with legs extended forward, knees locked, the backs of the legs touching the floor, and leans forward at the waist as far as possible. The fingers are placed on a bench while leaning forward and a measure of how far the employee/volunteer reaches is recorded.
- VI. Maximum bench press/optional push-up test
 - A. The maximum bench press measures upper body muscular strength. The employee/volunteer will work upward in weight over approximately five (5) lifts. The test will determine the maximum amount of weight the employee/volunteer can press at one time.
 - B. The push up test will be given if the employee/volunteer chooses not to perform the bench press. This test is a measure of upper body muscular endurance. The maximum number of correct push-ups completed in one minute is recorded.
- VII. One minute sit-up test

The one minute sit-up test measures muscular endurance in the abdominal muscle group, an area of great concern to the sedentary individual. The maximum amount of correct sit-ups completed in one minute is recorded.

VIII. Fitness/diet program

Employees/volunteers will be encouraged by other Watertown Police Department employees/volunteers to use equipment provided in the fitness room to improve their scores on the above tests. It is understood every employee/volunteer has their own strengths and weaknesses. Employees/volunteers will use their strengths to provide training recommendations for others to help improve physical fitness.

IX. Use of fitness room

1. Employees/volunteers using the fitness room will sign in and out when using the facility.
2. Each employee/volunteer using equipment in the fitness room will be responsible for returning equipment to its proper position before leaving.
3. Employees/volunteers using equipment will be responsible for cleaning the items they use so the items are clean for the next person.

X. Opt out policy

Under no circumstances will any employee be compelled, either directly or indirectly, to participate in any component part of this policy. While the Watertown Police Department believes participation in this voluntary program will benefit its employees, the Watertown Police Department recognizes some employees/volunteers will continue to follow their own fitness regimen to maintain health and well being and may choose to not participate. It is an express condition of this policy that an employee's/volunteer's participation or non-participation will not be used as a basis for any assignment or promotional decision made by the Watertown Police Department and shall not be used as a basis for any disciplinary action.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: September 6, 2024	Rescinds: Amends: January 1, 2018	Number: A - 170
Subject: Sworn Law Enforcement Personnel Dress Code and Uniform Regulations		Re-evaluation Date: September 2028
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 5

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. PURPOSE

The purpose of this policy is to promote a professional image of the Watertown Police Department to the community served.

2. POLICY

It is the policy of the Watertown Police Department that all uniformed sworn employees be consistently attired to reflect their authority, respective assignment, and rank within the Police Department.

3. DEFINITIONS

- a. **UNIFORMED EMPLOYEES** - employees who are sworn law enforcement officers whose assignment and duties require the wearing of department approved uniforms.

4. PROCEDURES

- a. Uniformed employees will be properly groomed and his/her uniform clean, pressed, and in proper condition.
- b. All uniforms and equipment personally owned or issued by the Police Department for the performance of duties, will be maintained in a clean, serviceable condition, ready for immediate use.
- c. The following is a list of the prescribed uniforms (excluding specialty unit uniforms):
 - i. **Class A Law Enforcement Uniform**
 1. White or navy blue long sleeve dress shirt and tie.
 2. Navy blue pants with an approved stripe down each leg.
 3. Navy blue dress coat, if issued to the officer, shall be worn as part of the Class A uniform. The dress coat shall have department patches affixed to both sleeves. Award ribbons, shoulder cords, nameplates, and rank insignia may be attached to the dress coat in a manner consistent with other sections of this policy. Officers who were not issued a dress coat, may attach department patches, award ribbons, nameplates, and rank insignia directly to their dress shirt.
 4. Navy blue dress cap with appropriate cap badge, if issued to the officer, shall be worn provided that wearing the cap does not conflict with common law enforcement or military protocol. For example, caps should be removed when indoors unless the officer is performing a formal duty-related function (i.e., presenting the colors, serving as an usher or greeter at a funeral, etc.).
 5. Highly polished black dress shoes or boots.
 6. The Class A uniform is meant to showcase the professionalism of the personnel associated with our agency. Class A uniforms should be worn during certain events including, but not limited to, jury trials, funerals of law enforcement employees or community leaders, and community ceremonies or other formal events. When deciding whether or not to wear a Class A uniform for a specific event, the officer may take into consideration a variety of factors, including the

weather, the scale and location of the event, and whether or not the officer is on-duty and subject to regular police calls for service.

- ii. Class B, Law Enforcement Uniform:
 - 1. Navy blue short sleeve or long sleeve shirt bearing permanently affixed department patches on both sleeves.
 - 2. Navy blue, full-length trousers.
 - 3. Ballistic vest external carrier and approved accessories.
 - 4. Black leather duty belt and approved accessories.
 - 5. Black athletic type shoes or black boots.
 - 6. Dark blue V-neck pullover with cloth department badge stitched on the left chest or pinned badge.
 - 7. Navy blue or black turtleneck.
 - 8. Black, navy blue, or white crew neck tee shirt.
 - 9. Department issued baseball style hat or stocking cap with appropriate markings approved by the Chief of their designee.
 - 10. The Class B uniform is appropriate for regular duty, preliminary hearings, grand jury proceedings, and bench trials. It is also acceptable attire for jury trials and public events and ceremonies if the officer has not been issued a Class A uniform.
- iii. Special Assignment and/or Unit Uniforms:
 - 1. Department members of special teams, units, or while performing special functions, may wear a distinct uniform suitable to the duties performed.
 - 2. All uniforms worn by department members of special teams, units, or while performing special functions, must be approved by the Chief of Police or their designee prior to their use.
 - 3. All uniforms worn by department members of special teams, units, or while performing specific functions will be consistent with the uniforms of other team or unit members.
 - 4. All uniforms worn by department members of special teams, units, or while performing enforcement activities, will be suitably marked to identify the wearer as a Watertown Police Officer.
- d. Reserve Officer Uniform:
 - i. All sworn Reserve Police Officer's will wear the same uniform and accessories as worn by full-time sworn, non-supervisory Police Officers. Reserve Police Officers will wear a badge designating them as sworn reserve police officers.
- e. Employees will wear their prescribed uniform and equipment during their tour of duty.
 - i. Employees may be exempt from wearing the prescribed uniform, when conducting specific, temporary duties or assignments, these exemptions will require prior approval by the employee's immediate supervisor.
 - ii. Employees will wear only the uniform specified for their assignment. Civilian clothing will not be worn with any distinguishable part of the identifiable department uniform.
 - iii. Employees may wear the short or long sleeve Class B uniform shirt year-round at their discretion, unless otherwise directed by the Chief or their designee.
- f. Uniform Accessories and Rank Insignias
 - i. Department members will wear and display only department-authorized accessories and insignias on their uniforms. The accessories and rank insignias will be worn and displayed by personnel holding that particular rank or awarded a specific accessory. At a minimum, all Police Officers will wear the department badge and nameplate on their uniform. The following are department-approved accessories and rank insignias:
 - 1. Patrol Officer:
 - a. Department badge (silver), above left shirt pocket.
 - b. Department issued nameplate (silver), above right shirt pocket.
 - c. Department issued award or commendation pin(s) above the nameplate.
 - d. Department issued service pin, above award or commendation bar.
 - e. Special unit/team pin, above award or commendation bar.
 - 2. Police Training Officer
 - a. Department badge (silver), above left shirt pocket.
 - b. Department issued nameplate (silver), above right shirt pocket.

- c. Department issued award or commendation pin(s) above nameplate.
 - d. Department issued service pin, above award or commendation bar.
 - e. Special unit/team pin, above award or commendation bar.
 - f. One gold chevron on each sleeve below the department patch or on the collar.
3. Corporal
- a. Department badge (silver), above left shirt pocket.
 - b. Department issued nameplate (silver), above right shirt pocket.
 - c. Department issued award or commendation pin(s) above the nameplate.
 - d. Department issued service pin, above award or commendation bar.
 - e. Special unit/team pin, above award or commendation bar.
 - f. Two gold chevrons on each sleeve below the department patch or on the collar.
4. Sergeant:
- a. Department Sergeant badge (gold), above left shirt pocket.
 - b. Department issued nameplate (gold), above right shirt pocket.
 - c. Department issued award or commendation pin(s) above the nameplate.
 - d. Department issued service pin, above award or commendation bar.
 - e. Special unit/team pin, above award or commendation bar.
 - f. Three gold chevrons on each sleeve below the department patch or on the collar.
5. Captain:
- a. Department Captain badge (gold), above left shirt pocket.
 - b. Department issued nameplate (gold), above right shirt pocket.
 - c. Department issued award or commendation pin(s) above the nameplate.
 - d. Department Issued service pin, above award or commendation bar.
 - e. Special unit/team pin, above award or commendation bar.
 - f. Gold Captain Bars, one on each side of the shirt collar.
6. Assistant Chief
- a. Department Assistant Chief badge (gold), above left shirt pocket.
 - b. Department issued nameplate (gold), above right shirt pocket.
 - c. Department issued award or commendation pin(s) above the nameplate.
 - d. Department issued service pin, above award or commendation bar.
 - e. Special unit/team pin, above award or commendation bar.
 - f. Two small gold stars, one set on each side of the shirt collar.
7. Chief
- a. Department Chief badge (gold), above left shirt pocket.
 - b. Department issued nameplate (gold), above right shirt pocket.
 - c. Department issued award or commendation pin(s) above the nameplate.
 - d. Department issued service pin, above award or commendation bar.
 - e. Special unit/team pin, above award or commendation bar.
 - f. Four small gold stars, one set on each side of the shirt collar.
8. Department Nameplates:
- a. The department issued nameplate will be worn with all Class A and B uniforms.
 - b. The color of the nameplate will be the same as the color of the uniform badge.
- g. Law Enforcement Utility Belt, Accessories, and Protective Ballistic Vest.
- i. The following items are issued by the department to Watertown Police Officers and will be worn by these personnel during enforcement operations and applicable training sessions; these accessories will not be altered from the original manufacturer's condition. These accessories will be of leather "basket weave" design unless otherwise approved by the department.
 - 1. Black colored duty belt.
 - 2. External ballistic vest carrier.
 - 3. Black colored firearm holster and firearm.
 - 4. Black colored firearm magazine holder and firearm magazines.
 - 5. Black colored OC spray holder and OC spray.

6. Black colored glove pouch and non latex gloves.
 7. Black colored portable radio holder and radio.
 8. Black colored handcuff case and handcuffs.
 9. Black colored Flashlight holder and flashlight.
 10. Protective ballistic vest.
- ii. The following items may be attached as an accessory to an officer's duty belt or external ballistic vest carrier, subsequent to the approval of the Chief of Police or their designee:
 1. Black colored cell phone case
 2. Additional black colored handcuff case and handcuffs.
 3. Black colored multi-tool case and multi-tool.
 4. Black colored key holder.
 5. Any other accessory deemed appropriate by, and approved by, the Chief of Police or their designee.
 - iii. Any non-department issued duty belt, firearm holster, magazine holder, OC spray holder, glove pouch, portable radio holder, handcuff case, or flashlight holder worn in addition to or in place of any issued items shall be approved by the Chief of Police or their designee.
- h. Jewelry or personal ornaments will not be affixed to any part of the uniform or equipment. The only items of jewelry permitted to be worn with the uniform are:
- i. A wristwatch.
 - ii. Medical bracelets.
 - iii. One conservative ring on each hand.
 - iv. Concealed religious medals.
 - v. Stud type earrings (female employees only).
- i. Tattoos
- i. Employees are permitted to have visible tattoos that are not prohibited tattoos.
 - ii. Prohibited tattoos are:
 1. Tattoos that may be considered racist, sexist, gang-related, obscene, sexually explicit, vulgar, anti-American, anti-social, or prejudicial to the good order. Prohibited tattoos that are not covered by clothing or able to be concealed by reasonable means are not authorized.
 - a. Reasonable means of covering the prohibited visible tattoos include wearing a long-sleeved shirt, skin tone patch or make-up, or wearing a skin tone tattoo sleeve cover.
 2. Tattoos on the neck, face, head, scalp, and below the wrist are prohibited, except for a single band tattoo on the left ring finger.
 - iii. The Chief of Police or designee will make the final determination as to what is or is not prohibited.
- j. Grooming
- i. Male Officers:
 1. Hair - will be neatly trimmed and may extend over the tops of the ears, but will not cover more than half the ear. The hair will not extend over the top of the shirt collar or bush excessively from beneath the uniform hat when worn.
 2. Sideburns - must be tapered to the contour of the head, trimmed with no flair, and may not extend beyond 2/3 the length of the ear.
 3. Mustaches – must conform to the natural lip and must be neatly trimmed. Handlebar mustaches, waxes, twisted, or extreme styles are not permitted.
 4. Goatees or Fu Man Chus are not permitted for employees wearing a department uniform. Beards from sideburn to sideburn will be allowed, provided they are neatly groomed, well-kept, and maintained at a uniform length not exceeding a quarter inch. Any beard that appears untidy, uneven, or otherwise unprofessional is subject to review by a supervisor who has the authority to order the removal of facial hair. Beards will be grown during an off-duty period to avoid an unshaven appearance.
 - a. Beards, goatees, or Fu Man Chus are authorized for non-uniformed employees who perform undercover duties and by employees assigned to investigative units where a uniform is not worn. Provided they are neatly groomed, well-kept, and maintained at a uniform length not exceeding a quarter inch. If the appearance is untidy, uneven, or

otherwise unprofessional, it is subject to review by a supervisor who has the authority to order the removal of facial hair. These styles will be grown during an off-duty period to avoid an unshaven appearance and will be neatly trimmed.

- ii. Female Officers:
 - 1. Hair – While in uniform, hair will be conservative and present a business-like appearance. Hair must be secured in a style to prevent injury in the event of an assault. Hair must be styled to provide for the proper fit of a uniform hat. Long hair will not be loose to the extent, that it becomes a hazard to the officer and detracts from a professional appearance. If a hair clasp or barrette is worn, it must correspond with the hair color.
 - 2. Cosmetics will be subdued and blended to match the natural skin color of the employee. Fingernails will be neat and trimmed so as not to extend beyond the tips of the fingers. Fingernail polish, if worn, will be clear.
- iii. Fad hairstyles that do not present a professional appearance are not acceptable. Supervision/Management will determine the appropriateness of hairstyles.
- iv. Proper personal hygiene is a requisite when in any duty status or situation.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: October 13, 2015	Rescinds: Amends: A-172 (Aug 2011)	Number: A-172
Subject: Inspections		Re-evaluation Date: October 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 5

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Officers Responsibilities
5. Vehicle and Equipment Inspections
6. Staff Inspections
7. General Inspections
8. Findings and Responses

1. PURPOSE

- a. The purpose of this general order is to provide general guidelines and responsibilities for officer conducted vehicle maintenance and for supervisor inspections of Watertown Police Personnel, equipment, and facilities.
- b. Since police service is almost entirely a personal service, every condition in a police organization and its environment is traceable in large measure to the acts of law enforcement officers, their appearance, and the condition of their equipment. The success or failure of their operations is largely dependent upon adequate, clean, and serviceable equipment. The inspection process provides the Chief of Police with an effective means of regularly assessing Watertown Police Department's efficiency and effectiveness.

2. POLICY

- a. It will be the policy of the Watertown Police Department that all components, facilities, property, equipment, and personnel are subject to inspections. Furthermore, it will be the policy of the Watertown Police Department to objectively evaluate and improve the Watertown Police Department's performance, operational efficiency and professional standards by regularly conducting staff inspections.
- b. It is the policy of the Watertown Police Department to provide officers with the necessary equipment to perform their duties. Vehicle maintenance is necessary to provide a safe working environment, as mobile response to incidents is required. It is the responsibility of each officer to make a visual check of their equipment at the beginning of their shift.

3. DEFINITION

- a. **VEHICLE INSPECTION** - inspections to determine whether the resources of the Watertown Police Department are being utilized to the best advantage, to reveal needs for additional, equipment, training, or direction. Vehicle inspections ensure that personnel are properly using and maintaining departmental vehicles and all equipment contained within the vehicles.
- b. **STAFF INSPECTIONS** - inspections to determine whether or not departmental staff is wearing the proper uniforms to include rank insignia, collar pins, name tags, years of service bars, and commendation bars. Staff inspections will also serve to insure that officer's uniforms and issued personal equipment is adequate, clean, and serviceable.
- c. **GENERAL INSPECTIONS** – inspections made on departmental facilities to include the building, offices, building fixtures, furniture, and office equipment.
- d. **DEFECTIVE** – equipment having a flaw or being inoperable as it was originally designed to operate.
- e. **DEFICIENT** – lacking required equipment.

4. OFFICERS RESPONSIBILITIES

- a. Vehicle Check
 - i. Each officer is assigned a vehicle to operate.
 - ii. Officers shall do the following inspection on vehicles:

1. Check vehicle for any damaged, missing, or inoperable equipment and report any such condition to their supervisor and/or the vehicle maintenance person and complete the appropriate form if necessary.
 - 2.
 3. Interior check of vehicle's back and front seat area for contraband which may have been deposited by a transported person.
 4. All other necessary areas to inspect on the vehicle are listed on the Watertown Police Department Inspection Form – Vehicle Inspection Checklist.
 - iii. Officers will clean out the interior of their assigned vehicle at the end of their shift.
 - b. Damage
 - i. Employees causing damage to, or being aware of damage occurring to any equipment or property will immediately report damage to a supervisor. Failing to report any damage could result in disciplinary proceedings. As soon as possible, the supervisor will complete a written overview of the incident using the currently acceptable Damage or Lost Property report form and forward the findings to the Assistant Chief of Police.
 - c. Lost property
 - i. Employees who lose or misplace any equipment or property of the Watertown Police Department will immediately report such loss to a supervisor. Failing to report any lost property could result in disciplinary proceedings. As soon as possible, the supervisor will complete a written overview of the incident using the currently acceptable Damage or Lost Property report form and forward the findings to the Assistant Chief of Police.
 - d. Transfer of property
 - i. Employees who have been issued or assigned department owned equipment will not transfer that equipment to another employee without proper authorization from the Captain of the Administrative Division.
- 5. VEHICLE AND EQUIPMENT INSPECTION PROCEDURES**
- a. Authority and Responsibility.
 - i. Vehicle and equipment inspections are under the administrative control of the Assistant Chief of Police.
 - ii. Vehicle and equipment inspections of the Patrol Division will be conducted on a monthly basis by the morning shift Squad Sergeant. The evaluation of departments vehicles and the equipment contained within the vehicles will determine whether or not the equipment is clean, operational, or in need of repair. Vehicle and equipment inspections of the Investigative Division will be conducted on a monthly basis by the Investigative Division Captain or his designee. Vehicle and equipment inspections for vehicles utilized by employees under the Patrol Division will be conducted by the Captain of Patrol Division or his designee.
- 6. STAFF INSPECTIONS PROCEDURES**
- a. Authority and Responsibility
 - i. The staff inspection function is under the administrative control of the Assistant Chief of Police.
 - ii. Persons with expertise in specialized areas may be temporarily assigned to a particular inspection process.
 - iii. All Watertown Police Department personnel will cooperate with and provide assistance to supervisors conducting the inspections.
 - iv. Staff inspections will serve to inspect the clothing and equipment assigned to each officer or employee of the Watertown Police Department.
 - v. Staff inspections will be accomplished at least once every 6 months and will be conducted by the Squad Sergeant or component supervisor. Inspections will be documented on Watertown Police Department Inspection Form – Staff Inspection.
 - vi. Inspections will include but may not necessarily be limited to:
 1. The cleanliness of equipment and/or clothing assigned to each Officer/employee.
 2. The presence and condition/serviceability of equipment assigned to each Officer/employee.
 3. The operational readiness of the equipment.
 4. The personal appearance of the officer/employee.
 5. Compliance with dress code and uniform policies.
 - b. Firearms Inspection Procedures

- i. All firearms inspections will be conducted by a Watertown Police Department Firearms Instructor or Squad Sergeant who will determine the proper place, time, and method for the inspections.
- ii. Firearms may be inspected holstered or un-holstered. If un-holstered weapons are to be inspected, it will be conducted in an area approved by a Watertown Police Department Firearms Instructor where the safe loading and unloading of a firearm is possible.
- iii. Special weapons such as the sniper rifles and weapons utilized by the SWAT Team will be inspected by a Watertown Police Department Firearms Instructor and the SWAT Team Supervisor.
- iv. Firearms inspections will be accomplished at least once every 6 months. Other random inspections may be accomplished at any time at the discretion of any Watertown Police Department Firearms Instructor, Squad Sergeant, Chief of Police, or their designee.
- v. The Inspector will record discrepancies and will ensure that the necessary corrections are made through follow up inspections.
- vi. All firearms inspection reports will be maintained by the Assistant Chief of Police in a report file.

7. GENERAL INSPECTION PROCEDURES

a. Authority and Responsibility

- i. The General inspection function is under the administrative control of the appropriate Captain.
- ii. General inspections will be made on all departmental facilities to include the building(s), offices, and all building fixtures and equipment.

8. FINDINGS AND RESPONSES

- i. Deficiencies will be brought to the attention of the officer/employee for corrective action.
- ii. All deficiencies will be documented and the officer/employee will be given a suitable amount of time to correct the deficiencies.
- iii. Supervisors will conduct follow up inspections to ensure deficiencies have been corrected.
- iv. Counseling, corrective, or disciplinary action should be utilized when appropriate. Counseling or corrective measures may be taken by the Squad Sergeant.
- v. Completed inspection forms will be subject to review by the Assistant Chief of Police at any time.

Watertown Police Department

Vehicle Inventory Checklist

Completed By:	Date:								
Vehicle:	21	22	23	24	25	26	27	28	29
Officer assigned to vehicle (Squad A)									
Officer assigned to vehicle (Squad B)									
Officer assigned to vehicle (Squad C)									
Officer assigned to vehicle (Squad D)									
A.E.D. (1) and Bag									
Accident Exchange Forms (2 pads)									
Airport Gate Pass Card (1)									
Ammunition (5 Slug) (10 oo Buck)									
Blanket (1)									
Blood Tubes (4)									
Caution Tape (1)									
Chalk (1)									
CPR Mask (1) In Car & (1) In A.E.D.									
Digital Still Camera In Glove Box (1)									
Evidence Bags (5)Paper (5)Plastic									
Fire Extinguisher (1) (Charged)									
Flashlight (1)									
First Aid Kit (1)									
Flex cuffs (2)									
Gas Card (1)									
Hand Sanitizer (1)									
I.S. Binoculars (1)									
Leash									
Leg Restraints (1)									
Marijuana Test Kits (2)									
Night Vision Scope (1)									
Needle Disposal Tube (2)									
Non-Latex Gloves (10 Pair)									
Patrol Rifle Cruiser Safe (1)									
Patrol Rifle Magazines (2)									
PBT and up to 20 tubes									
Radar (1) and Tuning Fork									
Red Tags (30)									
Shotgun Less Lethal Cruiser Safe (1)									
Shotgun Cruiser Safe (1)									
Stinger Spikes (1)									
Traffic Cones (3)									
Traffic Paint (1)									
Traffic Tape Measure (1)									
Video Camera (1) & Transmitter									
Traffic Wand (1)									
UA Kit (3)									
Window Punch (1)									

X = Present/Operational O = Deficient/Not Present / = Defective/Not Operational

Note Deficient or Defective items on back of this form and complete maintenance/repair form for defective/not operational items

Watertown Police Department – Vehicle Inventory Checklist

21 or 30	
22 or 31	
23 or 32	
24 or 6	
25 or 7	
26	
27	
28	
29	

MEMORANDUM

(Date)

To: (Commanding Officer via Chain of Command)

From: (Individual conducting the Overview)

Ref: Overview of (Incident #, or Property Damage/Lost Log#)

Involved Employee:

, ID

Others Involved:

(Other employees and/or civilian witnesses)

SYNOPSIS

On (date), I conducted an overview concerning (WPD Incident # or Employee). The overview is relative to (example: Motor Vehicle Accident, Accidental Firearm discharge, Damage to Police Department Property).

SUMMARY OF Overview

Summarize the information gathered during your overview.

CONCLUSION:

After reviewing all available information, both documented and testimonial, the disposition, relative to the overview is (preventable or non-preventable).

Watertown Police Department
INSPECTION FORM – STAFF INSPECTION
 (GENERAL ORDER A-172)

PERSONAL APPEARANCE / UNIFORM / EQUIPMENT:

Name: _____ Rank: _____

Appearance:	SATISFACTORY	UNSATISFACTORY	COMMENTS
Hair:	<input type="checkbox"/>	<input type="checkbox"/>	_____
Facial Hair	<input type="checkbox"/>	<input type="checkbox"/>	_____
Personal Appearance	<input type="checkbox"/>	<input type="checkbox"/>	_____

Uniform:	PROPER	IMPROPER	SERIAL #	COMMENTS
Shirt	<input type="checkbox"/>	<input type="checkbox"/>		_____
Trousers	<input type="checkbox"/>	<input type="checkbox"/>		_____
Shoes:	<input type="checkbox"/>	<input type="checkbox"/>		_____
Badges:	<input type="checkbox"/>	<input type="checkbox"/>		_____
Duty Gun Belt:	<input type="checkbox"/>	<input type="checkbox"/>		_____
Holster:	<input type="checkbox"/>	<input type="checkbox"/>		_____
Body Armor	<input type="checkbox"/>	<input type="checkbox"/>		_____
Handcuff's	<input type="checkbox"/>	<input type="checkbox"/>		_____
Magazine Holder:	<input type="checkbox"/>	<input type="checkbox"/>		_____
Handcuff Holder:	<input type="checkbox"/>	<input type="checkbox"/>		_____
Transmitter Holder:	<input type="checkbox"/>	<input type="checkbox"/>		_____
Taser:	<input type="checkbox"/>	<input type="checkbox"/>		_____
Chemical Agents:	<input type="checkbox"/>	<input type="checkbox"/>		<u>Expires:</u> _____
Flashlight:	<input type="checkbox"/>	<input type="checkbox"/>		_____

Hand Gun / Magazines: Operational Malfunctioning Clean Needs Cleaning

Serial Number: _____ Make: _____ Model: _____

Comments: _____

COMMENTS: (ACTION TAKEN ON ITEMS THAT ARE UNSATISFACTORY OR IMPROPER)

Squad Sergeant Signature _____ DATE _____ Inspected Officer _____ DATE _____

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: December 28, 2018	Rescinds: Amends: A – 180 (Jan 2013)	Number: A-180
Subject: Police Training Officer Program		Re-evaluation Date: Dec 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 4

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedures

1. PURPOSE

To establish a procedure for training new police trainees of the Watertown Police Department using problem-based learning to address neighborhood problems in partnership with the community. The PTO (Police Training Officer) program offers invaluable training in helping police trainees to perform their duties and responsibilities in a more efficient, effective and equitable manner.

2. POLICY

The Watertown Police Department, in keeping with the demands of the community for professional police service, has established the PTO program. The attainment of highly trained police officers is a fundamental goal of the Watertown Police Department. This training program uses Police Training Officers (PTOs) as the trainers which replaces the previously used Field Training Officers (FTOs) as trainers.

3. PROCEDURES

a. Police Trainee Training

- i. Newly appointed police trainees will be assigned to the PTO program for training.
- ii. Police trainees will report to the PTO Supervisor for their respective assignments.
- iii. The Watertown Police Department requires all sworn police officers to successfully complete the SD Law Enforcement Training Academy within one (1) year of their hire date.
 1. A police trainee may complete the Watertown Police Department PTO Program either prior to, during, or following the SD Law Enforcement Training Academy.
- iv. Upon successfully completing the PTO program police trainees will be assigned to Uniform Patrol Division.
- v. At the discretion of the Chief of Police, police trainees that already possess a valid South Dakota Law Enforcement Officer certificate may be allowed to complete a condensed version of the PTO program. That condensed version will consist of no fewer than eight (8) weeks of training.
- vi. All sworn personnel are required to take and abide by the Oath of Office, to enforce the law, and to uphold the United States Constitution and the Constitution of the State of South Dakota.

b. Police Training Officer

- i. The selection of Police Training Officers is conducted and based on the needs of the department.
- ii. Police Training Officers must have completed probation and have at least two (2) years of experience in their assigned field.
- iii. Police Training Officers must possess the values, tactics, and attitude necessary to ensure a positive learning environment for the police trainee.
- iv. Police Training Officers must successfully complete a Police Training Officer course.
- v. Police Training Officers must attend periodic Police Training Officer meetings for updates on the program, legal matters, policies and procedures, responsibilities, and other important issues.
- vi. Police Training Officers must attend training courses that enhance and improve the Police Training Officer's knowledge, training abilities and other important skills.

- vii. The administration, implementation and evaluation of the PTO program is regulated by the guidelines established, and the reporting responsibilities outlined in the PTO Training Manual. The information contained in this manual will be strictly adhered to by all personnel involved in the PTO program to ensure the integrity of the program. Any deviations from the manual shall be approved by the Administrative Division Captain.
- c. PTO Evaluations
 - i. The PTO supervisor will evaluate a PTO when training is completed with police trainees. Also, the police trainee will evaluate each PTO that has trained him/her during the phases. These evaluations will be collected and stored in the PTO's file.
- d. Training Tools and Aids
 - i. End of Phase CTR (Coaching and Training Reports)
 - 1. These reports are done by the police trainee and the PTO. One End of Phase CTR should be completed at the end of each phase of training, for a total of 4 CTRs when training is complete.
 - ii. Daily CTR (Coaching and Training Report)
 - 1. These reports are completed daily by the PTO. A Daily CTR will be completed each day the trainee is assigned to a PTO. The form utilizes the core competencies and a rating system of Unacceptable, Acceptable, and Exemplary. If the trainee does not perform to department standards the PTO shall mark Unacceptable on that competency. If the trainee meets the department's standards the PTO shall mark Acceptable on that competency. If the trainee's performance is commendable/excellent the PTO shall mark Exemplary on that competency. After completing the Daily CTR the PTO shall review it with the trainee and each shall sign the completed form.
 - iii. PBLE (Problem Based Learning Exercises)
 - 1. There are 4 PBLEs that will be completed during the PTO training. There is one PBLE for each phase of training (A, B, C and D). The PTO will use the PBLE in the manual unless otherwise directed by the PTO supervisor. A minimum of four PBLEs are required. However, more could be completed if necessary or if circumstances require it. These exercises can be discussed with other trainees (sharing of information and knowledge is encouraged). The PBLE will be presented to the PTO.
 - iv. NPE (Neighborhood Portfolio Exercise)
 - 1. This exercise can be performed in front of the BOE (Board of Evaluators) or at the first police trainee roll call or both. This decision will be made by the BOE. During this presentation the police trainee will discuss a geographical location within the division that they work. The police trainee will identify a problem in that particular area and begin problem-solving efforts to correct it. This presentation on average should take 10-15 minutes.
 - v. Driving Evaluation
 - 1. This evaluation is to be completed by the PTE (Police Training Evaluator) during the mid-term and final evaluation for 2 total. After the PTE completes the second evaluation and it has been established that the police trainee can or cannot safely operate a patrol vehicle, the PTO supervisor will then sign the evaluation.
 - vi. LAP (Learning Activity Packages)
 - 1. These are learning tools designed to focus on the inexperience, weakness, or problems that the police trainee is facing during training. At this time the LAPs are to be created and kept at the division level but if and when any additional LAPs are needed contact the PTO coordinator (Administrative Division Captain).
 - vii. Journals
 - 1. Journals are designed to be a training tool for the PTO and the police trainee. When training is completed, the PTO's journal will be collected and placed in the evaluation file for that police trainee. There is to be one PTO journal for each police trainee. The trainee's journal will be reviewed by the PTO on a weekly basis at a minimum.
 - viii. Matrix
 - 1. The purpose of the matrix is to teach the trainee to see the interrelationships of the Core Competencies to all activities and Calls for Service (CFS) which the police trainees engage in. The matrix is an on-going learning tool that can be added to or deleted from when needed. The matrix is a critical tool that the

police trainee will use as a resource, to locate answers, and to learn to work through specific problems. The matrix is an essential part of the PTO training. The PTO should review each cell's contents with their trainee in their current phase of training.

- e. Evaluation Process
 - i. The police trainee will be evaluated by their PTOs through CTRs, PBLEs, a midterm evaluation, a final evaluation, and a NPE. The final evaluation will be the most important, in making sure that the police trainee is ready to function as a police officer on his/her own. Daily journaling is a training tool that is also used to evaluate the police trainee. The PTO supervisor will collect the following items for each trainee: Daily CTRs, 4 - End of Phase CTRs (1 for each phase), 4 - PBLEs (one for each phase), 2 - Driving Evaluations (one from each evaluation), 1 - Midterm Evaluation, 1 - Final Evaluation, 1 - NPE and 1 PTO Journal. When all items have been collected and approved by the PTO Coordinator, they will then be archived.
- f. Phases of Training
 - i. There will be 3 Weeks of initial classroom training.
 - ii. The police trainee will then be assigned to a PTO for 4 weeks of training in Phase A (Patrol Activities).
 - 1. Phase A will consist of 1 week of observation followed by 3 weeks of Phase A training.
 - iii. After Phase A the police trainee will then be assigned to a PTO for 3 weeks of training in Phase B (Non-Emergency Incident Response).
 - iv. After Phase B the police trainee will be assigned to a PTE for a minimum of 40 hours to be spent in the Mid-Term Evaluation Phase.
 - v. After successful completion of the Mid-Term Evaluation Phase the police trainee will be assigned to a PTO for 3 weeks of training in Phase C (Emergency Incident Response).
 - vi. After Phase C the police trainee will be assigned to a PTO for 3 weeks of training in Phase D (Criminal Investigations).
 - vii. After phase D the police trainee will be assigned to a PTE for a minimum of 40 hours to be spent in the Final Evaluation Phase.
 - viii. Before the trainee moves to a new trainer it is very important that trainers meet to discuss any strengths or weaknesses that need to be addressed.
- g. Training Extension
 - i. A police trainee that is experiencing problems in training after the mid-term evaluation in most cases will go before the BOE and in most cases be granted a training extension of up to 3 weeks. During this time LAPs (Learning Activity Packages) or a PBLE (Problem Based Learning Exercise) will be given to the police trainee to focus on areas of inexperience, weakness, or problems that the police trainee is facing. After the extension, the trainee will complete a second mid-term evaluation and if improvement is shown in the problem areas, the police trainee will continue onto the next 2 phases of training.
 - ii. After the final evaluation if the police trainee is not ready to be on his or her own, the case will be presented to the BOE. At this time a training extension of up to 3 weeks can be granted. After the extension, the trainee will complete a second final evaluation. After the second final evaluation the police trainee will be put on his or her own as police officer or the issue will be revisited by the BOE for possible termination.
- h. Termination
 - i. A police trainee can be terminated at any time during training; there is no civil service protection during this phase. In most cases after two 3-week extensions are granted if a police trainee still is not prepared to be a police officer termination can be an option. If improvement is being shown the BOE will evaluate.
 - ii. The Police Training Supervisor shall submit a written overview of each end of phase meetings, to the Police Training Coordinator when a probationary recruit fails to show improvement and/or continues to perform unacceptably.
- i. Board of Evaluators
 - i. This board is designed to evaluate the police trainees to make sure they are prepared to be police officers. The board is made up of the Assistant Chief of Police, Administrative Division Captain (PTO Coordinator), PTO Supervisor, and 2 PTOs (in most circumstances the PTO's that are training the police trainee).
- j. Schedules/Shifts of Police Trainees
 - i. Police trainees may be required to work abnormal hours and assigned to different shifts often as schedules may be changed at any time to allow for any unexpected events.

- ii. Police trainees may be required to rotate to a different shift at the time they rotate to their next PTO or PTE.
 - iii. It is the goal of the Watertown Police Department to ensure that each police trainee is offered the same quality and quantity of training.
- k. The PTO Supervisor
 - i. The PTO supervisor will arrange for initial orientation of the PTO program to police trainees.
 - ii. The PTO supervisor will monitor any and all PTO paperwork, which will be maintained in a secure way and treated as personnel documents.
 - iii. The PTO supervisor will sit on the BOE and will monitor the progress of the PTOs and police trainees.
 - iv. The PTO supervisor and PTOs will conduct end of Phase meetings to discuss the police trainee's performance.
 - v. The PTO supervisor will conduct weekly meeting with police trainee.
- l. PTO Performance Evaluation
 - i. The PTO program will be reviewed on an annual basis by the PTO Supervisor.
 - ii. Police trainees will provide feedback to the PTO Supervisor by completing PTO critiques and PTO program critiques.
 - iii. The police trainee will complete the PTO critiques at the end of each phase.
 - iv. The police trainee will complete the PTO program critique upon being assigned as a solo officer.
 - v. PTOs may only review their own critique, once the police trainee is assigned as a solo officer.
 - vi. PTOs will review their critiques in order to enhance their ability to teach police trainees.
 - vii. PTOs shall not discuss PTO critiques with police trainees, or criticize a police trainee for their responses.
- m. The PTO School
 - i. The PTO School consists of 20 hours of instruction.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: May 1, 2011	Rescinds: Amends: A-187 (March 2004)	Number: A-187
Subject: National Crime Information Center (NCIC) Validation		Re-evaluationDate: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 2

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedures

1. PURPOSE

The National Crime Information Center (NCIC) requires that all cases entered into the system be followed up and validated on a continuing basis in order to remain entered in the National Crime Information Center's database. In validating NCIC entries, the Watertown Police Department shall follow the NCIC operations manual guidelines. Such validation must be documented and filed with the original file and be presented in the event of an NCIC audit. The following procedure shall be used to comply with NCIC.

2. POLICY

In each of the validation procedures outlined below, the Assistant Chief of Police, or his designee, shall determine cases in need of validation and shall appoint appropriate personnel to validate the case. The Assistant Chief of Police, or Chief of Police may approve the validation of appointed personnel. In each case, the validation form must be completed and placed in the original case file. Any modifications to the original State Case shall also be placed in the original case file. All first validations are done within 60-90 days, of file creation and once a year thereafter. Appropriate documentation of all validations will be maintained by the department.

3. PROCEDURES

- a. Wanted Person Cases/Juvenile Wanted Cases
 - i. Validation Frequency: Once per year
 1. In January of each year, all wanted person cases shall be reviewed by the Detective Division or officer under their direction, and the Codington County State's Attorney's office to determine if any modification is required to the state case. The State's Attorney will decide if the case will continue to be entered in NCIC. The state case will be modified as needed and the validation form completed and placed in the original case file. If the case has been modified, a copy of it too shall be placed in the case file.
- b. Missing Person Cases/Unidentified Missing/Juvenile Missing
 - i. Validation frequency: 60 to 90 days old from initial date of entry, then once a year thereafter.
 1. Within 60 to 90 days of the original report of a missing person, validating officer must contact reporting person to determine that person is still missing and if there is any additional information that may aid in the location of the person. The state case shall be modified to reflect any added information or canceled if the person no longer meets the missing person criteria. This procedure shall be repeated in January of each year thereafter.
- c. Stolen Vehicle/Vehicle Parts/License Plates/Boat Cases
 - i. Validation frequency: 60 to 90 days old from initial date of entry, then once a year thereafter.
 1. Within 60 to 90 days of the original report of a stolen vehicle or boat, validating officer must contact victim to determine that the case shall remain open and if there is any additional information and any modifications that need to be made to it. The state case shall be modified or canceled as required. This procedure shall be repeated in January of each year thereafter.
- d. Stolen Gun/Securities Cases

- i. Validation frequency: 60 to 90 days old from initial date of entry, then once a year thereafter.
 - 1. Within 60 to 90 days of the original report of a stolen article, gun or securities, validating officer must contact victim to determine that the case shall remain open and if there is any additional information and any modifications that need to be made to it. The state case shall be made or canceled as required. This procedure shall be repeated in January of each year thereafter.
- e. Stolen Articles
 - i. Validation frequency: None.
 - 1. Since stolen articles have a short retention period, there are no validation checks.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



**Tim Toomey
Chief of Police**

Effective Date: October 18, 2013	Rescinds: Amends: A-188 (January 2004)	Number: A-188
Subject: Triple I - Interstate Identification Index (III)		Re-evaluationDate: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 3

This order consists of the following numbered sections:

1. Policy
2. Definitions
3. Procedures

1. POLICY:

It is the policy of the Watertown Police Department to provide guidelines and rules that are consistent with federal laws and state statutes governing Interstate Identification Index (III) and henceforth referred to as the "III" or "Triple I" file. The III file usage and the applicability of those laws that the United States Department of Justice, Federal Bureau of Investigations and the National Crime Information Center have created are to ensure that only authorized purposes and security are to be strictly adhered to as it relates to the III file. It is the express intent that personnel adhere strictly to those III guidelines when accessing and obtaining III information from terminal devices. Security must be guarded to prevent any unauthorized access to or use of the data received from the NCIC 2000 System/NLETS (National Law Enforcement Telecommunications System). Any knowledge or receipt of information that is in violation of the Watertown Police Department Policy, Federal Law and/or State Statute must be immediately reported to a Communications Center Supervisor and/or shift supervisor. Training and knowledge of the applicable policy, laws and statutes can be obtained from the NCIC 2000 (National Crime Information Center) Operating Manual, Federal and state statutes.

2. DEFINITIONS:

- a. Interstate Identification Index (III): The Interstate Identification Index (III) file is a repository for criminal history information for states. It houses and responds with criminal history information from states that submit criminal history and fingerprint card information to the FBI.

3. PROCEDURES: Procedure Guidelines For Security and Confidentiality of Interstate Identification Index (III) Criminal History Queries and Information Obtainment:

- a. Receipt of Requests for III information by Law Enforcement personnel and agencies
 - i. Access or use of the data obtained from terminal devices.
 1. Operators shall access FBI/CJS system only for those purposes for which they are authorized.
 2. Operators shall ensure only proper use of the system for which only authorized purposes have been determined.
 3. Operators must be certified and continue to maintain certification by passing the 2 year Terminal Operator Re-Certification Test for operating the NLETS System.
 4. Operators shall enforce and maintain security to terminal devices and data to prevent any unauthorized access or use of the III data obtained from files.
 5. Operators shall ensure proper documentation and management of the hand written log, which is maintained by Operators in the dispatch center for a minimum of one year.
 - a. The hand written log shall be made available upon request to the state authorities such as the CTO (Control Terminal Officer), the FBI (Federal Bureau of Investigations), NCIC (National Crime Information Center (NCIC 2000) and/or their designee(s) for validation purposes.
 - b. The hand written logs shall be stored in a secure environment as to ensure the integrity of the department and its record keeping of III logs.
 6. The supervisor shall enforce rules, guidelines, policies, laws and statutes that are relevant to terminal access and data.

7. New employees will not be granted access to the NLETS/NCIC systems until such time as it is appropriate to access the system.
 - a. The new employee must submit within 10 days two fingerprint cards and an application to Law Enforcement Training for submission to FBI CJS for identification purposes.
 - b. If there is no match of fingerprints with an III record, the new employee will be granted access to NLETS/NCIC systems.
- ii. The hand written III log shall identify a minimum of requirements when a III record is requested:
 1. Identifies the Operator, by a unique personalized identifier, who initiates, pursues and concludes the transaction.
 2. Identifies the requestor of the record by a unique identifier such as a name, rank, unique identifier, etc. (not badge numbers as personnel change within badge numbers).
 3. Identifies the authorizing agency of the requestor of the record.
 4. Identifies the authorization, purpose code and recipient of the III transaction.
- iii. Validity of III records.
 1. Records should be properly destroyed when no longer current.
 2. Future and subsequent information requires the requestor to request a new copy of the III data information as additions and deletions may be made at any time.
 3. Records stored for extended periods of time, shall be maintained in a secure environment and filed with the case files/criminal record files to prevent any unauthorized access to those records and preserve the integrity of those records.
 4. Final destruction of records shall be accomplished in a secure manner so as to preclude any unauthorized access or use of those records by unauthorized persons.
 - a. Destruction of media such as hard disk, RAM disk, tape drives, removable media backup devices, etc. must be in a manner to sufficiently destroy the data without possible reconstruction or use of that information.
 - b. Documentation is necessary to verify the destruction of III data on these media type of devices.
- iv. Law Enforcement officers/personnel, law enforcement agencies and obligee agencies associated with law enforcement must request III information by filing out the Law Enforcement III form from the Communications Operations Center.
 1. All known information will be documented on the form.
 2. The request form for III access authorization will be signed by the requestor of the III information.
 3. Once the III information is queried and a hard copy is received, the requestor is obligated to date, time and sign the form that the requestor is in receipt of the criminal history information from the III file.
 4. Once the requestor has dated, timed and signed the III request form, the Communications Officer who relayed the criminal history hard copy information to the requestor will sign and file the form.
 5. The III request forms will be filed for or a period of one year.
 6. A request for a III record that an officer/agency chooses not to receive at a later date, will be shredded by the Communications Officer who will date and sign the request form and if possible engage the officer in signing the documentation also.
 7. Any III record removed from the immediate area of the dispatch center, will not be taken back by the dispatch center for destruction – once the III record leaves the center, it is the responsibility of the officer or agency to destroy and document the destruction of the record.
- v. The accuracy of III record hard copy information shall be verified by the receiving officer/agency for accurate information.
 1. An incorrect III record request shall be corrected by querying the information again with the correct information.
 2. The III form will note the date, time and signature on the form again at the second time of the query.
- vi. Validation of III records.

1. Approximately every two years the state will perform validations, which involves a review for compliance by Operators who have authorization to access the III records through the NLETS system.
 2. Deficiencies within the III record access process must be immediately corrected.
- b. Standards for Discipline – “Operators shall access FBI CJS systems only for those purposes for which they are authorized” (CJIS Security Policy Manual September 2002)
- i. Violations may include but are not inclusive for actions of misconduct such as:
 1. Querying of the III files without authorization for the query.
 2. Disclosing to non-authorized agents/individuals sensitive and classified information.
 3. Any modification or destruction of data on the hard copy or computer screen.
 - ii. Discipline for policy violators.
 1. It is the responsibility of every Operator to self-police and police the activity associated with III files.
 2. Any violation of III file access or sharing of sensitive information with unauthorized persons, etc. shall be immediately reported to the Communications Center and/or Shift Supervisor(s).
 - iii. Violation(s) include the following progressive discipline actions:
 1. First, a verbal warning will be given to the violator.
 2. Second, a written letter of reprimand will be given to the violator.
 3. Third, a suspension will be issued.
 4. Fourth, termination will be the result for a fourth and final violation of III records.
 5. Any criminal activity brought about through the system shall be grounds for immediate dismissal of the Operator.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: October 18, 2013	Rescinds: Amends: A-193 September 1 , 2005	Number: A-193
Subject: Employee Record Keeping		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 2

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. **PURPOSE**

To provide guidelines for maintaining accurate employee time records and provide a structured payroll program for the Watertown Police Department. This statement of policy shall be used in conjunction with active working agreements between the City of Watertown and the Watertown Fraternal Order of Police Union; American Federation of State, County and Municipal Employees, and the City of Watertown Personnel Policy. In any instance where these policies, practices and procedures conflict with any statutes of the State of South Dakota or United States, Union Contracts, Personnel Policy, or civil service rules as applied to municipal employees, the provisions contained in the applicable state and/or federal laws, union contract, civil service rules or Personnel Policy shall supersede.

2. **POLICY**

Each member of the Police Department is responsible for maintaining accurate reporting of hours worked for the Watertown Police Department.

3. **DEFINITIONS**

- A. **CERTIFIED PERSONNEL** – Employees of the Police Department who have attained certification through the Criminal Justice Standards and Training Commission.
- B. **CHECK STUBS** – A monthly payment document that illustrates all payroll data for directly deposited funds.
- C. **DIRECT DEPOSIT** – Wire transfer of payroll funds into the checking or savings account of the employee’s choice.
- D. **NON-CERTIFIED PERSONNEL** – Administrative or other personnel who have not attained certification through the Criminal Justice Standards and Training Commission.

4. **PROCEDURES**

- A. The Finance Office will administer a monthly payroll for the employees of the Police Department. The Police Department recognizes the last working day of the month for the Finance Office, as payday.
- B. Record-Keeping Procedures
 1. Non-Certified Personnel
 - a. Employee time sheets will be initiated through the Police Department. The employee and direct supervisor must sign employee time sheets. The accuracy of the data on the time sheets is the primary and ultimate responsibility of the employee and first line supervisor.
 - b. Leave/overtime slips will be filled out by the employee and retained by the first line supervisor.
 - c. The employee is responsible for timely and accurate recording of time sheets. Time sheets will be updated on a regular basis. First line supervisor will review time sheets and sign them. First line supervisor will then forward time sheets to the Records Supervisor. The Records Supervisor will make copies and forward them to the Finance Office at the end of the payperiod.
 - d. Employee time sheets are due to the Finance Office no later than the Friday following the cutoff date as designated by the Finance Office.
 - e. Employees cannot request changes to their time sheets without written approval by the employee’s supervisor. To initiate any changes to a completed time sheet, ink must be used to denote any error corrections, which must be initialed by a supervisor. White out should not be used on time sheets.
 2. Certified Personnel

- a. Employee time sheets will be initiated through the Police Department. The employee and direct supervisor must sign employee time sheets. The accuracy of the data on the time sheets is the primary and ultimate responsibility of the employee and first line supervisor.
 - b. Leave/overtime slips will be filled out by the employee and retained by the first line supervisor.
 - c. The employee is responsible for timely and accurate recording of time sheets. Time sheets will be updated on a regular basis. First line supervisor will review time sheets and sign them. First line supervisor will then forward time sheets to the Records Supervisor. The Records Supervisor will make copies and forward them to the Finance Office at the end of the payperiod.
 - d. Employee time sheets are due to the Finance Office no later than the Friday following the cutoff date as designated by the Finance Office.
 - e. Employees cannot request changes to their time sheets without written approval by the employee's supervisor. To initiate any changes to a completed time sheet, ink must be used to denote any error corrections, which must be initialed by a supervisor. White out should not be used on time sheets.
- C. Pay Adjustments
The Finance Office will initiate the appropriate employee action form for changes in pay resulting from cost-of-living-allowances or anniversary pay range advancements. When any other payroll change is necessary, the employee action form will be initiated by the Chief's Executive Assistant. The employee action form notice must be sent, via the chain of command, to the City Finance Office.
- D. Direct Deposit
Direct deposit of payroll funds is mandatory. Enrollment forms are provided to new employees in the employee orientation process, and change forms are available in the Finance Office. Any change to direct deposit must be requested in writing, and signed by the employee. A voided check or deposit slip should be submitted with the direct deposit request to verify account numbers.
- E. Check Distribution
The City of Watertown has designated the last working day of the month for the Finance Office as the official payday for employees. On or before paydays, the Finance Office will deliver check stubs to city department mailboxes. Direct deposit funds should be available after 10:00 AM on the day designated as payday.
- F. Advance Paychecks
No requests for advance paychecks will be honored.
- G. Mandatory and Volunteered Deductions
In accordance with legal and agency requirements, mandatory court-ordered deductions will be garnished against employee payroll funds and remitted to the garnishing agency. Examples include child support, alimony and loan garnishments. The City Council has approved other optional programs which are eligible for voluntary payroll deduction. These voluntary deductions will be directed to the applicable agency in accordance with the authorization form signed by the employee.
- H. Questions and Inquiries
Employee questions regarding payroll issues must be routed through the employee's supervisor. Basic payroll inquiries should be addressed through the first line supervisor. Payroll inquiries will be addressed to the Finance Office at the rank of Captain or above.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: February 1, 2013	Rescinds: A-194 March 2007 Amends:	Number: A-194
Subject: Command Staff Notification		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 3

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. **PURPOSE**

The purpose of this policy is to provide Command Staff personnel of the Watertown Police Department with timely and effective information concerning significant incidents occurring within jurisdictional limits of the City of Watertown. This General Order will serve as an additional measure to augment existing informational flow within the Watertown Police Department.

2. **POLICY**

- A. It is the policy of the Watertown Police Department to provide timely and effective information to the Chief of Police and Command Staff members about significant incidents that frequently occur in daily operations of the Watertown Police Department.
- B. It is the policy of the Watertown Police Department to have a fully informed and reactive Command Staff structure, supporting the overall efforts of its employees and aiding in their decision making process.
- C. The Communications Section, Watertown 9-1-1 Center, of the Watertown Police Department will be the primary unit responsible for the delivery of notification to Command Staff personnel.
 1. In the event of a Group Command Staff notification the most effective means of notification will be through city issued cellular phones.
 - a. In the event that cellular phone capability is not available or fails, the Communications Center will utilize all available resources to make the appropriate notifications.
 - b. All Command Staff members are responsible for insuring the Communications Center has updated phone numbers for their personal residence through which that member can be contacted.
- D. Utilizing the procedures outlined herein, the ranking supervisor of the incident occurrence (and at the time the incident occurs) will be responsible for instructing the Communications Section to make a Command Staff individual or group notification.
- E. It will be at the discretion of the Command Staff member, upon receipt of the notification, to take whatever action that individual Command member deems necessary in response to the information, unless otherwise directed in the notification when received.
- F. In the event of a Command Staff Individual notification, it will be the responsibility of the Individual Command Staff member to insure that the Assistant Chief of Police is informed of the incident in a timely manner.
- G. **Command Staff notification (individual or group) concerning incidents not described**, is encouraged, if in the opinion of a supervisor a specific incident warrants such notification.
- H. With the goal of keeping many of our essential personnel informed, on a real-time basis, with activities and events within our department, effective immediately, cellular phones will be provided to all command staff personnel, as well as detectives, SRO, and the Detective Sergeant. While it is not mandated that these personnel remain in the effective range of the cellular phones, these personnel are required to (when possible) carry the cellular phone with them to have access to information that may be disseminated to them through the communication process.

3. **DEFINITIONS**

- A. **COMMAND STAFF** - Shall consist of the following personnel: Chief of Police, Assistant Chiefs of Police, and Captains.
- B. **IMMEDIATE COMMAND SUPERVISOR** – Immediate Supervisor of the Shift
- C. **CONFIRMATION** - Is defined as personal conversation with Command Staff personnel, via phone with the Communications Section, verifying receipt of the notification when dictated.

- D. EMPLOYEE - Any employee of the Watertown Police Department, sworn or non-sworn.
- E. EMPLOYEE COMMAND OFFICER - Command Officer that the employee reports to within the structure of the Watertown Police Department.
- F. SEVERE AND/OR TORNADIC WEATHER NOTIFICATION - Summary information contained on the Watertown Police Department Storm notification bulletins that are distributed.
- G. GROUP COMMAND STAFF NOTIFICATION - Notification made to all Command Staff which can routinely be accomplished through use of their issued cellular phones.
- H. INDIVIDUAL COMMAND STAFF NOTIFICATION - Particular Command Staff notifications made (less than a Group Command Staff notification) that are outlined within the Procedures section. The decision to make an Individual Command Staff notification will be pursuant to the ranking officer having control over the Shift where significant incidents occur or are occurring.
- I. MAJOR REQUEST FOR ASSISTANCE - Requests for assistance beyond routine patrol assistance that is readily available at the time of the request.
- J. MINOR INJURY - An injury causing medical treatment that does not require admittance to a health care facility (hospital).
- K. NEAR DEATH INJURY - Injury that has a probability or likelihood of causing death.
- L. NOTIFICATION - Communication with Command Staff member(s) either in person, via phone, alpha page, or group alpha page.
- M. RANKING SHIFT OFFICER - City wide Ranking Officer having the highest rank or seniority in rank, within the geographic boundaries of the Watertown Police Department where an incident occurs or has occurred.
- N. SERIOUS INJURY - Injury causing an extended recovery period that is not likely to result in death.
- O. Emergency Management Director-EOC (Emergency Operations Center) Director.

4. **PROCEDURES**

In the event of occurrence of one of the following specific incidents the below prescribed notifications are required: (see following charts):

Type of Incident	Required Notification	Required Individual notifications to be made (if Individual notification is prescribed)	Confirmation Required by Communication Center (yes or no)
Minor work related injury to employee	Immediate Supervisor and/or Senior Ranking Supervisor.	Employee's Command Supervisor	YES
Serious work related injury to employee	Group Command	All	YES, ALL
Death of Employee	Group Command	All	YES, ALL
Employee involved vehicular crash while on duty, no injuries	Individual Command	Employee's Command Supervisor	YES
Employee involved vehicular crash while on duty, minor injuries	Individual Command	Employee's Command Supervisor	YES, individual Command member only
Employee involved vehicular crash while on duty, serious or near death injuries	Group Command	All	YES, ALL

Type of Incident	Required Notification	Required Individual notifications to be made (if Individual notification is prescribed)	Confirmation Required by Communication Center (yes or no)
Homicide incident	Group Command	All	YES
Codington County Search and Rescue Team only if called out within the city limits of Watertown and on all SWAT team call outs.	Group Command	All	YES
Watertown City and Codington County severe weather reports (Severe weather approaching and/or possibility of tornadic activity etc.)	Assistant Chief, 911 Comm. Manager	All	YES
Death to any Law Enforcement Officer from within the agency or from another agency	Group Command	All	YES, Chief of Police, Assistant Chief Police, Captains
Vehicle pursuit w/injuries or property damage	Individual Command	Immediate and Ranking Command Officer, Chief of Police, Assistant Chief of Police	YES
Officer involved shooting incident	Individual Command	Immediate Command Supervisor, Chief of Police, Assistant Chief of Police	YES, Immediate Shift Supervisor, and ALL Command Staff
Equipment failure seriously impairing the operational capabilities of the Watertown Police Department, Law Enforcement performance of their job and/or Communications Center (i.e. radio failure, etc.)	Group Command	All	YES
Missing-abducted Child\missing adult	Group Command	All	YES
Confirmed bank robbery	Group Command	All	YES

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: April 21, 2025	Rescinds: Amends:	Number: A-195
Subject: Awards and Commendations		Re-evaluation Date: Jan 2028
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 5

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedures
4. Awards Committee
5. Classification of Awards
6. Other

1. PURPOSE

The purpose of this policy is to establish criteria to recognize exceptional performance and to commemorate dedicated service by department personnel, in order to maintain consistency in granting awards and enhance employee effectiveness. It is also the purpose of this policy to provide a method to recognize outstanding contributions by non-department law enforcement personnel and members of the community, so that good will and the spirit of teamwork may be fostered and maintained.

2. POLICY

It is the policy of the Watertown Police Department to recognize department personnel, non-department law enforcement personnel and citizens who demonstrate dedication, courage or superior initiative in the performance of their duties or while providing exceptional service to the department and/or community.

3. PROCEDURES

- a. Nomination for Award
 - i. Nomination for awards and commendations may be initiated by any citizen or employee of the department.
 - ii. It is the responsibility of the supervisors to recognize the professional endeavors undertaken by employees of the department.
 - iii. Nominations must be in the form of a memorandum or any other approved method and must describe in detail the circumstances and events of the incident.
 - iv. Nominations must be submitted to the Awards Committee Chairperson.
- b. Presentation of Awards
 - i. The following awards will be delivered to the Assistant Chief of Police or respective Captain for presentation to the employee at a roll call.
 1. Letter of Appreciation
 2. Job Well Done
 3. WPD Employee of the Quarter
 - ii. Formal awards presentations will be scheduled on an annual basis, or as the Chief of Police designates, to include the following awards:
 1. Five, Ten, Fifteen, Twenty and Twenty-five Year Service Bars
 2. Medal of Valor
 3. Life Saving Bar
 4. Wound Bar
 5. Commendable Service Bar
 6. Merit Bar
 7. Officer of the Year
 8. Rookie of the Year
 9. Communications Officer of the Year
 10. Support Staff Employee of the Year
 11. Supervisor of the Year
 12. Detective of the Year

13. Unit Citation Bar
 14. Military Service Bar
 15. Community Service Award
 16. Education Achievement Bar
 17. Pistol Proficiency Bar
 18. Patrol Rifle Proficiency Bar
 19. Community Partner Award
 20. Civilian Service Award
 21. Baby Delivery Bar
 22. Creativity Bar
- iii. Family and friends of recipients are encouraged to attend award presentations.
 - iv. All awards will be recorded in the recipient's personnel file.
- c. Retirement Award Guidelines
- i. Plaques must be coordinated through the Chief of Police.
 - ii. A memorandum stating all pertinent information (dates, correct names, rank, etc.) and a material requisition requesting a plaque must be submitted via the Chain of Command to the Chief of Police.
 - iii. Plaques will only be ordered by the Chief of Police or designee unless otherwise authorized by competent authority.
 - iv. The following provisions apply to retirement awards:
 1. Twenty (25) Years and over:
 - a. Plaque with a mounted badge, rank insignia, City or State seal
 - b. Retired identification card, retired ID badge, and leather carrying case
 2. Twenty (20) Years to Twenty-five (25) Years:
 - a. Plaque with mounted badge
 - b. Retired identification card with leather carrying case
 3. Fifteen (15) to Twenty (20) Years of Service:
 - a. Plaque with engraved Watertown Police Department Badge.
 - b. Retired ID card.
- d. Reserve Service Award Guidelines
- i. Reserve officers are eligible for the same awards as other department employees, and must meet the same criteria.
- e. Replacement of Ribbon Bars
- i. The following procedures will be utilized in the event a ribbon bar needs replacement:
 1. If a ribbon bar is damaged while on duty and needs replacement, the damaged bar must be forwarded to the Awards Committee Chairperson, along with a memorandum detailing the incident causing the damage.
 2. Upon review of the memorandum, the ribbon bar will then be replaced.
 - ii. If a ribbon bar is not damaged on duty and needs replacement for some other reason (i.e. unable to find), a memorandum must be forwarded to the chairperson detailing the reason for replacement. It will be the responsibility of the employee to bear the cost of replacement.

4. AWARDS COMMITTEE

- a. The Awards Committee should be composed of the following:
 - i. One civilian and/or Communications Officer
 - ii. Three sworn employees
 - iii. One Sergeant and/or Captain serving as Chairperson
- b. Tenure will be one year from the month of appointment. Members may be re-appointed, with chain of command endorsement. Members will be appointed annually by the Chief of Police or he/she may delegate that authority to persons of his/her choosing.
- c. The Awards Committee will determine the type of award to be presented, subject to the approval of the Chief of Police.
- d. The Awards Committee will meet annually, or any other times deemed necessary.

5. CLASSIFICATION OF AWARDS

- a. **Years of Service Bars**
 - i. Each uniformed member of the department will receive a commendation bar denoting that respective employee's tenure with the Watertown Police Department. All officers reaching their 5th year anniversary with the Watertown Police Department will receive a solid yellow ribbon. A single star will signify the 10 years of service. Two stars will signify fifteen years of service. Three stars will signify 20 years of service. Four stars will signify twenty-five years of service.

- b. **Medal of Valor** - This award signifies that the recipient displayed exceptional service to the community while risking his/her life in performing a hazardous duty.
 - i. The actual Medal of Valor is a medallion designed around the South Dakota State Seal, made from metal, and is attached to a white, blue and red ribbon. This is presented in a blue, felt-covered presentation box.
 - ii. A bar is also presented. The bar is comprised of three colored panels (red, white, blue). A star will be awarded each time the award is received after the first bar is earned.
 - iii. The recipient also receives a plaque.
- c. **Life Saving Bar** - This award signifies that the recipient has, through prompt and alert action, saved the life of another.
 - i. The bar contains three colored panels (blue, yellow, and white). A star will be awarded each time the award is received after the first bar is earned.
 - ii. A certificate will be awarded during the Awards Banquet.
 - iii. Recipient will have his/her name placed upon a plaque to be displayed in a permanent location within the Watertown Police Department, as designated by the Chief of Police.
 - iv. A Job Well Done letter outlining the incident will be read during a briefing.
- d. **Wound Bar** - This award signifies that the recipient has suffered a significant injury while confronting a violent adversary.
 - i. The bar contains three colored panels (light blue, red, light blue). A star will be awarded each time the award is received after the first bar is earned.
- e. **Commendable Service Bar** (sworn and civilian) - This award signifies that the recipient has performed a commendable act that is unusual in nature and demonstrates initiative and accomplishment.
 - i. The bar contains three colored panels (green, white, green). A star will be awarded each time the award is received after the first bar is earned.
- f. **Merit Bar** (sworn and civilian) - This award signifies that the recipient displayed unusual thoroughness, determination, and/or initiative while carrying out his/her duties.
 - i. The bar contains three colored panels (blue, white, and blue). A star will be awarded each time the award is received after the first bar is earned.
- g. **Supervisor of the Year** - the Awards Committee will make nominations to Command Staff personnel who will make a recommendation for selection to the Chief of Police. The selected person will be an Assistant Chief, Captain, 911 Manager, Sergeant, or Assistant 911 Manager, who has exemplified the highest ideals of the Watertown Police Department during the previous year.
 - i. The recipient will receive a plaque and have his/her name placed upon a plaque to be displayed in a permanent location within the Watertown Police Department, as designated by the Chief of Police.
 - ii. The bar contains three colored panels (red, white, and black). A star will be awarded each time the award is received after the first bar is earned.
- h. **Officer of the Year** - the Awards Committee will make nominations to Command Staff personnel who will make a recommendation for selection to the Chief of Police. The selected person will be someone from within the Patrol Officer or Corporal classification, who has exemplified the highest ideals of the Watertown Police Department during the previous year.
 - i. The recipient will receive a plaque and have his/her name placed upon a plaque to be displayed in a permanent location within the Watertown Police Department, as designated by the Chief of Police.
 - ii. The bar contains three colored panels (red, white, and blue), with each panel divided by a gold accent line. A star will be awarded each time the award is received after the first bar is earned.
- i. **Detective of the Year** - the Awards Committee will make nominations to Command Staff personnel who will make a recommendation for selection to the Chief of Police. The selected person will be someone from within the Detective classification, who has exemplified the highest ideals of the Watertown Police Department during the previous year.
 - i. The recipient will receive a plaque and have his/her name placed upon a plaque to be displayed in a permanent location within the Watertown Police Department, as designated by the Chief of Police.
 - ii. The bar contains two colored panels (blue and white). A star will be awarded each time the award is received after the first bar is earned.
- j. **Rookie of the Year** - the Awards Committee will make nominations to Command Staff personnel who will make a recommendation for selection to the Chief of Police. The selected person will be a Rookie who best typifies exemplary service to the citizens of Watertown based on the quality and completeness of investigations and reports prepared, his/her ability to interface with the public

in a positive manner, consistent quantity and quality of work, his/her willingness to accept and complete assignments, and special expertise and professionalism displayed during performance of duty.

- i. The performance period to be considered will be the first twenty-four (24) months of their employment as a Watertown Police Officer,
 - ii. To be considered for this award the officer must have begun their career as a law enforcement officer during that performance period. Recipients can only receive this award once.
 - iii. The recipient will receive a plaque and have his/her name placed upon a plaque to be displayed in a permanent location within the Watertown Police Department, as designated by the Chief of Police.
 - iv. The bar contains seven colored panels (blue, red, white, blue, white, red, blue).
- k. **Communications Officer of the Year** - the Awards Committee will make nominations to Command Staff personnel who will make a recommendation for selection to the Chief of Police. The selected person will be a Lead Communications Officer or Communications Officer who has exemplified the highest ideals of the Watertown Police Department during the previous year.
 - i. The recipient will receive a plaque and have his/her name placed upon a plaque to be displayed in a permanent location within the Watertown Police Department, as designated by the Chief of Police.
 - ii. The bar contains three colored panels (green, white, and yellow). A star will be awarded each time the award is received after the first bar is earned.
- l. **Support Staff Employee of the Year** - the Awards Committee will make nominations to Command Staff personnel who will make a recommendation for selection to the Chief of Police. The selected person will be a non-sworn employee (communications officers are not eligible for this award) who has exemplified the highest ideals of the Watertown Police Department during the previous year.
 - i. The recipient will receive a plaque and have his/her name placed upon a plaque to be displayed in a permanent location within the Watertown Police Department, as designated by the Chief of Police.
 - ii. If the recipient wears a uniform to perform his/her duties, the recipient will also receive an award bar. The bar contains two colored panels (black, and red). A star will be awarded each time the award is received after the first bar is earned.
- m. **Unit Citation Bar** – Any Squad, Unit, Team, Detail, or Committee within the Watertown Police Department that performs exceptional services for the City of Watertown; or, any act which would be of significant importance in the law enforcement field; or, any involvement in the community that has contributed significantly to the betterment of the community.
 - i. The bar contains five colored panels (blue, white, red, white, and blue). A star will be awarded each time the award is received after the first bar is earned.
- n. **Military Service Bar** - A Military Service Bar may be awarded in recognition for service to their country while serving in the National Guard, Military Reserves, or while on active duty in any branch of the military services.
 - i. The criteria would require one hundred eighty-five (185) days on active duty or any time period of service during combat. The recipient is required to submit proper documentation, form DD-214, and a copy of their honorable discharge certificate.
 - ii. The bar resembles the American flag.
- o. **Community Service Award** (sworn and civilian) - This award signifies that the recipient has made a significant contribution to the community through voluntary civic involvement bringing credit to himself/herself and to the Department.
 - i. The recipient will be honored with a certificate.
- p. **Educational Achievement Bar** (sworn and civilian) - This award signifies that the recipient has earned a degree from an accredited college or university.
 - i. The bar contains two colored panels (blue, and yellow). A star is added for a Bachelor's degree. Two stars are added for a Master's degree. No stars are added for an Associate's degree.
- q. **Firearms Proficiency Bars** – With the approval of the Chief of Police, the Range Master shall arrange the annual awards firearms proficiency qualification.
 - i. Officers who receive a 100% score in the annual Patrol Rifle awards qualification shall receive a bar.
 1. The bar contains three colored panels (blue, yellow, and blue). Officers will only receive the bar upon the first time receiving the award.
 - ii. Officers who receive a 100% score in the annual Pistol awards qualification shall receive a bar.

1. The bar contains two colored panels (blue, and red). Officers will only receive the bar upon the first time receiving the award.
- r. **Letter of Appreciation** (sworn and civilian) - A Letter of Appreciation/Job Well Done may be awarded to any employee or group of employees who gain recognition for efficient and/or courteous performance of duty.
 - i. This award will be in letter form on Watertown Police Department letterhead, over the signature of the Chief of Police and/or Assistant Chief of Police. It will be presented to the recipient by the Assistant Chief of Police or their respective Captain at roll call.
 - s. **Civilian Service Award** - This award signifies that the civilian recipient has placed himself/herself at risk to render extraordinary assistance to law enforcement in apprehending a criminal or saving a life. The recipient will be presented with a Letter of Appreciation and a plaque.
 - t. **Community Partner Award** - This award signifies that the business, organization or individual has made a significant contribution to the Watertown Police Department. The recipient will be presented with a Letter of Appreciation and a plaque.
 - u. **WPD Employee of the Quarter** –This award recognizes an officer or employee who has consistently demonstrated outstanding performance, dedication, and professionalism throughout the quarter. The recipient is selected based on their exemplary contributions to the department, whether through exceptional service, significant achievements in their role, leadership, teamwork, or going above and beyond the expectations of their position. This award highlights individuals who have had a positive impact on the department and the community they serve, consistently upholding the values of integrity, respect, and excellence.
 - i. Each quarter, Captains and the 911 Manager will each submit one nomination from their respective divisions to the Assistant Chief and Chief for selection. The recipient will be presented with a certificate.
 - v. **Baby Delivery Bar** - This award recognizes an officer or communications officer who has played a critical role in the safe delivery of a baby during an emergency situation. It honors the individual's quick thinking, calm demeanor, and decisive actions in assisting with or managing the delivery, whether on scene or through remote guidance. The recipient has demonstrated exceptional professionalism, compassion, and skill, ensuring the health and safety of both the mother and newborn during a high-pressure and time-sensitive situation.
 - i. The bar is solid light blue or solid pink depending on the gender of the baby. A star will be awarded each time the award is received after the first bar is earned.
 - w. **Creativity Bar** - This award recognizes officers or staff members who demonstrate exceptional innovation, originality, and problem-solving abilities in their work. It honors individuals who employ creative approaches to improve law enforcement strategies, enhance community engagement, streamline operations, or develop new methods of addressing challenges within the department or community.
 - i. The bar contains two colored panels (black and gold). A star will be awarded each time the award is received after the first bar is earned.

6. OTHER

Employees who were the recipient of an award (i.e. officer of the year) prior to the implementation of this general order may petition the Awards Committee requesting the issuance of the relative ribbon bar. Additionally, employees who received ribbon bars while employed by other law enforcement agencies may petition the Awards Committee requesting permission to wear the service award earned while serving other law enforcement agencies. Petitions must be in the form of a department memorandum and must describe in detail the circumstances and events surrounding the issuance of the award/ribbon bar.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: October 18, 2013	Rescinds: Amends:	Number: A-200
Subject: In-Car Digital Video Cameras		Re-evaluationDate: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 3

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures
5. Recording Control and Management
6. Inspections

1. PURPOSE

The purpose of this policy is to establish procedures for the use of in-car digital video recording systems for the Watertown Police Department.

2. POLICY

Uniformed personnel assigned to the patrol division are encouraged to utilize the in-car digital video recording systems as a primary support tool in their mission to successfully arrest and aid in the prosecution of impaired drivers and to support other enforcement and investigative efforts in conjunction with their assigned duties.

3. DEFINITIONS

- a. CLASSIFICATION: Recordings are classified by the officer at the time the recording is stopped. The selected classification indicates how long the system will retain the recording.
- b. DVR: Digital Video Recorder
- c. DVR STORAGE COMPUTER: A designated department computer used to store all transferred recordings onto from the DVR memory cards.
- d. PRE-EVENT RECORDING: The DVR system will retain the video recording made prior to a trigger event, up to 60 seconds, depending on system settings. Audio is not recorded until the trigger event occurs.
- e. TRIGGER EVENT: An event that causes the DVR to begin saving video/audio recordings. Events include activation of the following: emergency lights/siren, vehicle speed exceeds preset threshold setting, and manual activation of the DVR system. The recording ends when the officer presses the stop button, and the trigger event is no longer active.
- f. VIDEO CAMERA: Digital video camera with on-screen menu controls.
- g. WIRELESS MICROPHONE: Each camera kit is equipped with a compatible wireless microphone unit. The wireless microphone's audio channel is initially set by the installer specifically for that vehicle's mobile video system; no two units will be set with the same audio frequency.

4. PROCEDURES

- a. Officers will adhere to the procedures listed below when utilizing DVR equipment.
 - i. When beginning tours of duty, officers operating departmental vehicles equipped with a DVR shall ensure that the correct date and time is displayed, and that the DVR is working properly, and immediately report any problems or malfunctions to the fleet manager.
 1. The fleet manager will be notified by either a completed vehicle maintenance form or by email.
 2. Upon receiving a report of the DVR not operating correctly the fleet manager will be responsible for obtaining proper systems maintenance.
 - ii. Officers will ensure that DVR equipment (both video and audio) is activated and operating properly and that the video recorder is positioned and adjusted to record events in the following circumstances:
 1. Traffic Stops
 2. Pursuits
 3. Emergency Response

4. Prisoner Transport
5. Contact with citizens as needed
- iii. Officers will wear the microphone transmitter during their entire shift.
 1. The microphone transmitter will be powered down and stored in the charger when not in use in order to charge the battery.
- iv. The interior/in-car microphone is always activated while the DVR is recording and will not be turned off.
- v. Officers will ensure that the DVR has an adequate amount of free recording space to complete their tour of duty. The in-vehicle monitor displays remaining space when not actively recording due to a trigger event.
 1. When the memory display indicates approximately 25% or less available memory, the officer will notify the fleet manager or their designee who will download the camera information onto a designated department computer.
- vi. Officers encountering traffic violations, especially those involving suspected D.U.I. offenses, will utilize the DVR systems to:
 1. Obtain evidence of irregular and/or illegal driving behavior if possible.
 2. Obtain evidence of driver impairment and spontaneous behavior during the performance of roadside sobriety tests, to include audio conversation utilizing the system's portable microphone.
 3. DVR Systems may also be used to support other law enforcement duties and investigative encounters in which the use of the DVR might assist with successful investigation or prosecution efforts. This includes the use of the system to document crimes in progress, contact with citizens as needed, and actions / conversations of passengers, and prisoners placed in the patrol vehicle.
- vii. At no time should officers disregard officer safety or the safety of the public for the purpose of being in a position for recording.
- viii. DVR equipment is automatically activated when the vehicle's emergency warning devices are in operation or the vehicle exceeds a preset speed. When the event ends, the officer should manually stop the recording.
- ix. After an incident has ended, and the officer has stopped the recording, the type of incident is manually classified by the officer selecting one of the preset event ID's listed below:
 1. Classification One: 7 day retention
 - a. Other
 2. Classification Two: 30 day retention
 - a. Traffic stop with warning
 - b. Warrant
 - c. Petty Offense
 - d. Accident
 - e. Field Contact
 3. Classification Three : 90 day retention
 - a. Class 2 Misdemeanor
 4. Classification Four: 1 year retention
 - a. Class 1 Misdemeanor
 - b. DUI
 5. Classification Five: 2 year retention
 - a. Felony
 - b. DUI Felony
- x. If the officer does not properly classify the recording, the officer must notify their supervisor to make the correction once the recording has been uploaded to the DVR storage computer.
- xi. Deliberate altering, deleting or changing the content of a recording from its original form is a violation of law and subject the officer to criminal and administrative sanctions.
- xii. Officers will only log onto the camera system under their user name.
- xiii. Under no circumstances will any cables associated with the camera be unplugged, altered or tampered with in any way.
- xiv. Officers will not attempt to remove or access the memory card.
- xv. Officers will note in offense, arrest, and related reports when video/audio recordings were made during the incident in question.
- xvi. Field Training Officers will be responsible for training new officers in the operation of DVR equipment and will document that training.

5. RECORDING CONTROL AND MANAGEMENT

- a. Recordings may be duplicated for court, investigative, training, or other purposes authorized by the Chief of Police or their designee.
 - b. Duplicate recordings will only be made by a Sergeant and above.
 - c. If the recording depicts a felony D.U.I. suspect, a copy of the recording will be made as soon as practical, but no longer than seven days after the incident and forwarded to the State's Attorney's Office.
 - d. Officers will inform their Sergeant or the Fleet Manager of any Felony D.U.I. or other tape requests that are needed.
 - e. The fleet manager will on a weekly basis manually transfer recorded material from the cameras flash memory card to the DVR storage computer.
 - f. The DVR system automatically erases recordings from the DVR system when the retention period for that recording segment has elapsed. The retention period is set by the system according to how the recording has been classified in the vehicle by the officer or by an authorized user of the DVR system.
6. INSPECTIONS
- a. It is the responsibility of the unit/squad supervisor to monitor the activities of their personnel and to periodically review a sampling of DVR recordings of traffic stops, citizen contacts, and other incidents and activities.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: October 13, 2015	Rescinds: Amends:	Number: A-210
Subject: Body Worn Video Cameras		Re-evaluationDate: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 3

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedures

1. PURPOSE

This policy is intended to provide officers with instructions on when and how to use body-worn cameras (BWCs) so that officers may reliably record their contacts with the public in accordance with the law.

2. POLICY

It is the policy of this department that officers shall activate the BWC when such use is appropriate to the proper performance of his or her official duties, and where the recordings are consistent with this policy and law. This policy does not govern the use of surreptitious recording devices used in undercover operations.

3. PROCEDURES

A. Administration

This agency has adopted the use of the BWC to accomplish several objectives. The primary objectives are as follows:

1. BWCs allow for accurate documentation of police-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of officer reports and testimony in court.
2. Audio and video recordings also enhance the department's ability to review probable cause for arrest, officer and suspect interaction, and evidence for investigative and prosecutorial purposes and to provide additional information for officer evaluation and training.
3. The BWC may also be useful in documenting crime and accident scenes or other events that include the confiscation and documentation of evidence or contraband.

B. When and How to Use the BWC

1. Officers shall make every effort to record all enforcement contacts, such as arrests or citations. Officers shall make every effort to record non enforcement contact should they become confrontational, assaultive, or enforcement orientated.
2. Officers shall make every effort to record pedestrian contacts, interviews, and other events when the recording has value as evidence, to limit liability, to resolve citizen complaints, or as a training tool.
3. The BWC shall remain activated until the event is completed in order to ensure the integrity of the recording (see items D.1-4).
4. If an officer fails to activate the BWC, fails to record the entire contact, interrupts the recording, or if the BWC malfunctions or fails to record, the officer shall document why a recording was not made, was interrupted, or was terminated.

C. Procedures for BWC Use

1. BWC equipment is issued primarily to uniformed personnel as authorized by this agency. Officers who are assigned BWC equipment must use the equipment unless otherwise authorized by supervisory personnel.
2. Police personnel shall use only BWCs authorized by this department. The BWC equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the agency.
3. Police personnel who are assigned BWCs must complete an agency approved and/or provided training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation of the equipment, proper

calibration and performance, and to incorporate changes, updates, or other revisions in policy and equipment.

4. BWC equipment is the responsibility of individual officers and will be used with reasonable-care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the officer's supervisor as soon as possible so that a replacement unit may be procured.
5. Officers shall inspect and test the BWC prior to each shift in order to verify proper functioning and shall notify their supervisor of any problems.
6. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior authorization and approval of the Chief of Police or his or her designee.
7. Officers are encouraged to inform their supervisor of any recordings that may be of value for training purposes.
8. If an officer is suspected of wrongdoing or involved in an officer-involved shooting or other serious use of force, the department reserves the right to limit or restrict an officer from viewing the video file.
9. Requests for deletion of portions of the recordings (e.g., in the event of a personal recording) must be submitted in writing and approved by the Chief of Police or his or her designee in accordance with state record retention laws. All requests and final decisions shall be kept on file.
10. Officers shall note in incident, arrest, and related reports when recordings were made during the incident in question. However, BWC recordings are not a replacement for written reports.

D. Restrictions on Using the BWC

BWCs shall be used only in conjunction with official law enforcement duties. The BWC shall not generally be used to record:

1. Non-official communications with other police personnel without the permission of the Chief of Police.
2. Encounters with undercover officers or confidential informants;
3. When on break or otherwise engaged in personal activities; or
4. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room.

E. Storage

1. All files shall be properly assigned an event code and securely downloaded/uploaded. Each file shall contain information related to the date, BWC identifier, and assigned officer.
2. All images and sounds recorded by the BWC are the exclusive property of this department. Accessing, copying, or releasing files for non-law enforcement purposes is strictly prohibited.
3. All access to BWC files must be specifically authorized by the Chief of Police or his or her designee, and all access is to be audited to ensure that only authorized users are accessing the data for legitimate and authorized purposes.
4. Files should be securely stored in accordance with state records retention laws and Department policy and no longer than useful for purposes of training or for use in an investigation or prosecution. In capital punishment prosecutions, recordings shall be kept until the offender is no longer under control of a criminal justice agency.

F. Supervisory Responsibilities

1. Supervisory personnel shall ensure that officers equipped with BWC devices utilize them in accordance with policy and procedures defined herein.
2. At least on a monthly basis, supervisors will randomly review BWC recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with policy and to identify any areas in which additional training or guidance is required.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: January 1, 2018	Rescinds: Amends:	Number: A - 215
Subject: Citizens Recording Police Activity		Re-evaluation Date: January 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 2

This order consists of the following numbered sections:

5. Purpose
6. Policy
7. Definitions
8. Procedures

I. PURPOSE

This policy provides officers with guidance for dealing with situations in which they are being recorded, to include photographing, videotaping, audiotaping, or both, by members of the public or the press.

II. POLICY

Members of the public, including media representatives, have an unambiguous First Amendment right to record officers in public places, as long as their actions do not interfere with the officer's duties or the safety of officers or others. Officers should assume that they are being recorded at all times when on duty in a public space.

III. DEFINITIONS

Recording: Capturing of images, audio, or both, by means of a camera, cell phone, audio recorder, or other device.

Media: The storage source for visual or audio recordings, whether by film, analog, or digital means.

IV. PROCEDURES

A. Persons who are lawfully in public spaces or locations where they have a legal right to be present—such as their home, place of business, or the common areas of public and private facilities and buildings—have a First Amendment right to record things in plain sight or hearing, to include police activity. Police may not threaten, intimidate, or otherwise discourage or interfere with the recording of police activities. However, the right to record is not absolute and is subject to legitimate and reasonable legal restrictions, as follows:

1. A reasonable distance must be maintained from the officer(s) engaged in enforcement or related police duties.
2. Persons engaged in recording activities may not obstruct police actions. For example, individuals may not interfere through direct physical intervention, tampering with a witness, or by persistently engaging an officer with questions or interruptions. The fact that recording and/or overt verbal criticism, insults, or name-calling may be annoying, does not of itself justify an officer taking corrective or enforcement action or ordering that recording be stopped, as this is an infringement on an individual's constitutional right to protected speech.
3. Recording must be conducted in a manner that does not unreasonably impede the movement of emergency equipment and personnel or the flow of vehicular or pedestrian traffic.
4. The safety of officers, victims, witnesses, and third parties cannot be jeopardized by the recording party.

B. Arrest

1. Persons who violate the foregoing restrictions should be informed that they are engaged in prohibited activity and given information on acceptable alternatives, where appropriate, prior to making an arrest.
2. Arrest of a person who is recording officers in public shall be related to an objective, articulable violation of the law unrelated to the act of recording. The act of recording does not, in itself, provide grounds for detention or arrest.

3. Arrest of an individual does not provide an exception to the warrant requirement justifying search of the individual's recording equipment or media. While equipment may be seized incident to an arrest, downloading, viewing, or otherwise accessing files requires a search warrant. Files and media shall not be altered or erased under any circumstances.
- C. Seizure of Recording Devices and Media
1. Absent arrest of the recording party, recording equipment may not be seized. Additionally, officers may not order an individual to show recordings that have been made of enforcement actions or other police operations.
 2. If there is probable cause to believe that evidence of a serious crime has been recorded, an officer should
 - a. advise and receive instructions from a supervisor;
 - b. ask the person in possession of the recording if he or she will consent to voluntarily and temporarily relinquish the recording device or media so that it may be viewed and/or copied as evidence; and
 - c. in exigent circumstances, in which it is reasonable to believe that the recording will be destroyed, lost, tampered with or otherwise rendered useless as evidence before a warrant can be obtained, the recording device or media may be seized under a temporary restraint. A warrant must be obtained in order to examine and copy the recording and the chain of custody must be clearly documented per department policy.
 3. In exigent situations where it is objectively reasonable to believe that immediate viewing of recordings is necessary to prevent death or serious bodily harm of another before a warrant can be authorized, the recording device or media may be seized and viewed.
 4. Whenever a recording device or media is seized without a warrant or obtained by voluntary consent, the seized item shall be held in police custody no longer than reasonably necessary for the police, acting with due diligence, to obtain a warrant. The device must be returned at the earliest possible time and its owner/operator given instruction on how it can be retrieved. In all cases property receipts shall be provided to the owner.
- D. Supervisory Responsibilities
1. A supervisor should be summoned to any incident in which an individual recording police activity is going to be, or will most likely be, arrested or when recording equipment may be seized without a warrant or lawful consent.

Section B: Patrol Division

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: October 18, 2013	Rescinds: Amends:	Number: B-100
Subject: K-9 Unit Operations Policy		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 4

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. **PURPOSE**

The purpose of this policy is to establish procedures for the use of trained police canines.

2. **POLICY**

It is the policy of the Watertown Police Department to maintain a fully operational K-9 Unit to support patrol and specialized operations. Furthermore, K-9 Officers will at all times ensure that the necessary precautions are taken so as to minimize the likelihood of accidental injury to Officers or members of the community.

3. **DEFINITIONS**

K-9 UNIT SUPERVISOR - The Patrol Division Captain is responsible for the supervision and administration of the K-9 Unit.

K-9 ADMINISTRATOR – The Administrative Sergeant is responsible for documenting the training of the K-9 Team. This documentation shall include the initial training, on- going training, and certification of the K-9 Team.

K-9 OFFICER/HANDLER – Patrol Officer specially trained in the care, handling and training of a canine for law enforcement use. The K-9 Officer/ Handler is responsible for scheduling all required training.

CANINE (K-9) - Working dog which has been procured and specially trained to execute a number of specific law enforcement and public service tasks which make use of the canine's intelligence, speed, agility, and sense of smell.

K-9 TEAM - K-9 Officers and their assigned canines.

4. **PROCEDURES**

A. Deployment and Call Out

1. K-9 teams are assigned to the Patrol Division. Routinely, K-9 teams report through the normal Chain of Command. When supporting field units, the K-9 Team coordinates, cooperates, and reports to the on-scene supervisor.
2. In the event directives are given which expose K-9 Teams or persons on the scene to excessive risks, hazards, or injuries, the K-9 Officer/Handler will advise the on-scene supervisor of their risk assessment and will attempt to resolve any conflict regarding how to proceed. In the event the on-scene supervisor and K-9 Officer/Handler cannot agree, on how to proceed the on-scene supervisor may request the K-9 Unit Supervisor respond to the scene; or resolve any issue through electronic communication.
3. On duty K-9 Teams
 - a. On duty K-9 Teams will respond to calls for service and will assist other law enforcement agencies within Codington County.
 - b. During regular K-9 Officer duty hours any Watertown Patrol Officer may request a K-9 Officer response.
4. Off-duty K-9 Teams
 - a. When K-9 Teams are off-duty the Patrol Captain may authorize a call-back after a scene has been evaluated; and in accordance with city policy and labor agreement.
 - b. If a K-9 Team cannot be contacted the K-9 Unit Supervisor will be notified.

B. Authorized Uses of K-9 Teams

1. Tracking - tracks can be conducted for missing, injured, fleeing or endangered persons. The track should ideally be no more than 30 minutes old. The following procedures will be utilized when K-9 teams are requested to track:

- a. When the scene has been evaluated and a supervisor has established a need for a K-9 Team, an on duty K-9 Team should respond. If there is no K-9 on duty then follow procedures in section 4 above.
 - b. The scene should be secured by on-scene personnel. Personnel will maintain the perimeter until the K-9 Team arrives and advises that the track has been concluded.
 - c. Attempts should be made **not** to contaminate the scene and the tracks. Unauthorized persons will not be permitted within the perimeter.
 - d. The K-9 Officer will coordinate with personnel on the scene. Information pertaining to the subject description, time lapse and perimeter information should be made available to the K-9 Officer as soon as possible. The person in charge of the scene will be responsible for providing the K-9 Officer with this initial information.
 - e. Officers will assist the K-9 Team as directed by the K-9 Officer.
2. Narcotics Search - the following procedures will be utilized when a K-9 Team is requested to conduct a narcotics search:
 - a. An Officer will determine the need for a narcotic detection K-9 Team and will request their response. The requesting Officer and responding K-9 Team will ensure that proper legal basis has been secured to conduct the search. (ie warrant, consent, etc)
 - b. The scene should not be searched prior to the K-9 Team's arrival.
 - c. The Officer on the scene must be prepared to take the appropriate measures after the canine gives a positive alert indicating the presence of the odor of narcotics (i.e. arrest, take custody of the located narcotics and place into evidence).
 - d. Narcotics detection canines will not be used to search for narcotics on a person.
 - e. Doors and windows of structures or vehicles to be searched should be left closed until direction from the K-9 Team is given.
3. Public Relations
 - a. The Watertown Police Department's K-9 Unit is a vital tool to enhance public relations in the community. Requests for public demonstrations should be routed through the K-9 Unit Supervisor. The K-9 Team may provide public demonstrations if resources are available.
 - b. Care will be taken to prevent accidental injury to the public while demonstrations are being conducted.
- C. Working with K-9 teams
1. Officers will follow the K-9 Officers instruction when requested to assist.
 2. Officers will provide cover for the K-9 Team during the search.
- D. Assisting other agencies
1. Resources permitting, K-9 Teams may assist other law enforcement agencies within Codington County.
 2. Law enforcement requests from outside of the city limits of Watertown need to be approved by the K-9 Unit Supervisor.
 3. When assisting other agencies or operating outside of the city limits of Watertown, K-9 teams will adhere to WPD SOPs and Policies.
- E. Canine Inflicted Accidental Injuries
1. The handler will control the canine.
 2. Medical aid will be **summoned** if needed.
 3. The K-9 Officer will document the accidental injury utilizing the appropriate reports, and forward the documentation according to K-9 Unit SOP Manual procedures.
 4. The K-9 Unit Supervisor will be notified as soon as practical.
- F. If a department K-9 escapes from the custody of its caregiver, the following will occur:
1. The K-9 Unit Supervisor will be notified as soon as practical.
 2. The on duty Supervisor will be notified immediately and may assist in the search for the K-9.
 3. The Communications Center will be notified immediately.
 4. If possible the news media may be contacted so a broadcast can be made about the K9.
- G. In order to comply with the Fair Labor and Standards Act the following will be adhered to: K-9 Officers will receive the following in relation to their duties as a K-9 Officer.
1. K-9 Officers will be granted one-half hour of each shift to feed, groom, and otherwise care for their assigned canines.
 2. K-9 Officers will be compensated one-half hour for each day scheduled off for feeding, grooming, and otherwise care for their assigned canines.
 3. When taking leave of any kind, K-9 Officers will be charged with one-half hour less than their duty hours. This allows one-half hour for care of the canine as described above, unless the canine is kenneled at the expense of the WPD or being cared for by a designee, as the K-9 Officer will not be responsible for the care of the canine during this time.

4. If the Handler is out of town or unable to care for the dog, the WPD K-9 will be delivered to the K-9 Supervisor or his/her designee.
 5. If the designee is a member of the WPD, they will be chosen on the basis of knowledge of the WPD K-9 and ability to care for the animal. The welfare of the WPD K-9 is the priority. While the designee is caring for the WPD K-9, they will receive compensation at their regular rate of pay for thirty (30) minutes each day to be identified as "K-9 Care."
 6. Refer to K-9 SOP Manual page 13.
- H. Drug Detection Training Aids
1. Controlled substances procurement procedures
 - a. The controlled substances used for the training of the drug detection dogs will be obtained from the WPD property/evidence section, the Attorney Generals Office, or the DEA. Substances may be from adjudicated cases that have been analyzed and are awaiting destruction.
 - b. When the K-9 Officer receives a controlled substance he/she will enter the following information on the Drug Control Form:
 1. The original incident report number of the adjudicated case if known.
 2. The type of controlled substance.
 3. The total weight in grams of the controlled substance and its packaging when received.
 - c. Copies of the Drug Control Form detailing the information for each new controlled substance received will be forwarded to:
 1. The K-9 Unit Supervisor.
 2. The file maintained for each training aid by the K-9 Officer.
 2. Records Control
 - a. A file containing the following will be maintained for each training aid.
 1. The training aid number.
 2. Signed copies of the court order granting release of the drug for K-9 Training.
 3. Copies of the original property form and laboratory analysis for for the controlled substance if available.
 4. A copy of the original Drug Control Form indicating when the controlled substance was received.
 5. A copy of the final Drug Control Form and property form, indicating when the controlled substance is destroyed or returned to property/evidence.
 3. Training and Storage
 - a. Each type of controlled substance will be stored in a separate airtight container.
 - b. When not in use, training aids will be stored in a locker designated for the K-9 Unit training aids.
 - c. The locker will be secured with a padlock and only the K-9 Officers will possess keys for the padlock.
 - d. When a training aid is used for training, its removal and return to the locker will be recorded by the K-9 Officer on the drug control form and will note;
 1. The date and time the training aid was removed and returned.
 2. The name and signature of the K-9 Officer removing or returning the training aid.
 3. The name of the training aid and quantity.
 4. The reason for the removal of the drug.
 - e. The training aids will be weighed on a monthly basis by the K-9 Unit Supervisor with at least one K-9 Officer present. The results will be recorded on the Drug Control Form maintained by the K-9 Unit Supervisor.
 - f. The K-9 Officers will notify the K-9 Supervisor whenever a training aid is no longer usable due to contamination, staleness, or other reason.
 4. Security Procedures
 - a. Before disposal of a training aid, the training aid will be inspected and weighed by the K-9 Supervisor in the presence of at least one K-9 Officer.
 - b. The results of the inspection will be recorded on the Drug Control Form.
 - c. The K-9 Unit Supervisor will submit a memorandum to the Chief of Police detailing the results of the inspection and the reason for the destruction of the training aid.
 - d. The K-9 Officer will forward the training aid, along with the endorsed departmental memorandum to the evidence/property section for destruction. The evidence/property manager receiving the training aid that is to be destroyed will weigh the training aid and acknowledge receipt by signing the property form. A copy of the signed property form will be retained by the K-9 Unit Supervisor for inclusion in the training aid file for that item.
 - e. In the event that a training aid is lost or damaged, the K-9 Officer will submit a departmental memorandum to the K-9 Unit Supervisor detailing the circumstances of the event

- f. The K-9 Unit Supervisor will investigate the circumstances relating to the loss or damage. A copy of the final disposition by the K-9 Unit Supervisor will be placed in the file for that training aid.
- g. The loss or damage will be recorded on the Drug Control form.
- h. When a training aid is damaged it will no longer be used for training and will be submitted for destruction following policy guidelines.
- i. If a K9 officer/handler separates from the Watertown Police Department for any reason, the K9, all training drugs, issued equipment and keys for the K9 locker and vehicle will be delivered to a member of the command staff or K9 Unit Supervisor immediately.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: March 3, 2025	Rescinds: Amends: August 13,2014	Number: B - 110
Subject: Ride- Along		Re-evaluation Date: March 2028
Distribution: ALL PERSONNEL	Related CALEA Standards: None	Page No: 1 of 10

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedures

1. PURPOSE

- a. The purpose of this policy is to set forth the department's mandates with respect to citizen ride-along.

2. POLICY

- a. In an effort to enhance the mutual respect of police officers and the community we serve, the Watertown Police Department hereby establishes a ride-along program. This program will provide its participants with a greater understanding of law enforcement in the City of Watertown. At the same time, through interaction between our officers and members of the community, lines of open communication will be established.

3. PROCEDURES

- a. Who can participate in the ride-along program:
 - i. All participants must be approved by the Patrol Division Captain or his/her designee to participate and must have signed and delivered to the Watertown Police Department its Ride-Along Application Form, which includes a Release and Indemnity Agreement, and Confidentiality Agreement. These forms have been included at the end of this policy.
 - ii. Community members who are interested in broadening their knowledge of the police function within the City of Watertown. This would include members of civic organizations, college students who are interested in the law enforcement field, and any other person authorized by the Patrol Division Captain or his/her designee.
 - iii. Media representatives who wish to conduct a ride along for purposes of developing a news story or other documentary. This category includes the print and electronic media. Media representatives must complete all documents required of any other participant. In addition, members of the media must have express written authorization from the office of the Chief of Police before recording, by any means (audio, video, film, and photo), any portion of the ride-along.
 - iv. Watertown Police Department Explorers are addressed under Watertown Police Department General Order E-100.
- b. Application Process:
 - i. Applications for ride-along shall be available at the Watertown Police Department. Anyone who receives a ride-along application should be informed that they should return the application to the Operations Secretary once it is completed. Applicants must provide a photo-identification for verification when they return their completed application.
 - ii. The Operations Secretary will forward all completed applications to the Patrol Division Captain or his/her designee for review.
 - iii. Application Review will include a consensual record check of the Watertown Police Department Records Management System and National Crime Information Center (NCIC) warrant/wanted person(s) inquiry only. 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.
 - iv. Once approved, the applicant shall be notified and assigned a date for the ride-along.
 - v. Participants shall only be allowed to participate in this program once every 6 months unless given written authorization from the Patrol Division Captain or his/her designee.

- c. Reporting for Ride-along:
 - i. The ride-along program shall be scheduled between the hours of 0800-2300 hours, unless otherwise approved by the Patrol Division Captain or his/her designee.
 - ii. Participants should report to the police headquarters 15 minutes prior to their scheduled participation.
 - iii. The host officer shall meet with the ride-along participant. The ride along participant and the host officer shall review and sign the Watertown Police Department Release and Indemnity Agreement. The host 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.
 - iv. The host officer shall review the rules of the ride-along program with the participant. In this review, the participant should be reminded that they may be called as a witness in court, if they observe a police event, which becomes subject to court action.
 - v. Completed forms will be turned into the Patrol Division Captain or his/her designee.
- d. Duties of the Participant:
 - i. Participants shall play no active role in the police function. They must only act as an observer unless otherwise directed by their host-officer.
 - ii. Participants shall not be allowed to operate any police equipment unless directed to do so by a police officer in an extreme emergency.
 - iii. Participants must remain in the police vehicle at all times until directed otherwise by the host officer.
 - iv. 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.
 - v. Participants shall not bring cameras or any recording devices without the express written permission of the office of the Chief of Police.
 - vi. Participants shall not enter any person's home while participating in the ride-along unless the host officer has asked and been granted express permission from the homeowner/occupant to allow the ride-along participant entry.
 - vii. Participants shall follow the instructions of the host-officer at all times during the ride-along.
 - viii. 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.
 - ix. 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, as determined by the supervising officer, shall not be allowed to participate in the program on the assigned date.
- e. Duties of Host Officer:
 - i. Officers have a primary obligation to the welfare and safety of the ride along participant.
 - ii. Host 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, host officers shall maintain close supervision of the participant and not allow the participant to involve him or herself in the police activity.
 - iii. Host officers must never 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.

Watertown Police Department
Release and Indemnity Agreement

I, _____, acknowledge that I have requested permission from the Watertown Police Department to participate in the Department's "Ride-Along" program.

- I acknowledge that the ride-along program involves accompanying a police officer who is in the performance of his or her duty as a police officer.

- I have been advised of the various dangers which I may be exposed to during my participation with this program.

- I have been specifically informed of the fact that police vehicles are sometimes required to operate in an emergency fashion which may expose me to danger.

- I also acknowledge that I have been advised of the fact that while accompanying an officer I may be exposed to danger to both my person and my personal property due to the actions of criminal suspects, prisoners, and other persons that I may come into contact with during my ride-along.

NOW, THEREFORE, having been fully advised of the dangers inherent in the ride-along program in which I request to participate, and in consideration of the privilege granted to me by the City of Watertown to be a gratuitous passenger in a police car, I do hereby, for myself, my spouse, heirs, executor or administrator, assigns and personal representatives:

1. Assume full responsibility for any personal injury, death or any damage to my personal property which may occur directly or indirectly, while in, or about any such police department vehicle, the Watertown Police Department facilities to include the Police Department, Firing Range and any other Department or City Facility I may enter during the ride-along.
2. Assume full responsibility for any personal injury, death or any damage to my personal property while accompanying any police officer of the City of Watertown in the performance of their duties.
3. Fully and forever release and discharge the City of Watertown, its police officers, employees, agents and servants, from any and all claims, demands, damages, rights of action, or causes of actions, present or future, whether the same be known or unknown, anticipated or unanticipated, resulting from or arising out of my being in, on or about any such Watertown Police Department vehicle, or at any or all police department premises or facilities, or while accompanying a police officer who is in the performance of his or her duty as a police officer for the City of Watertown.
4. I agree to indemnify and hold harmless the City of Watertown, its police officers, agents, employees and servants, for any acts or conduct on my part of whatever kind or nature whatsoever, while in, on or about any such Police Department vehicle, or at any or all Police Department premises of facilities, or while accompanying a police officer who is in the performance of his or her duty as a police officer for the City of Watertown.

WATERTOWN POLICE DEPARTMENT

RIDE-ALONG APPLICATION

Name (Print)

(Date)

Signature

Address, include City/State

Home Phone

Work Phone

Date of Birth

Age

Sex

Social Security #

To your knowledge, do you have any physical impairments? *Circle:* Yes NO

If yes please specify: _____

In case of emergency, please notify:

Name

(Relationship)

Home Phone

Work Phone

Day/Time Preference (not guaranteed) for ride-along: _____

Reason for ride-along: _____

WATERTOWN POLICE DEPARTMENT

RIDE-ALONG APPLICATION

DEPARTMENT USE ONLY

Criminal Record Check conducted by: _____

Circle one: No Record Record Attached

Applicant Notified By: _____

DATE AND TIME OF SCHEDULED RIDE _____

Approved:

Disapproved:

Assigned to Ride With: _____

Squad Supervisor Signature _____

Host Officer Signature _____

Upon completion of ride-along-application and release shall be returned to the Operations Secretary.

Watertown Police Department

RIDE-ALONG PARTICIPANT INFORMATION SHEET

1. All applicants for participation in this program must be approved by the Patrol Division Captain or his/her designee.
2. Anyone wishing to participate in this program must complete an application and present valid photo identification upon turning the application in to the Police Department.
3. The review of all applications will include a record check with the State Department of Criminal Justice as well as an NCIC inquiry. An applicant who has a felony record **or** a misdemeanor record which involves moral turpitude or dishonesty may be excluded from participation in this program.
4. Once approved, participants shall be notified of their ride-along date and time. Note, if a participant is not available for the assigned ride-along (**date and time**), he or she can schedule an alternate date with the officer who scheduled the original ride
5. Participants should arrive at the station at least 15 minutes prior to their scheduled ride-along. If the participant is not present at this time, the department reserves the right to cancel the ride-along rather than delay the officer from going on duty while necessary forms are completed.
6. Participants will fully review the release and indemnification form with the host officer.
7. Participants shall play no active role in the police function. They must only act as an observer unless otherwise directed by their host-officer.
8. Participants shall not be allowed to operate any police equipment unless directed to do so by a police officer in an extreme emergency.
9. Participants must remain in the police vehicle at all times until directed otherwise by the host officer.
10. 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.
11. Participants are encouraged to ask questions of the host officer. However, such questions should be asked after the police event has been resolved so as not to interfere with the police operation.
12. Participants shall not bring cameras or any recording devices without the express written permission of the office of the Chief of Police or his/her designee.

13. Participants shall not enter any person's home while participating in the ride-along unless the host officer has asked and has been granted express permission from the homeowner/occupant to allow the ride-along participant entry.
14. Participants shall follow the instructions of the host-officer at all times during the ride-along.
15. 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.
16. 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, as determined by the supervising officer, shall not be allowed to participate in the program on the assigned date.
17. Participants shall only be allowed to participate in this program once every 6 months unless given written authorization from the Patrol Division Captain or his/her designee.

I acknowledge that I have read and understood the above Information Sheet and agree to comply with its provisions at all times while participating in any ride along.

Dated this ___ day of _____, 20__.

Ride along signature

WATERTOWN POLICE DEPARTMENT CONFIDENTIALITY AGREEMENT

This Confidentiality Agreement ("Agreement") is made and entered into by and between the Watertown Police Department ("Department") and the undersigned individual ("Recipient"), who has been granted access to the Department's building and facilities.

1. Purpose

The purpose of this Agreement is to protect the confidentiality of sensitive, privileged, or classified information that the Recipient may be exposed to while within the Department's premises.

2. Confidential Information

For purposes of this Agreement, "Confidential Information" includes, but is not limited to:

- Law enforcement records, reports, and case files
- Investigative materials and evidence
- Internal communications and operational procedures
- Personal information of officers, staff, or members of the public
- Security systems, codes, and access protocols
- Any other information deemed confidential by the Department

3. Obligations of the Recipient

The Recipient agrees to:

- Maintain the confidentiality of all Confidential Information and not disclose it to any unauthorized person.
- Use Confidential Information solely for the purpose of authorized activities within the Department.
- Exercise reasonable care to protect Confidential Information from unauthorized access, use, or disclosure.
- Immediately report any suspected breach of confidentiality to a Department supervisor.

4. Restrictions

The Recipient shall not:

- Remove Confidential Information from the Department premises unless expressly authorized.
- Copy, photograph, or otherwise reproduce Confidential Information unless necessary for official duties and with prior approval.
- Discuss Confidential Information with unauthorized individuals, including family members or friends.

5. Duration of Obligation

The confidentiality obligations set forth in this Agreement shall remain in effect both during and after the Recipient's access to the Department's facilities, unless otherwise released in writing by the Chief of Police.

6. Violations and Consequences

Any violation of this Agreement may result in disciplinary action, termination of access privileges, legal action, and/or prosecution under applicable laws and regulations.

7. Acknowledgment and Agreement

By signing below, the Recipient acknowledges that they have read, understand, and agree to comply with the terms of this Confidentiality Agreement.

Recipient Name: _____

Recipient Signature: _____

Date: _____

Authorized By: _____

Title: _____

Date: _____

This document is the property of the Watertown Police Department and must be returned upon request.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: February 26, 2019	Rescinds: Amends: Oct 18, 2013	Number: B - 125
Subject: Traffic Accident Investigation and Reporting		Re-evaluation Date: Feb 2022
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 6

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedures
4. References

1. PURPOSE

The purpose of this policy is to define the duties and responsibilities of Department personnel regarding traffic accidents.

2. POLICY

It will be the policy of the Department to provide primary control of traffic accident investigations occurring within the City limits, with the exception of Officer involved accidents under specified circumstances.

3. PROCEDURES

- a. It will be the position of the Watertown Police Department to serve as the primary investigating agency of traffic accidents occurring within the corporate City limits of Watertown.
- b. Citizens or Insurance Agents/Companies desiring a copy of an accident report will be instructed to contact the Watertown Police Department Records Office during business hours to obtain a copy of their accident report. The fee for provision of such accident reports will be in accordance with SDCL 32-34-13.1 and will be determined by the Chief of Police in an amount up to the maximum allowed by law. For reports supplied by the WPD, collected funds shall be accounted for pursuant to chapter 9-22 of SDCL. A copy of a state reportable accident can also be obtained online at safesd.gov.
- c. Department personnel who respond to the scene of a traffic accident, or come upon a traffic accident, will notify the Communications Center of the exact location of, and apparent severity of the accident; i.e., multiple vehicles, injuries, fires, the need for wreckers. Department personnel will respond to the scene of accidents involving:
 - i. Death or injury
 - ii. Hit and run
 - iii. Impairment of the vehicle operator due to alcohol or drugs
 - iv. Damage to vehicles or property
 - v. Hazardous materials
 - vi. Disturbances between principals involved in the crash
 - vii. Major traffic congestion
- d. Communications Center personnel will notify other appropriate agencies of the information supplied by the Officer on the scene, or other agencies as requested by the investigating officer.
- e. Department personnel will park their vehicles in such a manner as to provide maximum protection to the accident scene without endangering the public or themselves. Officers will provide notice by activating emergency lighting to warn oncoming or approaching traffic to proceed with caution. Officers will wear Department issued reflective traffic vests and wear them during all accident related duties including traffic control, so long as the vehicles remain on a roadway.
- f. Department personnel, after arriving at a traffic accident scene will:
 - i. Evaluate the accident, determine the number and extent of injuries at the scene, and request medical assistance as needed. Department personnel will render medical aid as their experience and training dictates.

- ii. Identify and report to Communications Center personnel any special hazards to include fire, flammable substances, hazardous material, downed power lines, and debris on the roadway. In the event of fire, Officers will use their discretion based on abilities, training, and available equipment to control the fire until the arrival of fire personnel.
 - iii. Secure the scene, protect any evidence, locate witnesses immediately available and ask them to remain at the scene. Officers will protect and safeguard the property of the injured, deceased, or incapacitated.
 - iv. Preserve or photograph short-lived evidence in accidents involving injury, leaving the scene, and substantial property damage. In-car video equipment should be used in addition to other equipment when available.
 - v. Establish and maintain a safe traffic pattern. At their discretion department personnel may use traffic cones, or barricades to temporarily detour traffic.
- g. Hit and Run Accidents
 - i. Department personnel coming upon hit and run accidents will follow the same procedures as for other accidents, but will obtain a description of the suspect vehicle and driver and relay that information to the Communications Center for further distribution as rapidly as possible.
- h. Officers may mark the location of, and require drivers to move vehicles from roadway accident scenes where there is property damage only.
- i. Hazardous Material Incidents
 - i. Department personnel suspecting a hazardous material incident as the result of a traffic accident will:
 - 1. Advise Communications Center personnel of the type of hazard (spill, leak, and fire), the vehicle description, vehicle container placards, or other pertinent information, such as injuries. Personnel will consult and make use of the issued hazardous material handbook. Communications personnel will advise the Watertown Fire Department and Codington County Office of Emergency Management, and any other departments as may be needed.
 - 2. Make every reasonable attempt to isolate the area to protect the public, victims, and themselves from the threat of injury.
 - 3. Secure the scene and consult with the Watertown Fire Department and Codington County OEM to determine any appropriate evacuations that may be necessary. Department personnel will assist with the evacuation of all nonessential personnel.
 - 4. On-duty Shift Supervisor will take all reasonable steps to ensure the safety of Department personnel, the general public, and the injured.
- j. Investigation of Traffic Accidents - Subsequent to arranging treatment for the injured and/or securing the scene, Officers will initiate an investigation, clear the roadway as soon as practical, and:
 - i. Obtain/record information required to complete appropriate accident reports.
 - ii. Interview separately and obtain the recorded or written statements of all witnesses whenever practical. This includes all passengers, drivers, and/or other witnesses. Document any spontaneous utterances offered by the participants in the Officer's presence.
 - iii. Examine the scene and:
 - 1. Obtain measurements for an accident diagram if needed.
 - 2. Arrange for photographs to be taken as necessary.
 - 3. Collect, mark, and preserve physical evidence in compliance with Department operating procedures.
 - 4. Obtain identification information from and assess damage to participant's vehicles or property.
 - iv. Thoroughly document findings and prepare the appropriate accident report. Such report will be generated in accordance with accident investigation instructions. Such report will be completed and submitted in accordance with the provisions of law. Diagrams will be depicted on accident forms when points of impact can be determined. Shift Supervisors may be consulted as necessary.
 - v. Upon completion of an accident investigation, an Officer may take an appropriate enforcement action when a violation has been clearly established, the identity of the violator is known, and available evidence will allow each of the elements of the violation to be sustained. A written warning should be issued as a minimum. Enforcement action may be deferred or not taken when there is conflicting testimony between involved parties

without independent witness and/or evidentiary corroboration. Enforcement action will not be taken relative to any traffic accident occurring on private property, except for a violation of SDCL 32-23-1, or any other law which state statute allows enforcement on private property. If guidance is needed, the on-duty Shift Supervisor will be consulted.

1. Officers may arrest or issue a summons to any person, based upon probable cause and under the authority of SDCL 32-33-1.1, when it is reasonably believed that the person to be cited has violated a provision of Title 32 of South Dakota Codified Laws.
 2. Officers may issue a traffic summons citing violations of Watertown Municipal Ordinances, Chapter 19 only upon receipt of a signed complaint from any driver involved in a traffic accident or a witness to the accident provided that such accident occurred on a public road or right of way.
- vi. In fatal accidents, the Officer will refrain from filing routine infraction charges until after the Traffic Accident Investigator has completed his/her work and determined whether or not criminal charges are to be pursued. Officers will also consult with the States Attorney prior to filing minor infraction charges in any fatal accident. If in doubt, the on-duty Shift Supervisor will be consulted. For fatalities, if required by State Radio, arrange for a teletype message outlining the details of the accident to be transmitted to the South Dakota State Radio office in Pierre South Dakota.
- vii. Officers will arrange for the notification of next-of-kin of person(s) killed in traffic accidents, which they are assigned to investigate. Such notification will be delivered in person, not by telephone and ideally should be conveyed immediately after the investigation is concluded. Under no circumstances will the names of victims be released to the news media prior to notification of next-of-kin. When relatives of the victim(s) reside outside the city limits of Watertown, a teletype message will be sent to the appropriate law enforcement Department with an accompanying request for notification of next-of-kin. Officers will request notification that the message was delivered and next of kin has been notified.
- viii. Arrange for notification of medical examiners, prosecutors, and other officials as appropriate.
- ix. On-duty Shift Supervisors will be responsible for determining the need and directing follow up activities to include:
1. Collecting off scene data as necessary.
 2. Obtaining / recording formal witness statements if any.
 3. Traffic accident reconstruction requirements.
 4. Preparation of formal reports to support criminal charges arising from the traffic accident investigation.
 5. Review, date, and sign all accident reports before submission to Records Division.
- x. Outside Department professional or technical assistance may be utilized consistent with investigatory needs. Outside Department expert technical assistance may likewise be made available to include but not be limited to the following professionals provided sufficient justification exists:
1. Surveyors.
 2. Mechanics.
 3. Physicists.
 4. Physicians.
 5. Traffic accident reconstruction specialist.
- xi. The dispatched Officer is designated as primary investigative officer unless relieved by a traffic accident investigator or the on-duty Shift Supervisor.
- xii. In the event those who are involved are removed from the scene of the accident either by ambulance or arrest, it will be the investigating officer's responsibility to secure said person's personal property, if their vehicles are impounded by a Watertown Police Officer at a Watertown Police storage facility. Officers are to note on a supplemental report, the existence of and disposition of any personal property being removed for safekeeping. This can be accomplished in the following manner:
1. Released to a relative/or friend at the owner's request, via property receipt.
 2. Securely locked in the vehicle's trunk if able.
 3. Transferred to Property Evidence Clerk for safekeeping.
 4. Transported with person involved.
- xiii. Assignment of Accident Investigator(s)

1. In the event the Watertown Police Department is the primary investigating Department every effort will be made to assign the appropriate personnel to investigate traffic accidents based upon the seriousness of the accident.
 - a. Normally, a Patrol Officer will be assigned to respond to an accident and complete the investigation.
 - b. Under ideal conditions, the WPD Accident Investigation Team will be assigned to conduct fatal accident investigations. Under this scenario, the dispatched patrol officer will conduct the accident investigation and the WPD Accident Investigation Team will conduct the traffic homicide investigation. If the WPD Accident Investigation Team is unavailable, a minimum of (2) two Patrol officers will conduct the investigation. One Officer will conduct the accident investigation and a second Officer will conduct the traffic homicide investigation.
 - c. Criminal Investigative Division personnel will assist with interviews, collection of evidence, and crime scene processing as necessary.
 - d. Investigating officers will evaluate the seriousness of the accident and will request the Watertown Accident Investigation Team to respond to the scene in all cases involving a known fatality. The Watertown Accident Investigation Team should also be requested in the event that a fatality appears likely. In cases of crashes involving serious injury, criminal use of the vehicle, unusual circumstances, or the likelihood of felony charges being made as a result of criminal use, the Shift Supervisor and the Accident Investigation Team Supervisor will be consulted. An example of criminal use would include "Vehicular Battery", "Vehicular Homicide", "Manslaughter", or "Aggravated Assault" involving a motor vehicle.

xiv. Hit and Run Investigations

1. Fatalities - Responsibility for conducting follow-up investigations for accidents involving actual or impending death to one or more persons will be vested in a Traffic Accident Investigator. Such investigations will be pursued:
 - a. In accordance with the Officers level of training, i.e. Advanced Accident or Accident Reconstruction training.
 - b. Until available leads have been fully explored or until appropriate supervisory personnel have made a decision that further investigative effort is unlikely to be productive.
2. Personal Injury/Property Damage - follow up investigations for hit and run accidents, involving property damage or injury which does not result in a reasonable prognosis of actual or impending death for the victim, will be handled by Officers assigned to investigate the collision.
 - a. In attempting to determine whether additional investigation effort is warranted, the on-duty Shift Supervisor will consider whether or not any of the following information factors are available:
 - i. Has a reliable witness to the incident been located?
 - ii. Is the suspect known or can he/she be identified?
 - iii. Has an identifiable description of the suspect vehicle been obtained?
 - iv. Was any physical evidence recovered?
 - v. Will recovered evidence tie the suspect/vehicle to the incident under investigation?
 - b. If a negative response is obtained to each of the questions referenced in section "(a)" immediately above, further investigative effort will not in all likelihood be successful.
 - c. Follow-up reports on all open investigations will be required at no more than 30 day intervals.

xv. DUI Accident Investigations

1. Officers are to carefully observe all parties involved in a traffic accident, paying particular attention to the behavior, attitude, speech, physical condition, balance and other characteristics that may indicate impairment on the part of driver.
2. If signs of impairment are observed, the officer will, at the conclusion of the traffic accident investigation, conduct a criminal investigation to determine if probable cause for DUI exists.

3. When probable cause for DUI exists, the driver will be arrested.
- k. Investigative/Reporting Methods
- i. The “State Accident” report form will be the only form used by the Watertown Police Department to document traffic accidents occurring within the city limits of the City of Watertown.
 - ii. Officers will investigate and document on the “State Accident Report Form”, all traffic accidents which involve at least one motor vehicle within a traffic way (includes the entire area within the right of way) or outside the traffic way if control was lost within the traffic way and which meet the criteria in sections 1-5 below.
 1. Bodily injury to, or the death of, any person.
 2. Any property damage to an apparent extent of one thousand dollars or more to any one person’s property or two thousand dollars per accident.
 3. Officers should complete reports within 2 days or by the end of business on the day before their days off, whichever comes first.
 4. Officers will issue red tags with the Vehicle Identification Number (VIN), date, and their name noted on the tag.
 5. Officers will advise citizens to contact WPD records personnel during business hours to obtain a copy of the accident report and of any fee required to obtain the copy. They may also be referred to safesd.gov to purchase a copy online.
 - iii. Officers will investigate and document on the “State Accident Short Form,” traffic accidents which occur within the city limits, and with the circumstances listed below.
 1. Damage to any vehicle or other property in an apparent amount of less than one thousand dollars to any one person’s property or less than two thousand dollars per accident when the accident occurred within a traffic right of way or outside the traffic way if control was lost within the traffic way and which do not include any of the criteria specified in section “ii” above
 2. Damage resulting from hit-and-run accidents which do not include any of the criteria specified in section “ii” above regardless of whether they occurred on a public or private roadway/lot.
 3. Accidents, which result from the commission of a criminal offense (robbery, auto theft, etc.) or from any pursuit which do not include any of the criteria specified in section “ii” above regardless of whether they occurred on a public or private roadway/lot.
 4. Officers should complete reports within 2 days or by the end of business on the day before their days off, whichever comes first.
 5. Officers will issue red tags with the VIN number, date, and their name noted on the tag.
 6. Officers will advise citizens to contact WPD records personnel during business hours to obtain a copy of the accident and of any fee required to obtain the copy.
 - iv. In the absence of investigative criteria specified above, where traffic accidents occur entirely on private property, Officers may, if requested by a party involved or if in the officer discretion one is needed:
 1. Complete only those sections of “State Accident” report titled “LOCATION”, “UNIT 1” “UNIT 2”, and the Officer and Agency information boxes on the back of the form.
 2. Informational boxes specifically for Commercial Vehicles in the sections titled “unit 1” and “unit 2” do not need to be completed.
 3. Officers will issue red tags with the VIN number, date, and their name noted on the tag.
- l. Accidents Involving City Vehicles
- i. Police Department - if a WPD Officer is operating a vehicle owned by the City and is involved in an accident within the City, the guidelines below will apply:
 1. The South Dakota Highway Patrol will be requested to investigate the accident if there are injuries.
 2. The South Dakota Highway Patrol will be requested to investigate the accident whether or not the accident occurs on private or public property, if the estimated damage to property other than City owned property exceeds \$1,000.
 3. The Codington County Sheriff’s Office may be requested to investigate the accident whether or not the accident occurs on private or public property, if the estimated damage to property other than city owned is less than \$1,000 and if the on-duty Shift Commander opts to after carefully considering the totality of

the circumstances and a Trooper from the South Dakota Highway Patrol is not readily available.

4. The South Dakota Highway Patrol or other appropriate law enforcement agency will investigate those accidents occurring outside the City limits.
 5. A police supervisor will investigate minor accidents involving only City property, no injury, and/or damage to non-City owned property in the estimated amount of \$1,000 or less.
 6. Mishap reporting and Drug testing will be undertaken as governed by City policy.
 7. If a South Dakota Highway Patrol Trooper is not available, a Codington County Sheriff's Deputy may be called for assistance and investigation. For any accidents involving injury, the SDHP will be the preferred investigating agency but if response will be delayed due to Trooper availability, a Deputy from the CCSO may be utilized.
- ii. Other City Departments- accidents involving Other City Department vehicles occurring within the City limits will be investigated by a Watertown Police Officer using the criteria set forth in Section J above.

4. REFERENCES

- a. South Dakota Statutes
- b. Hazardous Material Guide
- c. South Dakota Accident Report Instructions

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



**Tim Toomey
Chief of Police**

Effective Date: March 15, 2017	Rescinds: Amends: B-130 (Oct, 2013)	Number: B-130
Subject: Arrest Procedures		Re-evaluationDate: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 11

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. PURPOSE

The purpose of this policy is to establish lawful detention, arrest and search procedures that support successful prosecutions.

2. POLICY

All department personnel will employ efficient and effective detention, arrest and search procedures that are in accordance with applicable law, department directives and that are respectful of individual rights.

3. DEFINITIONS

- a. **ARREST** -To deprive a person of his or her liberty by legal authority. Taking custody of another to bring him or her before a court of proper jurisdiction.
- b. **CONSENSUAL CITIZEN ENCOUNTER** - An officer engages a citizen in conversation with the citizen's consent. The officer has no reasonable suspicion that the person is involved in criminal activity. The citizen is free to without delay withdraw his or her consent, ignore the officer's questions, and walk away.
- c. **CONSENT SEARCH** - The voluntary granting of permission for an officer to enter an area that is protected by the 4th Amendment, by a person who is either an owner or a third party with common authority over the premises.
- d. **FRISK** - A pat-down search of a suspect by an officer, designed to discover weapons for the purpose of ensuring the safety of the officer and others nearby, and not to primarily recover contraband or other evidence for use at subsequent trial.
- e. **INVESTIGATORY FIELD STOP ("TERRY STOP")** - Temporary detention based upon reasonable suspicion that the person is involved in criminal activity.
- f. **PROBABLE CAUSE** - Facts and circumstances within an officer's knowledge, and of which he or she has reasonable trustworthy information sufficient in itself to warrant a person of reasonable caution to believe that an offense has been or is about to be committed. It is not necessary that the officer possess knowledge of facts sufficient to establish guilt, but more than mere suspicion is required.
- g. **PROBABLE CAUSE (SEARCH)**: Facts and circumstances based upon observations or information that would lead a reasonable law enforcement officer to believe that evidence of crime exists and that the evidence exists at the place to be searched.
- h. **REASONABLE SUSPICION** - Knowledge sufficient to induce an ordinary prudent and cautious officer to believe criminal activity is at hand. It must be based on specific and articulable facts which, taken together with rational inference from those facts, reasonably warrant intrusion.
- i. **SEARCH INCIDENT TO LAWFUL ARREST** - When a lawful arrest is affected, an officer may search the person arrested and the area within the person's immediate presence for the purpose of protecting the officer from attack, discovering the fruits of a crime, or preventing the person from escaping or destroying evidence. The officer may seize all instruments, articles, or things discovered on the person arrested or within the person's immediate control, the seizure of which is reasonably necessary to protect the officer from attack, prevent the person's escape, or ensure subsequent lawful custody of the fruits of a crime or the articles used in the commission of a crime.

- j. STRIP SEARCH - Remove or arrange some or all of a person's clothing so as to permit a visual or manual inspection of the genitals, buttocks, anus, breasts in the case of a female, or undergarments of such person.

4. PROCEDURES

- a. There are three basic situations in which officers encounter citizens in order to gather information or take law enforcement action:
 - i. Consensual Citizen Encounter
 - 1. Officers will not do or say anything to induce the person to believe that he or she must answer questions and/or is not free to leave.
 - ii. Investigatory Field Stop ("Terry Stop")
 - 1. When an officer encounters a person in circumstances that reasonably indicate the person has committed, is committing, or is about to commit a violation of law, he or she may temporarily detain the person. The detention is to investigate the suspicious circumstances and ascertain the person's identity.
 - 2. When a officer temporarily detains or is about to detain any person, and he or she believes the person is armed with a dangerous weapon and, therefore, offers a threat to the safety of the officer or others, the officer is privileged to "pat down" the person only to the extent necessary to disclose the presence of such weapon. The initial search is limited to outer clothing. Only if a weapon is felt may a more extensive search of the clothing be made. If such a search discloses a weapon or any evidence of a criminal offense, it may be seized.
 - 3. If an officer feels an object during a frisk that is obviously contraband, he or she may seize it.
 - 4. Officers will not temporarily detain any person longer than is reasonably necessary to investigate the suspicious circumstances and verify identity. The temporary detention will not extend beyond the place where it was first affected or the immediate vicinity thereof.
 - iii. Arrest with or without a warrant
 - 1. In felony crimes, an officer may arrest without warrant in the following situations when the officer has probable cause to believe:
 - a. a felony is committed in the officer's presence,
 - b. a felony has been or is about to be committed,
 - c. the person being arrested is the perpetrator; or
 - d. a warrant for the person has been issued.
 - 2. In misdemeanor crimes and violations of municipal or State Statutes, an officer may arrest without a warrant in the following situations:
 - a. When a misdemeanor violation of municipal ordinance or a State Statute is committed in the presence of an officer, or upon probable cause that a class 1 misdemeanor has been committed and the person arrested committed it, although not in the officers presence (SDCL 23A-3-2)
 - b. For an act of domestic violence as defined in SDCL 23A-3-2.1
- b. Circumstances permitting warrantless arrests. 23A-3-2.1.
 - i. A law enforcement officer shall arrest and take into custody, pending release on bail, personal recognizance, or court order, any person, without a warrant, at any time that the opportunity presents itself, if the officer has probable cause to believe that:
 - 1. An order has been issued under chapter 25-10 protecting the victim and the terms of the order prohibiting acts or threats of abuse or excluding the person from a residence have been violated; or
 - 2. An order has been issued under chapter 22-19A protecting the victim and the terms of the order prohibiting acts of stalking or physical injury have been violated; or
 - 3. The person is eighteen years or older and within the preceding forty-eight hours has assaulted a person with whom the suspect is/has (SDCL 25-10-3.1):
 - a. Spouse or former spouse;
 - b. A significant romantic relationship; or have been in a significant romantic relationship in the past twelve months
 - c. A child or is expecting a child with the abusing party;
 - d. Parent and child, including a relationship by adoption, guardianship, or marriage; or
 - e. Siblings, whether of the whole or half blood, including a relationship through adoption or marriage;

- c. Alternatives to Physical Arrest
 - i. Promise to Appear
 - 1. In class 1-misdemeanor cases, an officer must have subject post bond according to current bond schedule, unless otherwise approved by a supervisor.
 - 2. An officer may issue a Notice to Appear in lieu of making a physical arrest for class 2 misdemeanors
 - ii. Filing charges with the State Attorney's Office:
 - 1. In criminal cases, when no further investigation is necessary and prosecution appears justified, a case report, sworn statements, and associated forms may be forwarded to the State Attorney's Office.
 - 2. The investigating officer will advise the complainant that an arrest warrant and subsequent prosecution will not follow in all cases. The ultimate decision to prosecute rests with the State Attorney, who will notify the complainant of said decision. The investigating officer may advise the complainant to call the State Attorney's Office for information on prosecution of the case.
- d. Privilege from Arrest:
 - i. The U.S. Constitution grants immunity from arrest to members of Congress while they are attending, or traveling to and from sessions of the House of Representatives or Senate. The exceptions to this immunity are treason, felonies, and breaches of peace. The immunity has little practical value. The U.S. Supreme Court has interpreted the exceptions to mean that members of Congress can be arrested for any criminal offense. Furthermore, the privilege does not apply to the service of any process in a civil or criminal matter.
 - ii. Diplomatic and Consular Immunity
 - 1. Background. Diplomatic immunity is a principle of international law by which certain foreign government officials are not subject to the jurisdiction of local courts and other authorities for both their official and their personal activities. It should be emphasized, however, that even at its highest level, diplomatic immunity does not exempt diplomatic officers from the obligation of conforming to national and local laws and regulations.
 - a. Categories of persons entitled to diplomatic immunity are as follows:
 - i. Diplomatic Agent: Enjoys the highest degree of privileges and immunity. Diplomatic Agents may not be handcuffed (except in extraordinary circumstances), arrested, or detained for any criminal offense. Generally, they are immune from any civil suits, but are not immune from receiving a citation/summons. Family members of these persons enjoy the identical privileges and immunity.
 - ii. Diplomatic Administrative and Technical Staff: Enjoy privileges and immunity similar to Diplomatic Agents. Diplomatic Administrative and Technical Staff may not be handcuffed, arrested, or detained for any criminal offense. They enjoy immunity from civil suits arising in connection with the performance of their official duties. Officers may issue a citation for a motor vehicle violation. Family members enjoy identical privileges or immunity.
 - iii. Diplomatic Service Staff: They are accorded few privileges and immunities. Diplomatic Service Staff may be arrested or detained for criminal offenses. They enjoy immunity from civil suits arising in connection with the performance of their official duties. Officers may issue a citation for traffic violations. Family members enjoy no privileges or immunities.
 - iv. Consular Officers: Enjoy privileges and immunity from criminal and civil matters arising from their performance of official duties. Consular Officers may be arrested or detained, pursuant to an arrest warrant, for felony offenses. They may be prosecuted for misdemeanors, but may not be arrested or detained prior to trial or other disposition of charges. Officers may issue a citation for traffic violations. Generally, family members enjoy no privileges or immunity.

- v. Consular Employees: Enjoy privileges and immunity from criminal and civil matters arising from their performance of official duties. Consular Employees may be arrested or detained for criminal offenses. Officers may issue a citation for traffic offenses. Family members enjoy no privileges or immunity.
 - vi. Honorary Consuls: Enjoy privileges and immunity from criminal and civil matters arising from their performance of official duties. Honorary Consuls may be arrested or detained for criminal offenses. Officers may issue a citation for a traffic offense. Family members enjoy no privileges and immunity.
- e. Procedure for Notification When a Foreign National is arrested.
 - i. Determine the foreign national's country. In the absence of other information, assume this is the country on whose passport or other travel documents the foreign national travels.
 - ii. All foreign nationals must be told of their right to Consular notification.
 - iii. If the foreign national's country is not on the mandatory notification list:
 - 1. Offer, immediately, to notify the foreign national's consular officials of the arrest/detention.
 - 2. If the foreign national asks that consular notification be given, notify the nearest consular officials of the foreign national's country immediately.
 - iv. If the foreign national's country is on the list of mandatory notification countries:
 - 1. Notify that country's nearest consular officials, without delay, of the arrest/detention. Tell the foreign national that you are making this notification
 - v. Keep a written record of the provision of notification and actions taken.
- f. Arrest Pursuant to Military order. Officers will diligently employ available resources to confirm the identity of any person arrested pursuant to a Military Pickup Order.
 - i. Confirming the Pickup Order
 - 1. Officers will request Communications Center personnel to confirm that the Pickup Order is active. Confirmation may be made through the following agencies:
 - a. U.S. Army - U.S. Army Deserter Information Point, Fort Benjamin, Harrison, Indiana, telephone collect (317) 542-3711.
 - b. U.S. Navy - U.S. Navy Deserter Information Point. Washington D.C. (800) 336-4974.
 - c. U.S. Marine Corps - U.S. Marine Corps Deserter Information Point. U.S.M.C. Washington D.C. (703) 696-2085.
 - d. U.S. Air Force - U.S.A.F. Deserter Information Point, Randolph Air Force Base, San Antonio, Texas (210) 652-5118
 - ii. Arrest of the suspect
 - 1. After confirming the Pickup Order, an officer may physically arrest the subject of the Order.
 - 2. No report is required. However, if the arresting officer places additional non-traffic charges against the suspect, a report must be completed.
 - iii. Arrest of Persons in Military Service
 - 1. Officers are not prevented from arresting persons in the armed forces of the United States, either in peace or wartime, when such person is not engaged in actual combat or within the military jurisdiction.
 - 2. Officers are advised that neither the orders of a superior officer of the military, nor military necessity, excuse a criminal offense or give a member of the armed services privilege from arrest. Such circumstances are merely defensive in nature, which the court may consider in the adjudication process.
- g. Arrest of Law Enforcement Personnel
 - i. The arresting officer will notify the shift supervisor when a member of a law enforcement agency is arrested.
 - ii. The shift supervisor will notify the Chief of Police or Assistant Chief of Police. The Chief of Police or his\her designee will notify the arrestee's agency.
 - iii. Booking personnel will be notified of the suspect's employment.
- h. Arrest of WPD Employees:
 - i. If an employee of the Watertown Police Department is arrested, or the suspect in a criminal case, the Chief of Police shall be notified immediately. Refer to General Order A-151: Internal Complaints and Investigative Procedures.

- i. Arrest of School District Employee or Students
 - i. When a school district employee is arrested, the School Superintendent will be notified.
 - ii. If a student (during school in session) is arrested, the SRO will be notified who in turn shall notify proper school administration.
- j. Fingerprinting of Juveniles:
 - i. Officers shall obtain fingerprints from all juveniles that are taken into police custody when the following conditions are present:
 - 1. Whenever a juvenile is placed under arrest and transported to the CCDC or the WPD; and
 - 2. The juvenile has been charged with any felony or class 1 misdemeanor; and
 - 3. The jail staff does not obtain the juveniles fingerprints as part of the regular booking process.
 - ii. When the previous conditions exist, officers shall obtain a fingerprint card and a palm print card from the juvenile before the juvenile is released to a parent or guardian. The cards will be supplied at the WPD fingerprint station. The completed cards should be attached to the officer's case report and submitted to the officer's supervisor for approval, then submitted.
 - iii. In the event the jail staff will obtain fingerprints from a juvenile arrestee, officers are encouraged to request an extra copy of the print card to be submitted with the case report. At a minimum, officers should make a note in his\her case report that the juvenile's fingerprints were taken by jail staff.
 - iv. As is currently being done, jail staff will fingerprint adults.
- k. Elements of an Arrest
 - i. When an officer decides to make an arrest, there are factors that must be considered prior to the actual physical apprehension of the suspect.
 - 1. Probable cause exists to believe that this specific person has violated a criminal law as defined in the South Dakota Codified Law, or other Federal or local applicable laws.
 - 2. The person is wanted by a warrant or other authorization as defined by law.
 - 3. The officer intends to immediately apprehend the person.
 - ii. Once the decision to arrest the person is made the officer will:
 - 1. Announce the intent to make an arrest. The announcement of authority does not have to be made when the officer reasonably believes that by making said announcement there is a danger of harm to the officer, other persons or the community. In addition, no immediate announcement is needed when the officer reasonably believes that a delay of notice will prevent the suspect from fleeing or resisting. However the person arrested should be advised as soon as it is practical.
 - 2. Once the suspect is secured, the officer will inform the suspect of the reason for the arrest and the nature of the charges.
- l. Unarrest
 - i. If, after arrest, the officer determines the probable cause for which he or she arrested the suspect is, in fact, unfounded, the officer is obliged to unarrest the person. Such release from arrest is mandatory unless the arrestee indicates his or her desire to be taken before a court or official to officially remove the stigma that he or she believes the arrest has put upon him or her. This same release procedure applies to warrant arrests when it is determined the incorrect person has been arrested or the warrant is invalid.
 - ii. Whenever someone is unarrested, the officer should immediately notify his/her supervisor of the circumstances and actions relating to the release of person, and will be documented in a case report.
 - iii. Whenever an officer unarrests a person, and subsequently files criminal charges against him or her with the State Attorney's Office regarding the same incident, speedy trial time continues to run from the date of the original arrest. Therefore, officers will clearly state the date of the original arrest in their reports, so the State Attorney's Office can expedite its review of these cases.
- m. Search of Arrested Persons
 - i. All persons placed under arrest will be searched prior to being placed in a vehicle.
 - 1. If circumstances arise that would place the officers safety in jeopardy the search should be completed at a time when it is safe to do so.
 - ii. Whenever possible, a prisoner will be searched by an officer of the same sex. When an officer must search a prisoner of the opposite sex, he or she will utilize the back of the

- hand around private areas, whenever possible. This search should be observed, if possible, by a witness or in front of the vehicles video camera.
- iii. Any contraband, evidence, and/or fruits or instruments of a crime found during a search will be seized and secured as evidence.
 - iv. A WPD officer will not strip-search an arrestee. After a proper pat down has been conducted, and there is sound reasonable suspicion to believe the arrestee is concealing a weapon or contraband, then the officer will transport the arrestee to the appropriate correctional/holding facility for strip search.
 - v. Corrections personnel, in accordance with the written directives and procedures of the correctional/holding facility where the search is being conducted, will conduct all strip searches.
 - vi. Any strip searches will be properly documented and included in the case report.
 - vii. Watertown Police Department Employees will under no circumstances perform body cavity searches.
- n. Rules Which Govern the Actions of Officers when Conducting a Search:
- i. Officers will not permit the prisoner to remain on balance.
 - ii. Officers should not be caught off balance.
 - iii. Officers should use one hand to conduct the search. The other hand should remain free to hold or control the prisoner.
 - iv. Officers should keep their eyes on the suspect's head and shoulders in order to detect any sudden movement.
 - v. No one should walk between the prisoner and a covering officer.
 - vi. Officers should remain well out of the prisoner's reach until he or she is in proper position to be searched.
 - vii. While searching, officers must grab and squeeze the clothing of a suspect, not simply pat it. Flat-handled knives, razor blades, and the like will not be discovered by merely patting the body.
 - viii. Officers will refrain from abusing the prisoner and will ignore any abusive remarks.
 - ix. All weapons must be removed from the prisoner. Anything, which may be used as a weapon, must also be taken prior to transporting. This includes pens, pencils, umbrellas, keys, nail clippers, etc.
 - x. Whenever an officer receives control of an arrestee from another law enforcement officer, he/she will search the arrestee to ensure his/her safety.
- o. Search and Seizure Incidental to Arrest:
- i. An established exception to the rule that no search and seizure may be undertaken without a Search Warrant is search and seizure incidental to a lawful arrest. The potential for personal danger is often greatest immediately after an arrest when the suspect must be searched for weapons and/or evidence. Upon completing an arrest, officers will immediately search all prisoners carefully and will seize all weapons and evidence.
 - ii. Purpose of Search Incident to Arrest - The purpose for which an officer may search incident to a lawful arrest are:
 - 1. To protect the officer from attack.
 - 2. To ascertain the presence of weapons or any implements of escape.
 - 3. To find things or instruments by which a crime is committed or has been committed.
 - 4. To find fruits of crime, such as stolen property.
 - 5. To find property (contraband) that is unlawful to possess.
 - 6. To prevent destruction of evidence by an arrestee.
 - iii. General Guidelines-Search Incident to Arrest:
 - 1. A search incident to arrest is conducted after a lawful arrest has been made. If the arrest is unlawful, the resulting search and seizure may also be unlawful.
 - 2. The right of an officer to search and seize is not limited to arrests for felonies. It also applies to misdemeanors and criminal traffic offenses when the accused is lawfully taken into custody or offenses when the suspect is issued a Notice to Appear in lieu of physical arrest. Issuing a traffic infraction (non-criminal) citation without taking the accused into custody does not give the officer the right to search and/or seize. In no event can the validity of an arrest depend upon the results of an unlawful exploratory search conducted by an officer.
 - iv. Incident to a lawful arrest, an officer may search:
 - 1. The person of an arrestee.
 - 2. Things in actual possession of the arrestee at the time and place of arrest (e.g., a carton, suitcase, purse).

3. Things within reach or under the control of the arrestee.
- v. Officers are advised the constructive possession doctrine is no longer reliable to justify a search incident to a lawful arrest. Constructive possession of property exists where the person searched is physically separated from the property but has on his or her person some evidence of ownership, custody, or control (e.g., receipts, claim checks, locker keys). Following an arrest, if an officer reasonably believes that personal property belonging to the arrestee can be found at a remote location, a Search Warrant must be obtained before search and subsequent seizure.
- vi. Extent of Seizure Incident to Arrest:
 1. After conducting a search incident to a lawful arrest, officers may seize:
 - a. Contraband or instruments of any crime.
 - b. Weapons or implements of escape.
 - c. Evidence implicating the arrestee with the crime for which the arrest is made or which implicates him with another crime.
 - d. Personal property found upon the person for purposes of safekeeping in order to prevent its loss or theft.
 - e. Clothing worn at the time of arrest for laboratory examination.
- vii. Seizure of Abandoned Property:
 1. An officer may seize property, which has been abandoned or discarded by a person in the hope of avoiding arrest. Recovery of such property is not considered to be a search or seizure. Property is not considered abandoned if the act of dropping or discarding such property is in response to an illegal act by the officer, such as making an arrest without probable cause. However, if an officer merely observes that an item is discarded, in the absence of an official detention on his or her part, and such item is identified on sight as a fruit of a crime, an instrument, or contraband, the officer may seize it.
- viii. Search of Premises Incident to a Lawful Arrest
 1. Officers may, at the time of the arrest, search the room the subject is arrested in once a lawful arrest is made.
 2. Officers may, at the time of arrest, also look into, but not go into, areas adjoining the room of arrest, from which an attack could be launched.
 3. Officers may conduct a protective sweep, limited to those places where a person could be, in cases where the officers have reasonable suspicion to believe someone else on the premises poses a danger to the officer.
- p. Search of Vehicles: (see also WPD General Order B-172)
 - i. Since an automobile or other motor vehicle is capable of being moved quickly before a search warrant can be obtained, or before a formal arrest can be made, the search of vehicles presents special problems.
 1. **Frisk of a Vehicle:** An officer who has reasonable suspicion to believe that a lawfully stopped vehicle contains a weapon may search the vehicle subject to the following limitations:
 - a. The search is limited to subject's immediate area of control, which would be the passenger compartment of the vehicle.
 - b. The search is limited to those areas in the passenger compartment capable of holding a weapon.
 2. Search Incident to Arrest (Vehicle)
 - a. Following the lawful arrest of a subject from a vehicle or who has exited the vehicle just prior to arrest, officers may search the vehicle incident to arrest subject to the following limitations:
 - i. The arrest must be lawful and must be a full-custodial arrest.
 - ii. The search must take place at the time of the arrest.
 - iii. A search incident to arrest may not take place once the arrestee is secured in handcuffs and secured in a law enforcement vehicle unless the officer has reasonable grounds to believe that the vehicle contains evidence of the particular crime for which the subject was arrested.
 - iv. The search incident to arrest is limited to the arrestee's immediate are of control (passenger compartment only) but is a thorough search.
 - v. Unlocked containers within the vehicle may be searched irrespective of who the containers belong to.

- vi. The person of other occupants may not be frisked or searched simply because another person in the vehicle has been arrested.
 3. If the person arrested by the officer was not observed operating a vehicle, but is merely approaching or walking away from it, and such person is not in a position to reach any part of the vehicle, a search incident to an arrest does not extend to the vehicle unless an emergency situation presents an immediate threat to the preservation of evidence within the vehicle.
 4. If an officer has probable cause to believe that a moving or a moveable vehicle contains contraband or evidence of a crime, the officer may conduct a search of the entire vehicle. The right to search under these circumstances is not dependent on the right to make an arrest. However, such a warrantless search must be confined to those parts of the vehicle where it would be reasonable to discover the type of evidence for which there is probable cause to search.
 5. If it is not practical to search the vehicle of an arrestee at the scene, the officer may remove the vehicle to a towing or other facility and search it there after obtaining a warrant or consent. The vehicle may be taken to City owned facility with approval from a Captain or above.
 6. The following are valid reasons for moving a vehicle before a search.
 - a. The position of the vehicle impedes or endangers the flow of traffic.
 - b. The flow of traffic creates a safety risk to the officer.
 - c. Poor lighting at the scene would interfere with an effective search.
 - d. The nature of the location is such that, under the circumstances, remaining in that location would subject the officer to the danger of physical attack.
 - e. Inclement weather would unreasonably hamper and impede an effective search.
 7. If an Officer does not search the vehicle of an arrested person at the scene and the officer has probable cause to believe it contains evidence, fruits of a crime, etc., the officer may impound and remove it to a towing facility or a City owned facility with Captain or above approval and thereafter obtain a warrant to search. The officer has the right to impound the vehicle even though none of the reasons cited in the preceding sections exist.
 8. An officer will be required to obtain a search warrant for a vehicle when sufficient opportunity to obtain a search warrant exists, absent consent.
 9. In cases involving the search of a vehicle, the search may be conducted within the presence of the operator and/or occupant when possible. This may refute or prevent later claims that the evidence was placed in the vehicle by the officer
 10. When a vehicle is impounded and invasive forensic techniques are required to obtain evidence, the officer/agent will obtain a search warrant or consent to search the vehicle.
- q. Vehicle Inventory: (see also WPD General Order B-172)
- i. The purpose of the vehicle inventory is to protect property in police custody, ensure against false claims of lost, stolen, or damaged property, and protect the officer and the community against dangerous instrumentalities.
 - ii. In the event a vehicle is towed or impounded, an officer will ensure that a vehicle inventory is completed.
 - iii. The scope of the inventory search must be limited to those parts of the vehicle, to include closed containers that are likely locations for important or valuable items or any dangerous instrumentality to be stored.
 - iv. If evidence or contraband is discovered, it may be seized and used in any resulting criminal trial.
- r. Search and Seizure With Consent:
- i. A consent search is a well-recognized exception to the search warrant requirement.
 1. Consent to search may be valid if:
 - a. The consent is given with the suspect's knowledge that he or she has the right not to consent to a search.
 - b. The suspect freely gives voluntary consent to search without duress or coercion.
 - c. The consent to search is specific and absolutely clear, not merely implied.
 - ii. Informing the suspect of his or her right to consent:

1. Reliance on consent to search does not require that an officer advise the person consenting that he or she has the right to refuse prior to the search. An officer will routinely give warnings prior to obtaining consent to search. In so doing, the officer is in an advantageous position to support an argument that the person consenting is knowledgeable of the 4th Amendment protection he or she is yielding. This will be a factor in determining the voluntariness of the consent.
- iii. Prior to conducting a consent search, an officer must:
 1. Not make threats or engage in physical intimidation, actual or implied. Mere silence, submission, or non-resistance to the authority of an officer does not constitute a waiver of a person's constitutional rights. Obtaining verbal consent is permissible, but questions of fact may arise as to whether the verbal consent was in fact given, and whether it was given knowingly and voluntarily. Officers may attempt to obtain consent in writing.
 - iv. Officers will not obtain consent by fraud, misrepresentation, coercion, or duress.
 - v. If consent to search is given without any limitation, an officer may search all areas within the scope of the consent. Consent may be revoked or limited at any time before the completion of the search. Evidence obtained prior to revocation or limitation may be used as evidence or may be used to establish probable cause.
 - vi. Who May Give Consent to Search
 1. A person's constitutional rights cannot ordinarily be waived by another person. Therefore, only the person whose privacy is invaded, or the person who has a right to the lawful use and control of the property, may legally consent to a search without a warrant and not incident to arrest. The words "use" and "control" as related to property do not necessarily imply ownership.
- s. Custodial Interrogations:
 - i. When admonition (Reading of Miranda Warnings) must be rendered:
 1. Officers must admonish a criminal suspect of his or her constitutional rights before questioning the suspect about a crime when:
 - a. The suspect is in custody (not free to leave) and the officer intends to interrogate the suspect about a specific criminal act to which the suspect is the primary focus of this criminal investigation.
 - ii. When Miranda is Generally Not Required
 1. When an ordinary traffic citation is issued.
 2. When an officer is conducting a field sobriety test.
 3. When a person approaches an officer and states that he or she wishes to confess to a crime.
 4. When an officer is engaged in general on-the-scene interviewing to determine the basic facts surrounding a crime, or during other general interviewing of citizens as part of the fact-finding process.
 5. When an arresting officer does not wish to question a suspect.
 - iii. Miranda Procedures
 1. When a suspect is in custody and an officer wishes to question him or her about the crime being investigated, whether it be a felony or misdemeanor, the officer must first admonish the suspect:
 - a. You have the continuing right to remain silent and to stop questioning at any time;
 - b. Anything you say can be used as evidence against you;
 - c. You have the continuing right to consult with and have the presence of an attorney; and
 - d. If you cannot afford an attorney, an attorney will appointed for you.
 2. The following questions will be asked:
 - a. Do you understand these rights?
 - b. Do you wish to waive these rights and talk with us at this time?
 3. The specific wording of the admonition and waiver of rights is printed on a designated form provided for all sworn personnel. Officers will have an adequate supply of these forms in their possession at all times.
 4. An officer will read Miranda warning to the suspect and will indicate in the arrest report that he or she admonished the suspect as required.
 - iv. The officer will note date and time the Miranda warning was presented, and will note the suspect's responses to the individual questions.
 1. These warnings must be made clear to the accused. It may be necessary to repeat them several times and at different occasions.

- v. Waiver of Constitutional Rights
 1. An accused may waive his/her right to remain silent and/or his/her right to counsel. However, such a waiver is not effective unless made knowingly and intelligently, and unless specifically made after the requisite admonishment has been given.
 2. If an accused later denies having made an effective waiver, the prosecution has a heavy burden to show it was, in fact, made. Therefore, officers must make a clear record of the effective waiver.
 3. An effective waiver may be withdrawn by the accused at any time. In such a case, the Officer will cease interrogation, or cease interrogation until an attorney is present and the suspect consents to resuming the interrogation or the suspect voluntarily reinitiates the interrogation.
 4. If the suspect makes an ambiguous reference to counsel, e.g., "Maybe I need a lawyer", the officer may continue questioning him or her without asking for clarification. However, the officer may choose to ask the suspect for clarification. If the suspect clarifies that he or she wants a lawyer, the officer must stop the interrogation. If the suspect clarifies that he or she does not want a lawyer, the officer may continue questioning the suspect.
 5. If the suspect makes an equivocal or ambiguous reference to stopping the interrogation, e.g., "I don't know if I want to talk any more", the officer must ask for clarification, or discontinue the interrogation.
 6. Officers are reminded that complying with all of the rules related to admonishment will not necessarily ensure admissibility of a confession. The confession must also meet the test of "voluntariness". Therefore, even if an accused has been appropriately admonished and makes an effective waiver, a confession may still be "coerced" as that concept has been developed in the law. If coercion is used, a confession may be inadmissible in evidence.
 7. In cases of extreme emergency, an officer may question a suspect without admonishing him/her of their rights if immediate action is necessary to prevent a crime which might result in death or injury to another.
- vi. Juvenile interview\interrogation procedures
 1. South Dakota Law mandates that law enforcement officers immediately notify a juveniles parents, guardian, or custodian when a child is taken into custody, and the courts have determined that a child's waiver of Fifth Amendment rights obtained while in custody without prior notice to the parents, guardian, or custodian is a significant factor in weighing the admissibility and voluntariness of the child's confession. Failure to do so does not automatically deem any statements of confessions inadmissible, but are a significant factor in determining such admissibility. When conducting an interview with a juvenile, it is best to limit the number of police officers to one if possible, limit the duration of the interview, and if appropriate explain the agency and juvenile justice system procedure to the juvenile.
 2. If questioning is necessary, it is most helpful to solicit the support of the parents. This can be accomplished by first advising the parents, not in the presence of the juvenile, of the department and juvenile justice procedures, and if appropriate a synopsis of the situation.

When a juvenile in custody is to be questioned regarding a crime in which he (she) is a suspect, the child must be advised of their rights pursuant to Miranda. A reasonable attempt must be made to locate a parent or guardian to advise them of those rights either in person or by telephone. Furthermore, those rights must be waived by both child and parent/guardian before questioning if the statements/admissions obtained are to be admissible in court. No Miranda is necessary for non-custodial situations, but parental\guardian consent should still be sought.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: October 18, 2013	Rescinds: Amends: B-130 (March 2008)	Number: B-131
Subject: Transport of Detainee Procedures		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 4

This order consists of the following numbered sections.

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. PURPOSE

The purpose of this policy is to establish guidelines for transporting detainees under the control of the Watertown Police Department.

2. POLICY

It is the policy of this department that all persons being transported pursuant to this policy will be securely restrained, except where special situations exist in the rear seat of the patrol vehicle. All restraints will be applied in a manner consistent with accepted police practices and training with emphasis on minimizing the physical discomfort of the person being transported while at the same time maintaining officer safety. At the discretion of the arresting and/or transporting officer, different types of approved restraints may be used to ensure the safety of the officer and the safety of the person being transported. No unauthorized restraining devices will be utilized by the officer on any person being transported.

3. DEFINITIONS

- a. **CONTRABAND:** Articles or substances prohibited from the possession of detainees.
- b. **DETAINEE:** A person who has been taken into custody.
- c. **HANDICAPPED DETAINEE:** A detainee with an anatomical, physiological, or mental impairment that hinders mobility.
- d. **PROPER SEARCH:** The physical inspection of a detainee's person, clothing and effects for weapons or potentially hazardous articles to be used against law enforcement personnel. This search shall also have consideration for contraband, such as narcotics, narcotic paraphernalia, and implements, which may facilitate an escape from custody or confinement.
- e. **RESTRAINING DEVICES:** Equipment such as handcuffs, flex cuffs, hobble devices, used to restrain the movement of the detainee.
- f. **SECURITY HAZARD:** Any threat to the security of the detainee, to the facility in which he or she is held, or to others with whom the detainee may come into contact with. Estimations of the degree of security hazard will govern the means of transport, the kinds of restraining devices to be used, and the other actions to be taken by the department personnel to provide proper protection for and security of the detainee.
- g. **TRANSPORTING OFFICER:** A department employee who is responsible for transporting a detainee from one point to another.

4. PROCEDURES

- a. Search of Detained Persons
 - i. Detainees will be searched for contraband and weapons prior to transport, whether immediately following the arrest or before placing in the transport vehicle. (See G.O. B-130 Section 4-M)
- b. Approved Restraints
 - i. Department issued or approved handcuffs
 - ii. Flex-cuffs
 - iii. Nylon leg straps
 - iv. Others as approved by the Chief of Police or his/her designee
- c. Restraining a Detainee
 - i. To preserve the safety of the officer and to prevent the escape of the detainee, officers should utilize department approved restraints on any detainee.

1. While there may be exceptions, all detainees should be handcuffed, double locked, and checked for proper application, with their hands behind their back.
 2. Officers should document, in their report that "Subject was handcuffed, checked for fit, and double-locked" if applicable.
 3. In the event a detainee is violent and it is not possible to double lock the handcuffs, the handcuffs will be checked, adjusted, and double locked, when it is safe to do so.
 4. Officers may use discretion in restraining persons or using other restraining devices in specific cases such as:
 - a. Obvious state of pregnancy;
 - b. Detainee has a physical handicap or limitation;
 - c. Detainee has injuries that could be aggravated by standard handcuffing procedures;
 - d. Elderly; and very young persons.
 5. In some instances it may be appropriate to apply restraints with hands in front of the subject or apply no restraints at all. In such cases, two officers may be assigned to the transport.
 6. Leg restraints may be used for violent or potentially violent subjects. (See G.O. C-100 Section 6)
 7. Detainees of the opposite sex will not be restrained together except in an emergency.
 8. No juvenile will be restrained in a manner joining the juvenile to an adult except in an emergency.
 9. Officers will not restrain themselves with a detainee.
 10. Officers will not use restraints that fix detainees to any object or to any part of a transporting vehicle, except in an emergency; except properly utilized approved restraints and seat belts.
 11. If a detainee complains of discomfort from the restraint, the officer should check the restraint for proper application, as soon as practical.
 12. The use of thumb cuffs or any unapproved restraint devices is specifically prohibited.
- d. Transport of Detainee
- i. Transport of the detainee should be in a vehicle with a dividing screen between the officer and the detainee and the vehicle should have the security screen in the locked position.
 1. The detainee should be seated in the right rear seat of the transport vehicle.
 2. The rear windows and doors should be disabled.
 - ii. A secondary Officer should assist, if possible, with the transport of a violent or potentially violent subject.
 - iii. Prior to transporting a detainee, the transporting officer shall notify the dispatcher:
 1. Identity of the prisoner;
 2. Arrest location and destination; and
 3. Vehicle odometer mileage; and
 4. Vehicle odometer mileage at the time of arrival at the intended destination, i.e. detention center or hospital.
 - iv. Detainees being transported shall wear provided seat belts, unless circumstances warrant that an officer's safety would be in jeopardy while seat belting the detainee or with the permission of a supervisor, which approval shall be communicated to dispatch.
 - v. No more than two detainees should be transported by a single officer unless approved by a supervisor.
 - vi. Detainees of the opposite sex shall not be transported in the same vehicle unless extraordinary circumstances exist, and only when approved by a supervisor, which approval shall be communicated to dispatch.
 - vii. Transport vehicle should be checked for weapons and contraband prior to the beginning of the officer's shift and after every transport.
 1. Any weapons or contraband discovered will be placed into evidence for safekeeping and the supervisor notified.
 - viii. While transporting a detainee, an officer will not assist or become involved in any other police activity unless an emergency condition exists.
 - ix. Any wheelchairs, crutches, prosthetic devices, and medication shall be transported with, but not in the possession of, the detainee.

- x. Unless approved by a supervisor, no stops, other than required motor vehicle stops, will be made while transporting a detainee.
- e. Special Transport Situations
 - i. When a detainee requires special care and attention to accommodate a physical disability during the transport process, the transporting officer or supervisor may arrange for an ambulance or handicapped accessible vehicle to assist with transport. It is the responsibility of the officer to ensure that adequate safeguards and security precautions are taken during transport.
 - ii. Wheelchair bound detainees will be removed from the chair and the chair placed in the trunk of the transport vehicle if possible. Other arrangements may be made for transport of the chair if necessary.
 - iii. Upon removal from the chair, the detainee will be transported in the normal manner. The wheelchair will be searched and secured away from the immediate control of the detainee.
 - iv. If a detainee becomes sick or injured incidental to arrest, the transporting officer, when possible, shall summon emergency medical support to examine the detainee prior to transport.
 - v. If emergency hospital treatment is necessary, the detainee and at least one officer should be transported by the rescue vehicle to the hospital. The officer should remain with the detainee (unless prevented by emergency circumstances or treatment needs) until the hospital personnel release the detainee or until appropriate security can be arranged.
 - vi. If emergency hospital treatment is not necessary, and a reasonable request is made by the detainee to go to the hospital, the detainee may be transported in a department vehicle.
 - vii. Appropriate measures for the security and control of detainees in medical facilities shall be taken. Whenever an officer transports a detainee, or is transported with a detainee, to a medical facility, the officer should:
 - 1. Maintain a constant view of the detainee;
 - 2. Ensure that proper restraints are applied to the detainee until the medical staff needs them removed for medical treatment. Once treatment is completed, proper restraints shall be reapplied;
 - 3. Guard against any injury to the officer and all medical staff;
 - 4. If required to guard the detainee, and when possible, rotate guarding assignments at regular intervals to avoid complacency;
 - 5. Ensure that the detainee does not have contact with visitors;
 - 6. Notify hospital security, if available, and the law enforcement agency within the jurisdiction of the medical facility of the presence of a detainee within the hospital;
 - 7. If the detainee is admitted to the medical facility, and cannot be arraigned or issued a summons, notify the supervisor to arrange for 24 hour guard coverage;
 - 8. Upon the detainee's release from the medical facility, and prior to transport, the detainee shall be thoroughly searched; and
 - 9. Upon the detainee's release from the medical facility, the transporting officer should ensure that all medical records and instructions for future treatment are in the detainee's possession and are provided to the detention facility.
 - viii. Whenever a detainee is to be transported and has been involved in the following types of incidents special safety considered shall be adhered to:
 - 1. When the detainee:
 - a. Was involved in a violent struggle during apprehension,
 - b. Was subjected to the use of a chemical agent, taser, neck restraint hold, multiple body weight control, or impact strikes to the body,
 - c. Is highly intoxicated on either alcohol or drugs or a combination.
 - d. Is secured by maximal restraints, or a hobble, or
 - e. Evidences a difficulty in breathing, the transporting officers shall:
 - i. Ensure that the detainee remains in a seated, upright position.
 - ii. One officer should maintain constant visual and audible observation of the detainee.
 - iii. If there is any indication that the detainee is in medical distress the officer(s) shall administer emergency medical attention consistent with his/her level of training and shall immediately summon emergency medical support, and
 - iv. Shall advise the detention staff accepting the detainee of all of the above circumstances

- f. Escapes - In the event of an escape of a detainee, the following procedures will be followed.
 - i. The officer will make every effort to recapture the subject consistent with this departments policies and procedures.
 - ii. Following an escape the following notifications will be made.
 - 1. The Communications Center will be notified immediately by radio and given all pertinent information regarding the escape and the escapee's identifiers such as physical description, clothing, mode and direction of travel, and current charges on the escapee.
 - 2. The on-duty supervisor will be notified as soon as possible. If the escapee is not immediately apprehended the on-duty supervisor will notify the Assistant Chief of Police. The Assistant Chief of Police will be responsible for notifying the Chief of Police.
 - 3. The Sheriff's Office and the SD Highway Patrol will be notified as soon as practical.
 - iii. If the escapee is not apprehended immediately the Assistant Chief of Police will assume control of the incident and ensure that a "BOLO" is issued by the Communications Center. The Assistant Chief of Police will coordinate a search until relieved, apprehension is accomplished or the search proves futile.
 - iv. All resources available to the Watertown Police Department will be utilized as deemed appropriate, to include but not be limited to, Canine Unit, Search and Rescue Team, etc.
 - v. In the event of a detainee escape the transporting officer will submit a report detailing the circumstances of the escape and request a warrant be issued for the subject. The officer's immediate supervisor will ensure that reports are completed and forwarded to records.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



**Tim Toomey
Chief of Police**

Effective Date: July 10, 2023	Rescinds: Amends:	Number: B-135
Subject: Search and Seizure Buildings		Re-evaluation Date: July 2026
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 12

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. PURPOSE

The purpose of this policy is to direct officers and supervisors with respect to building entries.

2. POLICY

The policy of this department is to protect and serve the constitutional rights of all citizens when conducting building entries while balancing the needs of law enforcement in solving crime for the protection of the community.

3. DEFINITIONS

- a. **CONSENT:** The voluntary granting of permission for an officer to enter an area protected by the 4th Amendment, by a person who is either an owner or a third party with common authority over the premises.
 - b. **DYNAMIC ENTRY:** The utilization of a special team, i.e., SWAT when executing a high-risk warrant, entering to control a barricaded subject, or a similar high-risk event.
 - c. **EXIGENT CIRCUMSTANCES ENTRY:** Entry of a dwelling without a warrant due to some existing emergency that would not allow an officer time to get a warrant.
 - d. **PROBABLE CAUSE (SEARCH):** Facts and circumstances based upon observations or information that would lead a reasonable law enforcement officer to believe that evidence of a crime exists and that the evidence exists at the place to be searched.
 - e. **SEARCH INCIDENT TO ARREST:** - When a lawful arrest is affected, an officer may search the person arrested and the area within the person's immediate presence for the purpose of protecting the officer from attack, discovering the fruits of a crime, or preventing the person from escaping or destroying evidence. The officer may seize all instruments, articles, or things discovered on the person arrested or within the person's immediate control, the seizure of which is reasonably necessary to protect the officer from attack, prevent the person's escape, or ensure subsequent lawful custody of the fruits of a crime or the articles used in the commission of a crime.
- 4. PROCEDURE:** There are only three lawful methods upon which an officer may enter a person's dwelling or building. These methods include a warrant (arrest or search with differing rules for each), exigent circumstances, or consent.
- a. **Risk Assessment Matrix:** Unless exigent circumstances exist, officers shall compile a risk assessment matrix before planning any execution of any warrant entry of homes or other buildings.
 - b. **Written Operations Plan:** Unless exigent circumstances exist, officers should complete a written operations plan before executing any warrant entry into a home or other building.
 - c. **Knock and Announce:** Before considering a forced entry into a dwelling or building, officers must knock at the entrance and announce their identity and purpose unless one of the following circumstances exist:
 - i. The officer's purpose is already known to the occupant.
 - ii. When the personal safety of the officer or others would be jeopardized by the announcement.
 - iii. When the delay caused by the announcement may enable the suspect to escape.
 - iv. When a prisoner has escaped and retreated to his home.

- v. When the announcement may cause evidence to be destroyed.
- vi. If officers believe that one of the above circumstances exist prior to obtaining the warrant, they should seek judicial approval for a “no-knock” warrant by outlining the factors believed to exist in their affidavit.
- vii. In determining how long an officer must wait before forcing entry following the knock and announcement, officers should consider the nature of the item sought and how long it would take to destroy the item.
 - 1. The United States Supreme Court found 15-20 seconds to be a reasonable amount of time in a drug warrant case.
- d. Arrest Warrant-Felony or Misdemeanor: Officer may enter the home of the subject of an arrest warrant in cases where the officer also has probable cause to believe the subject is home.
 - i. Knock and Announce Rules Apply
 - ii. Search Incident to Arrest.
 - 1. Officers may, at the time of the arrest, search the room the subject is arrested in once a lawful arrest is made.
 - 2. Officers may, at the time of the subject’s arrest, also look into, but not go into, areas adjoining the room of arrest, from which an attack could be launched.
 - 3. Officers may conduct a protective sweep, limited to those places where a person could be, in cases where the officers have reasonable suspicion to believe someone else on the premises poses a danger to the officer.
 - iii. Officers must obtain a search warrant before entering the residence of a third party to search for the subject of an arrest warrant unless exigency or consent exists.
- e. Search Warrants- Officers must have probable cause to believe that evidence of a crime exists and must have probable cause to believe it will be located at the place to be searched.
 - i. Knock and Announce Rules Apply: The officer executing a search warrant may break open any building, structure, container, or anything therein to execute the warrant if, after giving notice of his or her authority and purpose, he or she is refused admittance and
 - 1. The person or persons on the premises refuse to acknowledge the verbal notice or the presence of persons inside the building is unknown to the officer; or
 - 2. The building or property is unoccupied.
 - 3. Where the officer has reasonable grounds to believe that the announcement will place the officer in greater peril or lead to the immediate destruction of evidence, the officer may dispense with the knock and announce requirement.
 - ii. The search warrant itself must particularly describe the place to be searched and must particularly describe the items to be seized.
 - iii. The scope of a search warrant is limited by information (i.e., information developed indicates that items are stored in a specific location). The scope may also be limited by the size of the item; (i.e., if looking for a stolen piano, one would not open a bureau drawer).
 - iv. All search warrants must be executed in a reasonable manner.
 - 1. Search warrants shall be executed within a reasonable time of issuance, not to exceed ten days.
 - 2. The inventory shall be made in the presence of the applicant for the warrant and the person from whose possession or premises the property was taken, if they are present, or in the presence of at least one credible person other than the applicant for the warrant or the person from whose possession or premises the property was taken, and shall be signed under oath by the officer.
 - 3. An officer taking property under a warrant shall give to the person from whom or from whose premises the property was taken a copy of the warrant and a receipt for the property taken or shall leave the copy and receipt at the place from which the property was taken.
 - v. Detention and Search of Persons on the Premises: When executing a search warrant, the officer may reasonably detain, and in some cases frisk any person in the place at the time under the following limitations (these limitations apply even in cases where the warrant calls for the “search of any person present”):
 - 1. Frisk-To protect him or herself from attack when the officer has reasonable suspicion, based upon specific facts, to believe that the individual present is armed and poses a threat.
 - 2. Search: To prevent the disposal or concealment of any item particularly described in the warrant where there is probable cause, based upon specific facts, to believe that the person to be searched is in possession of said item.

3. Detain: Officers may detain any person who is present at the scene of a residence where officers are executing a search warrant. Where officers are executing a dangerous search warrant, all persons present may be handcuffed while officers conduct their search. If at any time it is determined that the person restrained in handcuffs is not dangerous, the handcuffs should be removed.
- f. Consensual Entry / Search - Officers may, without reasonable suspicion or probable cause, enter a dwelling based upon the consent of a person who appears to have authority over the premises.
- i. A consent search is a well-recognized exception to the search warrant requirement.
 1. Consent to search may be valid if:
 - a. The consent is given with the suspect's knowledge that he or she has the right not to consent to a search.
 - b. The suspect freely gives voluntary consent to search without duress or coercion.
 - c. The consent to search is specific and absolutely clear, not merely implied.
 - ii. Informing the suspect of his or her right to consent:
 1. Reliance on consent to search does not require that an officer advise the person consenting that he or she has the right to refuse prior to the search. An officer will routinely give warnings prior to obtaining consent to search. In so doing, the officer is in an advantageous position to support an argument that the person consenting is knowledgeable of the 4th Amendment protection he or she is yielding. This will be a factor in determining the voluntariness of the consent.
 - iii. Prior to conducting a consent search, an officer must:
 1. Not make threats or engage in physical intimidation, actual or implied. Mere silence, submission, or non-resistance to the authority of an officer does not constitute a waiver of a person's constitutional rights. Obtaining verbal consent is permissible, but questions of fact may arise as to whether the verbal consent was in fact given, and whether it was given knowingly and voluntarily. Officers may attempt to obtain consent in writing.
 - iv. Officers will not construe a mere invitation by a person to enter a residence as consent is given to search the premises. If there is consent to enter, what the officer observes in plain view may be seized if subject to seizure.
 - v. Officers will not obtain consent by fraud, misrepresentation, coercion, or duress.
 - vi. If consent to search is given without any limitation, an officer may search all areas within the scope of the consent. Consent may be revoked or limited at any time before the completion of the search. Evidence obtained prior to revocation or limitation may be used as evidence or may be used to establish probable cause.
 - vii. Who May Give Consent to Search
 1. A person's constitutional rights cannot ordinarily be waived by another person. Therefore, only the person whose privacy is invaded, or the person who has a right to the lawful use and control of the property, may legally consent to a search without a warrant and not incident to arrest. The words "use" and "control" as related to property do not necessarily imply ownership.
 2. Owners of leased premises cannot give an officer consent to search the tenant's premises.
 3. If two or more persons have full right of occupancy of a premises (common tenancy), one may give legal consent to an officer to search the area over which the consenting occupant has joint use or control. If either party with legal standing is present, and does not give consent to search, the search cannot be conducted.
 4. An officer can receive consent to search a premises from either the husband or wife, where no objection is made by the other. The court may rule any evidence located as a result of such consent can only be admissible against the party giving consent.
 5. Where a child is residing with his or her parents, a parent generally may give consent for an officer to search the child's living quarters. If the individual pays rent, a landlord-tenant relationship arises regardless of the family situation between the parties, and specific tenant consent must be obtained by the officer to search any area of the premises set aside for the tenant's exclusive use.
 6. Officers should not rely on the consent of a juvenile under the age of 15.
- g. Exigent Entry- An officer may enter a home based on emergency circumstances when any of the following circumstances exist:

- i. Hot pursuit of a fleeing felon.
 - ii. The imminent destruction of evidence for any jailable offense.
 - 1. Destruction of Evidence: “The Now or Never Doctrine”
 - a. An Officer may conduct a warrantless search if:
 - i. there is probable cause to search; and
 - ii. there is probable cause to believe the evidence is in danger of immediate destruction or removal.
 - b. This type of exigent circumstance extends to buildings, containers, vehicles, individuals, or any other area.
 - iii. Need to prevent suspect’s escape.
 - iv. Risk of danger to police or others inside or outside the dwelling.
 - v. Officers may enter a home without a warrant when they have an objectively reasonable basis for believing that an occupant is seriously injured or imminently threatened with such an injury.
 - vi. Once exigency has ended, officers should secure the scene and obtain a search warrant.
 - vii. An emergency search must be limited in scope to responding to that emergency, i.e., in the case of a drug overdose victim; the officer could look in the medicine cabinet for medications to assist emergency personnel.
 - viii. An emergency does not give an officer the right to conduct a general search.
 - ix. If the exigency arises because the officer has deliberately and unreasonably delayed in getting a warrant, it is not an “exigent circumstance” or if the conduct of the officer deliberately creates the emergency, it is not an “exigent circumstance”. The officer must not deliberately cause the “exigent circumstance”.
 - x. The fact that an area is a crime scene does not create automatic exigency- There is no crime scene exception to the warrant requirement.
- h. Dynamic Entry: Whenever entering a residence in a manner designed to anticipate a potential deadly force encounter, the SWAT team should be utilized to ensure the safety of all persons involved. This determination as to whether a dynamic entry is necessary is done through the completion of a risk assessment matrix.
 - i. Due to the nature of executing this high-risk entry, extreme care must be utilized in order to ensure that only the proper residence is entered. When considering the use of a dynamic entry, unless exigent entry is required, the following precautions should be followed:
 - 1. A supervisor must be present and take responsibility for reviewing and approving the warrant as well as the affidavit before the execution of the warrant.
 - 2. The officer supervising the SWAT team will conduct a drive-by of the location with the lead investigator using the legal description on the warrant to locate the residence to ensure that the residence to be entered is verified with the warrant. If any discrepancies exist or if the house cannot be located by the description on the warrant, the warrant shall not be served.
 - 3. Prior to the execution of the warrant, all available databases will be checked (telephone, electric, real estate etc.) to ensure that the residence matches the suspect of the investigation.
 - 4. A written operations plan will be prepared identifying the specific mission for the team, intelligence considered, a description of the targeted subjects and location, and the specific tasks assigned to each member of the entry team.
 - 5. The lead investigator will accompany the SWAT team during the execution of the warrant and direct officers to the doorway of the residence to ensure that the correct residence is entered.
 - 6. Upon completion of the operation, photographs of all entryways into the building should be taken to document both damage and lack of damage.
- i. Search of Public Buildings - When a building or dwelling has been voluntarily opened to the public, the owner is deemed to have consented to officers entering areas that are open to the public. Officers may seize contraband, etc., that is in open view.
- j. Search of Premises Licensed to Sell Alcoholic Beverages
 - i. All licensed premises are subject to search by an officer during business hours.
 - ii. Officers will not abuse their authority to search.
 - iii. All areas of the licensed premises are subject to search.

WATERTOWN POLICE DEPARTMENT
128 Maple Street North
Watertown, South Dakota 57201

RISK ASSESSMENT MATRIX

Type of Operation / Investigation

Search Warrant:

Planned Arrest:

Other:

Case Number:

Date: **Lead Officer:**

Form Prepared By:

Primary Suspect's Name:

Date of Birth:

Address:

Description of Premises:

Notes:

List additional suspects on attachments or prepare additional forms if a substantial violator is at an alternate location.

RISK ASSESSMENT MATRIX

SUSPECT ASSESSMENT

- I. Known or suspected of violence Y N Unknown
- a. Homicide (x) Y N Unknown
- b. Assault (x) Y N Unknown
- c. Armed Robbery (x) Y N Unknown
- d. Major Drug Violator Y N Unknown
- e. Other (Resisting Arrest, Assault on police) Y N Unknown
- i. Describe:
- II. Is the suspect on parole? Y N Unknown
- a. Where:
- b. For:
- c. Agent & Phone:
- III. Is the suspect on probation? Y N Unknown
- a. Where:
- b. For:
- c. Agent & Phone:
- IV. Is the suspect a drug abuser? Y N Unknown
- a. Type:
- V. Is the suspect an alcohol abuser? Y N Unknown
- a. Does the suspect have a history of violence while intoxicated? Y N Unknown
- VI. Does the suspect have any mental health concerns? Y N Unknown
- a. Condition:
- b. Presently manic or delusional state? Y N Unknown
- c. Information obtained where:
- VII. Does the suspect have a military/police background? Y N Unknown
- a. Branch / Department:
- b. Length of Service:
- c. Specialties:
- VIII. Is the suspect currently / historically associated with an organization known or suspected of violent criminal activity? Y N Unknown
- a. Who/Group:
- b. Information obtained where:
- c. * Can the organization be classified as:
- *Para Military Terrorist Religious Gang

WEAPON ASSESSMENT

- I. Is suspect known or believed to possess:
- a. Rifle (x) Type: *Auto Y N Unknown
- b. Shotgun (x) Type: Sawed Off? Y N Unknown
- c. Handgun (x) Type: Y N Unknown
- d. * Explosives (x) Type: Y N Unknown
- e. Knives (x) Type: Y N Unknown
- f. Animals (x) Type: Y N Unknown
- g. Other (x) Type: Y N Unknown

RISK ASSESSMENT MATRIX

SITE ASSESSMENT

- I. Are there geographical barriers or considerations? Y N Unknown
a. Describe:
- II. Is the site fortified? Y N Unknown
a. Describe:
- III. * Is the site booby-trapped? Y N Unknown
a. Describe:
- IV. Does the site have surveillance/monitoring devices? Y N Unknown
a. Describe:
- V. * Are armed counter-surveillance personnel present? Y N Unknown
a. Describe:
- VI. Are friends, relatives, children, elderly, handicapped persons at the site? Y N Unknown
a. Explain:
- VII: Site Location: Urban Rural Time of Service: Daylight Dark
 Residential Commercial Other
- VIII. Type of structure: Residential Commercial Other
- IX. Probable hours of operation:
- X. Address:
- XI. Description:
a. If business, hours open:
b. Other related buildings:
c. How related:

TIME ASSESSMENT

Note: Analysis should seriously consider the time factor. The general rule is that the less time available for planning, the higher the risk value.

- | | | |
|------|-----------------------------------|------------|
| I. | Unlimited planning time available | = 0 points |
| II. | Less than 30 days to plan | = 0 points |
| III. | Less than 15 days to plan | = 0 points |
| IV. | Less than 7 days to plan | = 1 points |
| V. | Less than 3 days to plan | = 2 points |
| VI. | Less than 1 day to plan | = 3 points |
| VII. | Less than 12 hours to plan | = 4 points |

INFORMATION ASSESSMENT

Information source: Confidential Informant:
Reporting Party:
Concerned Citizen:
Agent:
Other Police Officers:
Other:

Reliability of source/information:

- 0%-24% 25%-49% 50% - 74% 75%-100%

RISK ASSESSMENT MATRIX

POINT VALUE WORK AREA

Total Yes Answers:	X 2	=
Total Unknown Answers:	X 1	=
Total No Answers:	X 0	=
Total Time Assessment Points:		=
Total Points:		=

RECOMMENDED OPTIONS

- 0 – 14 Points Service/Execution may be handled by the unit supervisor
- 15 – 20 Points Consultation with SWAT Commander is optional. Warrant service requires the approval of the Unit Commander or designee.
- 21 – 24 Points Consultation with SWAT Commander is required. Warrant service requires the approval of the Unit commander or designee.
- 25 + Points SWAT Team is required for service. Warrant service requires approval of the Unit commander and notification of the commanding officer of supporting units.
- Yes answer to any “*” question requires the mandatory use of the Departmental Tactical Unit or specialty team in the planned operations. All tactical call-out regulations apply.
-

ACTION TAKEN

- | | | |
|---|------------------------------|-----------------------------|
| 1. Investigating group will manage the event: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Investigating officer: | Date: | Time: |
| 3. Unit Supervisor: | Date: | Time: |
| 4. Tactical/Special Unit will be activated to manage the event: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 5. Tactical/Special Unit Commander consulted: | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| | Date: | Time: |
| 6. Person activating Tactical/Special Team: | | |

Print:

Signature: _____ Date: _____ Time: _____

NOTES:

Supervisor Signature

Date

OPERATIONS PLAN

Case Number:
Lead Officer:
Contact Number(s):
Supervisor:
Contact Number(s):

Violations/Charges:
Date and Time of Operation:

LOCATION OF OPERATION

Briefing Location:
Staging Location:
Target Location:

OPERATION TYPE

- | | |
|---|---------------------------------------|
| <input type="checkbox"/> Controlled Delivery | <input type="checkbox"/> Surveillance |
| <input type="checkbox"/> Search Warrant Execution | <input type="checkbox"/> U/C Meeting |
| <input type="checkbox"/> Arrest Warrant Execution | <input type="checkbox"/> Other: |
-

REVIEW OF SEARCH WARRANT

Date: _____ **Time:** _____
Lead Officer: _____ **Supervisor:** _____

VERIFICATION OF SEARCH WARRANT LOCATION

Date: _____ **Time:** _____
Lead Officer: _____ **Supervisor:** _____

Type of Premises:
Description of Premises:
Conveyance Type:
Type and Quantity of Contraband Involved:

SUMMARY OF INVESTIGATION:

OPERATIONAL OBJECTIVES:

OPERATIONS PLAN

Prisoner Processing Location:
Evidence to be Transported:
Equipment Required:
Hazards:

Occupant Information: (Number of)	Male	Female	Children
--	-------------	---------------	-----------------

Fortification, Security Doors, and Security Windows: Yes No

a. **If Yes Description:**

Weapons:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	Type/Location:
Explosives:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	Type/Location:
Dogs:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown	Type/Location:

OFFICERS IDENTIFIED BY:

<input type="checkbox"/> Raid Jackets	<input type="checkbox"/> Wrist Bands	<input type="checkbox"/> Displayed Badges
<input type="checkbox"/> Police Ball Caps	<input type="checkbox"/> Uniformed Officers	<input type="checkbox"/> Police Vest
<input type="checkbox"/> Other:		

SUSPECT INFORMATION: (Attach additional information if more than one suspect)

Name of Suspect: _____ **Date of Birth:** _____

Address of Suspect:
Physical Description:
Vehicle(s):

History of Violence or Weapons:
Prior Criminal History:

US Citizen **Non US Citizen**

Immigration Status and A-Number (If Known):

Other Pertinent Information:

Photograph Available: Yes No

UNDERCOVER AGENT: (Attach additional information if more than one U/C)

Is U/C:

<input type="checkbox"/> CI	<input type="checkbox"/> Cooperating Defendant	<input type="checkbox"/> DCI Agent
<input type="checkbox"/> Other L.E.	<input type="checkbox"/> Other:	

Name of U/C:

Physical Description:
Pager / Cellular Phone Number(s):
U/C Vehicle:

Distress Code: _____ **Audio:** _____ **Visual:** _____

OPERATIONS PLAN

Arrest Signal:

Audio:

Visual:

Radio Channels:

Primary:

Secondary:

Mobile Phone Numbers:

Nearest Hospital:

Location of RP during the execution of the plan:

PERSONNEL ASSIGNMENTS:

I - Interviewer

A - Arrest Team

C - Cover Team

P - Perimeter Security

S - Surveillance

ET - Entry Team

R- Robot

BR - Breacher

M - Medic

PH - Photographs

ST - Search Team

EV - Evidence Collection

AV - Armored Vehicle

CS - Counter Surveillance

PT - Prisoner Transport

SV - Surveillance Van

TL - Team Leader

AS - Air Support / Drone

NAME:

CALL SIGN:

ASSIGNMENT(S):

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.

REPORT ASSIGNMENTS:

NAME:

ASSIGNMENT(S):

- 1.
- 2.
- 3.
- 4.

Attachments:

Risk Assessment Matrix

Diagram of Location

Other:

Supervisor Approval (If Required)

Date

DIAGRAM

In detail, the location of the warrant service is below. The exterior should include all doors, windows, detached garages, and outbuildings. The interior should include furniture placement and the location of any known weapons or explosives. Use separate forms for the interior and exterior of the structure. If photographs are available, they may be used in place of diagrams. Exterior photos should be attached in most cases.

Diagram Prepared by:

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: December 28, 2018	Rescinds: Amends: B-140 (March 2017)	Number: B-140
Subject: Domestic Violence		Re-evaluation Date: Dec 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 4

This order consists of the following numbered sections:

1. Purpose
2. Procedures

1. Purpose

- A. It shall be the policy of the Watertown Police Department to respond to acts of domestic abuse as a crime, take appropriate enforcement action when probable cause exists that a crime has occurred, and to give assistance to victims who need medical, shelter, or other types of assistance.
- B. To encourage the reduction of domestic/family disturbances, especially those with violence, the Watertown Police Department will fully investigate and accurately report family violence complaints. When criminal violations occur, officers will arrest offenders where lawful and appropriate, provide protection and assistance to victims of family violence, and inform involved parties of the various services that may be available to them within the criminal justice system. This information will include social service agencies and other community resources that can assist in breaking the cycle of domestic/family violence.

2. Procedures

A. Definition-SDCL 25-10-1

- 1) "Domestic abuse," physical harm, bodily injury, or attempts to cause physical harm or bodily injury, or the infliction of fear of imminent physical harm or bodily injury between family members or people in a significant romantic relationship;
- 2) "Family members," spouses, former spouses, people in a significant romantic relationship or have been in a significant romantic relationship in the past twelve months, people who have a child or are expecting a child with the abusing party, parent and child, including a relationship by adoption, guardianship, or marriage, or siblings, whether of the whole or half blood, including a relationship through adoption or marriage.
- 3) "Protection order," an order restraining any person in a relationship described in § 25-10-3.1 from committing any act of domestic abuse or an order excluding any person in a relationship described in § 25-10-3.1 from the dwelling or residence of another person in such a relationship, whether or not the dwelling or residence is shared. A protection order has a duration of five years or less.
- 4) "Temporary protection order," an order restraining any person in a relationship described in § 25-10-3.1 from committing any act of domestic abuse or an order excluding any person in a relationship described in § 25-10-3.1 from the dwelling or residence of another person in such a relationship, whether or not the dwelling or residence is shared. A temporary protection order has a duration of thirty days except as provided in § 25-10-7.1.

B. Officer Response SDCL 25-10.

A law enforcement officer who is responding to a domestic abuse call has probable cause to believe that a crime has been committed, the law enforcement officer shall arrest the person who is suspected of committing the crime and make a complete report of any action taken.

- 1) If the officer has probable cause to believe that family members (as defined above) have assaulted each other, the officer is not required to arrest both persons. The officer shall arrest the person whom the officer believes to be the predominant physical aggressor. In making this determination, the officer shall make every reasonable effort to consider:
 - a) The intent to protect victims of domestic abuse under this chapter;
 - b) The comparative extent of injuries inflicted or serious threats creating fear of physical injury; and
 - c) The history of domestic abuse between the persons involved, SDCL 25-10-35.
- 2) After an arrest is made, a records check and obtaining information from the victim, family members, etc. should occur to determine if there are prior convictions for domestic assault or stalking, to ascertain if appropriate felony charges can be filed.

- 3) making an arrest, if, in the investigating officer's opinion the suspect is able to post bond prior to arraignment and will pose a significant hazard to the victim or any person related to the case, the officer should notify the Shift Supervisor.
 - a) The Shift Supervisor can authorize the contact of the on-call magistrate to advise the magistrate of the circumstances of the case.
 - b) The magistrate can then make a determination whether a modification of the bond is appropriate.
 - 4) Officers shall take enforcement action based on probable cause and will not require the victim to sign a complaint or to place the suspect under "citizen arrest" for any domestic violence act.
 - 5) When a domestic abuse incident has occurred, regardless of the gender of the victim, the officer will contact the Beacon Center at their earliest convenience and brief the advocate on the details of the domestic abuse that has occurred.
 - 6) If the suspect has left the scene prior to officer's arrival, and there is a possibility the victim may be in danger if the suspect returns, the officer, if requested, should follow/transport the victim to a different location.
- C. Additional Officer Responsibilities
- 1) Officers will provide the victim with the Beacon Center's phone number, and may additionally provide the victim with the incident number, victim advocate information, and investigating officers' name.
 - 2) If requested officers will make every effort to arrange, offer, or facilitate transportation for the victim to a hospital for treatment of injuries or to a place of safety or shelter.
- D. The primary officer will complete a case report anytime the Department responds to a domestic abuse incident. All reports of domestic abuse will be forwarded to the Codington County State Attorney's Office as soon as the initial investigation is completed.
- E. Enforcement
- 1) When there is probable cause to believe a Protection Order or Temporary Protection Order violation has occurred, enforcement action shall be taken. Enforcement action shall be an arrest.
- F. Foreign Protection Orders
- SDCL 25-10-12.1 reads "Any domestic violence protection order issued by a court of competent jurisdiction of another state, Indian tribe, the District of Columbia, or a commonwealth, territory, or possession of the United States is enforceable as if the order was issued by a court in this state if all of the following requirements are satisfied:
- 1) The respondent received notice of the order in compliance with requirements of the issuing jurisdiction;
 - 2) The order is in effect in the issuing jurisdiction;
 - 3) The issuing court had jurisdiction over the parties and the subject matter;
 - 4) The respondent was afforded reasonable notice and opportunity to be heard sufficient to protect that person's right to due process. In the case of ex parte orders, notice and opportunity to be heard must have been provided within the time required by the law of the issuing jurisdiction; and, in any event, within a reasonable time after the order was issued, sufficient to protect the respondent's due process rights;
 - 5) If the order also provides protection for the respondent, a petition, application, or other written pleading was filed with the issuing court seeking such an order and the issuing court made specific findings that the respondent was entitled to the order; and
 - 6) The prohibited conduct violative of the foreign protection order could be prohibited by a protection order if issued in the state."
- G. Investigation of Family Violence Cases
- 1) Arrival at Scene
 - a) Determine location and condition of victim and suspect;
 - b) Determine if any weapon(s) are involved or within the home;
 - c) Provide appropriate level of aid to injured parties;
 - d) Separate suspect, victim and witness (victim should be out of suspect's view); and
 - e) Take photographs of the victim, suspect, and scene.Note: When possible, follow-up photographs should be made for injuries that may become more noticeable over time (i.e., bruises).
 - 2) Preliminary Investigation
 - a) Interview everyone separately: victim, suspect, children, and other witnesses;
 - b) Ask victim and suspect if they are injured even if there are no visible injuries;
 - c) Document victim's and suspect's condition. For example, torn clothing, disheveled appearance, evidence of injury, and disarray in house;
 - d) Document size relation of victim and suspect, keeping in mind that larger is not always stronger; and

- e) Determine which of the parties involved was the predominant aggressor, by investigating the following:
 - i. Did one of the parties appear to be in actual fear of the other?
 - ii. Did one party escalate the level of violence (e.g., did a party react to a slap by striking the other party several times)?
 - iii. Was a party physically larger and/or stronger than the other? (See item 4 above.)
 - iv. Does relevant documented history include the following?
 - a) Physical violence
 - b) Sexual violence
 - c) Destruction of personal/mutual property
 - d) Harm to pet
 - e) Violence against others
 - f) Determine if any injuries appear to be defense wounds.
- H. If a suspect is taken into custody:
 - 1) Advise suspect of Miranda rights, if applicable;
 - 2) Take statements if, and when, Miranda is waived; and
 - 3) Document any voluntary statements made by the suspect.
- I. Evidence gathering should include:
 - 1) Document condition of crime scene (disarray of physical surroundings);
 - 2) Photograph crime scene, if applicable;
 - 3) Ensure the victim's/suspect's injuries are photographed; and
 - 4) Seize and/or photograph weapons and other evidence of the crime.
- J. Medical treatment investigation should include:
 - 1) Obtain authorization for release of medical records from victim, if possible;
 - 2) Document extent of injuries/treatment if known; and
 - 3) Document names of ambulance personnel if applicable.
- K. Training
 - 1) Officers will be assigned training in the areas of Domestic Violence, conflict resolution, and mediation when practical.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: October 18, 2013	Rescinds: Amends: N/A	Number: B-150
Subject: Trespass		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards: None	Page No: 1 of 2

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. **PURPOSE**

To provide standardized guidelines to officers for enforcement of trespass laws.

2. **POLICY**

This General Order applies to all sworn officers. Officers frequently have encounters with persons who are on public and private property without authorization. This General Order is designed to provide guidelines for officers to make decisions and take action in such trespass situations.

3. **DEFINITIONS**

- A. **AUTHORIZED PERSON** - Authorized person is the owner, lessee, tenant, resident, or any person who has been given authority over the property by the owner, lessee, tenant, or resident.
- B. **BUSINESS COMPLEX** - A business complex is a group of businesses on one piece of land, having a single owner, manager, or landlord, and has businesses which are open to the public during specified business hours. It includes, but is not limited to, office complexes, shopping centers, and enclosed shopping malls.
- C. **CONSENSUAL CITIZEN ENCOUNTER** - an Officer engages a citizen in conversation with the citizen's consent. The Officer has no reasonable suspicion that the person is involved in criminal activity. The citizen is free to without delay withdraw his or her consent, ignore the Officer's questions, and walk away.
- D. **RESIDENTIAL COMPLEX** - Any multiple-unit residential complex. A residential complex includes, but is not limited to, a condominium complex, an apartment complex, cottages, a duplex, triplex or greater, a hotel or motel, or a mobile home park.

4. **PROCEDURES**

A. Trespass Warnings Generally:

1. There are three levels of encounters between police and citizenry which are as follows: consensual encounter, investigatory field stop, and arrest with or without a warrant (General Order B-130). The issuance of a trespass warning is a consensual encounter. Officers are reminded they are not allowed to detain someone without constitutional grounds. Ordering a person to stop, while he/she is leaving, and to return so a trespass warning could be given is a detention. Furthermore, ordering a person to stop, while he/she is leaving, and to produce identification so a trespass warning could be given is a detention.
2. Trespass warning forms (Form: WPD 175.1) are provided by the department to document the fact that a person has been warned that he or she is not welcome, authorized, licensed, or invited on the premises specified on the warning form.
3. Although it is not always necessary to issue a written trespass warning, notice must be given to the offender. Notice can be by actual communication to the offender, either verbally or in writing, or by posting, fencing, or other enclosure, as provided in SDCL 22-35-6.
4. The owner of the premises or any other authorized person must communicate to the subject that he/she is not privileged to enter or remain on the premises. It is preferred that the subject be warned by the owner or authorized person in the presence of the officer. If the trespass warning occurred outside of the officer's presence, the owner or authorized person shall provide the officer with a written statement indicating that he/she communicated the trespass warning to the subject. Such written notice can be on a form provided by the Department or other method, provided the nature of the warning and identity of person warned are clearly articulated.

5. Whenever possible, the officer shall positively identify the authorized person and the trespasser for purposes of prosecution, and shall document such in the Trespass Warning Form.
6. When utilizing the trespass warning form, it is preferable, but not necessary, for the trespasser to sign the trespass warning. If he/she does not sign, the officer shall write **REFUSED** on the line provided for the trespassers' signature. If the trespasser is a juvenile, the parents of the juvenile should be notified, and if possible, sign the warning along with the juvenile. If the officer is not successful in contacting the parent or guardian, the Records personnel shall mail a copy of the trespass warning to the child's parent or guardian.
7. It is preferable that a warning be issued while the subject is still on the property, however, it is not a requirement for an enforceable warning. It is not necessary for an officer to witness the incident that resulted in the issuance of a trespass warning to the subject.
8. Trespass in a single family dwelling, in an individual business, or on the real property thereof:
 - a. Whenever possible, the officer shall obtain positive identification from the trespasser and the authorized person pursuant to paragraph A.(4) above.
 - b. The officer shall inform the authorized person that a trespass warning may be issued to the trespasser, or that the trespasser may be arrested. The decision to arrest is solely at the discretion of the officer, and must be based only upon probable cause and the circumstances as determined by the officer.
9. Trespass in a business complex or shopping complex:
 - a. A person who has committed a crime against the business, or who has been disorderly inside the business, or has engaged in conduct that the owner or agent does not permit by other business invitees can be barred from the premises by an agent of the business.
 - b. Since these establishments are open to the public, the officer shall ensure that the subject has been properly warned to leave the premises and refused to do so, or has returned after receiving a previous warning.
 - c. The subject can be barred only from that area of a complex over which the authorized person has control. An individual business owner can ban a subject only from his/her business and its contiguous area. The owner or manager of a complex, or his agent, can ban a subject from the common areas of the complex.
 - d. When trespassing complaints originate from a business which is open to the public, the officer shall make a good faith effort to determine the reasons therefore, to ensure that the complaint is not based on discrimination prohibited by state or federal law.
10. Trespass in a residential complex:
 - a. When a trespassing complaint originates from a residential complex, the officer's actions depend on the identity of the complainant.
 - b. A resident may ban a subject from his own housing unit.
 - c. An owner or manager, or their agent, may ban a subject from the common areas of the residential complex, and from any residential units with which the subject has no known connection.
 - d. A trespass warning is not enforceable within a specific unit of a residential complex if the subject has been invited by a resident of that specific unit.

**WATERTOWN POLICE DEPARTMENT
TRESPASS WARNING**

INCIDENT NUMBER _____ DATE _____ TIME _____

ADDRESS OF OCCURRENCE _____

BUSINESS NAME (IF APPLICABLE) _____

OWNER/AGENT _____ PHONE NUMBER (____) _____ - _____

ADDRESS _____ RACE _____ SEX _____ DOB _____

PERSON TO WHOM WARNING WAS GIVEN _____

RACE _____ SEX _____ DOB _____ EYES _____ HEIGHT _____ WEIGHT _____

ADDRESS _____ CITY _____ STATE _____ ZIP _____

PHONE (home) (____) _____ - _____ (work) (____) _____ - _____

OCCUPATION _____ EMPLOYER _____

NARRATIVE describing basis for warning: _____

A WARNING has been given to the person named above, pursuant to South Dakota Codified Law 22-35-6, informing said person that they are no longer authorized, licensed, or invited to remain on these premises; that he/she is barred from said premises as an undesirable person; and that should they return to the premises, they will be subject to arrest for the crime of Trespass. A copy of this WARNING will be provided to the Watertown Police Department in the event future arrest becomes necessary.

I have read, or had read to me the above warning, and I understand that if I return to the premises mentioned above, I will be subject to arrest for the crime of Trespass, SDCL 22-35-6.

Person To Whom Warning Was Given Signature

Date

I HEREBY CERTIFY that the above warning was issued to the above named person.

Owner/Agent Signature

Date

OFFICER RECEIVING WARNING

_____/_____

Officer Signature

ID#

Date

NOTE TO OWNER OR AGENT: This warning is to be kept accessible and legible by you, so that the person may be arrested for Trespass at a later date, should (s)he again come onto your property.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: April 1, 2025	Rescinds: Amends: B-160 (January 2009)	Number: B-160
Subject: MISSING PERSON RESPONSE POLICY		Re-evaluation Date: April 2028
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 6

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Initial Response
5. Witnessed Endangered Abduction Response to Amber Alert
6. An Officer Assigned to the Recovery or Return of a Missing Person Shall
7. Collection of Missing Person DNA

1. PURPOSE

- a. The purpose of this policy is to establish guidelines and responsibilities for officers and supervisors when dealing with missing persons.

2. POLICY

- a. It is the policy of the Watertown Police Department that missing person reports are to be given a high priority. Every person reported missing will be considered at risk until significant information to the contrary is confirmed. Response to these calls will involve the initial responding unit and may involve additional assistance from others within the department and many other agencies, depending on the circumstances of the incident.
- b. 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 agency 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.
- c. Questions concerning parental custody occasionally arise in relation to missing child reports. It shall be 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 children 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.

3. DEFINITIONS

- a. **A CHILD IS MISSING ALERT PROGRAM:** A free call-in center that can call numerous phones in a given area to help in locating a missing person.
- b. **AMBER ALERT:** A response program designed to send an emergency alert to the public when an abduction occurs, and it is believed the child's life is in grave danger.
- c. **AT RISK:** A missing adult or child will be considered "at-risk" when one or more of the unusual circumstances noted in Section 3 (k) are present.
- d. **CODIS – Combined DNA Index System (CODIS) database.**
- e. **DIRECT REFERENCE DNA SAMPLE:** An item or article of evidence that can be directly linked to the missing person. Examples are toothbrushes, razors, tissue biopsy, newborn screening bloodstain, baby teeth, and unlaundered clothing, etc.

- f. FAMILY REFERENCE SAMPLE: DNA swab taken freely and voluntarily with consent from a family member of the missing person; first-order relatives are preferred: mother, father, siblings, children, and spouse.
- g. MISSING ADULT: A person who is 18 years of age or older and whose absence is contrary to his or her normal patterns of behavior and may be due to one or more of the unusual circumstances listed in Section 3(k).
- h. MISSING CHILD: A person younger than 18 years of age whose whereabouts are unknown to their parent, guardian, or responsible party.
- i. PROJECT LIFE SAVER: A lifesaving program that assists in locating missing Alzheimer patients who are wearing a location device.
- j. SAFE AREA: The area parents allow children to go on their own.
- k. UNUSUAL CIRCUMSTANCE
 - i. A missing child 13 years of age or younger
 - ii. A child or an adult who is missing and believed to be :
 - 1. Out of the zone of safety for their age and physical and mental condition. The zone of safety will vary depending on age. In the case of an infant, for example, the zone of safety will include the immediate presence of an adult custodian or the crib, stroller, or carriage in which the infant was placed. For a school-aged child, the zone of safety might be the immediate neighborhood or route taken between home and school. In the case of an elderly person with diminished physical and/or mental health, the zone of safety might include the close proximity and availability of a caregiver familiar with that individual’s condition and needs.
 - 2. Mentally diminished. If the person is developmentally disabled or emotionally disturbed, or the victim of disease, they may have difficulty communicating with others about needs, identity, or address. The disability places the person in danger of exploitation or other harm.
 - 3. Drug dependent. In the case of a child, the term “drug dependent” shall refer to dependence on either prescription or illicit substances, since any drug dependency puts a child at substantially increased risk. In the case of an adult, the term “drug dependent” shall refer to a dependence on legally prescribed medicines vital to the adult’s continued physical well-being.
 - 4. A potential victim of foul play or sexual exploitation.
 - 5. In a life-threatening situation
 - 6. Absent from home for more than 24 hours before being reported to law enforcement as missing.
 - 7. Believed to be with persons who could endanger their welfare.
 - 8. Is absent under circumstances inconsistent with established patterns of behavior.
 - iii. Actions upon 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, will immediately commence.
 - 2. If appropriate, existing interagency response protocols — including the AMBER Alert system and/or other immediate community notification methods, if available should be activated.

4. INITIAL RESPONSE

- a. Reporting Officer Responsibilities shall include but not be limited to: Identifying the circumstances of the disappearance. First responders need to ascertain whether the circumstances surrounding a person’s disappearance are such that a heightened level of response is warranted. If “unusual circumstances” exist, as defined in Paragraph (k) of Section 3, then the decision to employ additional response methods is clear. In other situations where the circumstances are not clear, officers should keep the missing person’s safety in mind and act accordingly.

- b. Missing person case reports shall be taken by an officer, and the Officer will interview the complainant. Information to be gathered will include, but not be limited to:
 - i. Complete physical description (height, weight, hair color, eye color, clothing, etc.)
 - 1. Most current picture.
 - 2. Age of missing person.
 - 3. Medical information, including doctor and dentist.
 - 4. Names and addresses of friends, relatives, and other associates.
 - 5. Location of places the person frequents.
 - 6. Other background information.
 - 7. Confirm custody status.
- c. Interviews- Done by the initial Officer.
 - i. Interview the following, if possible:
 - 1. Family members (outside the area the person is missing from).
 - 2. Friends.
 - 3. Neighbors.
 - 4. Relatives outside the immediate family.
- d. Check for Possible Internet Online Enticement- Done by the initial Officer.
 - i. Ask the following:
 - 1. What are the missing person's usernames, handles, or screen names for social media or gaming platforms.
 - 2. What are their email accounts and chat platforms (e.g., Discord, Snapchat, TikTok).
 - 3. What are the password(s) used?
 - 4. Where are computers being used: at home, friends, family, or library?
 - 5. Are there any known chat line friends; where do they live, address, city, and state (if known)?
- e. Notify Shift Supervisor-Done by the initial Officer.
 - i. The shift supervisor will be given vital information on the incident to establish the course of action.
- f. Supervisor's Responsibilities
 - i. Review circumstances of the incident, including the specific but not limited to:
 - 1. Possibility of abduction.
 - 2. Age of missing person.
 - 3. Previous history of the missing person.
 - 4. Custody order, are parents together.
 - 5. Missing persons last seen time.
 - 6. Weather conditions.
 - 7. Mental capacities of the missing person; determine if enrolled in Project Lifesaver
 - 8. Demeanor of missing person
- g. Searching for Children- This is done by the initial Officer with assistance from other officers and/or agencies.
 - i. A search of the immediate area for children will begin immediately with direction from the supervisor at the scene.
 - ii. The search area will vary as to time element, age, etc. The search will begin with the following steps:
 - 1. Search the residence and child's safe area with two officers, even if parents advise they have done so.
 - 2. After the initial search, have two (2) other officers search the area again.
 - 3. Search the neighborhood door to door initially approximately a three-block area.
 - 4. Search wooded areas, vehicles, trunks, etc.
 - 5. Determine if they are attracted to specific environments (e.g., water, noise, traffic, playgrounds).

6. Any items found relating to the missing person should be handled as evidence, and the area should be secured.
 - h. Missing and Abducted Children Guideline
 - i. Follow the guidelines and checklist in the Missing and Abducted Children Guide.
 1. This guide will be maintained in the Detective Sergeant's Office.
 - ii. This guideline should be reviewed periodically by officers in a training setting.
 - i. Determining Additional Course of Action As Needed
 - i. If authorized by a supervisor, an additional course of action may be:
 1. Additional staffing (Sheriff's Department, South Dakota Highway Patrol, DCI, and Codington County Search and Dive Rescue).
 2. If enrolled in Project Lifesaver, immediately page CCSAR, contact Jenkins Living Center for information on the battery, confirm client number, etc.
 3. Call in the Investigative Team (Crime Scene, Detectives).
 4. Prepare media releases if needed.
 5. National Resources and Contact Information
 - a. NCMEC (National Center for Missing and Exploited Children)
 - i. 24/7 Hotline: 1-800-843-5678
 - ii. Website: www.missingkids.org
 - b. Team Adam (Deployable NCMEC Rapid Response Team)
 - i. Available via NCMEC request; consult NCMEC operations center.
 - c. A Child is Missing Alert Program
 - i. Activation line: 1-888-875-2246
 - ii. Website: www.achildismissing.org
 - d. NamUs (National Missing and Unidentified Persons System)
 - i. Website: www.namus.gov
 - j. Relaying Information- Done by the initial Officer.
 - i. Give pertinent information to the communications officer for:
 1. Relaying to officers involved in the search.
 2. Relaying the necessary information for filing the NCIC Missing Persons Report.
 3. Communications will notify all local law enforcement agencies via radio, phone, or teletype with pertinent information.
 - k. Verifying Notification- Done by Supervisor
 - i. Verify the notification of the following:
 1. NCIC
 2. South Dakota Missing Persons Clearing House.
 - a. Send a recent photograph of the missing person to the following email: missingpersons@state.sd.us
 - b. Their website is missingpersons.sd.gov
 3. National Center for Missing and Exploited Children (applies to children).
 - ii. The Detective Sergeant will ensure these notifications have been made.
 - l. The Search for Un-emancipated Minors (inclusive of those able to take care of their personal needs.)
 - i. Searches will be conducted if evidence and/or circumstances dictate.
 - m. Brief Incoming Supervisor at Shift Change If Needed.
 - n. Follow-ups are to be conducted by the initial Officer until the case is turned over to the detective division.
- 5. WITNESSED ENDANGERED ABDUCTION RESPONSE TO AMBER ALERT.**
- a. Procedure for activation of the local system.
 - i. Police initial report indicates a serious life-threatening abduction has occurred. The supervisor will be notified immediately.
 - ii. The abduction has been witnessed, and information has been obtained that may be helpful in locating either the child or the suspect. This information may include:
 1. Description of vehicle.

2. Direction of travel.
 3. Description of suspect.
 4. Description of victim.
 5. Location and time of incident.
 6. Any additional witnesses.
- iii. Information will be given to the primary Emergency Alert System (EAS) Station by the Communications Center immediately upon receiving, with the supervisor's approval.
 1. Information will be given to the station by phone for immediate release.
 2. A fax with all the information will be sent to the primary EAS provider as soon as possible.
 3. EAS station will provide an emergency on-call listing of employees for weekends and/or after hours. Police will attempt to contact the radio station office as it may be minimally staffed. Staff may not be able to get to the phone.
- b. Activation of AMBER Alert State System.
 - i. Communications will call Pierre State Radio at 605-773-3536 and request a statewide AMBER Alert.
 1. State Radio will activate the process by contacting the Director of the Department of Criminal Investigation (DCI) and other state agencies.
 2. The Director will contact the Watertown Police Department (WPD) and verify the situation meets statewide AMBER Alert activation criteria.
 3. If information is sufficient and activation occurs, an analyst at DCI will contact the WPD for needed information to make a poster for statewide distribution. The state will notify EAS to reach out to the media, DOT for highway signs, and teletype agencies throughout the state.
 - a. The Watertown area contact is KWAT Radio.
 4. Communications will give DCI analysts our designated phone numbers for incoming leads and tips.
 - c. Operation Center for AMBER Alert
 - i. A Command Center will be established to receive incoming calls. This will be initially set up in the area of the phone system in the Emergency Management EOC Room.
 - ii. Communications will call in two (2) off-duty dispatchers to assist with the initial calls.
 - iii. A detective will be assigned to assist with incoming calls. The detective will prioritize calls based on the response and follow-up needed.
 - iv. A questionnaire (Citizens Observations and Intelligence/Information Reporting Worksheet) will be used to provide uniformity of the information received and assist in the investigation. Information will be entered into a computer database file.

6. AN OFFICER ASSIGNED TO THE RECOVERY OR RETURN OF A MISSING PERSON SHALL:

- a. Verify that the located person is, in fact, the reported missing person.
- b. Inform, in the case of a missing adult who has been located, the located person that they are the subject of a missing-person investigation. If the located person is a competent adult, the Officer shall determine the person's willingness for law enforcement to reveal his or her whereabouts. To the extent possible, a person's desire to remain hidden shall be honored.
- c. Notify the initial reporting person(s) of the well-being and, if permissible, the whereabouts and contact information of the person who has been located.
- d. Secure, in the case of a missing or abducted person who has been located, intervention services, if indicated.
- e. Arrange, in the case of a runaway or missing child from within department jurisdiction who has been located and who is not wanted on a warrant or other law violation, the return of the child to their legal guardian or to an appropriate children's shelter.
- f. Place, 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, the child in custody and transport them to the appropriate facility for admission.

- g. Complete the appropriate supplemental reports and cancel all outstanding notifications. Along with the cancellation of the NCIC Missing Person File entry and other notifications regarding the case, a supplemental report should be completed that describes the person's activities while missing and the circumstances of the recovery/return.

7. COLLECTION OF MISSING PERSON DNA:

- a. After taking the initial report of a missing person, the Officer in charge of the investigation shall ensure that all appropriate information is integrated into the NCIC Missing Person File in one of the appropriate categories.
- b. Collection of direct reference DNA samples shall be obtained as soon as practical and entered into evidence.
- c. If direct reference DNA samples are not available, family reference DNA sample shall be collected from the appropriate family members within the first 30 days of the missing person report.
- d. If the missing person file is still open on the 60th day, the direct reference DNA sample or family reference DNA samples will be forwarded to the SD Forensic Laboratory for coordination of testing and inclusion into CODIS.

WATERTOWN POLICE DEPARTMENT

Case# _____

Missing Person & Runaway Form

NIC# _____

Submit a recent photograph, if available, with this report.

1. MISSING PERSON INFORMATION

Name of Missing Person: _____ Age: _____

Alias/Nicknames: _____ Date of Emancipation if Applicable: _____

Address: _____

Date of Birth: _____ State of Birth: _____ Social Security Number: _____

Phone Number: _____
Number Owner of Phone Provider Make of Phone

2. PHYSICAL DESCRIPTION

Sex: Male Female **Race:** White American Indian Black Hispanic Asian

Height: _____ **Weight:** _____ **Eye Color:** Brown Blue Green Hazel Gray Other: _____

Hair Color: Black Brown Blonde Red Gray White

Hair Style: Straight Curly Braid/Ponytail **Hair Length:** Ear Collar Shoulder Below Shoulders

Facial Hair: None Beard Mustache Goatee Sideburns Unshaven

Complexion: Fair/Light Medium Dark Albino Ruddy Black

Build: Thin Medium Heavy Muscular **Wears:** Glasses Contacts

Teeth: Normal Gaps Chipped Protruding Decayed Braces Gold-Capped

Scars, Tattoos, Marks, Piercings, Deformities (Describe and indicate location on body): _____

3. LAST SEEN INFORMATION

Date & Time Last Seen: _____ Location Last Seen (City, State): _____

Possible Direction of Travel (City, State): _____

Last Seen Wearing (Hat, Shirt, Glasses, Pants, Jewelry, etc.): _____

In Company Of (Name and Age if Known): _____

4. MEDICAL INFORMATION

Present Mental State: Depressed Amnesia Suicidal Other: _____

Medication Required: Yes No Type, Frequency, Reason Needed: _____

Dental Records Available: Yes No Dentist's Name, Address, Phone: _____

Medical Records Available: Yes No Doctor's Name, Address, Phone: _____

Missing Organs: _____

5. VEHICLE INFORMATION

Vehicle Type (Make, Model, Year, License #, Color): _____

6. BACKGROUND INFORMATION

Hobbies, Interests, Hangouts: _____

School Attending and Associations: _____

Social Media, Life 360, Gaming, Chat platforms Used (Usernames if Applicable): _____

Other Pertinent Information Not Addressed Elsewhere: _____

7. AUTHORIZATION TO RELEASE INFORMATION

I certify that I am the parent or guardian of the person described in this report and that my right to custody of said person has not been terminated or limited by the order or decree of any court of law. I hereby authorize my local law enforcement agency and any officer or employee thereof, or an officer or employee of any other criminal justice agency, to collect and/or disseminate the information provided by me, including photographs, dental and medical information, to any person or organization engaged directly or indirectly in any effort to assist in the location of missing persons.

I certify the information I have provided is true and correct to the best of my knowledge.

Date: _____

Printed Name: _____ Phone Number: _____

Signature: _____ Relationship: _____

Address: _____

Officer's Name: _____ Badge Number: _____

Agency: _____

8. RUNAWAY DECLARATION

I, _____, parent or legal guardian of _____

_____ whose DOB is _____ and Social Security

Number is _____, whose address is _____

_____, declare that _____ is a runaway

and I give my permission to pick up and hold said juvenile. I also declare I will furnish return transportation for the juvenile.

Parent or Legal Guardian Printed Name: _____

Parent or Legal Guardian Signature: _____

Officer's Name: _____ Badge Number: _____

Agency: _____

**WATERTOWN POLICE DEPARTMENT
AMBER ALERT**

Citizens Observations and Intelligence/Information Reporting Worksheet

REPORT DATE and TIME:

DATE	TIME
------	------

REPORTED BY:

NAME:		ADDRESS:	
CITY	STATE:	HOME PHONE:	OTHER PHONE:

SUSPECT VEHICLE:

LICENSE:	STATE:	MAKE:	MODEL:	COLOR:	
PICKUP: Full Size <input type="checkbox"/>	Down Size <input type="checkbox"/>	Standard Cab <input type="checkbox"/>	Extended Cab <input type="checkbox"/>	Topper <input type="checkbox"/>	
PASSENGER CAR: 2dr <input type="checkbox"/>	4dr <input type="checkbox"/>	Full Size <input type="checkbox"/>	Mid Size <input type="checkbox"/>	Compact <input type="checkbox"/>	Station wagon <input type="checkbox"/>
UTILITY VEHICLE: Full Size <input type="checkbox"/>	Mid Size <input type="checkbox"/>	Small Size <input type="checkbox"/>	4dr <input type="checkbox"/>	2dr <input type="checkbox"/>	

(Pickups, full size is comparable to Chevrolet Silverado, Dodge Ram, Ford F150 etc; Down size is similar to S-10 style)

(Utility vehicles, full size would be like a Suburban, Mid size would be Tahoe, Explorer; Small size would be S10 style)

Time vehicle was last observed: _____ Last known direction of travel: _____

Additional Descriptive Information:

SUSPECT:

Name:	DOB:	Address:	City:	State:	
Sex: M <input type="checkbox"/> F <input type="checkbox"/>	Race:	Skin Color:	Approx. Age:	Approx. Height:	Approx. Weight:
Glasses:	Hair Color:	Hair Length:	Hair Style:		
Deformities, Scars, Marks, or Tattoos:					

Additional Physical Description:

Time suspect was last seen: _____ Last known direction of travel: _____

Coat or Jacket:	Shirt:	Pants:
Footwear:	Headwear:	Other garment:

Additional Clothing Description:

1. For additional suspects or vehicle description, use another form and attach to this one.
2. Enter suspects name, DOB, address, city, and state only if known.

**WATERTOWN POLICE DEPARTMENT
AMBER ALERT**

Citizens Observations and Intelligence/Information Reporting Worksheet

ADDITIONAL SUSPECT DATA:

Name:	DOB:	Address:	City:	State:	
Sex: M <input type="checkbox"/> F <input type="checkbox"/>	Race:	Skin Color:	Approx. Age:	Approx. Height:	Approx. Weight:
Glasses:	Hair Color:	Hair Length:	Hair Style:		
Deformities, Scars, Marks, or Tattoos:					

Additional Physical Description:

Time last seen: _____ Last known direction of travel: _____

Coat or Jacket:	Shirt:	Pants:
Footwear:	Headwear:	Other garment:

Additional Clothing Description:

1. For more than 2 suspects or vehicle descriptions, use another form and attach to this one.
2. Enter suspects name, DOB, address, city, and state only if known.

Detective Notification: Date: _____ Time: _____

Supervisor _____

Follow-up needed: [] Yes [] No

Urgent: [] Yes [] No

Follow-up assigned to: _____

Follow-up: Date: _____ Time: _____

Officer/Dispatcher Name: _____

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: October 18, 2013	Rescinds: Amends:	Number: B-171
Subject: Safety/Sobriety Checkpoints		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 3

This order consist of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1.Purpose

The purpose of this policy is to increase highway safety through the proactive process of establishing Safety Checkpoints and Sobriety Checkpoints to ensure that the vehicles and operators are in compliance with all Federal, State and Local regulations.

2.Policy

It is the policy of the Watertown Police Department to remove impaired drivers as well as unsafe vehicles from the streets of this city through proactive enforcement.

3.Definitions

- A. Impaired- having an illegal per se BAC or being under the influence of any legal or illegal substance which causes impairment.
- B. Safety Checkpoint- a temporary detention of a motorist for the purpose of recognizing vehicle equipment violations.
- C. Sobriety Checkpoint- a temporary detention of a motorist for the purpose of recognizing driver impairment.
- D. D.U.I Coordinator-Officer in charge of all D.U.I Enforcement and Educational Campaigns.

4.Procedures

A. Command and Control

The D.U.I Coordinator is responsible for the organization and control of all Sobriety Checkpoints initiated by the Watertown Police Department. The D.U.I Coordinator is responsible for Sobriety checkpoint manpower allocation, collection of statistical information, site selection and media announcements. The Shift supervisor is responsible for the management of all scheduled Sobriety Checkpoints in the absence of the D.U.I Coordinator.

B. Site Selection

In determining the location, organization, time and duration of such an operation, the safety of the public and of the officers involved shall be a primary consideration. Traffic control devices should be used as necessary. Interference with traffic occasioned by a safety checkpoint should be minimal. Targeting of a designated time and location for a Sobriety Checkpoint must be based upon data that justifies the site selection. The data includes; DUI or other alcohol related motor vehicle offenses, alcohol related crash statistics, and special events with a history of alcohol related motor vehicle incidents.

C. Stopping of Motorists

1. It is the general policy of the Watertown Police Department to check all vehicles through a safety/sobriety checkpoint, but if the traffic volume precludes stopping every vehicle, a non-discretionary system must be adopted (in advance) for stopping a workable subset of vehicles. This may include checking every other vehicle, every third vehicle, every fourth vehicle, etc.
2. If every vehicle is not to be stopped, the system used to determine which ones will be stopped must appear on the Safety/Sobriety Checkpoint Report form.

3. If intermittent traffic conditions cause the officers to deviate from the predetermined order of selecting motorists to stop (eg. If a traffic backup occurs) the reasons for the departure must be thoroughly documented.
4. If too much traffic develops at a checkpoint, causing a backup that cannot be easily alleviated, the officer in charge of the checkpoint may consider three (3) options:
 - A. They may allow all traffic through the checkpoint to relieve the congestion, and when safe to do so, may resume with the original plan for stopping vehicles.
 - B. They may adopt the next most feasible subset system. If, for example, every vehicle is being checked when a traffic backup occurs, the supervisor may direct the officers to check every second, third, fourth, etc., vehicle until the traffic backup is alleviated, at which time they would return to the original plan.
 - C. They may terminate the checkpoint.

D. Contact with Motorists

1. The use of sobriety checkpoints by uniformed patrol only or in conjunction with other law enforcement agencies is authorized and encouraged.
2. The drivers of all vehicles stopped will be professionally and courteously greeted by the officers at the sobriety checkpoint. The minimal intrusiveness of the checkpoint is important to maintain. Vehicles will only be held at the checkpoint long enough to greet the driver and determine if they have been consuming an intoxicating beverage. If not, the vehicle will be released from the checkpoint. Minor equipment violations such as lights, will be verbally conveyed to the driver before release.
3. The goal of the sobriety checkpoint is the detection of alcohol or drug impaired motor vehicle operators and other alcohol related offenses. Driver's license, registration, and other documents will not be requested unless the driver or occupants require further examination for an alcohol or other plain view criminal offense.
4. A safety checkpoint cannot be held for the primary purpose of obtaining an opportunity to observe the interior of a vehicle. However, during the normal course of a safety checkpoint, a plain view observation of the interior of a vehicle may present probable cause to support other law enforcement actions.
5. While operating a safety checkpoint, officers should not order or request a driver or occupant to exit a vehicle unless there is justification to do so, such as when there are facts leading the officers to suspect that the driver may be intoxicated, that a crime has or is about to be committed, that the person presents some danger to the officer or others, or that a pat-down search is justified for the safety of the officer.

E. Traffic Control Devices

Traffic control signs, amber and red flashing lights, traffic cones and flares will be utilized as per SDCL 32-33-12 to provide ample warning to the public near the site of the checkpoint. The requirements are as follows:

- A. The temporary road block must be established at a point on the highway clearly visible at a distance of not less than 100 yards in either direction.
- B. At a distance of not less than 100 yards from the point of the temporary roadblock, at least one flashing amber light shall be placed at the side of the roadway so as to be clearly visible to oncoming traffic. A sobriety checkpoint sign will also be displayed at this location.
- C. At the same point of the temporary roadblock, a flashing red light must be displayed. Said flashing red light may be one which is attached to a vehicle but in any event shall be clearly visible to the oncoming traffic at a distance not less than 100 yards.

F. Media Participation

1. The media may be invited to attend and view selected sobriety checkpoints at the discretion of the D.U.I Coordinator.
2. Non law enforcement personnel will be notified no earlier than 10 days before the checkpoint. The notification shall include the date and general location of the checkpoint.
3. The non law enforcement personnel attending the checkpoint will be notified of the exact location by the D.U.I Coordinator, no earlier than 3 hours prior to the commencement of the checkpoint.
4. At the scene of the checkpoint all non law enforcement personnel must observe the checkpoint from a location established in advance by the D.U.I Coordinator. All personnel will be provided a traffic safety vest. Failure or refusal to wear the safety vest will result in their dismissal from the checkpoint area. The non law enforcement personnel will park in a location determined by the D.U.I Coordinator.

5. No unauthorized personnel will be allowed into a patrol vehicle while sobriety tests are being administered, or when a citation is being issued.
6. The media will not be allowed to record, film or take pictures of any license plates of the vehicles passing through the checkpoint, or be allowed to record, film, or take pictures of the faces or identity of any person passing through the checkpoint. A release of liability and hold harmless agreement is required prior to filming.
7. No unauthorized personnel will be allowed to speak to or ask questions of any person passing through the checkpoint and not subject the motorists to unnecessary delays or intrusion.
8. Any media or non law enforcement personnel should be aware that they may be called as a witness in a criminal court proceeding for being present at the checkpoint, and the media may have their film or records subpoenaed into court as evidence.
9. The officer in charge of the checkpoint shall be responsible for determining a count of vehicles passing through the checkpoint, and for the number of arrests made, citations issued and preliminary breath tests administered. The count of vehicles may be obtained through either an actual count, or by estimating the average number of vehicles passing through the checkpoint for a specified period of time.
10. General information normally collected at a checkpoint will be available for public disclosure as soon as practical after the completion of the event. Usually this time frame will not exceed 48 hours from the conclusion of the event. Upon request, the information for public disclosure about the checkpoint may include any or all of the following: estimated vehicle count, duration of checkpoint, agencies involved, number of DUI and zero tolerance arrests.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



**Tim Toomey
Chief of Police**

Effective Date: January 1, 2013	Rescinds: Amends: B-130 (January 2009)	Number: B-172
Subject: Vehicle Search, Inventory, Towing and Impoundment		Re-evaluationDate: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 7

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures
5. References

1. PURPOSE

The purpose of this policy is to ensure Departmental uniformity when dealing with towing illegally parked, abandoned, evidentiary, recovered stolen vehicles, specified vehicles involved in traffic crashes, warrantless vehicle searches, and inventory searches.

2. POLICY

It is the policy of the Department to ensure that vehicles are towed and removed or impounded and searched in accordance with applicable laws and provisions of this procedure. No officer may tow any vehicle from either public or private property without good cause or reasonable suspicion. The necessity for towing, storing, or impounding a vehicle will be articulated in the officer's reports.

3. DEFINITIONS

- a. **ABANDONED VEHICLE** - any vehicle which does not have an identifiable or readily locatable owner and which has been abandoned on public property in a wrecked, inoperative, or partially dismantled condition or which has no apparent intrinsic value to the rightful owner.
- b. **OWNER** - registered owner or designee.

4. PROCEDURES

a. **Recovered Stolen Vehicles**

i. **Watertown Department Authority - (no arrest made)**

1. When a vehicle is reported stolen within the City limits and recovered within the City limits, police personnel will respond and process the vehicle for latent fingerprints and other relevant evidence. Photographs and/or video may also be utilized to document the interior and exterior of the vehicle. Obvious damage will be noted in reporting. No damaged property will be released without being photographed. Processing will include the recovery of any items left by the suspect(s) in the vehicle that were not there when it was reported stolen. The vehicle may be impounded through the use of a rotation towing service or released directly to the owner. A Recovered Stolen Vehicle form will be completed prior to release of the vehicle. Any towed vehicles will be taken by the wrecker to their facility unless an on duty shift supervisor authorizes the vehicle being impounded to a City owned facility.
2. When a vehicle is reported stolen within the City limits and recovered outside the City limits, a Watertown Police Officer will be assigned to complete a supplemental report, notify the owner, and make arrangements to return the vehicle. Police personnel may respond to process the vehicle if the vehicle is recovered within Codington County unless staffing is a problem and a response will be delayed. In the event staffing is a problem or there will be a significant delay responding and if the vehicle must be moved right away, officers from the recovering agency may be asked to process the vehicle. A Recovered Stolen Vehicle form should be completed prior to release of the vehicle. If a response is not possible or practical, the jurisdiction in which it was recovered may tow the vehicle or release the vehicle to the owner. A Watertown Police Officer will

be assigned to document the circumstances of the recovery and will coordinate with the recovering law enforcement agency. The Officer will note where the vehicle is located or being taken and its general condition. The case report number of the recovering Department and the names of any of its personnel and the respective actions taken by them will be documented. Communications personnel will remove the recovered vehicle from SDLETS/NCIC and complete appropriate logs. The Police Officer will note the computer removal of the vehicle in the report narrative and attach teletype copies of removal verification.

- ii. Watertown Police Department Authority and Response – (arrest made)
 1. When an arrest is made for a stolen vehicle that was originally reported to Watertown Police Department personnel, and the vehicle is recovered by this Department, the arrest, vehicle processing, towing and/or release of the vehicle to the owner on the scene, will be accomplished by Watertown Police Department personnel. If WPD personnel originally reported the case, a supplemental report will be prepared. The processing and/or recovery of the vehicle are the responsibility of the arresting Police Officer and On-duty Shift Supervisor.
 2. When an arrest is made for a stolen vehicle and the vehicle recovered was reported stolen by another law enforcement department, that particular department will be notified by the Communications Center via teletype, and be afforded a reasonable time frame to respond. The Watertown Police Department will handle the arrest, and if requested, will process the vehicle and arrange for the towing of the vehicle or release it to the owner. If requested by the other agency, the processing and/or recovery of the vehicle are the responsibility of the arresting Police Officer and On-duty Shift Supervisor.
- b. Forms and Notifications
 - i. When a vehicle is towed, impounded, and/or recovered within the City limits, the Police Officer will prepare an applicable Incident, Crash, Supplemental Report, or a Vehicle Impoundment and Inventory Report, and arrange for a rotation towing service to take charge of the vehicle. The Police Officer will also attempt to notify the owner of the recovery. Whenever the vehicle owner is not notified, or does not respond to the scene to take custody the vehicle, the Officer must note this in all reports made and the shift supervisor should be notified. Another officer will be assigned to continue attempts to notify the vehicle owner. If no contact is made with the vehicle owner after a reasonable amount of time, the Records Section will be asked to mail a letter to the owner by Certified Mail -Return Receipt requested and maintain documentation verifying this action was taken and who completed it.
 - ii. The Vehicle Impoundment and Inventory Report and any Notification Form Letter will be attached as enclosures in the vehicle recovery case report.
 - iii. The Officer will request the Communications Center to make the appropriate cancellations in State Radio/NCIC and cancellation of any BOLO teletypes associated with the recovery, towing, and/or impounding of any vehicle. Verification of these actions will be listed by the Police Officer in the narrative and appropriate copies of teletypes attached to the report. Communications Center staff will initiate a CAD entry (if not already done) or append to the existing CAD entry, a note that the state case and NCIC entry cancellation request was made.
 - iv. When the original case was initiated by any other law enforcement Department, the Police Officer will request that the Communications Center notify that department by teletype or telephone of the recovery. The responsibility for cancellation is with that original reporting department. Documentation verifying this notice and acknowledgement will be noted in the CAD entry and in the narrative and verifying teletypes attached to the report.
- c. Disposition of Property Found in Recovered Stolen Vehicle
 - i. Whenever evidence is located within the recovered stolen vehicle, the Police Officer will handle this as he/she would any other evidence, by photographing, preparing a Property Receipt, completing the Property/Evidence Log and placing the evidence in designated secure evidence storage area. The recovery and storage of the evidence will be noted on the incident or supplemental report.
 - ii. Vehicle License Tags
 1. Tags that are not registered to the recovered vehicle will be removed and placed in evidence.

2. For tags that are reported stolen by another department, the Police Officer will prepare a separate case report for the recovery and make the appropriate notifications. That department is responsible for the cancellation of entry in SDLETS/NCIC.
 3. Tags that are not registered to the recovered vehicle and are reported stolen by the WPD will be placed in evidence. The Police Officer will prepare a supplemental report to the case related to the stolen tag and make the appropriate notifications. The Communications Center will remove the tag entry from SDLETS/NCIC.
- d. Authority to Tow Vehicles - All vehicles towed will be entered into a Vehicle Tow Log maintained by the Communications Center. If the owner/driver of the vehicle is available, prior to towing, officers will ask the owner/driver of the vehicle if they prefer to have their vehicle left legally parked at the scene or released to a person of their choosing. Officers should insure that any person taking charge of a vehicle is sober. All vehicles will be towed to the wrecker's lot unless prior approval from an on duty shift supervisor is received to tow the vehicle to a City owned facility. Vehicles may be towed under the following circumstances:
- i. When any vehicle is left upon any bridge, causeway, or viaduct, where such vehicle constitutes an obstruction to traffic.
 - ii. When a vehicle upon a street is so disabled as to constitute an obstruction to traffic, or the person or persons in charge of the vehicle are by reason of physical injury incapacitated to such an extent as to be unable to provide for its safeguard, custody, and removal. The WPD officer will arrange for a tow service to remove the vehicle. The WPD officer will complete a Vehicle Impoundment and Inventory Report that includes the joint property inventory by the officer and/or tow truck driver. If the vehicle is released to the custody of the tow service, all personal property will remain in the vehicle and in the custody of the tow service. If the vehicle is towed to a City owned facility for storage you will need approval from an on duty shift supervisor. Items such as firearms, money, expensive jewelry, etc., will be placed in evidence for safekeeping. These items will be noted on a separate Property Receipt and logged in. This Department will safeguard personal property when the vehicle and the property remain in the possession or control of the WPD.
 - iii. When a vehicle is found being operated upon the streets and is not in proper or safe condition. This condition must present an immediate hazard to the safety of the driver, other motorists or pedestrians.
 - iv. When any vehicle is left unattended upon a street and is parked in such a manner as to constitute a definite hazard or obstruction to the normal movement of traffic.
 - v. When any vehicle is left unattended upon a street continuously for more than twenty-four (24) hours and may be presumed abandoned. Prior to towing, the Police Officer will conspicuously mark the tires of an abandoned vehicle. After 24 hours have passed, the Police Officer will complete and place an "Illegal Parking ticket" conspicuously on the vehicle noting the date, time, and location of the incident. After an additional 24 hours have passed since the vehicle was tagged, the Police Officer will make an attempt to contact the owner to remove the vehicle before actually towing. If the owner cannot be contacted, the Police Officer will have the vehicle removed by a rotation wrecker and taken to their facility. All actions will be documented on applicable departmental forms.
 - vi. When the driver of such vehicle is taken into custody by the police department and such vehicle would thereby be left unattended in an unsafe or illegally parked manner. All reasonable efforts to provide the vehicle driver with alternatives to impoundment have been unsuccessful or impractical due to time or staffing constraint.
 - vii. When such vehicle has been used in a criminal offense requiring the vehicle to be seized as evidence.
 - viii. Anytime a vehicle is to be searched with a search warrant or the owner's consent and must be moved to facilitate the search warrant needs or requirements. Vehicles may also be towed any time they must be processed for evidentiary reasons and weather or other circumstances prohibit proper processing on scene.
 - ix. When removal is necessary in the interest of public safety because of fire, flood, storm, or other emergency reason.
 - x. When a vehicle is parked/abandoned on private property, the Police Officer will:
 1. Respond to the location and ascertain that the location is private property and make contact with the owner/agent of the property.
 2. Check to verify that the vehicle is not reported stolen or wanted.

3. If there is a BOLO for the vehicle, then the Police Officer will notify the agency looking for the vehicle of its location and follow WPD policy.
 4. If the vehicle is not wanted by any law enforcement agency, the Police Officer should inform the owner/agent of the property that he/she may have the vehicle towed but they assume liability for the costs of removal, transportation, storage or damage caused by such removal.
- xi. Vehicles used to evade an officer that are located on public or private property not belonging to the registered owner of the vehicle, may also be impounded for further investigation.
 - xii. When a vehicle is abandoned on public property and before towing, the Police Officer will verify the following:
 1. That the vehicle is not reported stolen or wanted.
 2. That there is no BOLO for the vehicle; or,
 3. That the vehicle is impeding snow removal efforts; or,
 4. That the vehicle is impeding street department maintenance and the owner cannot be located; or
 5. That the vehicle is in violation of Watertown City Ordinances.
 - xiii. Towing vehicles for evidence:
 1. The On-duty Shift Supervisor will be notified and consulted prior to impoundment.
 2. When a vehicle is towed for evidentiary reasons or evidentiary processing reasons, the Police Officer will notify the On-duty Shift Supervisor, prepare the appropriate reports, and have vehicle removed to a secure facility for processing and storage unless directed otherwise by the On-duty Shift Supervisor. Officers should receive approval from an on duty shift supervisor before placement of a vehicle at a City owned facility. If owner cannot be contacted when vehicle is ready for release, the procedure set forth previously in Section 4, Subsection B, Subparagraph 1 above will be followed.
 3. Records Section personnel will be ultimately responsible for tracking vehicle impounds and ensuring owner notifications have been complied with. Records Section personnel will coordinate with impounding police officers/reviewing supervisors as necessary to properly dispose of impounded vehicles. Records Section personnel will audit Communications Center Tow Log entries for completeness and reconcile discrepancies.
 - xiv. Towing vehicle for a custodial arrest for violations of SDCL chapter 32 and violations of Watertown City Ordinances.
 1. The Police Officer making an arrest and impounding the vehicle will prepare a Case Report and a Vehicle Impoundment and Inventory Report. All pertinent facts and circumstances will be included in the narrative portion of the Case Report.
 2. The decision to tow a traffic violator's vehicle will be based on the present circumstances including whether or not the vehicle if left, will pose a hazard to traffic or pedestrians and whether or not the vehicle is safe to drive.
 3. Whenever the driver arrested is not the owner of the vehicle, a decision to tow the vehicle will be made after reasonable effort has been made to notify the owner in person or by phone, thereby giving the owner the opportunity to retrieve the vehicle or leave it lawfully parked on location. All actions taken will be noted in the narrative portion of the report.
 4. The owner of the vehicle may be afforded the opportunity to leave the vehicle where it is, provided it can be safely and legally parked on location. Vehicles will not be left on any private property without the permission of the property owner.
 5. Vehicles that are leaking fluids, wrecked as a result of an accident, or are in any way a danger to the public will be removed from the scene. Vehicles with minor damage as a result of an accident may be left legally parked on scene if in the judgment of the officer that it will not be abandoned or present an unsightly appearance.
 6. If the vehicle is removed and stored by a towing service, that towing service will be responsible for storage of the vehicle, safekeeping of any personal property, and releasing the vehicle to the proper owner.
 7. The responsibility for the date and time of the release are the towing companies, based upon their hours of operations for such transactions. The Police Officer

will not interfere with the normal business transaction of the towing company unless there is a need for the immediate release of the vehicle.

- xv. A hold on a towed and impounded vehicle may be placed after receiving the approval of the On-duty Shift Supervisor. Officers should receive approval from an on duty shift supervisor before placement of a hold vehicle at a City owned facility. Reason(s) for the hold will be entered on the towing portion of the Vehicle Impoundment and Inventory Report and in any applicable incident report. The hold release must be authorized by the impounding Officer or the Shift Supervisor that originally granted its approval unless exigent circumstances exist. A hold release will be documented on a supplemental narrative outlining the circumstances.
 - 1. Holds will only be granted for a reasonable amount of time to allow officers to conduct an investigation for crimes of hit and run, vehicular battery, vehicular homicide, or to finish processing the vehicle for evidence which cannot be reasonably accomplished at the scene.
 - 2. Vehicles involved in fatal accidents may also be held for a reasonable amount of time for investigatory purposes only.
 - xvi. Vehicles towed from the scene of a traffic crash at the request of the driver or owner of said vehicle, do not require the police officer to complete a Vehicle Impoundment and Inventory Report.
- e. Inventory Search of Vehicle
- i. Inventory Searches will not be used to circumvent the need to establish probable cause for conducting a search of a motor vehicle. Examination of the contents of a motor vehicle pursuant to a criminal investigation or with the intent of discovering evidence of a crime is a search requiring a warrant or exigent circumstances, not an administrative inventory.
 - ii. The purpose of an inventory search is to protect an owner's property while it is in Police custody, to insure against claims of lost, stolen, or vandalized property, and to protect the Police from danger.
 - iii. All vehicles impounded or seized by the Watertown Police Department must be inventoried. Inventory searches are conducted to preserve an accurate description and accounting of all items located within the vehicle. Whenever practical the property will remain with the vehicle. Any illegal weapons or contraband will be seized and placed into evidence. Items such as firearms, cash money, expensive jewelry, etc., will also be placed in evidence for safekeeping. These items will be noted on a Property Receipt and logged in. The reporting Officer will attach a copy of the property receipt to the Incident or Impoundment and Inventory Report. The list of property left in the vehicle or placed into safekeeping will be available for the Police Department or the vehicle's owner to confirm that all property within the vehicle is accounted for at the time of the impoundment or seizure and at the time of release. In the case of an arrest, a copy of the Property Receipt (if applicable) will be given to the arrestee. A copy of the Vehicle Impoundment and Inventory Report and Property Receipt (if applicable) will become an enclosure in the investigative report.
 - iv. Whenever possible, inventory searches will be conducted prior to the vehicle being removed from the scene. In the event that an inventory is not possible at the scene, the inventory search will be conducted immediately upon delivery of the vehicle to the impound location.
 - v. Inventory searches will be conducted as follows:
 - 1. A complete inspection of the vehicle to include the trunk and engine compartment will be initiated and all items located will be listed on a Watertown Police Department Vehicle Impoundment and Inventory Report.
 - 2. Officers will inspect a locked glove compartment and trunk during an inventory search if the keys are available.
 - 3. Inventory searches will include locked containers within the vehicle if they can be reasonably opened or unlocked. If it is necessary to force open a locked container, the shift supervisor will be consulted.
 - 4. Valuable property such as firearms, cash money, expensive jewelry, or other similar items will be placed in evidence for safekeeping.
 - 5. Whenever practical, items of minimal value should remain in the vehicle.
 - 6. Any contraband such as illegal firearms, weapons, and drugs or drug paraphernalia located during the inventory search will be seized and placed into evidence. The Police Officer seizing the items will complete property receipt(s)

and make appropriate notation in the Incident Report and Vehicle Impoundment and Inventory Report.

7. If at any time during an inventory search, an officer discovers the fruits of a crime, the inventory search should stop and an application for a search warrant will be made.
 8. Upon completion of an inventory search, the Police Officer will prepare the following documents:
 - a. Vehicle Impoundment and Inventory Report
 - b. Case Report
 - c. Complete Property/Evidence Log as appropriate
 - d. Arrest Reports and Narratives, if appropriate
 - e. Property Receipt as necessary
 9. A copy of the property receipt will be provided to the following:
 - a. Owner/operator of the vehicle.
 10. A copy of the Vehicle Impoundment and Inventory report will be provided to the following:
 - a. Communications Center.
 11. Original copies and documents will be submitted to Records Section after review.
- f. Search of Vehicles
- i. A Police Officer making a vehicle stop may request from the owner or operator of the vehicle, consent to search the vehicle. This consent may be obtained verbally or in writing using an appropriate form. Absent any articulable reason or reasonable suspicions, officers will not ask for consent to search. Officers conducting a consent search must allow any person who is present, and who possesses an equal right to the vehicle, the ability to revoke consent at any time. Consent searches should not be used as a pretext for merely looking to see what can be found.
 - ii. A Police Officer may search a vehicle for contraband and/or fruits of a crime upon development of probable cause if an exigent circumstance exists. For the purposes of this section, an exigent circumstance does exist if the vehicle is capable of being moved. Absent any exigent circumstance, a search warrant shall be requested.
 - iii. Following the lawful arrest of a subject from a vehicle or who has exited the vehicle just prior to arrest, officers may search the vehicle incident to arrest subject to the following limitations:
 1. The arrest must be lawful and must be a full-custodial arrest.
 2. The search must take place at the time of the arrest.
 3. A search incident to arrest may not take place once the arrestee is secured in handcuffs and secured in a law enforcement vehicle unless the officer has reasonable grounds to believe that the vehicle contains evidence of the particular crime for which the subject was arrested.
 4. The search incident to arrest is limited to the arrestee's immediate area of control (passenger compartment only) but is a thorough search.
 5. Unlocked containers within the vehicle may be searched irrespective of who the containers belong to.
 6. The person or other occupants may not be frisked or searched simply because another person in the vehicle has been arrested.
 - iv. A vehicle search may not be conducted as a result of a traffic citation alone.
 - v. However, no search may be made of the luggage compartment, incident to the same arrest, unless there is independent probable cause. If there is probable cause that the vehicle contains fruits or instrumentality of a crime or contraband, and there is an exigent circumstance, the entire vehicle, including the containers, may be searched. If probable cause is in doubt, the officer should consult with the On-duty Shift Supervisor. If necessary, the State Attorney may be consulted.
 - vi. The motor vehicle is an exception to the warrant requirements under certain probable cause cases, but locked compartments and boxes may need a warrant to search and seize evidence.
 - vii. A traffic stop absent any other reasonable suspicion is not a basis for a protective "frisk". However there are circumstances where Officers may conduct a protective "frisk" for weapons. To conduct a protective "frisk" for weapons, there must be some knowledge of fact(s) providing a reasonable suspicion of the presence of a weapon and/or dangerousness of the person to the officer's safety. Officers may conduct a weapons

sweep if there is reasonable belief that the person being cited presents a danger to the officer. During the weapons sweep, any contraband found in plain view may be seized.

5. REFERENCED DOCUMENTS

- a. Incident/Crash/Vehicle/Property/Supplemental Reports
- b. Returned Property Forms
- c. Notification Form letter
- d. Property Receipt
- e. Chapter 32, SDCL
- f. Watertown Municipal Ordinances

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: June 24, 2016	Rescinds: B-180 (Oct 2013) Amends:	Number: B-180
Subject: Unattended Death		Re-evaluation Date: July 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 10

POLICY

It is the policy of the Watertown Police Department to have all unattended deaths within city limits investigated by law enforcement officers to determine beyond any reasonable doubt the cause of the death to be either natural causes or suicide (accidental or criminal in nature).

Definitions:

Unattended death: Any death other than in a nursing home, medical care facility, or where a physician is not present.

Procedure a. Death by Apparent Natural Causes

1. Upon arrival at scene determine if death has occurred.
 - A. Paramedics will be called to the scene if there is any doubt that the person has expired.
2. Check the area in vicinity of body for anything suspicious.
 - A. Observe body for unusual or unnatural marks or bruises.
 - B. If anything is suspicious, officers should contact their supervisor.
3. Gather following information on natural cause deaths.
 - A. Name of victim.
 - B. Age – DOB.
 - C. Known medical problem – medical history.
 - D. When victim was last seen or talked to and by whom.
 - E. Prescription medications.
 - F. Personal physician.
4. Contacting Coroner.
 - A. He is to be notified of all unattended deaths.
 - B. If not available, make contact with those in following order until notification has been made.
 - a. Deputy Coroner.
 - b. States Attorney.
 - c. Deputy States Attorney.
5. All prescription medication of victim will be confiscated.
 - A. Medication will be placed into evidence lockers.
 - B. Medication can be destroyed after 60 days unless Coroner requests it held longer in evidence.
6. Contact of family members.
 - A. Information reference to victim should be gathered from family.
 - B. Contact funeral home if family requests it.
 - a. If no preference or contact with family, dispatch will contact funeral homes on a rotation basis.
 - C. If family is present, get the names and contact information of those left in charge of the victim's residence.
 - a. If no is family present, secure the residence before leaving, preferably in the presence of someone else, i.e. police officer or funeral chapel employee.
7. Officers should complete the Death Report form for all victims over age three and the Sudden Unexplained Infant Death Investigation form for victims under age three.

Procedure b. Violent Unattended or Suspicious Deaths

1. Secure the scene of occurrence as in any crime scene.

2. Notify Supervisor.
 - A. Supervisor can determine if additional assistance is needed.
 - a. Detectives.
 - b. Sheriff's Office.
 - c. DCI Office.

Procedure c. Media Press Releases

1. No information will be released regarding any death by anyone other than:
 - A. Chief
 - B. Chief's designee.
 - C. States Attorney's Office.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



**Tim Toomey
Chief of Police**

Effective Date: February 1, 2013	Rescinds: Amends: B-190 July, 2009	Number: B-190
Subject: Dealing With The Mentally Ill		Re-evaluationDate: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 3

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. PURPOSE

To provide officers with the essential tactical and processing skills necessary to effectively deal with persons of diminished capacities in a manner to provide the required professional assistance these persons need, to protect the community, to safeguard the officers involved in the encounter and to enhance the agency's risk management.

2. POLICY

Every community can expect it's officers to encounter persons of diminished capacities. This group of special needs persons presents officers with different and often complex issues. These types of persons, whether from intoxication, suicidal potentials, medical complications or mental illness, present officers with a wide range of behaviors usually different than those exhibited by other members of the community or persons involved in criminal activities. Persons of diminished capacities may display conduct that is bizarre, irrational, unpredictable, and threatening. They may not receive or comprehend commands or other forms of communication in the manner that the officer would expect. They often do not respond to authoritative persons or the display of force. It is the primary task of officers confronting these special needs persons to resolve the encounter in the safest manner. It is the officer's task to bring these types of persons to professional resources, when necessary. It is not the mission of the officer to diagnose the root cause for the person's behavior. Every officer can expect to encounter these types of special needs persons while performing their official duties. Officers are expected to control the incident. Proper tactical and intervention techniques can assist in resolving the immediate field implications of the encounter and hasten the intervention by professional resource persons.

3. DEFINITIONS

- a. **PERSONS OF DIMINISHED CAPACITY:** This refers to a segment of the community officers will be expected to deal with. It encompasses all persons encountered in the field who exhibit unusual behaviors commonly referred to as irrational, bizarre, unpredictable, or weird. These outward observable symptoms could be the result of intoxication, drug use, suicidal indications, mental illness, or medical complications.
- b. **MENTAL ILLNESS:** This policy does not require officers to make a diagnosis of whether the subject is mentally ill or what form of mental illness the subject may have but rather to use reasonable judgment to recognize behavior, which is outside the norm in which a person poses a danger to themselves or others.
- c. **MENTALLY ILL PERSON** means a person with substantially impaired capacity to use self-control, judgment, or discretion in the conduct of the person's affairs and social relations, associated with maladaptive behavior or recognized emotional symptoms where impaired capacity, maladaptive behavior, or emotional symptoms can be related to physiological, psychological or social factors.
- d. **PROFESSIONAL RESOURCES:** These sources are those available to the agency such as mental health professionals, emergency medical facilities, and detoxification centers.
- e. **VOLUNTARY AND INVOLUNTARY COMMITMENT:** These are the provisions within the State in which the agency can use for the civil commitment of persons requiring professional psychological intervention.

- f. PROSECUTION GUIDELINES: The ultimate mission of the agency is to encourage professional resource intervention for the person of diminished capacity. Physical arrest should be considered a last resort.

4. PROCEDURES

- a. Field control tactics: The ultimate mission of law enforcement when encountering a person of diminished capacity is to control the encounter and then determine the best course of action for the subject person. This field tactical response can be segmented into four (4) distinct tactical responses: Containment, Coordination, Communication, and Time.
- b. Containment: Before any reasonable control and defusing techniques can be used, the subject must be contained:
 - i. Two officers should be dispatched to an incident involving a person of diminished capacity. Should an officer find him/herself in a situation with such a person, the officer should request a back-up officer before attempting to intercede.
 - ii. Unless necessary responding officers should avoid the use of emergency lights and siren when responding to this type of call for service. Experience has demonstrated that this may agitate the response by the subject of the call or encounter.
 - iii. The officers should devise a plan that separates the subject from other civilians. This containment should respect the comfort zone of the subject in order to reduce any unnecessary agitation. Officers should convince the subject that they do not have to move. Officers should continuously evaluate this comfort zone and not compress it, unless necessary.
 - iv. It is important for officers to ensure that on-lookers and family members are not in a position to become involved either verbally or physically in the control methods.
 - v. Effective containment reduces the elements of agitation, such as large groupings of persons/officers/deputies, emergency vehicle equipment, loud police radio transmissions, and multiple persons directing communications to the subject. Containment is meant to reduce outside influences and sources of agitation.
 - vi. Officers should move slowly.
 - vii. Officers should utilize all available tactics to de-escalate the situation where possible, however if an officer is faced with a dynamic and violent situation which poses a threat to the officer or other persons present, then officers should utilize their law enforcement control tactics outlined under the "Response to Resistance" policy to gain control.
- c. Coordination: This is essential for control of the encounter and is the foundation for the development of an effective plan and use of personnel and resources:
 - i. One officer at the scene should be designated or assume the position of being the primary.
 - ii. A perimeter should be determined to ensure that outside persons and/or family members do not become involved.
 - iii. Officers shall limit observable indications of force.
 - iv. The primary officer should designate an officer to gather intelligence regarding the subject being encountered. This type of information can come from persons at the scene, neighbors and/or family. This information can become important in determining the further tactical approaches to the subject and the most appropriate form of referral.
 - v. The primary officer is responsible for determining what resources should be requested including additional police, specialized weapons, and professional resources and staged medical personnel.
 - vi. When warranted, the primary officer will designate the location for a command post and staging area. This should be out of sight of the location of the subject encounter.
- d. Communication with the person of diminished capacity should be planned and controlled:
 - i. Prior to engaging the subject in communication, the initial responder should await the arrival of a cover officer. When dealing with subjects armed with edged weapons officers should, where possible, maintain a zone of safety, which allows for reaction should the subject decide to attack.
 - ii. One officer should be designated as the command voice and other officers should refrain from becoming involved.
 - iii. Verbal communication should be non-threatening. Whenever possible, use open-ended questions designed to facilitate the subject's participation. If the subject does not respond, use other communication techniques. It may be necessary to change the person designated as the command voice and determine whether that might be beneficial.
 - iv. Sharp, authoritative commands should be avoided. Officers should use calming communicative attempts.

- v. It has been found that threats to arrest or use force are not productive when dealing with persons with diminished capacities. Reassure the subject that the police are there to help them.
 - vi. Be truthful at all times.
 - vii. Officers must constantly analyze what affect, if any, their efforts are having on the subject. It is essential to identify areas that appear to agitate the subject and that should be avoided.
 - viii. Normally, family members should not be used in an attempt to establish communications. This frequently exacerbates the situation.
- e. Time is the concept of elongating the encounter, rather than hastening it:
- i. History has shown that the longer the encounter is allowed to occur, the better the chance for a successful and safe resolution.
 - ii. Increasing the time of the encounter and using defusing techniques allows the subject to reflect upon his/her predicament.
 - iii. Creating time also allows the on scene units to be supported by the deployment of additional police/sheriff personnel, specialized equipment and medical support personnel.
 - iv. Time encourages the ability to communicate and create a relationship between the subject and the command voice.
- f. Commitment procedures: The primary purpose for police response to an incident involving a person of diminished capacities is to control the situation and ensure that the person receives the most appropriate form of professional resources.
- i. In determining, the most appropriate form of professional resource and referral officers should consider the information provided by professional resources persons and family members.
 - ii. It is important for the officers on the scene to determine what, if any, on-going threat potential the subject poses to him or herself, family, community and the officers. This threat potential may necessitate an involuntary commitment procedure rather than simply hand off the subject to the family for a voluntary commitment.
 - iii. Officers shall use the resources of local crisis intervention personnel (The Human Service Agency), if available, when making this commitment decision.
 - iv. Any officer who has reasonable grounds to believe that the individual is mentally ill and presents a danger or threat of danger to self, family or others if not restrained shall take the individual into custody and transport the individual without unnecessary delay the Codington County Detention Center and complete all necessary paperwork as to the behavior of the subject that led to the officer taking custody.
 - v. No officer shall place criminal charges against a person who is mentally ill and need of hospitalization to avoid transporting the person to an appropriate medical or psychiatric facility.
 - vi. Officers are required to prepare or assist in the preparation of all required reports. and completion of petition after apprehension. After a law enforcement officer or other designee transports an apprehended person to an appropriate regional facility, the law enforcement officer, a physician, or other person with personal knowledge of the relevant facts shall complete a petition.
- g. Use of restraints when dealing with persons of diminished capacities: These types of persons may present officers with conflicting considerations in determining the best means for restraint and transportation. The ultimate mission is to safeguard the interests of the subject and transporting officers. In some cases, an ambulance may be required.
- i. Officers may occasionally respond to a health care facility to assist medical staff in controlling uncooperative persons who need medical treatment. Prior to using any level of force to restrain or detain a person in this situation, an officer must determine whether or not the person is in need of emergency medical intervention. To make that determination, the officer should ask the medical staff if emergency medical intervention is necessary. If it is, than the force used to control the subject should be the least amount of force necessary to control the subject. If the medical staff says emergency medical intervention is not necessary, then the officer should not hold the person against his/her will.
- h. Reporting requirements: Officers shall prepare all required reports whether the subject of the call is arrested, committed, or released. This can provide valuable information for future contacts.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: February 1, 2013	Rescinds: B-200 July 2006 Amends:	Number: B-200
Subject: Alarm Response		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 4

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**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: October 18, 2013	Rescinds: B-201 (March 2005) Amends:	Number: B-201
Subject: Airport Security – Explosive Devices		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 4

This order consists of the following numbered sections:

1. Policy
2. Definitions
3. Procedure

1. POLICY

It is the policy of the Watertown Police Department to investigate the discovery of and any reports of suspicious packages, improvised explosive devices, bombs, or bomb threats at the Watertown Municipal Airport.

This policy will provide Watertown Police Officers with guidance during the discovery of and response to incidents concerning explosive devices and bombs at the Watertown Municipal Airport. WPD Officers should understand their role and responsibilities when an explosive device is reported or discovered at the WMA.

During passenger screening and preflight security operations at the WMA, members of the TSA or WPD may discover items that may be IEDs. Bomb threats to buildings or aircraft at the WMA may be received by telephone or other means. A passenger of an aircraft either on the grounds of the WMA or while in-flight to the WMA may declare that an explosive device has been placed on the aircraft. This policy sets forth WPD response to these incidents.

2. DEFINITIONS

- a. WMA: Watertown Municipal Airport
- b. WPD: Watertown Police Department
- c. IED: Improvised Explosive Device
- d. TSA: Transportation Security Administration.
- e. TSA FSD: Transportation Security Administration Federal Security Director
- f. LEO: Law Enforcement Officer

3. PROCEDURE

- a. Discovery of an IED During Passenger Screening.
 - i. Should TSA screeners discover an improvised explosive device during passenger screening, the LEO on duty will be summoned to assist.
 1. The TSA screener will advise the LEO of what has been found and the location of the device.
 2. Investigation and resolution of the matter will become the responsibility of the LEO and associated law enforcement agencies.
 - ii. Officers will debrief the person who discovered the device and attempt to discover:
 1. Who may have placed the device.
 2. Where the device is located.
 3. How it was discovered.
 4. When the device was discovered.
 5. Was a threat associated with the device.
 - iii. The LEO will attempt to identify the owner of the suspect device, or who may have planted the device, or had the opportunity to plant the device. All persons possibly associated with the baggage or article the device was discovered in will be detained for investigation. This will include:
 1. The person who was in possession of the baggage, article, or device when it was presented to TSA for screening.
 2. Anyone who may have been in contact with the baggage or article.

3. The owner of the baggage if different from the person presenting it for screening.
 - iv. WPD dispatch will be contacted and additional officers and a supervisor will be summoned for immediate assistance.
 - v. The Watertown Fire Department will be notified to respond in a standby status.
 - vi. All electronic communications near the device must be stopped immediately. Radio and cell phone transmissions will be prohibited within a 300-foot radius of the suspect device.
 - vii. The device will not be removed from the baggage or container it is located in.
 1. The device and its container will not be moved.
 - viii. The airport terminal will be evacuated and a secure perimeter of at least a 300-foot radius will be established around the terminal.
 1. No one except authorized emergency responders will be allowed within the 300-foot safety zone.
 2. Depending upon the size of the device, the safety radius may be enlarged.
 - ix. The suspect in possession of the device and the owner of the baggage (if applicable) will be detained and interviewed.
 1. The LEO will inquire about the device and ask the suspect to explain its function and purpose.
 2. If the suspected device is determined not to be an explosive device, the TSA Screening Supervisor, TSA-FSD in Sioux Falls, and the station manager for Mesaba Airlines will be notified and consulted for final disposition before the passenger is released by the LEO.
 3. If the device is determined to be an IED or cannot be satisfactorily explained or resolved leading to the conclusion it may be an IED the LEO should notify:
 - a. The FBI office in Aberdeen SD.
 - b. The South Dakota DCI bomb squad.
 - c. The office of the TSA-FSD in Sioux Falls.
 - x. Prior to the arrival of the FBI and DCI Bomb Squad, the LEO will attempt to gather information about the device including:
 1. Type of device.
 2. Size of device.
 3. When will it detonate.
 4. How it will detonate.
 5. Was any type of threat conveyed along with the discovery or notification of the device?
 6. The time the device was discovered.
 7. Names, addresses, phone numbers, dates of birth, and social security numbers should be obtained from all passengers and other persons who were in the terminal at the time of discovery.
 - xi. The DCI, FBI, and Chief of Police or his designee will make decisions regarding disarming or disposal of the device.
- b. Declaration by Passenger or Other Person of an Explosive Device Aboard a Commercial Aircraft.
- i. When a bomb threat is received concerning any commercial passenger carrying aircraft, the person receiving the information will get as much information as possible concerning the device including:
 1. Description.
 2. Type.
 3. Location.
 4. When in direct communication with the individual, an attempt should be made to establish the location of the device on the aircraft.
 5. Time of detonation of the device.
 6. Method of detonation of the device.
 7. Any other pertinent information.
 - ii. The LEO will gather the following information if possible:
 1. The flight number of the aircraft.
 2. The name of the person(s) making the report.
 3. The baggage tag number.
 4. When the device is set to detonate.
 5. Description of the device.
 6. Time of notification of the device.

- iii. The aircraft, if in flight or on a runway, should be directed to an isolated area of the airport. If the affected aircraft is on the ramp or at the passenger gate, it should be towed to an isolated area of the airport.
 - iv. WPD Communications will be immediately notified and additional officers and a supervisor will respond to the incident location.
 - v. The Watertown Fire Department will be notified to respond in a standby status.
 - vi. The plane should be isolated and a secure perimeter established to at least a 300-foot radius or more depending upon the size of the explosive device.
 - vii. If possible, the aircraft will be evacuated and all passengers and crew will be detained for interview by LEO investigators. Each person on the aircraft should be isolated from the others for security reasons and to insure the integrity of their statements.
 - viii. The following agencies will be notified:
 - 1. The FBI office in Aberdeen SD.
 - 2. The South Dakota DCI bomb squad.
 - 3. The office of the TSA-FSD in Sioux Falls.
 - 4. The FAA.
 - ix. If baggage is suspected, it will be inspected prior to being loaded aboard the aircraft.
 - 1. Baggage already aboard the aircraft will be removed and examined.
 - 2. The WPD will assist the airline in examination of the baggage.
 - 3. No baggage should be moved or inspected without assistance and guidance from the SD DCI bomb squad.
 - 4. If the baggage has not been loaded onto the aircraft and is still in the baggage holding area of the terminal, the terminal must be evacuated and a secure safety zone established.
 - 5. If the baggage is on the baggage cart and on the ramp, the aircraft should be moved, the baggage isolated, and the airport terminal evacuated if necessary.
 - x. Airline personnel familiar with their aircraft are responsible for the search of their aircraft.
 - 1. The WPD and SD DCI bomb squad will assist the search efforts.
 - xi. The DCI, FBI, and Chief of Police or his designee will make decisions regarding disarming or disposal of the device.
- c. Bomb Threat to Airport Buildings or Facilities.
- i. When a bomb threat is received concerning any building that is the property of the WMA, the person receiving the information will attempt to obtain the following:
 - 1. Location of device.
 - 2. Type of device.
 - 3. Description of device
 - 4. Method and time of detonation.
 - 5. Why device was placed.
 - 6. Time of notification of the device.
 - ii. The WMA Manager will make any evacuation decisions.
 - 1. WPD Officers will assist with the evacuation of the building or area.
 - 2. WPD Officers will establish a safe perimeter of at least a 300-foot radius around the building.
 - iii. The following agencies must be notified.
 - 1. Watertown Fire Department to be on alert and/or possibly be on standby status.
 - 2. SD DCI Bomb Squad for consultation and possible response.
 - 3. FBI Aberdeen Office for consultation and possible response.
 - iv. The WMA manager and/or WMA employees will be responsible for the search of all airport facilities.
 - 1. WPD Officers will assist in the search of the affected building or area.
 - v. If a suspicious device is located:
 - 1. Continue to insure a safe perimeter.
 - 2. The device will be left where it is found and will not be touched without permission or consultation with certified bomb technicians.
 - 3. All electronic communications including portable radio and cell phones will be halted within a 300-foot radius of the device.
 - vi. The DCI, FBI, and Chief of Police or his designee will make decisions regarding disarming or disposal of the device.

d. Incident Termination

- i. Notify all agencies involved and personnel the threat has been eliminated or determined to be an invalid or unfounded threat.
- ii. All officers involved in incident will file reports as to their actions and involvement.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: May 1, 2011	Rescinds: B-210 (March 2004) Amends:	Number: B-210
Subject: Hazardous Materials		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 3

This order consists of the following numbered sections:

1. Policy
2. Definitions
3. Procedures

1. POLICY

It is the policy of the Watertown Police Department to provide its personnel with training to help recognize and avoid potential hazardous materials. Police officers may be the first responders to an incident. As first responders at the awareness level, officers will be expected to recognize the presence of hazardous materials, protect themselves, call for trained personnel, and secure the area. This could be hazardous materials in a factory setting, transportations accidents resulting in roadway or railway spills, clandestine drug labs, possible terrorist action, and any other situations where dangerous, hazardous substances may be located or have caused a contaminated environment.

2. DEFINITIONS

- a. Clandestine Labs: An illicit operation consisting of a sufficient combination of apparatus and chemicals that either has been or could be used in the manufacture or synthesis of controlled substances. The definition specifically excludes lsd, water, or other dosage unit producing operations, heroin, or cocaine, (cutting mill), dilution operation, and "crack"/cocaine freebase operations, each of which is a unique and significant law enforcement problem, but not a clandestine lab for the purpose of this definition.

3. PROCEDURES

- a. Seizing and Processing of Clandestine Labs
 - i. Seizing and processing clandestine labs by their nature poses many and varied hazards for officers. In addition to the usual hazards faced by law enforcement officers, those involved in handling these labs also face the possibility of exposure to very hazardous materials. To minimize these risks, seizing and processing of these labs shall be done in accordance with safety procedures and only by qualified personnel.
 - ii. Unless emergency conditions exist, the Chief of Police and the Assistant Chief of Police will be advised prior to any raid on a suspected clandestine lab. In their absence, the next in the chain of command shall be notified.
 - iii. When developing a raid safety plan for the seizure of a suspected lab, an investigator will take into account the department policy regarding tactical operations and include additional consideration regarding emergency medical units, fire department, other law enforcement agencies and qualified personnel for the handling of these potentially dangerous materials.
 - iv. The processing of a seized clandestine lab site will be conducted by qualified personnel to insure the proper collection and handling of any evidentiary material and dangerous waste materials.
 - v. All hazardous materials seized by qualified personnel will be disposed of in accordance with state and federal law.
 - vi. Training with Fire Department Hazardous Materials personnel is highly advised as these people deal with dangerous chemicals, explosions, and fires. They are available to assist in decontamination of persons if necessary.
 - vii. A clandestine lab operations team exists on the state level. This department will attempt to have a member of the Watertown Police Department as part of this team. This team can be activated for search warrants and drug investigating purposes. The team is not a decontamination unit.
- b. Hazardous Spills

- i. Watertown Police Department personnel are responsible to investigate accidents pertaining to roadways, railways, factory settings, and other contaminations resulting from hazardous materials discharges.
 - ii. Survey the incident from a safe location (upwind, uphill, or upstream) to obtain information for emergency responders. Information to be gathered should include:
 1. Product name – identity.
 2. Labels, place cards, other markings.
 3. Container shapes.
 4. Volume of spill.
 - iii. Communications will notify the shift supervisor, emergency management, and fire department hazardous waste team. The following information should be gathered and provided to emergency management and fire department:
 1. Location of incident.
 - a. Indoors.
 - b. Outdoors.
 2. Type of incident.
 - a. Fire.
 - b. Spill.
 - c. Chemical exposure.
 - d. Biological agent.
 3. Materials or chemicals involved.
 4. Any person(s) exposed or injured.
 5. Environment affected.
 - a. Air.
 - b. Land.
 - c. Water.
 - d. Building.
 6. Action being taken.
 - iv. Collect NCIC hazardous materials information from Mobile Data Computer or from Communications Center.
 - v. Initiate appropriate protective and safety actions.
 1. Isolate and secure the area to provide for safety of persons not involved with the decontamination efforts.
 - vi. Assume command of scene until relieved by a designated incident commander.
 1. Establish a command post near to scene of incident. Command post should be at a safe distance upwind, uphill, or upstream from incident.
- c. Police Response to Terrorist Acts
- i. Terrorist actions will be impacted more with public health authorities. Police response will be in a supporting role with reference to a biological agent incident or chemical weapons.
 1. Initial response of police.
 - a. Be aware of possible secondary devices to prevent additional casualties.
 - b. Initiate personal decontamination procedure if you believe you have become contaminated.
 - i. Withdraw from area where contamination occurred.
 - ii. If contamination is visible, scrape off with knife, stick, etc.
 - iii. Soak up agent with detergents, flour, dirt, etc.
 - iv. After removing from skin remove clothing.
 - v. Chemical removal, use bleach and soapy water.
 - c. Be aware of victims. Contain them in area to avoid further contamination. Maintain inner and outer perimeter of crime scene protocol.
 - d. Maintain clear routes for emergency vehicles and personnel.
 2. Hazardous materials are used as chemical weapons and police response to a chemical warfare weapon will be as noted in procedure b.
 3. Biological agents such as bacterial, viral, rickettsiae, and toxins are the most likely forms of biological weapons of mass destruction to be used in a terrorist action. These are used to infect persons by the following processes:
 - a. Inhalation.
 - b. Eye or skin contact.
 - c. Ingestion.

- d. Injection.
 - e. Vector (insect bites).
- d. Protect the Incident Scene
 - i. Any hazardous materials incident should be considered as a crime scene and evidence should be preserved whether accidental or intentional. Preservation of scene may assist in developing safeguards to prevent future problems. Identify negligent or guilty parties for aid in prosecuting in court.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: December 15, 2011	Rescinds: Amends: May 1, 2011	Number: B – 211
Subject: Field Reporting Procedures		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 3

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. PURPOSE

This procedure establishes guidelines primarily for operational personnel (i.e. officers, detectives, and reserves) to follow when completing departmental written reports. The purpose of this general order is to standardize the report writing methods and reporting requirements of the Watertown Police Department.

2. POLICY

It is the policy of the Watertown Police Department to standardize the method under which the operational elements of this department work. Such standardization will result in an organization, which is both effective and efficient.

3. DEFINITIONS

- a. **REPORT MANAGEMENT SYSTEM** - The computerized software system utilized by the Watertown Police Department to create, process, manage, and store written reports. Such written reports are originally created in the field by officer.
- b. **REPORT NUMBER** - A sequential number predicated by the year, which is issued by the Watertown Police Department Communication Center or Records Division to identify and track calls for service.
- c. **SUPPLEMENTAL REPORT:** Any law enforcement event that is recorded in a written form, normally computerized, with an accompanying case number. Supplemental reports are supporting documents to a written report of the same case number.
- d. **WRITTEN REPORT** - Any law enforcement event that is recorded in a written form normally computerized, with an accompanying case report number.

4. PROCEDURES

- a. **Specific Criteria for the Creation of Written Reports**
 - i. **Section 1: Synopsis:** A brief description of the incident approximately three to five sentences in length.
 1. The synopsis will include the following:
 - a. How you came upon the event
 - b. What was discovered in your investigation
 - c. Disposition of case
 - ii. **Section 2: Narrative**
 1. The report will be written in the first person.
 2. The first sentence in the report must establish date, time (military), complete venue of crime/incident, and the officer writing the report.
 - a. Example: "On 01/01/99, at approximately 2300 hrs., I Officer Smith responded to 123 America St., Watertown, Codington County, SD, in response to a burglary complaint."
 3. The complete names, with gender identifiers, of all victims, witnesses, and suspects will be initially used to identify the participants in the crime/incident (see example #1). Subsequent name referrals in the same report need only include the last name, unless involved persons have the same last name. In that case, first and last names are to be used (see examples # 2 and #3).
 - a. Example #1 Mr. John Smith
 - b. Example #2: Smith
 - c. Example #3: John Smith, Joseph Smith

4. The narrative section should be written in chronological order to the writer.
 5. The narrative should answer the questions: Who, What, When, Where, Why and How.
- iii. Section 3: Disposition
 1. Will be written in narrative form, explaining what happens with the case and suspect (if applicable).
 - a. Example #1: “The suspect was arrested for burglary and grand theft. The suspect was transported to the Codington County Detention Center and released to the jailers on duty (need first and last names of the jailers). The case is referred to the State Attorney’s Office.”
 - b. Example #2: “This case is pending and referred to the Detective Division for further investigation”
 - c. Example #3: “This case is pending and referred to the State Attorney’s Office with the arrest of James Jones, DOB 10-20-67, for the crime of Burglary and Grand Theft.”
 - d. Example #4: “This case is referred to this officer for further investigation”
 2. In the case of death investigation reports, this section will contain the disposition of the decedent’s body
 - a. Example: “The decedent’s body was released to the Funeral Home, 3321 Smith St., Watertown, SD., on the authority of the Coroner.”
 - b. Incidents Requiring a Written Report
 - i. Animal Bite
 - ii. Any Injury resulting from physical resistance to:
 1. An arrest by officer or
 2. Lawful detainment by a civilian
 - iii. Felony
 - iv. Fraud with monetary loss
 - v. Impersonation / Identity Theft
 - vi. Incidents involving NCIC/FCIC entries.
 - vii. Officer Firing a Weapon, excluding training and for the purpose of killing a deer, skunk or other animal in compliance with Sections 6 and 8 in WPD G.O. C-100 Response to Resistance. The officer will complete a “Weapons-Discharge” CAD entry through dispatch detailing the circumstances surrounding the incident.
 - viii. Pursuit
 - ix. Assault
 - x. Stalking
 - xi. Theft
 - xii. Unattended Death
 - xiii. Use of Force (See C-100 for requirements)
 - xiv. Vandalism
 - xv. Welfare checks as needed
 - xvi. All other reported crimes
 - c. Incidents requiring a written report upon an arrest/citation
 - i. All signed complaints
 - ii. All Class 1 misdemeanors
 - iii. All non-traffic class 2 misdemeanors
 - iv. Protective custody for alcohol or mental health
 - d. Report Approval Process
 - i. Supervisory review is a function of the first line supervisor and is intended to ensure that the assignment has been satisfactorily completed and reported consistent with this general order. The report approval process within the report management system will adhere to the following guidelines.
 1. Police Training Officer
 - a. Approve/Disapprove assigned trainee’s
 2. Corporals
 - a. Approve/Disapprove/Archive any report
 3. Sergeants
 - a. Approve/Disapprove/Archive any report.
 4. Captains and above
 - a. Approve/Disapprove/Archive any report.

- ii. All written reports, supplemental reports and other investigation reports and enclosures will be turned in at the end of the officer's shift unless specific approval is obtained from the shift supervisor. Absolutely no such documents will be held or not completed by the officer without such approval.
 - iii. Initial reports generated by detectives will be turned in within five (5) working days of the case initiation.
- e. Report Routing Procedures
 - i. One or more of the above designated supervisors will Approval/Disapprove the report.
 - ii. Approved reports will be forwarded to records for archiving into the records management system.
- f. Sworn Affidavits/Departmental Forms
 - i. Victim, witness, and suspect statement should be obtained and used to support investigations conducted by the Watertown Police Department.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: May 1, 2011	Rescinds: Amends:	Number: B-212
Subject: Special Purpose Vehicles		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 2

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedure
 - A. Vehicle Usage Objectives
 - B. Instructions, Conditions, and Usage of the Vehicle
 - C. Authorization for Use of the Vehicle
 - D. Qualifications and Training to Operate the Vehicle
 - E. Person or Position Responsible for Maintenance of the Vehicle
 - F. Authorized Equipment Stored in the Vehicle

1. **PURPOSE**

The purpose of this procedure is to establish guidelines for the operation of special purpose vehicles, belonging to the Watertown Police Department.

2. **POLICY**

It is the policy of the Watertown Police Department that all special purpose vehicles used in support of the law enforcement operation, be operated by qualified individuals within the scope of usage and duties for the vehicle, and that these vehicle will be maintained in a state of operational readiness at all times.

3. **DEFINITIONS**

SPECIAL PURPOSE VEHICLE – A vehicle used because of consideration of weather, terrain, or the need for inconspicuous appearance, quietness, storage requirements, special operational needs, and etc.

4. **PROCEDURES**

- A. Vehicle Usage Objectives:
 1. To be used in incidents that require the type of maneuverability that special purpose vehicles offer
 2. Search and Rescue
 3. Off Road Surveillance
 4. General Patrol
- B. Instructions, Conditions, and Usage of the Vehicle
 1. All operators must be trained in the operation of the special purpose vehicle.
 2. Special purpose vehicles will be operated at all times in a prudent and safe manner and in compliance with the training provided by the instructor.
 3. All operators must follow all laws and policies.
- C. Authorization for Use of the Vehicle
 1. Supervisors can authorize the use of the special purpose vehicles in situations, which require the need for such vehicles.
- D. Qualifications and Training to Operate the Vehicle
 1. A special purpose vehicle instructor who is appointed by the Watertown Police Department Chief of Police will conduct all training prior to usage.
 2. The Captain of the Administrative Division will keep all records.
 3. All operators must be approved operators by the Training Unit.
- E. Person or Position Responsible for Maintenance of the Vehicle
 1. Assigned operator of each special purpose vehicle is responsible for the safety check-out of the vehicle per manufacture requirements, prior to tour of duty.
 2. Any safety or maintenance issues will be called to the shift supervisor's attention immediately.
 3. Maintenance and repairs will be conducted only by authorized designees.

F. Authorized Equipment Stored in the Vehicle

1. All equipment on special purpose vehicle is portable – i.e. Pack-sets, etc.
2. Check inventory prior to tour of duty.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: October 18, 2013	Rescinds: Amends:	Number: B-213
Subject: Special Purpose Vehicles, Patrol Bicycle		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 2

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedure
 - A. Vehicle Usage Objectives
 - B. Instructions, Conditions, and Usage of the Vehicle
 - C. Authorization for Use of the Vehicle
 - D. Qualifications and Training to Operate the Vehicle
 - E. Person or Position Responsible for Maintenance of the Vehicle
 - F. Authorized Equipment Stored in the Vehicle

1. PURPOSE

The purpose of this procedure is to establish guidelines for the operation of the patrol bike, belonging to the Watertown Police Department.

2. POLICY

It is the policy of the Watertown Police Department, that all special purpose vehicles used in support of the law enforcement operation, be operated by qualified individuals within the scope of usage and duties for the vehicle, and that these vehicle will be maintained in a state of operational readiness at all times.

3. DEFINITIONS

SPECIAL PURPOSE VEHICLE – A vehicle used because of consideration of weather, terrain. Or the need for inconspicuous appearance, quietness, storage requirements, special operational needs, and etc.

4. PROCEDURES

A. Vehicle Usage Objectives:

The bicycle is especially effective in many hazardous and non traditional areas. With the flexibility afforded by the bicycle, officers can move quickly, quietly and with little planning. Bicycles can be carried over obstacles, ridden through mud and sand, used as a defensive barrier and can maneuver quickly and quietly through congested areas. The bicycle can be used in situations traditionally reserved for motorcycles, horses and specialized crowd control units. Bicycle patrol officers can maneuver quickly and quietly in large crowds without unnerving people by their presence.

B. Instructions, Conditions, and Usage of the Vehicle

1. Officers assigned to ride bicycles shall be properly trained, equipped and proficient in law enforcement bicycle tactics. In addition, Officers will be trained in the safe use and care of the department bicycle. The bicycle will be used in areas that are conducive to the bicycles unique properties. Parades, crowd control and other related events are some examples of the bicycle utilization.

C. Authorization for Use of the Vehicle

1. Supervisors will have the authority to determine when bicycle utilization is authorized. Only Officers specifically trained in the operation and utilization of the bicycle will be authorized for bicycle assignment.

D. Qualifications and Training to Operate the Vehicle

1. Officers shall complete the department's approved training course prior to assuming bicycle patrol duties. The department bicycle training class is two (2) hours in duration comprising of both classroom and field instruction. The Officers will also continue training every two (2) years for a one-hour proficiency course.

E. Person or Position Responsible for Maintenance of the Vehicle

1. Officers using bicycle shall complete a daily inspection assuring that the bicycle is clean, safe and in good working order. Any damage or inoperable conditions shall be reported to the supervisor in charge or the supervisor of the unit. The Unit supervisor will then authorize the repair and/or maintenance required for the operation of the bicycle.

- F. Authorized Equipment Stored in the Vehicle
Bicycles will be equipped with the following accessories.
1. Carry Rack
 2. Gear Box to be mounted on the Rear Rack
 3. Lights, both rear and front for night riding
 4. Water bottle cage.
 5. Any other equipment authorized by the Unit's Supervisor.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: November 1, 2020	Rescinds: Amends: B-214 (March 2019)	Number: B-214
Subject: Computer Usage, Terms & Conditions		Re-evaluationDate: November 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 2

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedures

1. PURPOSE

In order to ensure proper usage of the computers being used by Watertown Police Department (WPD) employees, as well as any agency/department and their personnel affiliated with or having entered into an agreement with the Watertown Police Department permitting usage of Mobile Data Computers, this order will define guidelines for proper operation, maintenance and possible punitive consequences regarding damage and use of hardware, software, and network operations.

2. POLICY

It is the policy of the Watertown Police Department that all users of a WPD computer, whether issued for individual use or used in a car, must sign a Computer Usage Terms and Conditions agreement prior to utilizing such equipment.

3. PROCEDURES

a. WPD Computers, e-mail, and internet usage

- i. The Watertown Police Department supplies computers and related equipment, e-mail, and internet access to employees to enhance the productivity, efficiency, and effectiveness of WPD operations. It is a condition of employment that all current employees who have access to WPDs computers and related systems comply with the following requirements:

1. All WPD computers, including laptop/notebook computers, and related equipment should be used for WPD-related purposes professionally and courteously. Any use of a WPD computer for personal purposes, including sending and receiving e-mails and internet access, shall be limited, brief, and infrequent provided that the use does not directly or indirectly interfere with WPD computer systems or services, burden the WPD with additional cost, interfere with other WPD computer users employment or other obligations to the WPD, or reflect negatively on the city or its employees.
2. All files, including e-mails, are property of the WPD and are subject to audit and review even if sent as authorized incidental personal use of the computer. There is no expectation of personal privacy. WPD computers and related equipment/systems are the sole and exclusive property of the WPD and may be monitored when the WPD deems it necessary to do so.
3. WPD e-mail users should use care when sending e-mail messages from WPD supplied e-mail addresses. Messages should be professional.
4. Individuals should not have any expectation of privacy regarding websites accessed through the WPD's computers and network systems. The WPD will monitor individual internet access as needed.
5. Employees are strictly accountable for the use of their personal password as it provides an audit trail for system activity.
6. Employees shall use a strong password to gain access to the WPD's computer network.
7. Hardware or software requested by an employee may only be installed, changed, removed, or added by authorized personnel.
8. If a user leaves their computer unattended while there is an unsecured civilian non-user in the patrol car or office, the computer's keyboard must be locked.
9. The following are restricted activities under this policy:

- a. The WPD prohibits unauthorized copying, transfer, or reproduction of WPD owned software. Loading of privately owned software, or non-WPD software, must be approved in advance by authorized personnel.
- b. Employees shall not access, take, copy, or send data or files that disclose sensitive, personal, confidential, or proprietary information without appropriate authorization.
- c. Employees shall not attempt to decode system or user passwords; or read, delete, copy or modify data without appropriate authorization; or attempt to gain unauthorized access to any department equipment, computers, or technology system.
- d. Employees shall not share passwords with anyone. All passwords are to be treated as confidential WPD information. However, if you need to share a password to accomplish a work-related task, you shall change your password afterward.
- e. Employees shall not use WPD computers and related equipment, WPD e-mail, or internet access to create, send, forward, reply to, transmit, store, display, copy, download, read, or print inappropriate material. This includes, but is not limited to, material that is: unlawful or illegal; obscene or pornographic; defamatory; threatening; offensive; or violates the WPDs discrimination or harassment policies. If an employee inadvertently goes to an inappropriate website, that employee shall inform his/her supervisor of the incident.
- f. Employees shall not access computers, devices, software, or systems for which they have not received authorization or the required training. This is to include accessing files without authorization.

b. Security

- i. Security within the confines of computers is the highest priority in the WPD. Any actions which may compromise this security by a user will cause account termination and equipment recall. Examples of security breaches include but are not limited to the following:
 1. Sharing your account with another person
 2. Using another users account
 3. Leaving your computer unattended and unsecured while operational under your account
 4. Releasing another user's account information
 5. All data accessed by your account is logged by the WPD. Protect yourself by not allowing your computer to be active when you are not around and keep your account and password secret.

c. Indemnity

- i. Users specifically agree to indemnify and hold harmless the WPD for any criminal or civil litigation, which may arise from the misuse of the data obtained by the user. Any information accessed by the user, whether legal or illegal, is at the sole discretion of the user.

d. Exception of Terms and Conditions

- i. All terms and conditions, as stated in this document, are applicable to the WPD and all subscribers. These terms and conditions reflect the entire agreement of the parties and supersede all prior oral or written agreements and understandings of the parties. These terms and conditions will be governed and interpreted in accordance with the laws of the State of South Dakota.

WATERTOWN POLICE DEPARTMENT
WATERTOWN, SOUTH DAKOTA
Computer Usage Terms and Conditions

Employee: _____ ID#: _____
(Print Name)

Department: _____

Division: _____

I, _____, the above-named employee hereby acknowledge that I have been provided a true and complete copy of Watertown Police Department Policy "B-214 Computer Usage, Terms & Conditions". I further acknowledge that I have read Policy B-214 in its entirety, understand each and every provision contained therein, and agree to be bound according to its terms.

Employee Signature: _____

Witness Signature: _____

Witness Name (Please Print): _____

Date Signed: _____

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: April 4, 2024	Rescinds: Amends:	Number: B-220
Subject: Automated License Plate Readers (ALPR)		Re-evaluation Date: AprilAuto 2026
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 4

This order consists of the following numbered sections:

4. Purpose
5. Policy
3. Definitions
4. Procedures

5. PURPOSE

The purpose of this policy is to provide guidance for the capture, storage, and use of digital data obtained using Automated License Plate Reader (ALPR) technology.

6. POLICY

The policy of this agency is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public. All data and images gathered by the ALPR are for the official use of this agency. Because such data may contain confidential information, it is not open to public review.

The WPD cameras do not record speed or utilize facial recognition. The data is never sold or shared with third parties, and is deleted automatically after 30 days on a rolling basis to protect citizens' privacy.

The ALPR technology, allows for the automated detection of license plates along with the vehicle make, model, color and unique identifiers through the agency's ALPR system. The technology is used to convert data associated with vehicle license plates and vehicle descriptions for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction, stolen property recovery and active criminal investigations.

7. DEFINITIONS

- a. Automated License Plate Reader (ALPR): A device that uses cameras and computer technology to compare digital images to lists of known information of interest.
- b. ALPR Operator: Trained agency members who may utilize ALPR system/equipment. ALPR operators may be assigned to any position within the agency, and the ALPR Administrator may order the deployment of the ALPR systems for use in various efforts.
- c. ALPR Administrator: The Chief of Police or his designee, serves as the ALPR Administrator for the agency.
- d. Hot List: A list of license plates associated with vehicles of interest compiled from one or more data bases including, but not limited to, NCIC, , Local BOLO's, etc.
- e. Vehicles of Interest: Including, but not limited to vehicles which are reported as stolen; display stolen license plates or tags; vehicles linked to missing and/or wanted persons and vehicles flagged by the South Dakota Division of Motor Vehicles or law enforcement agencies.
- f. Detection: Data obtained by an ALPR of an image (such as a license plate) within public view that was read by the device, including potential images (such as the plate and description of vehicle on which it was displayed), and information regarding the location of the ALPR system at the time of the ALPR's read.
- g. Hit: Alert from the ALPR system that a scanned license plate number may be in the National Crime Information Center (NCIC) or other law enforcement database for a specific reason including, but not limited to, being related to a stolen car, wanted person, missing person, domestic violation protective order or terrorist-related activity.

8. PROCEDURES

- a. Only properly trained sworn officers, and police dispatchers are allowed access to the ALPR system or to collect ALPR information. No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
- b. To ensure proper operation and facilitate oversight of the ALPR system, all users will be required to have individual credentials for access and use of the systems and/or data, which can be fully audited.
- c. Department members shall not use or allow others to use the equipment or database records for any unauthorized purpose.
- d. ALPR Administrator shall monitor to ensure the security of the information and compliance with applicable privacy laws.
- e. An ALPR shall only be used for official law enforcement business.
- f. An ALPR may be used in conjunction with any routine patrol operation or criminal investigation; reasonable suspicion or probable cause is not required before using an ALPR.
- g. Partial license plates and unique vehicle descriptions reported during major crimes should be entered into the ALPR system to identify suspect vehicles.
- h. If practicable, the officer should verify an ALPR before taking enforcement action that is based solely on an ALPR alert. Once an alert is received, the operator should confirm that the observed license plate from the system matches the license plate of the observed vehicle before any law enforcement action is taken because of an ALPR alert, the alert will be verified through an inquiry via MDT or through Dispatch. Officers will not take any police action that restricts the freedom of any individual based solely on an ALPR alert unless it has been validated. Because the ALPR alert may relate to a vehicle and may not relate to the person operating the vehicle, officers are reminded that they need to have reasonable suspicion and/or probable cause to make an enforcement stop of any vehicle. (For example, if a vehicle is entered into the system because of its association with a wanted individual, officers should attempt to visually match the driver to the description of the wanted subject prior to making the stop or should have another legal basis for making the stop).
- i. Hot lists shall be obtained or compiled from sources consistent with the purposes of the ALPR system set forth in this policy. Occasionally, there may be errors in the ALPR system's read of a license plate. Therefore, an alert alone should not be a basis for police action (other than following the vehicle of interest). Prior to initiation of a stop of a vehicle or other intervention based on an alert, officers shall undertake the following
 - i. An officer must receive confirmation, from Communications Center or other department computer device, that the license plate is still stolen, wanted, or otherwise of interest before proceeding (absent exigent circumstances).
 - ii. Officers shall visually verify that the license plate of interest matches identically with the image of the license plate number captured (read) by the ALPR, including both the alphanumeric characters of the license plate, state of issue, and vehicle descriptors before proceeding. Officers alerted to the fact that an observed motor vehicle's license plate is entered as a Hot Plate (hit) in a specific BOLO (be on the lookout) list are required to make a reasonable effort to confirm that a wanted person is in the vehicle and/or that a reasonable basis exists before an officer would have a lawful basis to stop the vehicle.
 - iii. Officers will clear all stops from hot list alerts by indicating the positive ALPR Hit, i.e., with an arrest or other enforcement action.
 - iv. General Hot Lists will be automatically downloaded into the ALPR system a minimum of once a day with the most current data overwriting the old data.
 - v. All entries and updates of specific Hot Lists within the ALPR system will be documented by the requesting department member within the appropriate general offense report. As such, specific Hot Lists shall be approved by the ALPR Administrators or designee before initial entry within the ALPR system.
- j. All Hot Plates and suspect information entered the ALPR system will contain the following information at a minimum:
 - vi. Entering department member's name.
 - vii. Related case number.
 - viii. Short synopsis describing the nature of the originating call
- k. Patrol Officers - Patrol Officers shall be responsible for monitoring ALPR cameras on their assigned beat. Upon receipt of an ALPR notification, on duty personnel will respond to the area of the capture and look for the suspect vehicle. If the vehicle is located, proper traffic stop procedures shall be followed based upon the type of hit, officer observations and other factors present. The first officer identifying the wanted vehicle should wait for appropriate back-up before initiating a traffic stop or engaging the vehicle.
- l. Investigative Personnel

- ix. Investigative personnel shall utilize ALPR data to assist in the identification of suspects involved in criminal activity.
- x. Investigative personnel shall have search access enabling them to search the database for vehicles and/or persons of interest.
- xi. When Investigative personnel utilize ALPR data to assist in identification of a suspect or vehicle linked to criminal activity, the ALPR data shall be downloaded from the system and attached to the investigative report as evidence.
- m. ALPR Uses - The ALPR system, and all data collected, is the property of the agency. Trained agency personnel may only access and use the ALPR system for official and legitimate law enforcement purposes consistent with this policy. The following uses of the ALPR system are specifically prohibited:
 - xii. Invasion of Privacy: Except when done pursuant to a court order such as a search warrant, it is a violation of this policy to utilize the ALPR to record license plates except those of vehicles that are exposed to public view (e.g., vehicles on a public road or street, or that are on private property but whose license plate(s) are visible from a public road, street, or a place to which members of the public have access, such as the parking lot of a shop or other business establishment).
 - xiii. Harassment or Intimidation: It is a violation of this policy to use the ALPR system to harass and/or intimidate any individual or group.
 - xiv. Use Based on a Protected Characteristic: It is a violation of this policy to use the ALPR system or associated scan files or hot lists solely because of a person's, or group's race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, or other classification protected by law.
 - xv. Personal Use: It is a violation of this policy to use the ALPR system or associated scan files or hot lists for any personal purpose.
 - xvi. First Amendment Rights: It is a violation of this policy to use the ALPR system or associated scan files or hot lists for the purpose or known effect of infringing upon First Amendment rights.
 - xvii. Anyone who engages in an impermissible use of the ALPR system or associated scan files, or hot lists may be subject to disciplinary action.
- n. Data Collection and Retention:
 - xviii. The administrator is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with agency procedures.
 - xix. All ALPR data downloaded to the server should be stored for no longer than thirty (30) days and in accordance with the established South Dakota Records Retention laws. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and logged into evidence in accordance with agency policy.
 - xx. Information gathered or collected, and records retained by the ALPR system will not be sold, accessed, or used for any purpose other than legitimate law enforcement or public safety purposes.
- o. Accountability and Safeguards - All data will be closely safeguarded and protected by both procedural and technological means. The agency will observe the following safeguards regarding access to and use of stored data:
 - xxi. All non-law enforcement requests for access to stored ALPR data shall be processed in accordance with applicable law.
 - xxii. All ALPR data downloaded to a mobile device, computer or MDT shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, and time.
 - xxiii. Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relates to a specific criminal investigation or department-related civil or administrative action.
 - xxiv. ALPR data may be released to other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes.
 - xxv. Every ALPR Detection Browsing Inquiry must be documented by either the associated agency case number or incident number, and/or a reason for the inquiry.
- p. ALPR Data Detection Browsing Audits
 - xxvi. It is the responsibility of the Chief of Police's designee to ensure that an audit is conducted of ALPR detection browsing inquiries at least once per month. The agency

will audit a sampling of the ALPR system utilization from the prior period to verify proper use in accordance with the above authorized uses. The audit shall randomly select at least 10 detection browsing inquiries conducted by agency employees during the preceding period and determine if each inquiry meets the requirements established in policy this policy.

- xxvii. The audit shall be documented in the form of an internal agency memorandum directed to the Chief of Police. The memorandum shall include any data errors found so that such errors can be corrected. After review by the Chief of Police or designee, the memorandum and any associated documentation shall be filed and retained in agency records.
- q. Releasing ALPR Data
 - xxviii. The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law. The agency makes a written request for the ALPR data that includes:
 - i. The name of the agency;
 - ii. The name of the person requesting;
 - iii. The intended purpose of obtaining the information.
 - xxix. The request is reviewed by the Chief of Police designee and approved before the request is fulfilled.
 - xxx. The approved request is retained on file. Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will not be processed.

Section C:

Force

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: February 19 th , 2024	Rescinds: Amends: C-100 (Jan 1, 2018)	Number: C-100
Subject: Response To Resistance		Re-evaluation Date: February 2028
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 7

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedure
5. Duty to Intervene
6. Reporting Response to Resistance:

1. PURPOSE:

- a. The purpose of this policy is to direct officers in the appropriate use of force.

2. POLICY:

- a. It is the policy of this law enforcement agency to value and preserve human life. Officers shall use only the force that is objectively reasonable to effectively bring an incident under control, while protecting the safety of the officer and others. Officers shall use force only when no reasonably effective alternative appears to exist and shall use only the level of force which a reasonably prudent officer would use under the same or similar circumstances.

3. DEFINITIONS:

- a. Active Aggression: Behavior that creates an imminent risk of physical injury to a subject, officer, or third party, but would not lead a reasonable officer to perceive a risk of death or serious bodily injury. Examples include but are not limited to an attack on an officer consisting of strikes, wrestling, undirected strikes with injury potential, kicks, shoves, or punches. Examples may also include words or behavior such as pre-assault cues that clearly indicate that such an attack or actions are imminent.
- b. Active Resistance: Affirmative steps taken by an individual to defeat an officer's ability to arrest or control them.
- c. Chokehold: This means applying any direct pressure to the throat, windpipe, or airway of another with the intent to reduce or prevent the intake of air. "Chokehold" does not include any holding involving contact with the neck that is not intended to reduce the intake of air.
- d. Deadly Force: Force which creates a substantial likelihood of death or serious bodily harm.
- e. De-escalation. Force can often be avoided through the use of de-escalation techniques and other non-dynamic law-enforcement tools such as police presence, containment, and communication. When feasible, officers will use de-escalation and other techniques to reduce the immediacy of threats to peoples' safety and stabilize incidents. Whenever possible, officers will seek to slow things down. Not every situation or subject can be de-escalated. Conversely, officer behavior can escalate a situation. Officers should not intentionally escalate situations unnecessarily.
- f. Duty of Care: Officers have an affirmative duty to care for persons in their custody. Officers and supervisors are responsible for providing or obtaining appropriate medical attention to any person in their custody who is injured or complains of injury. This pertains to whether injuries preceded custody, occurred during apprehension, or were sustained during custody. Additionally, officers have an affirmative duty to provide or obtain medical attention for members of the public who are injured as a result of police involved actions.
- g. Electronic Control Device: Tasers (Electronic Control Weapons) that disrupt the central nervous system of the body.
- h. Excessive Force: Force that is not objectively reasonable from the perspective of a reasonable officer in the same circumstances. Excessive force will not be tolerated.
- i. Immediate: Means, that the officer is faced with an instantaneous, or presently occurring threat of serious bodily harm or death.

- j. Imminent: Has a broader meaning than immediate or instantaneous, the concept of imminent should be understood to be elastic, involving an ongoing period of time depending on the circumstances rather than a moment in time under the definition of immediate.
- k. Intervene: To come between, whether verbally or physically, so as to prevent or alter a result or course of events.
- l. Less Lethal Impact Munitions: Munitions that are fired, launched, or otherwise propelled with the purpose of compliance, overcoming resistance, or preventing serious injury, without a significant likelihood of causing death. Examples of less-lethal impact projectiles include beanbags, launchable foam or rubber batons, rubber pellets, etc.
- m. Neck Restraint: A method of rendering a person unconscious by restricting the flow of blood to the brain by compressing the sides of the neck where the carotid arteries are located.
- n. Non-Deadly Force: All uses of force other than those that are likely to cause serious bodily harm or death.
- o. Objectively Reasonable: The amount of force that would be used by other reasonable and well-trained officers when faced with the circumstances that the officer using the force is presented.
- p. Passive Resistance: A subject who takes no affirmative action to defeat the member's ability to make an arrest but who does not respond to verbal commands and presents a refusal to move by sitting down or acting as dead weight.
- q. Positional Asphyxia. Officers restraining a subject should be cognizant of and avoid positional asphyxia. This agency prohibits prolonged face-down prone restraint.
- r. Reasonable Belief: Reasonable belief means that the person concerned, acting as a reasonable person believes that the prescribed facts exist.
- s. Serious Bodily Harm: (18 U.S.C. § 1365 (h) (3)): The term "serious bodily injury" means bodily injury which involves
 - i. a substantial risk of death;
 - ii. extreme physical pain;
 - iii. protracted and obvious disfigurement; or
 - iv. protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

4. PROCEDURE:

- a. In determining the appropriate level of force officers should apply the levels of force under the agency's trained use of force options along with the following three factor test:
 - i. How serious is the offense the officer suspects at the time the particular force is used?
 - ii. What is the physical threat to the officer or others?
 - iii. Is the subject actively resisting or attempting to evade arrest by flight?
- b. South Dakota statutory law provides:
 - i. To use, attempt, or offer to use force or violence upon or toward the person of another is not unlawful when necessarily committed by a public officer in the performance of any legal duty or by any other person assisting him or acting by his direction.
 - ii. Under the South Dakota statutory authority, the force used by a police officer is unlawful when it becomes greater than necessary to carry out his duties.
 - iii. An arrest is made by an actual or attempted restraint of the person arrested or by his submission to the custody of the person making the arrest. No person shall subject an arrested person to more physical restraint than is reasonably necessary to effect the arrest. Any person making an arrest may take from the arrested person all dangerous weapons and property as defined by state law, which the arrested person may have about his person.
 - iv. To use or attempt to use or offer to use force or violence upon or toward the person of another is not unlawful if necessarily committed by any person in arresting someone who has committed any felony or in delivering that person to a public officer competent to receive him or her in custody.
- c. Force Options: Officers have several force options that will be dictated by the actions of the suspect upon the appearance of the police officer. Officers may be limited in their options due to the circumstances and actions of the subject. For example, an officer who immediately observes a subject with a firearm unjustifiably threatening another may immediately respond with deadly force without considering other force options.
 - i. Command Presence: Visual appearance of the officer where it is obvious to the subject due to the officer's uniform or identification that the officer has the authority of law.
 - ii. Verbal Commands: Words spoken by the officer directing the subject as to the officer's expectations.
 - iii. Soft Empty Hand Control: Officer's use of hands on the subject to direct the subject's movement; Techniques that have a low potential of injury to the subject.

- iv. Chemical Spray: Where the subject exhibits some level of active resistance/active aggression, officers may use chemical spray to temporarily incapacitate the subject.
- v. Electronic Control Devices: Where the subject exhibits some level of active resistance/active aggression an officer may use an electronic control device to temporarily incapacitate the subject.
- vi. Hard Hand Control: Punches and other physical strikes, including knees, kicks, and elbow strikes that have the possibility of creating mental stunning and/or motor dysfunction.
- vii. Impact Weapons and Munitions: Batons, ASP/Expandable Baton, and impact munitions may be utilized in cases where the officers believe the use of these weapons would be reasonable to bring the event under control. Examples would be where other options have been utilized and failed or where based on the officer's perception at the time, the other options would not be successful in bringing the event to a successful conclusion.
- viii. Deadly Force: Force that creates a substantial likelihood of death or serious bodily harm.
- d. Deadly Force: The use of deadly force is objectively reasonable when:
 - i. The officer is faced with an immediate threat of serious bodily harm or death to him/herself, or some other person who is present, or;
 - ii. To prevent the escape of an individual in cases where the officer has probable cause to believe that the subject has committed a violent felony involving the infliction or threatened infliction of serious bodily harm or death AND by the subject's escape, they pose an imminent threat of serious bodily harm or death to another.
 - iii. Officers should warn the subject prior to using deadly force where feasible.
- e. Once the subject's active resistance has ceased and control has been gained an officer is no longer authorized to use force. Officers should immediately provide any necessary medical assistance to the subject to the degree to which they are trained and provide emergency medical response where needed.
- f. Discharge of Firearms Restrictions:
 - i. Warning Shots are prohibited
 - ii. Discharge of firearms is prohibited when the officer is presented with an unreasonable risk to innocent third parties.
 - iii. When a moving vehicle is involved, the use of deadly force by discharging a firearm is dangerous, can be ineffective, and should not occur when there is an unreasonable risk to the safety of persons other than the subject. Whenever possible, officers should avoid stepping in front of a moving vehicle or placing themselves in a position where the use of deadly force is the only alternative.
 - iv. Even when deadly force is justified, firearms shall not be discharged at a vehicle unless:
 - 1. The officer has a reasonable belief that an occupant of the vehicle poses an immediate threat of death or serious physical injury to the officer or another person, or
 - 2. The officer has a reasonable belief that an occupant is using the vehicle in a manner that poses an immediate threat of death or serious physical injury to the officer or another person, and there is no avenue of escape.
- g. Chokeholds & Neck Restraints: An officer shall not use a chokehold in the performance of his or her duties, unless deadly force is justified.
 - i. In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers shall not use a chokehold, neck restraint, or any lesser contact with the throat or neck area of another in order to prevent the destruction of evidence by ingestion.
 - ii. Officers shall not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted for the purpose of seizing evidence.
 - iii. Render Medical Aid: Officers restraining a subject should be cognizant of and avoid positional asphyxia. This agency prohibits prolonged face-down prone restraint.
 - iv. As soon as the subject stops resisting and is handcuffed and/or under control, monitor the person's vital signs closely. Take the following steps:
 - 1. Roll the person onto his or her side, or into a sitting position
 - 2. Monitor breathing
 - 3. Check the pulse at the wrist
 - 4. Check the person's facial skin color (a gray or blue tint is a sign of severe medical distress)
 - 5. Determine if the person is functionally conscious (e.g., the person can exhibit voluntary movement, has the ability to converse, is aware of place/date/time)

6. If the person has difficulty breathing, is not at a functional level of consciousness, exhibits symptoms of medical distress, or if you have any doubt regarding the person's medical condition, request an emergency medic response and administer appropriate first aid.
 7. If the person is being lodged at a correctional facility or taken to a medical facility, advise them if the person was rendered unconscious or subjected to a chokehold during restraint.
- h. Less-Lethal Weapons/Tactics: Prior to deployment of any less-lethal weapon, officers must be trained and certified in the proper use of the weapon from both the technical and legal aspects. All deployments must be consistent with agency use of force training and policy.
- i. Chemical Spray:
 1. All authorized officers will carry only departmental-issued chemical spray canisters.
 2. Chemical Spray shall not be deployed as a compliance technique for a person who is passively or verbally non-compliant. Active resistance/active aggression shall be required.
 3. Chemical Spray shall never be used as a punitive measure.
 4. Officers should never spray from a pressurized can directly into a subject's eyes from a close distance due to the potential for eye injury as a result of the pressurized stream. Officers should never spray directly into a subject's eyes from closer than three feet or the distance recommended by the manufacturer of the spray (whichever is longer) unless deadly force would be justified.
 5. Officers shall consider alternatives to chemical spray when attempting to control a subject in a crowded-enclosed area due to the innocent over-spray that may cause the onset of panic.
 6. Officers shall consider alternatives to chemical spray when the event is inside a building, particularly where the building has a closed-ventilation system due to the potential impact on innocent persons who may have to be evacuated (temporarily) from the locations.
 7. Once control is gained, officers should immediately provide for the decontamination of the subject.
 8. If the person shows any signs of physical distress or does not recover in a reasonable amount of time, officers should immediately direct an emergency medical response and render first-aid at the degree for which they are trained.
 9. Following Discharge
 - a. The suspect should be handcuffed as soon as possible.
 - b. The suspect should be observed for any indications of medical problems and should receive medical attention if warranted:
 - i. Difficulty breathing
 - ii. Gagging
 - iii. Profuse sweating
 - iv. Loss of consciousness, Etc.
 - c. Suspects who have been sprayed or exposed should be rinsed with water over the sprayed area upon arrival at the detention center. Contaminated clothing and contacts, if used, should be removed.
 - d. The on-duty Supervisor shall be notified as soon as possible after deploying a chemical spray.
 - ii. Electronic Control Devices:
 1. All uniformed officers who are performing any type of enforcement operation will carry an ECD on-duty unless given prior approval by the Chief of Police or his designee.
 2. Inspection of the ECD:
 - a. Prior to each shift, all officers shall conduct a spark test to ensure the ECD functions properly. All officers shall also check the ECDs battery level. The battery shall never be below 20%.
 - b. In the event of an ECD malfunction, the officer shall notify his/her supervisor immediately.
 3. An electronic control device as a force option is the same level of force as chemical spray.
 4. Electronic Control Device must be worn on the weak-side in either a weak-hand draw or cross-draw position.

5. Electronic Control Device deployment shall not be considered for the passively resistant subject. Active resistance/active aggression shall be required.
6. Flight from an officer, standing alone, is not a justification for the use of an electronic control device. Officers should consider the nature of the offense suspected, the level of suspicion with respect to the person fleeing, and the risk of danger to others if the person is not apprehended immediately.
7. Officers must be trained concerning the ability of electrical charges to act as an ignition for combustible materials. (Note: Officers have been seriously injured and or killed after deploying an Electronic Control Device in the presence of open natural gas during a suicidal person call)
8. Multiple Electronic Control Device deployments against an individual may increase the likelihood of serious injury where the individual is suffering from other symptoms such as cocaine intoxication. Policy and training should encourage officers to minimize the successive number of discharges against an individual where possible.
9. The agency recognizes however, particularly where backup officers are unavailable, that multiple applications may be necessary to gain or maintain control of a combative individual.
10. No more than one officer should deploy an electronic control device against a single individual at the same time.
11. A contributing factor to serious injury or death is the level of a subject's exhaustion. Studies recommend that when an officer believes that control of a subject will be necessary and met with resistance, deployment of the Electronic Control Device should be considered early on in the event so that the person has not reached a level of exhaustion prior to the Electronic Control Device's use.
12. The preferred targeting is the center mass of the subject's back, however it is recognized that it is not always possible to get behind the subject.
13. Where back-targeting is not possible, frontal targeting should be lower center mass, and intentional deployments to the chest shall be avoided where possible.
14. Officers shall make all reasonable efforts to avoid striking persons in the head, neck, eyes, or genitals.
15. Officers are prohibited from using the device as a punitive measure.
16. Electronic Control Devices shall not be used against a person who is in physical control of a vehicle in motion unless deadly force would be justified based on an existing imminent threat.
17. A warning prior to discharge is preferred but not always necessary for this type of force to be considered reasonable, model policies as well as courts have noted that giving a subject, who is assaultive toward the officer, a warning may enhance the danger to the officer and the subject by giving the subject time to avoid the deployment. See: *Draper v. Reynolds*, 369 F.3d 1270 (11th Cir. 2004).
18. Officers shall make all efforts to warn other officers that a deployment is about to occur.
19. The device shall never be used on a handcuffed person to force compliance unless the subject poses a violent threat to the officer through physical conduct and cannot otherwise be controlled.
20. Officers should consider the location and environment of the subject. i.e. Is the subject at the top of a stairwell such that when incapacitated by the Electronic Control Device-they fall down the stairs causing a collateral injury. Officers shall avoid using an Electronic Control Device in cases where the subject is elevated i.e. roof, fire escape, tree, bridge, stairwell, etc. such that a secondary impact may cause serious injury or death.
21. Officers should be aware that a subject's heavy clothing may impact the effectiveness of the electronic control device.
22. Officers should consider whether the subject has been exposed to combustible elements that may be on their person such as gasoline. The use of an Electronic Control Device on such persons may cause an ignition and fire.
23. Officers should consider the particular subject and any vulnerabilities they may have such as: a person who is small in stature or very frail will be more dramatically impacted; some agencies have been criticized as well as sued for use on pregnant women, the very young, and the elderly.

24. Alternative tactics shall be utilized where the officer has prior information that the subject suffers from a disability, which would increase the danger to that person by using the Electronic Control Device. i.e. A person at the scene tells an officer that the subject has a heart condition.
25. The ECD can be deployed on aggressive animals.
26. Every ECD trigger pull or five (5) seconds of discharge must be justified under the specific circumstances of the incident.
27. In addition to the initial discharge being justified, each subsequent discharge (whether by firing a second set of probes, or by re-energizing the probes, or by drive stun) against the same suspect must also be justified under the specific circumstances.
28. Due to significant safety risks, officers should avoid extended or prolonged exposures of over fifteen (15) seconds.
29. Post Deployment Procedures/Removing the Probes:
 - a. The targeted subject should be restrained during the deployment or as soon as possible following the deployment of the ECD.
 - b. Officer(s) shall then determine whether the subject needs medical attention.
 - c. The on-duty Supervisor shall be notified as soon as possible after deploying an ECD.
 - d. Once the subject has been secured in handcuffs, the officer(s) shall evaluate the subject to determine if the probes have penetrated the skin. An officer may remove the probes if they have not penetrated a sensitive area (head/neck/groin/breast). Only trained medical personnel shall remove probe(s) from sensitive areas.
 - e. If possible, photographs shall be taken of the affected area. These photographs shall be attached to the officer's incident report.
 - f. Subsequent to any deployment of an ECD, officers should collect the smart cartridge, wire leads and darts and place them into evidence.
 - g. Following the incident, a supervisor or ECD instructor shall download the data from the ECD for documentation purposes. Once the data has been downloaded, the supervisor/ECD instructor shall install a new smart cartridge and reissue the ECD to the deploying officer.
 - h. All persons who have been the subject of an Electronic Control Device deployment shall be cleared medically and monitored for a period of time with a focus on symptoms of physical distress. Any person, who appears to be having any form of physical distress following the deployment of an ECD, shall be transported to a medical facility for a medical examination. It should be noted that studies indicate that persons who suffer from excited delirium may not be immediately impacted and the onset of difficulty may occur a period of time after the police control event.
30. Mandatory Medical Clearance at Hospital:
 - a. Persons struck in a sensitive area-eyes, head, genitals, female breasts.
 - b. Where the probes have penetrated the skin and EMS cannot safely remove darts in accordance with this policy.
 - c. Persons who do not appear to have fully recovered after a short period of time (Model Policies use a ten-minute time limit however officers who observe unusual physical distress should immediately call for medical assistance and should not wait the ten-minute recovery period recommended by some of the model policies.
 - d. A person who has been subjected to a Taser deployment for more than 15 seconds through either extended deployment(s) or multiple deployments shall be evaluated by medically trained personnel, EMS or, in their absence, at the hospital.
 - e. Persons who fall into one of the vulnerable classes such as juveniles, pregnant women, persons who are small in stature, persons whom officers become aware have a pre-existing medical condition that increases the danger and the elderly.
 - f. Subjects who request medical assistance.
31. Documentation:

- a. All deployments of an Electronic Control Device shall be documented including those cases where a subject complies once threatened with such a device. By documenting the non-discharge uses, an agency establishes officer judgment and control as well as the deterrent effect of this tool.
 - b. Photographs of the affected area, shall be taken following the removal of darts from the subject to document any injury. Where the push-stun method has been used, photographs are extremely important due to the increased potential for this method to cause scarring.
 - c. Darts/Cartridges shall be properly stored and maintained as evidence following a discharge. The probes/ smart cartridge will be treated as a biohazard.
 - d. The incident report should include the smart cartridge's serial number.
 - e. Officers who become involved in an incident that requires any reportable force option are required to immediately notify their supervisor. The involved officer will provide a detailed documentation of the use of force utilized in the official police report prepared for the incident involved.
 - f. A Response to Resistance form shall be prepared by a supervisor whenever an officer of this agency utilizes reportable force, as described in the definition of this policy, in the performance of their duties.
 - g. Where there is any indication of lasting injury, a claim, or a complaint, internal data from the device shall be maintained. All ECD units will be audited monthly to ensure that all deployment/activations have been reported as required.
 - h. All uses of the ECD will be reviewed by the Patrol Division Captain to ensure all policies and procedures are followed.
- iii. Less Lethal Impact Munitions
1. Munitions
 - a. The 12-gauge drag stabilized beanbag round is a translucent 12 gauge shell that travels at a velocity of approximately 280 feet per second.
 - b. Any other less-lethal extended range impact munitions authorized by the department.
 - c. Prior to deployment of any less-lethal weapon, officers must be trained and certified in the proper use of the weapon from both the technical and legal aspects. All deployments must be consistent with departmental use of force training and policy.
 2. Target Areas
 - a. The Less-Lethal Extended Range Projectiles will be fired at suspect target areas based on circumstances, range to the target, and level of force authorized.
 - b. The recommended firing distances and target points on the human body for the 12-gauge drag stabilized round are as follows:
 - i. *Note – if the officer or public is at immediate risk and deadly force is authorized, intentionally shooting the suspect in the neck, head (which is considered deadly force), or any other place on the body would be authorized.
 - ii. 0-10 feet do not fire (See *Note Above).
 - iii. 10-30 feet exercise caution and target only the lower extremities such as the buttocks, thighs, knees, and shins, or the arms and upper shoulder area only if the suspect's lower extremities are behind cover. (See *Note Above)
 - iv. 30-60 feet shoot at the upper abdomen or lower extremities such as the buttocks, thighs, knees, and shins, or the arms and upper should area only if the suspect's lower extremities are behind cover. (See *Note Above)
 - v. Beyond 60 feet (20 yards), energy or accuracy may not be sufficient for deployment.
 3. Deployment Techniques
 - a. The approved and specially marked with blaze orange stock and forearm, and the less-lethal shotgun will be carried with four less-lethal

drag stabilized beanbag rounds in the magazine and four rounds in the attached carrier. The shotgun will be stored in a “cruiser ready” configuration. The approved shotgun will be packed in a black foam-lined case in the trunk of the patrol vehicle.

- b. The approved shotgun will be checked by a supervisor or armorer periodically or after deployment to ensure only less-lethal munitions are loaded in the weapon and are available for reloading.
- c. When an officer determines a situation warrants the use of the less-lethal extended range impact projectile option, they will request one or more assisting officers to deploy the less-lethal shotgun. At the same time, they maintain surveillance and/or cover over the suspect.
 - i. Lethal cover shall always be used on suspects brandishing a firearm, edged weapon, or an impact weapon.
 - ii. Before deploying a less-lethal round, the officer should consider the following: Distance to the suspect (energy accuracy), available target areas, clothing, bystanders, and backstop.
 - iii. Statistics show suspects are rarely incapacitated by one impact from an extended range projectile. Most deployments may take more than one shot placed on a suspect to incapacitate them.
 - iv. The covering officer shall assess the status of the suspect after each shot is delivered and will direct the apprehension (handcuffing and searching) of the suspect upon incapacitation or compliance. Under no circumstances will less-lethal weapons be left unsecured during apprehension.

4. Handling of Injured Subjects

- a. Subjects that are struck with less-lethal extended range impact rounds shall be transported to a medical facility for examination.

5. Reporting

- a. Whenever an officer uses less-lethal extended range munitions on a suspect, a detailed report will be completed. The report should specify the action taken and be submitted to the officer’s supervisor. It should be forwarded through the chain of command for review.
- b. Reports will include comments regarding the inspection of the less-lethal weapons.

6. Training

- a. Training in the use of less-lethal extended range munitions will consist of the approved department program.

iv. Impact Weapons: Batons, ASP/Expandable Baton

- a. Impact weapons may be utilized in cases where the officers believe the use of these weapons would be reasonable to bring the event under control.
- b. Examples would be where other options have been utilized and failed or where based on the officer’s perception at the time, the other options would not be successful in bringing the event to a successful conclusion.
- c. Officers shall not intentionally strike a person in the head with an impact weapon unless deadly force would be justified.

5. DUTY TO INTERVENE:

- a. In accordance with the agency’s Duty to Intervene policy Officers of this agency have an affirmative duty to intervene if they witness a use force that is clearly unreasonable. Any officer present and observing another officer using force that is clearly beyond that which is reasonable under the circumstances shall, when in a position to safely do so, intervene to prevent the use of unreasonable force. An officer who observes another employee use of force that exceeds the degree of force permitted by law should promptly report these observations to a supervisor.

6. REPORTING RESPONSE TO RESISTANCE:

- a. It is the purpose of this policy to provide police employees and supervisors with guidelines for reporting response to resistance.
- b. Police officers are given the authority to use force to overcome a subject’s resistance to the officer’s order to comply, effect arrest, defend against assault, and prohibit flight. This policy

mandates that members of the agency accurately, completely and timely report response to resistance and a supervisor conducts a prompt investigation and reports the investigation findings.

- c. Reportable Response to Resistance: The following are reportable force options used by an officer to compel compliance from a subject in conformance with the officer's official duties, whether on or off duty or while employed in an off duty paid detail:
 - i. Chemical Spray: Where subject exhibits some level of active resistance/active aggression, officers may use chemical spray to temporarily incapacitate the subject.
 - ii. Electronic Control Devices: Where the subject exhibits some level of active resistance/active aggression an officer may use an electronic control device to temporarily incapacitate the subject. (See additional documentation-ECD section)
 - iii. Hard Hand Control: Punches and other physical strikes, including knees, kicks and elbow strikes that have the possibility of creating mental stunning and/or motor dysfunction.
 - iv. Impact Weapons and Munitions: Batons, ASP/Expandable Baton may be utilized in cases where the officers believe the use of these weapons would be reasonable to bring the event under control. Examples would be where other options have been utilized and failed or where based on the officer's perception at the time, the other options would not be successful.
 - v. Pointing of Firearms: Any time an officer points a firearm at an individual, notwithstanding the fact that deadly force is not ultimately deployed. This does not include drawing a firearm and maintaining at the low-ready position.
 - vi. Firearms discharges: Any discharge of a firearm other than at the range or during qualification whether unintentional, for animal dispatch, or whether a subject is hit or not will be reported in a separate manner consistent with these policies.
 - vii. Deadly Force: Force that creates a substantial likelihood of causing serious bodily harm or death.
- d. Procedures:
 - i. Officers who become involved in an incident that required any reportable force option are required to immediately notify their supervisor. The involved officer will provide a detailed documentation of the use of force utilized in the official police report prepared for the incident involved.
 - ii. A Response to Resistance form shall be prepared by a supervisor whenever an officer of this agency utilizes reportable force, as described in the definition of this policy, in the performance of their duties.
 - iii. The Response to Resistance form will be completed in detail including a narrative account of the following:
 1. The actions of the subject that necessitated that use of force as a response to overcome the active resistance of the subject.
 2. The reasons why force was required and the type of force the officer utilized in overcoming the resistant subject.
 3. Any injuries or complaint of injuries of either the subject or the officer and any medical treatment received.
 - iv. Supervisory Responsibilities: Once notified of an incident in which an officer has utilized reportable force, the supervisor, to the extent that one is available, will immediately respond to the scene to investigate the incident. If the involved officer's supervisor is not available to respond, another supervisor will be dispatched to complete the Response to Resistance Form. The supervisor will accomplish the following investigative steps in conducting the investigation:
 1. Interview the involved subject if they are cooperative, to determine their account of the incident. If they expressly indicate they have a complaint the supervisor shall complete an Internal Affairs Complaint Form. If there is any type of injury, Internal Affairs or the designated agency IA person will be notified. Additionally, should the supervisor determine that unreasonable force was utilized, the Internal Affairs designated investigator will be notified and assume control of the response to resistance investigation.
 2. If a crime scene exists; or police equipment exists, which may contain forensic evidence, the supervisor shall ensure that the scene and evidence are processed, photographed and preserved.
 3. Take photographs of the involved officer(s) and subject(s) depicting any potential injuries or documenting the lack of any injuries to the parties involved.
 4. Interview, preferably recorded, all witnesses to the incident and document their description of the event.

5. Ensure that a qualified healthcare provider handles any injuries or other medical condition being experienced by the involved person.
6. The supervisor shall review any video recording of the incident, if available, prior to the completion of the Response to Resistance form and the approval of the officer's reports.
7. The supervisor investigating the use of reportable force shall be responsible for the review and approval of the officer's reports of the incident, when practicable.
8. The supervisor will complete the Response to Resistance form prior to completing their shift and submit it along with the officer's report to their chain of command for review.
9. Complete the Response to Resistance Form and ensure all required written report(s) are properly completed and submitted by the officer before the end of the shift.
 - a. Review and complete the Response to Resistance Form
 - b. Submit the Response to Resistance Form and reports to the Patrol Division Captain for review prior to the end of the shift.
10. Ensure an Employee Injury Report is completed, and a separate CR# is obtained if applicable.
11. The Patrol Division Captain will:
 - a. Review all forms and reports submitted under the requirements of this General Order.
 - b. Request additional information, if deemed necessary and appropriate.
 - c. Once the Patrol Division Captain has completed the review, all reports and information will be forwarded to the Assistant Chief of Police.
12. The Assistant Chief of Police will:
 - a. Review and complete his/her portion of the Response to Resistance Form.
 - b. Submit the Response to Resistance Form to the Chief of Police for final review.
 - c. Serve as the central repository for these documents.
 - d. Conduct a documented annual analysis of all Response to Resistance Reports. This report will be completed in January of each calendar year and submitted to the Chief of Police. This documented analysis will provide the Chief of Police with information to determine patterns/trends, training needs, equipment review and upgrade, and modifications to existing general orders.
13. Administrative Assignment:
 - a. An officer will be removed from their primary line duty assignment and placed on administrative duty during the administrative review of the following incidents:
 - i. The officer's response to resistance action results in the death or serious physical injury of a person.
 - ii. The officer is involved in a traffic crash that results in or is likely to result in a fatality.
 - iii. An officer-involved in a critical or traumatic incident that may impair his/her ability to perform their duties. In these cases, the determination of administrative assignment will be made by the Chief of Police after evaluating the nature and scope of the incident.
 - iv. The placement of an employee on administrative assignment is not considered to be punitive or disciplinary in nature but is intended to protect the interests of the public, Watertown Police Department, and the employee.

**Watertown Police Department
Response to Resistance Form**

Incident Information

INC # _____ Date of Incident: _____ Time of Incident : _____

Reporting Officer: _____ ID # _____ Shift: _____

Type of Incident (Disturbance, DUI, etc.): _____

Location of Incident: _____

Video Available [] Yes [] No Comments: _____

Video Reviewed [] Yes [] No Comments: _____

Video Preserved [] Yes [] No Comments: _____

Suspect Information

Suspect's Name: _____ DOB: _____

Suspect's Address: _____ City: _____ State: _____

Suspect's Race: _____ Sex: _____ Height: _____ Weight: _____

Offense Charged or Action Taken: _____

Suspect's Physical Condition Prior to the Incident
(Alcohol or Drug Influence, Mental Condition, Prior Injuries, etc.):

Suspect Weapons: [] Hands [] Feet [] Impact [] Edged [] Firearm [] Vehicle [] Chemical [] Other

Suspect's Subsequent Apparent Injuries: _____

Medical Treatment of Suspect: [] Yes [] No [] Refused

Where: _____ By Whom: _____

Date: _____ Time: _____

Photographs of Injuries: [] Yes [] No Comments: _____

**Watertown Police Department
Response to Resistance Form**

Suspect's Level of Resistance (Check all that apply):

- Psychological Intimidation (Flexing, Clinching Fists, Etc.)
- Verbally Non-Compliant
- Passive Resistance (Dead Weight, Not responding to Verbal Commands, Etc.)
- Defensive Resistance (Pulling/Pushing away from escort position)
- Active Aggression (Advancing, Grabbing, Punching, Kicking, Etc.)
- Deadly Force Assault (Great Bodily Harm to, or Loss of Human Life)

Officer's Response Level (Check all that apply):

- Officer Presence (Uniformed Presence or Verbal ID)
- Verbal Commands (Commands of Direction or Arrest)
- Soft Empty Hand Control (Joint Locks, Pressure Points, Handcuffing, Etc.)
- Hard Empty Hand Control (Counter Strikes, Shoulder Pin Restraint, Etc.)
- Intermediate Weapon (ECD/Taser, Any Object Used to Strike Suspect: Flashlight, Ticket Book, Etc.)
- Deadly Force

OC Use

- Full Incapacitation
- Partial Incapacitation
- No Apparent Affect

ECD/Taser Use

- Taser Discharged or Used (also complete following pages)
- Taser warning given but not used (complete Non-Contact Taser Use Report form)

Firearm Discharged or Pointed

- Pistol Shotgun Rifle
- Pointed Only: _____ Compliance: Yes No
- Number Of Shots: _____
- Number Of Hits To Target: _____
- Shots Accounted For: _____
- Shots Unaccounted For: _____
- Weapon Serial #: _____

Less Lethal Munitions Use

- Full Incapacitation
- Partial Incapacitation
- No Affect
- Distance: _____ Feet: _____
- Number Of Rounds: _____

Officers Involved

Name: _____ Injury: Yes No Medical Treatment Yes No

Describe Injury: _____ Photographs of Injury Yes No

Level Of Force Used: _____

Name: _____ Injury: Yes No Medical Treatment Yes No

Describe Injury: _____ Photographs of Injury Yes No

Level Of Force Used: _____

Witnesses:

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



**Tim Toomey
Chief of Police**

Effective Date: October 18, 2013	Rescinds: Amends:	Number: C-110
Subject: Persons with Disabilities		Re-evaluationDate: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 2

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. PURPOSE

The purpose of this policy is to outline department mandates with respect to contacts with persons who have disabilities.

2. POLICY

It is the policy of this department to provide police services in an equal and impartial manner. This policy includes providing police services to those who have disabilities that officers either observe or become aware of based upon the circumstances presented or information obtained. This department shall take steps to protect persons with disabilities from inequitable treatment based on their disability and to avoid furthering any injury or disability based on the police contact where such accommodation can occur without jeopardizing the safety of all persons involved in the event.

3. DEFINITIONS:

- a. **ADA (Americans with Disabilities Act):** Federal Civil Rights Law protecting individuals with disability.
- b. **OTHER DISABILITIES:** Injury, Illness, Mental, or Emotional state that would render a person more vulnerable to police actions such as use of force, incarceration, or restraint.
- c. **RECOGNIZED DISABILITY/PROTECTED PERSON UNDER ADA:** Any person who has a physical or mental impairment that substantially limits one or more major life activities such as walking, seeing, hearing, speaking, breathing, learning, and working. A person who associates with a disabled person is also protected under the act.

4. PROCEDURES:

- a. **Arrest-Minor Crimes:** When dealing with a person who suffers from a recognized disability officers should consider whether the suspected conduct is a manifestation of the person's disability. In cases where the conduct is, a manifestation of the disability officers should consider a medical or mental health referral as opposed to arrest.
- b. **Use of Force:** In determining the appropriate level of force to be used to control a situation involving a person with a recognized or other disability, officers should consider whether the particular control or restraint tactic is more dangerous or unreasonable in light of the particular person's disability.
- c. In cases where an officer becomes aware, through information or observations, of a disability, officers should take steps to accommodate that disability where they are able to do so without jeopardizing the subject, the officer, or any other person present.
 - i. **Handcuffing or other restraints-**where handcuffing or other restraints may cause further injury of an existing disability and there is no imminent threat, officers should seek assistance from a supervisor to determine if there is an appropriate method of restraint that will accommodate the disability without jeopardizing safety.
 - ii. **Lock-up-** in cases where a person indicates that they have some recognized or other disability, officers shall call for a supervisor in order that steps may be taken to verify the disability and determine what steps can be taken to accommodate the disability without jeopardizing the safety of the individual, the officers and the institutional security of the jail.
- d. **Mobility:** Standard transport procedures may be dangerous for many people with mobility disabilities. Officers should use caution not to injure the person or damage their wheelchair or

other mobility device. The best approach when possible is to ask the person what type of transportation he or she can use, and how to lift or assist him or her in transferring them in or out of the vehicle.

- e. Visually Impaired: When dealing with a person who is visually impaired it is important for officers to identify themselves verbally and state clearly and completely any directions or instructions including any information that is posted visually which cannot be seen by the person who is visually impaired.
 - i. Officers should read out loud and fully any document that a visually impaired person is required to sign as the result of a law enforcement action.
 - ii. Before taking photos or fingerprints of a visually impaired person, law enforcement personnel shall describe the activity to the visually impaired person so that they know what to expect.
- f. Hearing Impaired: Law enforcement is required by the ADA to ensure effective communication with the deaf or hearing impaired.
- g. Other Disability: In any case where an officer becomes aware of an injury, illness or disability which may render the activity, tactic or restraint to be undertaken more dangerous to the individual, the officer shall notify a supervisor and in conjunction with supervisory support take reasonable steps to accommodate the injury or disability.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



**Tim Toomey
Chief of Police**

Effective Date: March 4, 2022	Rescinds: C -119 Amends: October 18, 2013	Number: C-120
Subject: Vehicle Apprehensions and Emergency Vehicle Operation		Re-evaluationDate: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 8

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Emergency vehicle operation
5. Procedure
6. Operational tactics
7. Termination of a vehicle apprehension
8. Inter –jurisdictional vehicle apprehension
9. Reporting

1. PURPOSE

The purpose of this policy is to establish guidelines and responsibilities for officers and supervisors when engaged in vehicle apprehensions. This policy shall serve as a standard for administrative review of the judgment exercised by officers and supervisors involved in a vehicle apprehension.

2. POLICY

- a. The foremost goal of the Watertown Police Department is the protection of life and property; therefore, it is our policy to restrict and regulate those circumstances under which vehicle apprehensions will be permitted in the performance of the law enforcement mission.
- b. Officers may engage in a vehicle apprehension if one or both of the following conditions exist:
 - i. If the officer reasonably believes the suspect has committed (or has attempted to commit) any forcible felony which involves the use or threat of physical force or violence against any individual.
 - ii. If the officer reasonably believes and can articulate that the suspect poses an immediate specific continuing threat to the public’s safety.
 - iii. If at least one of the above two conditions are not met, an officer may not engage in a vehicle apprehension.
- c. The forcible felony or immediate specific continuing threat to the public’s safety used to justify a vehicle apprehension must be articulated by facts or circumstances that are known or reasonably believed, prior to the initiation of the vehicle apprehension. After the fact determinations of felonies involving the use or threat of physical force or violence against any individual or an immediate specific continuing threat cannot be used as the basis for determining that the initiation of a vehicle apprehension is within policy guidelines.

3. DEFINITIONS:

- a. **AUTHORIZATION TO CONTINUE VEHICLE APPREHENSION:** Verbal approval, transmitted over the assigned radio channel, by the supervisor and acknowledgement by the dispatcher and the officer driving the primary unit.
- b. **AUTHORIZED LAW ENFORCEMENT VEHICLE:** A motor vehicle belonging to a federal, state, or local law enforcement agency with a functioning audible signal and a functioning flashing or revolving light.
- c. **BOXING IN:** Surrounding a violator’s vehicle with emergency vehicles that are then slowed to a stop, forcing the violator’s vehicle to do likewise.
- d. **CANALIZATION:** A technique where objects or vehicles are positioned in a manner intended to direct or redirect a fleeing vehicle into a clearly identifiable and unobstructed path.
- e. **CARAVAN:** Operating emergency vehicles in a line or alongside each other in a vehicle apprehension.
- f. **CITY VEHICLE:** Any motor vehicle that is owned, leased, or borrowed by the city.
- g. **DEADLY FORCE:** Force when employed may bring about serious bodily injury or death.

- h. DISCONTINUE THE VEHICLE APPREHENSION: The pursuing vehicle turns off all emergency lights and sirens and turns off or pulls over immediately, and abandons all active attempts to stop and or follow the suspected vehicle.
 - i. EMERGENCY CALL: A request for police service that presents an actual and immediate danger of death or serious bodily injury.
 - j. EMERGENCY OPERATION: Driving an emergency vehicle according to state law and this procedure in response to an emergency call or in vehicle apprehension.
 - k. FORCIBLE FELONY-means any felony which involves the use or threat of physical force or violence against any individual.
 - l. IMMEDIATE SPECIFIC CONTINUING THREAT - there is a significant likelihood, based upon known facts that can be articulated, of death or serious injury if apprehension is delayed.
 - m. IMMEDIATE SUPERVISOR - the officer having direction and authority over the operations of the unit, officer, or the primary unit involved in the apprehension. If that supervisor is not the immediate patrol supervisor, the supervisory duties will be assumed by the first available supervisor, who will monitor and direct the vehicle apprehension
 - n. INTER-JURISDICTIONAL VEHICLE APPREHENSION: Any vehicle that crosses into a neighboring jurisdiction, such as across municipal, county, or state line.
 - o. MARKED POLICE VEHICLE: A police vehicle displaying the emblem and marking of the police department with emergency lights and audible warning devices.
 - p. PARALLELING: Operating an emergency vehicle on streets or a route parallel to the vehicle apprehension route.
 - q. POLICE VEHICLE: A city vehicle assigned to the police department.
 - r. PRIMARY UNIT: The authorized law enforcement vehicle that initiates a vehicle apprehension or any other unit, which assumes control of the vehicle apprehension.
 - s. SECONDARY UNIT(S): Any authorized law enforcement vehicle that becomes involved as a backup to the primary unit and follows the primary unit at a safe distance.
 - t. RAMMING: Deliberate contact with a violator's vehicle by a police vehicle to force the violator's vehicle off the roadway.
 - u. ROADBLOCK: A barricade or other physical obstruction across a roadway set up to stop or prevent the escape of a fleeing vehicle.
 - v. TERMINATE THE VEHICLE APPREHENSION: The decision to discontinue the vehicle apprehension.
 - w. UNMARKED POLICE VEHICLE: A police vehicle not displaying the emblem or marking of the police department and not having emergency warning devices to include emergency lighting and siren.
 - x. VEHICLE APPREHENSION – An active and continuing effort by an officer in an authorized emergency vehicle functioning with emergency lights and siren to apprehend the occupant (s) of a moving vehicle, provided the driver of such vehicle is aware, or should be aware, of the attempt being made to stop, and said driver fails to yield after a reasonable time or reasonable distance, or increases speed, or takes other evasive action.
 - y. VEHICLE DISABLING DEVICE: A rigid column or a strip of belting containing specially designated hollow spikes when deployed across a lane of the roadway, penetrates tires, slowing the fleeing vehicle usually to a complete stop.
4. Emergency Vehicle Operation
- a. The state of South Dakota outlines the privileges and duties of the operator of an emergency vehicle by state statute:
 - i. Privileges: When responding to an emergency call or when in pursuit of an actual or suspected violator of the law the operator of an emergency vehicle:
 - 1. Is exempt from speed restrictions
 - 2. May proceed past a red or stop signal or stop sign after slowing to ensure that he or she may safely pass.
 - 3. May drive on the left-hand side of the roadway or in the opposite direction on a one-way street if the normal lanes of traffic are blocked.
 - 4. May stop or park without regard for normal provisions on parking at the scene of an emergency as long as the emergency vehicle has at least one warning light in operation.
 - 5. In all cases the operator of an emergency vehicle must act with due regard to other persons when operating an emergency vehicle.
 - ii. Requirements: When operating in accordance with the privileges set forth above, the operator of the emergency vehicle must have.
 - 1. Emergency lights in operation and
 - 2. Audible siren in operation.

- b. The emergency lights or siren may be discontinued for certain in-progress calls when within visual or audible proximity of the scene. The driver shall obey all traffic laws when the emergency lights or siren have been discontinued.

5. Procedure

- a. Primary Apprehension Unit will:
 - i. Immediately notify the Communications Center that a vehicle apprehension is underway and provide the following information:
 - 1. Officer identification number and vehicle designation.
 - 2. Location, speed, and direction of travel of the fleeing vehicle.
 - 3. Descriptive information of the fleeing vehicle as it becomes known, (i.e., make/model, color, license plate, number of occupants, etc.)
 - 4. Circumstances supporting the decision to apprehend including laws violated.
 - 5. Initial risk factor evaluation (low, moderate, high) by the primary unit and relayed to the immediate supervisor
 - 6. Presence of other law enforcement agencies.
 - 7. Location and the time the pursuit is discontinued.
 - 8. Continue to provide updated information regarding the direction of travel, speed, and other pertinent details, unless secondary apprehension unit is present.
 - ii. Allow the secondary apprehension unit to assume all communications.
 - iii. Abandon the vehicle apprehension if any mechanical problems develop in the primary vehicle.
- b. Secondary Apprehension Unit will:
 - i. Receive immediate authorization from the supervisor to assist in the pursuit to the extent that a supervisor is available and monitoring the pursuit.
 - ii. Activate all warning devices from the point of entry until the pursuit is ended.
 - iii. Immediately notify the Communications Unit of its identity and position as the secondary unit.
 - iv. Assume the responsibility of communications during the apprehension, continually providing significant information to the Communications Unit and active units. This responsibility shall not restrict the supervisor from giving instructions and/or directions to the primary apprehension unit, the secondary apprehension unit, backup units, or the Communications Unit.
 - v. Provide a continuing risk factor evaluation (low, moderate, high) to the immediate supervisor
 - vi. Maintain a safe distance from the primary unit, but be close enough to render assistance.
 - vii. Become the primary unit, should the primary unit become disabled, if this occurs, the immediate supervisor will designate a new secondary unit.
- c. Immediate Supervisor will:
 - i. Maintain overall responsibility for the decisions concerning continuance or termination of the apprehension through the chain of command. The supervisor shall assert control of the apprehension by monitoring and directing specific units into or out of the vehicle apprehension; re-designating primary, secondary, and backup units; approving or ordering alternative tactics; or terminating the vehicle apprehension if appropriate.
 - ii. Upon being notified of the vehicle apprehension, the supervisor shall verify the following:
 - 1. The offense for which the vehicle apprehension was initiated.
 - 2. That no more than the required number of units is involved in the vehicle apprehension.
 - 3. Proper radio channels are being utilized.
 - 4. Ensure affected inter-jurisdiction agencies are notified.
 - iii. During a vehicle apprehension, the supervisor may assign active roles to support units including, but not limited to, paralleling the vehicle apprehension; assigning support personnel to potential termination locations, deployment of the stinger spike system; and/or transferring equipment or personnel as necessary.
 - iv. The supervisor shall remain in charge of the incident until its conclusion unless relieved by a competent authority or a higher authority actively directs personnel involved in the vehicle apprehension.
 - v. Respond in all situations to the scene of any arrest resulting from the vehicle apprehension to control the scene.
- d. Communications Center:
 - i. Upon notification that a vehicle apprehension is in progress, communications personnel shall:

1. Initiate emergency radio traffic (10-33) and advise all other units that a vehicle apprehension is in progress; providing all relevant information, including unit numbers of the primary and support units.
2. Receive and record all incoming information on the fleeing vehicle.
3. Ensure that the immediate supervisor, or other competent authority is aware of the situation.
4. Perform all relevant record and motor vehicle checks as expeditiously as possible.
5. Monitor all radio communications during the vehicle apprehension and if necessary, repeat information provided by active units when requested.
6. Coordinate and dispatch backup assistance as directed by the supervisor.
7. Notify affected area agencies or precincts and attempt to establish a common radio network when the vehicle apprehension has or is likely to cross-jurisdictional boundaries.
8. Keep the radio channel clear, only transmit when absolutely necessary or requested by a unit involved in the vehicle apprehension.
9. Keep the supervisor apprised of all relevant traffic problems and other actions that might impact upon the conduct of the vehicle apprehension.
10. Continue to monitor the vehicle apprehension until it has been terminated, ending emergency radio traffic (10-33) when authorized by the supervisor.

6. OPERATIONAL TACTICS

- a. Upon initiation of a vehicle apprehension, these risk factors should be taken into consideration:
 - i. High Risk - An officer may pursue the violator for a forcible felony, or if the violator's actions pose an immediate specific continuing threat, however the officer must discontinue the vehicle apprehension if the risks to public safety exceed the seriousness of the offense. High Risk assessment factors include, but are not limited to:
 1. Frequent intersecting streets (e.g., business district).
 2. Poor weather, slippery streets, low visibility.
 3. Blind curves, intersections, narrow roads.
 4. Numerous pedestrians.
 5. Speeds twice the posted limit.
 6. Extremely hazardous maneuvers (e.g., driving against oncoming traffic, running red lights).
 7. Numerous law enforcement vehicles in apprehension.
 8. Officer excited, not in full control of emotions.
 9. Special circumstances (e.g., school zone).
 - ii. Moderate Risk - An officer may pursue the violator for a forcible felony, or if the violator's actions pose an immediate specific continuing threat, however the officer must continue to assess the risks to public safety. Moderate Risk assessment factors include, but are not limited to:
 1. Some intersecting streets (e.g., residential area).
 2. Light pedestrian traffic.
 3. Moderate traffic, little congestion.
 4. Speeds greater than the posted limit.
 5. Officer is generally calm, under control.
 6. Some hazardous, but not extreme maneuvers (e.g., crossing centerline to pass other vehicles, sudden lane changes).
 7. Authorized number of law enforcement vehicles in apprehension.
 - iii. Low Risk - An officer may pursue the violator for a forcible felony, or if the violator's actions pose an immediate specific continuing threat, however the officer must continue to assess the risks to public safety. Low Risk assessment factors include, but are not limited to:
 1. Straight road, good surface, clear lines of sight.
 2. Few Intersections.
 3. Few or no pedestrians.
 4. Good weather.
 5. No hazardous maneuvers by the violator.
 6. Speeds safe for conditions.
 7. Authorized number of law enforcement vehicles in apprehension.
 8. Officer calm, in full control.
 9. Little or no traffic.
 10. DUI type driving patterns.

- iv. REFER TO VEHICLE APPREHENSION MATRIX FOR ADDITIONAL DETAILS
(see attached matrix)
- b. The primary apprehension vehicle and the secondary apprehension vehicle will be the only vehicles to pursue a fleeing vehicle, unless specific authorization has been granted by a supervisor.
- c. Method of vehicle apprehension:
 - i. Officers shall not continue a vehicle apprehension unless authorization for the vehicle apprehension is received from a supervisor, if one is available.
 - ii. A caravan of unassigned units is prohibited. The supervisor will ensure that only those emergency units that are necessary will actively engage in any vehicle apprehension.
 - iii. Officers engaged in a vehicle apprehension shall not drive emergency vehicles the wrong way (against regular flow of traffic) on a divided highway, interstate, or expressway or any other street or highway designated for one-way traffic, despite allowances in the state vehicle code. When a fleeing vehicle goes the wrong way against traffic, the primary officer shall:
 - 1. Parallel the vehicle in the correct lane of traffic.
 - 2. Notify dispatch of wrong-way driver.
 - 3. Request assistance from outside agencies to shut down vehicle traffic on the highway coming in the fleeing subject's direction.
 - 4. Have communications notify the department of transportation to activate reader boards to advise motorists of a wrong-way driver.
 - iv. Units will not pass one another unless authorized by the primary unit or the supervisor in charge.
 - v. Officers shall not engage in a vehicle apprehension when they are transporting prisoners, witnesses, suspects, complainants, or any unauthorized passenger.
 - vi. At the direction of the supervisor, backup units may maintain a reasonable and safe following distance, otherwise they are to remain alert to the direction and progress of the vehicle apprehension, and may position themselves at strategic sites along the probable vehicle apprehension route, or on parallel roadways for response to any emergencies that may develop.
 - vii. Vehicle apprehensions shall not be undertaken where the officer is operating a two or three-wheeled police motorcycle.
 - viii. The operator of the emergency vehicle engaged in a vehicle apprehension must have emergency lights in operation and an audible siren in operation.
 - ix. Unmarked vehicles properly equipped with lights and sirens are permitted to engage in a vehicle apprehension, but will be relieved by the first available marked vehicle. Unmarked vehicles may then act as secondary units until a second marked vehicle is present, at which time the unmarked vehicle will discontinue the vehicle apprehension mode and continue safely if additional units are required.
 - x. All initiating apprehension vehicles may relinquish primary apprehension position to neighboring city or county law enforcement units when crossing into their jurisdiction.
 - xi. All units should terminate the vehicle apprehension when radio communications with the Communications Unit or their immediate supervisor is lost.
 - xii. The use of agency approved vehicle disabling devices, known as the Stinger Spike system, is encouraged as a means of terminating vehicle apprehensions. The use of such devices is not considered deadly force.
 - 1. Deployment of a vehicle-disabling device is at the discretion of any officer who can safely deploy the device; however the deploying officer must coordinate such deployment through the immediate supervisor.
 - 2. The vehicle-disabling device will only be deployed by personnel who have viewed the appropriate training material generated by Administrative Division Captain.
 - 3. Vehicle disabling devices shall not be deployed to terminate motorcycle vehicle apprehensions.
 - 4. The deploying officer shall advise the pursuing units and all other units that they should distance themselves from the fleeing vehicle and be prepared to slow down before entering the deployment site.
 - 5. Other traffic shall be diverted from the site if possible.
 - xiii. The use of stationary roadblocks are not authorized for vehicle apprehensions.
 - xiv. The use of rolling roadblocks will only be utilized if approval is granted by a supervisor.
 - 1. The decision to establish a rolling roadblock shall consider:
 - a. The safety of the officers.
 - b. The risk of physical injury to the occupants of the fleeing vehicle.

- c. The protection of citizens and their property.
- xv. An officer shall not discharge his/her firearm at, or from a moving vehicle unless an occupant of the fleeing vehicle is using deadly force against him/her or another person. Discharging of a firearm by an officer is considered deadly force, and the actions of the offending driver or passenger(s) must rise to that level of force.
- xvi. Ramming or bumping of fleeing vehicle is not authorized unless deadly force is justified.
- xvii. In all cases, officers shall employ felony/high risk traffic stop techniques at the end of pursuits.

7. TERMINATION OF A VEHICLE APPREHENSION

- a. Apprehending units have a legal obligation to discontinue the vehicle apprehension when circumstances dictate a vehicle apprehension is not justified or it becomes an unreasonable danger to public safety. Terminating a pursuit means that the pursuing vehicles turn off all emergency lights and sirens and turn off or pull over immediately, and abandon all active attempts to stop and or follow the suspected vehicle. A vehicle apprehension should also be terminated when:
 - i. In the opinion of the officer or the supervisor, the level of danger outweighs the necessity of the vehicle apprehension.
 - ii. The suspect's identity has been established to the point that later apprehension can be accomplished, and the suspect does not pose an imminent threat to the public at large.
 - iii. The distance between the officer and the fleeing vehicle is so great it becomes obvious that apprehension is unlikely.
 - iv. Police equipment failure makes it impractical or unsafe to continue.
 - v. Loss of radio contact or communications with the Communications Unit and/or supervisor.
 - vi. The officer engaged in the vehicle apprehension no longer has a reasonable belief that the person being apprehended is an immediate danger, or suspected of committing, having committed, or attempting to commit a forcible felony.
 - vii. When motorists/pedestrians are involved in an accident as a result of the vehicle apprehension, immediate assistance shall be given. If there is only the marked primary police vehicle, then this vehicle must stop to provide assistance.
- b. If a vehicle apprehension is discontinued by the primary vehicle, (Unless for mechanical reasons), or the supervisor, then all officers shall discontinue the pursuit.
- c. Upon the termination of any vehicle apprehension, the officer and his/her immediate supervisor will inspect all involved department vehicles for damage. If any damage affecting operational components is evident or suspected, the vehicle should be taken out of service until cleared for service.

8. INTER-JURISDICTIONAL VEHICLE APPREHENSION

- a. Out Bound Vehicle apprehensions
 - i. If a vehicle apprehension appears to be continuing outside of Watertown and into the jurisdiction of another agency, the Communications Unit will inform the affected agency that a vehicle apprehension is traveling in their direction and request their assistance. Such notification should include:
 - 1. Vehicle description and direction of travel.
 - 2. Nature of offense/reason for vehicle apprehension.
 - 3. Any special conditions or considerations.
 - 4. The number of suspects in the fleeing vehicle.
 - 5. The number of units currently involved.
 - ii. If the agency having jurisdiction over the area the vehicle apprehension has entered, requests the primary unit to discontinue the vehicle apprehension in view of public safety concerns, the primary unit or supervisor shall honor that request and immediately terminate the vehicle apprehension.
 - iii. Officers involved in a vehicle apprehension that continues beyond the jurisdictional limits of Watertown will adhere to the policies established by the Watertown Police Department.
- b. In Bound Vehicle Apprehensions
 - i. The communications staff should determine the number of police vehicles from the other jurisdiction that are involved in the vehicle apprehension and find out the circumstances of the vehicle apprehension including the offense, vehicle description, and if assistance is requested.
 - ii. Officers shall not become involved in another agency's vehicle apprehension unless clearly and specifically directed by a Watertown Police Department supervisor.
 - iii. Assistance with, or involvement in, vehicle apprehensions originating outside of Watertown that enter Watertown must meet the same criteria established for vehicle

apprehensions that originate in Watertown. If the criteria do not meet the Watertown Police Department Policy, officers shall not involve themselves in the vehicle apprehension and may request the apprehending agency terminate the vehicle apprehension due to public safety considerations based upon existing conditions.

- iv. The decision to grant assistance to the requesting agency shall be that of a Watertown Police Department supervisor.
- v. A priority for Watertown Police Department Officers will be to block intersections starting with the busiest intersections first and block as many as possible.
- vi. A supervisor from this jurisdiction will proceed to the point of completion of the pursuit if within the city limits of Watertown.
- vii. The initiating agency will remain in control of any vehicle apprehension that crosses into this jurisdiction and will remain responsible for the vehicle apprehension.
- viii. Generally, officers will not continue with a vehicle apprehension that has passed through this jurisdiction, once the vehicle apprehension has left this jurisdiction.

9. REPORTING

- a. A report shall be completed after every vehicle apprehension. The report shall be submitted by the officer conducting the vehicle apprehension and shall be completed by the end of that officer's tour of duty.
- b. The immediate supervisor will prepare an overview of the vehicle apprehension incident along with an agency "Vehicle Apprehension Information Sheet" and forward the information via the chain of command to the Chief of Police. This overview in conjunction with the originating officer's report shall contain the following information:
 - i. Name (s) of initiating and assisting officers, and supervisors involved.
 - ii. Reason for the vehicle apprehension.
 - iii. Place of origin.
 - iv. Route of travel.
 - v. Length of vehicle apprehension.
 - vi. Point of termination.
 - vii. Suspect's name, if apprehended.
 - viii. Injuries and/or damage that occurred as a result of the vehicle apprehension.
 - ix. Account of all violations committed during the course of the vehicle apprehension.
 - x. A summary of tactics employed to apprehend the subject.
 - xi. Copy of the in-car digital video recording if available.
 - xii. Any other noteworthy data or findings.
 - xiii. A determination as to whether the event followed guidelines of this vehicle apprehension general order.
- c. A documented analysis will be conducted annually of all vehicle apprehensions to determine any patterns, trends, indications for training, or necessary revisions to this general order.

	Low Risk	Moderate Risk	High Risk
Forcible felony WITH immediate specific continuing threat	Yes	Yes	Yes
Forcible felony WITHOUT immediate specific continuing threat	Yes	Yes	No
Traffic violation WITH immediate specific continuing threat	Yes	No	No
Traffic violation WITHOUT immediate specific continuing threat	No	No	No

WATERTOWN POLICE DEPARTMENT

Vehicle Apprehension Information Sheet

Initial Information:

Apprehension initiated by: WPD State/Federal County Agency State Agency

Reason for initiation: Misdemeanor/Traffic Violent misdemeanor Felony Violent Felony

High, medium, or low risk? Vehicle stolen? Directed termination? Yes No

WPD case number: CCSO case number: SDHP case number:

Date: Time: Division: Squad:

Supervisor directing (ID#): Primary chase unit (ID#):

Secondary chase unit (ID#): Number of other units involved:

Termination:

Deflation device utilized: Stinger Stop Stick Other:

Effective: Ineffective

Other termination method used:

Apprehension terminated by apprehension of suspect? Yes No Apprehension length of time:

Vehicle crash info: Dept. vehicle Suspect vehicle Other civilian vehicle None

Injuries (?): Employee Suspect Other citizen None

Damage amount:

Suspect Info:

Age: Race: Gender:

Charged with: Misdemeanor/Traffic Violent misdemeanor Felony (Other than traffic) Violent felony

 Outstanding warrants Suspended driver's license

Alcohol/Drugs involved? Yes No Unknown

Supervisor Info:

Supervisor's overview by (ID#): _____

Was apprehension within department guidelines (Y/N): _____ Is there video tape of apprehension (Y/N): _____

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: January 15, 2015	Rescinds: Amends: C-130 (Oct 18 2013)	Number: C-130
Subject: Weapons		Re-evaluationDate: January 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 7

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Authorized Firearms and Accessories
5. Training / Qualification
6. Remedial Training
7. Remedial Shooter Mandatory Qualification
8. Approved Weapon Handling
9. Negligent, Careless, or Accidental Discharge of a Firearm
10. Firearm Maintenance
11. Less Lethal Weapons
12. Inspection of Weapons
13. Security of Weapons
14. Weapon Readiness Responsibilities

1. PURPOSE

The purpose of this policy is to establish guidelines for the issuance, carrying, and usage of weapons by sworn law enforcement and reserve officers of the Watertown Police Department.

2. POLICY

Weapons may be authorized for sworn law enforcement and reserve officers only when the weapon to be carried meets the requirements set forth within this policy and the officer has successfully completed all applicable training and demonstrated proficiency in the use of a department authorized weapon.

3. DEFINITIONS:

- a. **DEADLY FORCE** – Force which is likely to cause death or great bodily harm. Use of deadly force must be based on the officer’s reasonable belief that all other response to resistance options is not feasible or have been exhausted and his/her life, the life of a fellow officer or another person is in imminent danger of death or great bodily harm.
- b. **ELECTRONIC CONTROL DEVICE (ECD)** – A device that is designed to temporarily incapacitate a subject by delivering electrical pulses to the person. The electrical pulses are intended to completely override the central nervous system and directly control the skeletal muscles. The ECD effect is intended to cause an uncontrollable contraction of the muscle tissue, physically debilitating the subject regardless of pain tolerance or mental focus. The terms ECD and TASER are interchangeable for the purposes of this policy.
- c. **LESS LETHAL FORCE** – A concept of planning and force application, which meets objectives, with less potential for causing death or serious physical injury than conventional tactics.
- d. **LESS LETHAL IMPACT MUNITIONS** – Munitions which are fired, launched, or otherwise propelled with the purpose of compliance, overcoming resistance or preventing serious injury, without a significant likelihood of causing death. Examples of less lethal impact munitions include beanbags, launchable foam or rubber batons, rubber pellets, etc.
- e. **LESS LETHAL WEAPON** – A weapon used for the purpose of compliance, overcoming resistance or preventing serious injury without a significant likelihood of causing death.
- f. **SYMPATHETIC MUSCLE REFLEX** – An involuntary muscle contraction of the finger and hand. This may occur if the shooter is startled, loses his/her balance, or exerts gripping pressure in the opposite hand. This reflex action may cause an unintentional discharge, if the finger is not kept well above the trigger guard, against the frame, or under the trigger guard. The finger is to be placed on the trigger only when the weapon is to be intentionally discharged.

4. AUTHORIZED FIREARMS & ACCESSORIES

- a. Handguns
 - i. Primary Use - Department Issued. Law enforcement and reserve officers shall only be issued handguns authorized for issuance by the Chief of Police or their designee.
 - ii. Law enforcement and reserve officers are issued department handguns and are required to carry those fully loaded handguns and magazines as their primary use weapon, while on-duty.
 - iii. The Administrative Division Captain will maintain records of all weapons issued to or carried by all sworn full-time and reserve personnel. No change in weapons issued or carried by sworn personnel will be permitted until first requested and thereafter permitted in writing by the Administrative Division Captain and the Chief Firearms Instructor.
- b. Shotguns
 - i. Department approved shotguns of pump action design, with a barrel length of 18 to 20 inches, and chambered for 12 gauge ammunition, are authorized to be carried on duty under the following conditions.
 - 1. All personnel are required to complete the department approved firearms familiarization and orientation course with said firearm;
 - 2. All personnel must qualify with the firearm. The qualification is to be conducted by a department firearms instructor.
 - ii. The following shotgun accessories are authorized:
 - 1. Sling and swivels
 - 2. Spare ammunition carrier (sidesaddle or elastic)
 - 3. Flashlight attachment.
 - iii. No modifications or repairs may be made to any department authorized shotgun without prior written approval of the Administrative Division Captain.
 - 1. Approved modifications or repairs will only be made by an authorized armorer.
- c. Rifles
 - i. Department approved rifles are authorized for use while on duty under the following conditions:
 - 1. All personnel are required to complete the department approved firearms familiarization and orientation course with said firearm;
 - 2. All personnel must qualify with the firearm. The qualification is to be conducted by a department firearms instructor.
 - 3. The SWAT Team is authorized to carry other department issued shoulder-fired rifles as authorized by the Chief of Police or his/her designee.
 - ii. No modifications or repairs may be made to any department authorized rifle without prior written approval of the Administrative Division Captain.
 - 1. Approved modifications or repairs will only be made by an authorized armorer.
 - iii. The Chief of Police or his/her designee shall approve any variation in type of caliber of the patrol rifle/carbine.
- d. Ammunition
 - i. Only ammunition issued or approved by the department is authorized for use in firearms issued for use by the Chief of Police.
 - ii. Only department approved ammunition will be used for qualification.
 - iii. Only factory new ammunition will be used for duty purposes in any department issued or approved firearm. The new ammunition must be approved by the Chief of Police or their designee. Reloaded or remanufactured ammunition is authorized only for training purposes.
- e. Holsters
 - i. All department authorized duty handguns must be carried securely in a holster that incorporates a minimum of one retention device and has been approved for use by the Chief Firearms Instructor.
- f. Each department issued firearm shall be inspected and approved by a department approved armorer prior to being issued and annually thereafter to ensure proper function. The responsible armorer shall document the inspection and forward the results to the Administrative Division Captain or designee to be filed under the weapon's serial number.
- g. Secondary firearms – Officers on duty shall not carry secondary weapons on their person or in vehicles without the written approval of the Chief of Police, and provided they have the following:
 - 1. A copy of the approved “Personally Owned Firearm Authorization Form” to carry a personally owned firearm. Copies of the form will be retained by the officer, Chief Firearms Instructor, and the original form to the Administrative Division Captain.
 - 2. Personnel will provide their own practice and duty ammunition.

3. Personnel will only use department approved ammunition for qualification and duty.
4. Personnel will provide their own department approved holster.
5. An officer desiring to carry a secondary firearm must demonstrate his/her knowledge of the operation of the firearm and demonstrate qualification proficiency in the same course of fire as required for the similar department issued firearm to a department firearms instructor, prior to carrying on/off duty.

5. TRAINING/QUALIFICATION

- a. All law enforcement and reserve officers, prior to being authorized to carry a firearm, and before use on duty, will successfully complete a department approved familiarization and orientation course with the firearm, as well as department use of force policies (G.O. C-100, Response to Resistance). As a part of the familiarization/orientation course, the officer must demonstrate proficiency with the firearm. All proficiency exams must be in accordance with the current department qualification course and any firearms related training will be documented and conducted by a certified, department firearms instructor.
- b. The Administrative Division Captain/Training Unit will schedule no less than four handgun qualifications per year. Officers will be required to attend no less than two handgun sessions per year.
 - i. In addition to department qualification courses all officers will be required to pass the 50 round "State Handgun Qualification" course once a year with a minimum passing score of 38 hits (76%).
- c. The Administrative Division Captain/Training Unit will schedule no less than one Rifle, Shotgun, and Less Lethal qualifications per year. Officers will be required to attend the annual qualification for the Rifle, Shotgun, and Less Lethal.
- d. All personnel must qualify during each firearms qualification session and will be evaluated on a pass/fail basis, with a passing score consisting numerically of 75% or higher. Shooters failing to meet the minimum qualifying score on their first attempt are required to pass in two consecutive courses of fire, in a maximum of three consecutive attempts. Personnel failing to qualify upon their first attempt will be granted another attempt at qualification. Personnel who fire a qualifying score on their second attempt will be granted a third attempt to meet the two consecutive requirements. No shooter will be granted more than three attempts in a single day. Personnel failing in their second attempt will be dismissed from the range and notice of the failure will be made directly to the officer's commanding officer. All personnel failing to qualify as prescribed herein will be temporarily relieved from duty for remedial training. Any personnel discipline imposed as a result of any failure to qualify, as provided in subsection 6(f) will be consistent with the collective bargaining agreement; civil service ordinance and personnel policy.
- e. "Alibi" rounds will be approved only in the event of a malfunction of the weapon or ammunition, which was not within the control of the qualifying officer. Improper position, insufficient number of rounds available, magazine not seated, no round in the firing chamber, difficulty drawing the weapon, less than the allowed number of rounds fired and other causes within the control of the officer are not sufficient justification for approval of additional rounds for purposes of qualifying.
- f. Any officer who has suffered an illness or injury, which could affect his/her ability to use a weapon, will be required to re-qualify with their firearm prior to returning to duty.
- g. Any officer, out on any type of extended leave that missed a department qualification will be required to re-qualify with their firearm prior to returning to duty.
- h. All department approved firearms training will be documented to reflect attendance, proficiency, model of firearm used, as well as any other information deemed appropriate by the Chief of Police or his/her designee.
- i. Personnel firing the qualification course shall wear the same clothing, holster and magazines as worn on duty.
- j. Personnel firing the qualification course must wear a cap with a brim and eye and ear protection.
- k. All law enforcement and reserve officers will be trained annually in department use of force policies (G.O. C-100, Response to Resistance).
- l. All Firearms and Range Safety rules will be observed. (WPD 173.1)
- m. Any safety violation shall be counted as a failure and result in expulsion from the range until remedial safety training is completed.
- n. Original qualification rosters will be maintained by the Administrative Division Captain.

6. REMEDIAL TRAINING

- a. Personnel assigned to remedial firearms training are not permitted to return to their normal duty assignment, except by order of the Chief of Police, until they satisfactorily complete the requirements set forth by this policy.

- b. Personnel required to attend remedial firearms training, after failing initial qualification, will be given a maximum of three remedial firearms training opportunities. At the conclusion of each, the shooter will be required to fire for qualification.
- c. Remedial shooters are required to fire two consecutive passing scores in a maximum of three attempts.
- d. Personnel failing to qualify after first remedial will have their department issued firearm removed from their possession. A second remedial training will be scheduled.
- e. Personnel failing to qualify after second remedial will be afforded a third and final remedial training and qualification attempt.
- f. Personnel who fail to qualify at the conclusion of the third remedial firearms training will be placed on administrative suspension and may be terminated from their employment with the Watertown Police Department. Any disciplinary action taken pursuant to this policy will be in accordance with existing collective bargaining agreement.

7. REMEDIAL SHOOTER MANDATORY QUALIFICATION

- a. Personnel, who fail to qualify during a department-wide qualification and receive remedial firearms training, may be required to qualify each month after remedial qualification.
- b. The course of fire will be the same as the one he/she originally failed. This may be repeated for a period of 12 months or until the course of fire originally failed is re-scheduled department-wide. (Example: employee failed night qualification, the shooter may qualify at night for 12 months or until the next night time qualification)
- c. The Chief of Police reserves the right to allow the involved personnel to remain in an on duty status based on the operational needs of the department.

8. APPROVED WEAPON HANDLING

- a. The following are department approved weapon handling situations:
 - i. Whenever a weapon is handled at the Watertown Police Department it shall be loaded and unloaded with muzzle pointed into the clearing barrel. Whenever a weapon is loaded or unloaded while at a range training exercise the muzzle shall be pointed down range.
 - ii. Law enforcement purposes
 - iii. Official supervisory inspections, to include maintenance and/or cleaning during inspection
 - iv. Pre-shift inspection of approved duty long guns
 - v. Firearms that are evidence associated with a case
 - vi. Firearms qualification
 - vii. Approved firearms training
 - viii. Supervisory monitored in-service training
 - ix. Handling associated with approved repair of the firearm
 - x. All safe weapons handling will conform to established department directives and training.

9. NEGLIGENT, CARELESS, OR ACCIDENTAL DISCHARGE OF A FIREARM OR TASER (ECD)

- a. Upon any negligent, careless, or accidental discharge of any firearm or ECD, the following will occur:
 - i. A report will be written by the involved department personnel
 - ii. The immediate supervisor of involved personnel will conduct a preliminary investigation into the incident and provide a written overview through their chain of command to the Chief of Police. The preliminary investigation will include:
 - 1. Written and photographic documentation of the scene
 - 2. Written and/or recorded statements from all witnesses and personnel involved
 - 3. The immediate supervisor, based on his/her assessment of the scene may request additional department personnel to assist in the investigation
 - iii. The immediate supervisor will notify the division commander of the incident as soon as practical.
 - iv. The division commander will notify the Chief of Police, Assistant Chief of Police, and the appropriate Captain of the incident.
 - v. The involved firearm or ECD may be confiscated during the course of the investigation.
- b. Follow-up investigation – The responsibility for the follow up investigation into an accidental discharge incident will be determined by the Chief of Police or his/her designee.
- c. In the event of any negligent or unintentional discharge of a firearm or ECD, the involved personnel will be required to attend remedial training and re-qualify prior to returning to duty.
- d. The Chief of Police reserves the right to allow the involved personnel to remain in an on duty status based on the operational needs of the department.
- e. Based on the results of the investigation, involved personnel may be subject to further administrative investigation and/or disciplinary action as deemed appropriate by the Chief of

Police, and in accordance with established personnel policy and the collective bargaining agreement

10. FIREARM MAINTENANCE

- a. All firearms will be kept clean, lubricated and in proper working order as recommended by the manufacturer.
- b. Only the armorer or a manufacturer's authorized repair facility may disassemble beyond the four basic parts any issued or approved firearm.
- c. Authorized repairs will be specified in writing on a repair order submitted to the armorer.
- d. No modifications or repairs may be made to any issued or approved firearm or ammunition without prior written approval of the Administrative Division Captain.
 - i. Approved modifications or repairs will only be made by an authorized armorer.
- e. The date and description of all repairs, modifications or alterations of issued or approved firearms and ammunition will be recorded in the respective firearm record maintained by the Administrative Division Captain.
- f. In the absence or unavailability of the armorer, authorization of emergency gunsmith repairs may be made by the officer's commanding officer.

11. LESS LETHAL WEAPONS

- a. Authorized less lethal weapons:
 - i. OC spray
 - ii. ECD (Taser)
 - iii. 12 gauge shotgun, used with less lethal impact munitions
- b. Authorized munitions – munitions approved for use in less lethal force delivery systems and approved by this department.
- c. The carrying of and utilization of department issued less-lethal weapons when in an off-duty status is prohibited.
- d. Training
 - i. All law enforcement and reserve officers, before being authorized to carry a less lethal weapon, and prior to use on duty, will successfully complete a department approved familiarization and orientation course with said weapon as well as department use of force policies (G.O. C-100, Response to Resistance). As a part of the familiarization/orientation course, the officer must demonstrate proficiency with the less lethal weapon. All proficiency exams must be in accordance with the current department training programs. All less lethal weapon related training will be documented and conducted by a certified, department firearms instructor.
 - ii. All law enforcement and reserve officers will be trained annually in the use of less lethal weapons.
 - iii. Training and proficiency must be documented and will be maintained by the Administrative Division Captain.
- e. Deployment will be consistent with GO C-100, Response to Resistance.

12. INSPECTION OF WEAPONS

- a. Firearm instructors will inspect all weapons and verify weapon serial numbers prior to qualifications.
- b. Any weapon determined to be unsafe during an inspection conducted by a supervisor, firearm instructor, armorer, range master or the officer to whom it is issued, will be immediately removed from service for repair or replacement.
- c. The armorer will be contacted as soon as practicable to schedule a date and time for official inspection, repair or replacement.
- d. Any weapon removed from service will be replaced with a similar weapon with which the officer may be required to qualify with or be trained prior to resuming official duties.
- e. Only issued or approved weapons will be replaced by the armorer or the Administrative Division Captain.

13. SECURITY OF WEAPONS

- a. Sworn personnel will safely secure all weapons to prevent access by unauthorized persons and to ensure compliance with all applicable state laws.
- b. All weapons will be secured in provided lockers or within a vehicle trunk area before an employee enters the controlled interior of the Codrington County Detention Center.
- c. Exceptions to the above provisions may be made during an emergency situation involving hostages, barricaded suspects, or riot. Officers should enter a secured facility under the above emergency circumstances only upon the express approval of the commanding officer in charge of the incident.

- d. When a vehicle is to be serviced at any repair facility and will be left unattended, all weapons will be secured in the locked trunk gun safe or removed and secured at the Watertown Police Department.
- e. While utilizing the firing range, no weapon will be left unattended. This includes officers going forward to check their targets.

14. WEAPON READINESS RESPONSIBILITIES

- a. On duty weapon readiness responsibility of law enforcement and reserve officers:
 - i. Weapon readiness – on duty: officers are to carry weapons in applicable manner to include:
 - 1. Cruiser Safe shotguns and rifles, meaning the chamber is empty, safety on, magazine fully loaded, and action closed.
 - 2. Fully loaded and holstered firearms, ECD (if issued), and OC spray
 - ii. Weapon readiness – potential threat
 - 1. When encountering a situation that may require the immediate use of force, a officer may, draw his/her weapon (firearm, shotgun, rifle, ECD (Taser), OC spray, other approved weapon) in accordance with the “Response to Resistance” guidelines established in General Order C-100, Response to Resistance Policy.
 - 2. An officer may draw his/her firearm when encountering a situation that may require the immediate use of deadly force in situations to include, but not limited to:
 - a. felony stops
 - b. building searches
 - c. open doors
 - d. challenging an armed suspect
 - e. search of an area for a felony suspect
 - f. other life threatening situations
 - g. To kill a seriously wounded, nuisance, or dangerous animal according to (G.O. C-100).
 - 3. An officer may use deadly force based on the officer’s firm belief that all other response to resistance options are not feasible or have been exhausted and his/her life, the life of a fellow officer or other innocent person is in imminent danger of death or great bodily harm.
 - iii. Deployment of shotguns and rifles (long guns):
 - 1. When deployed outside the vehicle, all long guns will be carried in the low ready position. Upon exiting the vehicle a round may be chambered only with the safety in the “on” position. The safety should remain in the “on” position and all fingers will be kept outside of the trigger guard until the weapon is to be intentionally discharged.
 - 2. Officers will maintain control of the firearm at all times or ensure that the weapon is secured by another police officer.
 - 3. Any potential dangerous/deadly force type situation where the officer has reason to believe that deployment of a long gun will contribute to the safe resolution of the incident or diminish risk to the officer or the public.
 - 4. The officer is assigned as a cover officer on perimeter security or a containment team member intervening barrier.
 - 5. The officer has cause to believe that an offender may be engaged at an extended distance.
 - 6. The destruction of an injured or sick animal per departmental policy.
 - 7. Administrative loading and unloading while at the Watertown Police Department shall be done at the clearing barrel.
 - 8. All long guns carried in an agency vehicle, equipped with an approved carrying/storage device, will be carried in said device. This device must be approved by the armorer or the Chief firearm’s instructor.
 - 9. While engaged in authorized S.W.A.T. operations, members of S.W.A.T. team may be exempt from these deployment provisions.
 - iv. Weapon readiness does not include finger on the trigger of the firearm, shotgun, rifle, or less lethal weapon, until the weapon is to be intentionally discharged.

Watertown Police Department

Personally Owned Firearm Authorization Form

I, _____, request permission to carry a secondary personally owned firearm on-duty. I make this request with the understanding that this secondary firearm will be carried in accordance with WPD G.O. C-130 Weapons. The request is being made for the following firearm:

Make: _____

Model: _____

Caliber: _____

Serial Number: _____

Authorization to carry said firearm will commence upon approval and successful completion of prescribed qualification with the weapon.

Officer Signature: _____ Date: _____

This section to be completed by Firearms Instructor

Qualification Score: _____ Date: _____

Instructor Name: _____

Instructor Signature: _____ Date: _____

This section to be completed by Chief after all other signatures are in place

Chief's Approval: [] Yes [] No

Chief's Signature: _____

Date: _____

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: March 28, 2015	Rescinds: Amends: C-150 Oct 2013	Number: C-150
Subject: Special Weapons and Tactics Team		Re-evaluationDate: April 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 9

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures
5. Selection Process
6. Training Standards
7. Equipment Standards
8. Special Equipment
9. Oleoresin Capsicum
10. Chemical Agent
11. Mission Planning
12. Documentation of Action
13. After Action Critique/Report

1. PURPOSE

The purpose of this policy is to establish the governing regulations in the selection, training, equipping, and use of the Watertown Police Department, hereinafter "WPD" Special Weapons And Tactics Team, hereinafter "SWAT". Recognizing that the presence of a well trained, better skilled law enforcement tactical unit has been shown to substantially reduce the risk of injury or loss of life to citizens, law enforcement officers and suspects; and recognizing that a well managed "team" response to critical incidents usually results in successful resolution of those incidents, it is the intent of the SWAT team to provide a well trained and skilled tactical unit as a resource for the WPD in the handling of critical incidents.

2. POLICY

The policy of the SWAT is to support the WPD and any other requesting law enforcement agency within the State of South Dakota with a tactical response to critical incidents.

3. DEFINITIONS:

- a. BARRICADE SITUATIONS - The stand-off created by an armed or potentially armed suspect in any location, whether fortified or not, who is refusing to comply with police demands for surrender.
- b. COMMAND POST - Designated location for command persons during a critical incident.
- c. CRISIS NEGOTIATIONS TEAM (CNT) - A division of the SWAT Team specifically trained in diffusing critical incidents through the negotiation process.
- d. CRITICAL INCIDENTS - Incidents that require a response over and above the normal patrol/investigative response (e.g., hostage, barricade, sniper, or terrorist situations, on-going situations involving armed perpetrators, and any prolonged incident with a high potential for serious bodily harm to civilians, law enforcement officers or suspects).
- e. HIGH RISK APPREHENSION - The arrest or apprehension of armed or potentially armed suspects, or fugitives where the likelihood of resistance is high.
- f. COMMANDER (IC) - A police officer, with the rank of captain or higher, who, by either action or word, assumes command of a high risk incident.
- g. HOSTAGE SITUATIONS - The holding of any person(s) against their will by a suspect who, by either action or threat, places that person(s) in harm's way.
- h. INNER PERIMETER - The area within which suspects are isolated during a critical incident. The inner perimeter is designated and the responsibility of the SWAT Team Commander.
- i. OUTER PERIMETER - The area immediately outside of the inner perimeter. The outer perimeter is designated by and is the responsibility of the Incident Commander.
- j. PERSONAL PROTECTION - The security of persons, such as VIP's, witnesses, or suspects, based on threat or potential threat to the well being of those persons.

- k. SNIPER SITUATIONS - The firing, or threatened firing, of weapons upon citizens and/or law enforcement by a suspect, whether stationary or mobile.
- l. SPECIAL ASSIGNMENTS - Any assignment, approved by the Chief or their designee.
- m. SPECIAL WEAPONS AND TACTICAL TEAM (SWAT) - A designated unit of the Watertown Police Department trained to handle critical incidents which require specialized weapons or extraordinary tactical procedures.
- n. SWAT TEAM COMMANDER - A Watertown Police Department Police Officer, with the rank of captain or higher, who is assigned the responsibility of the overall supervision of the SWAT Team.
- o. SWAT TEAM LEADER – A Watertown Police Department Police Officer with the rank of sergeant or higher who is responsible for SWAT training and tactical planning and who reports to the SWAT Commander.
- p. TACTICAL DISPATCHER – Communications Officer that is specially trained to collect and document data during a tactical incident.
- q. TACTICAL OPERATIONS CENTER (TOC) - A staging area for tactical team members, normally separate from the Command Post.
- r. WARRANT SERVICE - The service of search or arrest warrants where General Orders of the Watertown Police Department either requires or recommends the use of the SWAT Team.

4. PROCEDURES

- a. Command and Control Structure
 - i. The SWAT Team is commanded by a police officer with the rank of captain or higher. When activated for an operation, the SWAT Commander, or Team Leader, will report directly to the on-scene supervisor. The SWAT Commander or Team Leader is responsible for deployment of the SWAT Team, tactical decision-making and tactical resolution of the incident. All tactical plans will be provided to the Incident Commander (IC) prior to their execution unless the incident dictates otherwise.
- b. Team Assignments and Positions
 - i. Commander: Will be designated by the Chief of Police
 - ii. Team Leader: Will be designated by the SWAT Team Commander.
 - iii. Assistant Team Leaders: Will be designated by the SWAT Team Commander and SWAT Team Leader.
 - iv. SWAT Team Members: Police Officers assigned to the SWAT Team. Assignment to the SWAT Team will be based on the criteria outlined in this general order.
 - v. Specialist Assignments: Tactical Specialist such as snipers, negotiators, medics and special weapon users will be designated by the SWAT Team Commander.
- c. Activation Process
 - i. SWAT activations take precedence over all other assignments within the WPD. SWAT Team members are assigned and subordinate to the SWAT Team Commander or his designee.
 - ii. A police officer with the position of detective corporal, or higher has the authority to request immediate activation of the SWAT team for any critical incident within jurisdictional boundaries. The activation will commence when the requesting officer contacts the Assistant Chief of Police or designee and briefs her/him on the incident. The SWAT Team Commander or Team Leader will then be notified and briefed about the incident. This contact can be made through the communications division of the WPD. The Commander or Team Leader will then take responsibility for the conduct of the activation. When it is determined to be necessary, any police officer assigned to the SWAT team is authorized to initiate team activation.
 - iii. Before the actual deployment of the SWAT team, the department shall evaluate the necessity for this deployment by using a risk assessment matrix tool. This tool is a guide to evaluate the need to deploy the most heavily armed unit within the department to ensure that it meets the risk potential of the incident.
 - iv. A risk assessment matrix should be completed prior to determination that a “high risk” exists.
 - v. This type of specialized unit is designed to operate as a team. When deployed, the number of team members utilized will be evaluated based on the type of incident. Individual members, however, may be used in other police field incidents to enhance the police operation by virtue of his/her specialized equipment. In any case where the use of an individual member is considered, the SWAT Commander or Team Leader shall be notified for assessment and approval.

- vi. The WPD SWAT Team is available to assist with any critical incident (as previously defined). Situations that are not specifically covered by this definition will exist, and it will be the decision of the on-scene supervisor to request SWAT Team activation.
- vii. SWAT is available, with the approval of the SWAT Team Commander or Team Leader, to any requesting law enforcement agency within the State of South Dakota. When a request for the team is received, it shall be immediately forwarded to the SWAT Team Commander or Team Leader who will determine if in fact the situation warrants the activation of the team. If the situation warrants the activation of the team, the SWAT Team Commander or Team Leader will contact the Chief of Police and/or designee and will request permission to activate the team. Once permission is granted, the activation will follow standard procedures.
- viii. When the department is requested to assist another jurisdiction by the deployment of the SWAT team in a jurisdiction other than that policed by this department, the operational aspects and decisions will be made by the Watertown Police Department SWAT Team Commander or Team Leader in consultation with the on-duty supervisor of the requesting agency. The manner of operational deployment will conform to WPD policy on the use of this specialized tactical unit.
- ix. Request for Mutual Aid will be governed by compliance with the 34-48 Statewide Mutual Aid Request Among Public Agencies.
- x. Any Division within the police department may request the assistance of the SWAT Team in planning or conducting appropriate operations. The Division Commander or his representative will contact the SWAT Team Commander or Team Leader with the request. The SWAT Team Commander or Team Leader, if approving the request, will then follow the above described procedures for team activation. Applicable department guidelines concerning the executions of search/arrest warrants will be adhered to when unit/division requests that the SWAT Team serve a warrant.
- xi. The CNT is available to assist/support other units of the WPD. If a requesting supervisor requests the specific use of the CNT, the following procedure will be utilized.
 1. The request for utilization of the CNT will immediately be reported to the SWAT Team Commander or Team Leader. This can be done through the WPD Communications Center or through direct contact with the SWAT Team Commander or Team Leader.
 2. The CNT, the SWAT Team Commander and/or the Team Leader will respond to the incident location.
 3. The SWAT Team Commander or Team Leader will assess the situation, prior to deployment of the CNT, to determine if there exists a need for a tactical response from the SWAT Team.
 - a. If it is determined that there is no need for a tactical response, the CNT will be deployed to assist with the incident. The SWAT Team Commander and/or Team Leader will remain at the scene and monitor the progress until such time that the incident is concluded.
 - b. If it is determined that there is a need for a tactical response, the SWAT Team Commander and/or Team Leader will initiate the activation according the procedures outlined in this general order.
 4. The CNT is available to assist/support other law enforcement agencies within the State of South Dakota upon request. If a requesting agency requests specific use of the CNT, the following procedure will be utilized.
 - a. The request for utilization of the CNT will immediately be reported to the SWAT Team Commander or Team Leader. This can be done through the Communications Center or through direct contact with the SWAT Team Commander or Team Leader.
 - b. The CNT will respond to the established location and attempt to make contact with the suspect involved in the incident.
- xii. Tactical Dispatcher will be available when requested to be the contact point for all units involved in a tactical response incident.
 1. The SWAT team Commander or Team Leader will request the response of a Communications Officer to respond to the scene of a tactical incident.
 2. The Tactical Dispatcher will be the main communications point for all units involved in a tactical incident.
 3. The Tactical Dispatcher will collect and document information as it is received during the tactical incident.
 4. The Tactical Dispatcher will relay pertinent information to the appropriate unit as information is received.

d. Hostage/Barricade Situations

i. Patrol Officer Duties.

1. Except in the event of an in progress violent situation, patrol officers should not initiate immediate tactical actions other than those necessary to protect the lives and safety of others.
2. Make notification to patrol supervisor regarding the incident and circumstances.
3. Contain and isolate the incident scene to as small an area as is safe and practical by establishing a perimeter of containment. As time and resources permit, outer perimeter containment, to control pedestrian and vehicular traffic, should be established.
4. When possible and applicable, evacuate injured persons or those in immediate danger.
5. Evacuation of affected residents and businesses within sight and range of the suspect should be accomplished as soon as practical.

ii. Patrol Supervisor Duties.

1. Request activation of the SWAT team.
2. Assume command of the incident until otherwise relieved by competent authority.
3. Ensure that the command staff has been notified.
4. Select an initial command post site (consideration should be given to location, accessibility, and safety).
5. Make provisions for recording personnel assignments and developing a chronological record of events.
6. If applicable, ensure that fire/rescue services are available near the command post area.
7. Provide a detailed briefing for the SWAT Team Commander or Team Leader, including suspect's actions and personnel assignments.

iii. High Risk Incident Commander Duties.

1. Assume command of the incident.
2. Coordinate and direct the activities involved in the situation.
3. Maintain communications with all operational components involved.
4. Coordinate all media releases utilizing the established Public Information Officer.
5. Ensure that further notifications in the chain of command have been made.
6. Establish and maintain an outer perimeter.
7. Establish the appropriate chain of command for the incident.
8. Ensure that appropriate communications exists with all other agencies involved with the incident.
9. Identify logistical requirements and coordinate/delegate the appropriation of specific logistical items.
10. Request and place on stand-by, appropriate fire and EMS personnel.
11. Ensure that at the conclusion of the incident, a thorough preliminary investigation is conducted.

iv. SWAT Team Commander Duties.

1. Evaluate the situation to determine the SWAT Team staffing and equipment needs.
 - a. If the situation is a prolonged incident or beyond the capabilities of the SWAT Team, the SWAT Team Commander or Team Leader should notify other agencies and request their assistance in resolving the incident.
2. Formulate tactical resolution options and communicate these options to the High Risk Incident Commander.
3. Assume responsibility for the inner perimeter.
4. Coordinate the deployment of SWAT Team personnel.
5. Maintain contact with the High Risk Incident Commander.
6. Coordinate intelligence information with the CNT.
 - a. Ensure that a primary and secondary negotiator has been assigned.
 - b. Initiate appropriate intelligence gathering to provide information regarding the suspect(s), hostages, and/or location.
 - c. Designate a location to interview witnesses, released hostages, and any other persons having pertinent information.

- d. Coordinate any professional assistance (Psychiatrist, Psychologist, etc.) or third party negotiator, if necessary.
- 7. Ensure that at the conclusion of the incident, appropriate briefings are conducted and that applicable after action reports are completed.
- e. Use of Force
 - i. The level of force used by officers will be consistent with department policy and state statute.

5. SELECTION PROCESS

- a. The SWAT team will select all prospective members from a valid selection roster created through applicant testing. Criteria for application will be based on the following; time in service of a certain length, satisfactory job performance in present and previous assignments, and satisfactory physical fitness levels. Testing will consist of SWAT Team specific and validated tests.
 - i. Recruitment, Applications, Process Examinations
 - 1. Recruitment of candidates for SWAT team positions will be carried out through appropriate postings to insure that all segments of the law enforcement divisions of the WPD have an opportunity to apply and to be considered for such positions.
 - 2. Such positions should be posted at least three weeks prior to the testing date.
 - 3. Applications must be received by the SWAT Team Commander one week prior to testing.
 - 4. Applicants will be recruited on the basis of the minimum requirements established by the SWAT Team.
 - a. Applicants must be currently assigned as a law enforcement officer within the WPD.
 - b. Applicants must, at the time of the testing, have two (2) years of law enforcement experience with the WPD.
 - c. The methods utilized to examine applicants may consist of any, all, or a combination of the following:
 - i. Letter of interest
 - ii. Weapon proficiency testing
 - iii. Physical tests
 - iv. Oral interview
 - v. Evaluation and rating of training and experience.
 - vi. Quality of work and/or length of service.
 - vii. Other criteria which have been determined to be a fair and impartial measure of an applicant's ability and fitness to perform the duties associated with the SWAT Team.
 - d. Any decision taken by the SWAT Team relative to selection of applicants will be made by the Commander and SWAT Team Leaders.
 - e. Officers selected for SWAT Team participation are being granted a privilege, not a right, and team participation will not result in any change in pay or grade, and any decision on continued participation or removal from the team is solely the discretion of the Chief of Police and not subject to any grievance procedure.
 - ii. Establishment of Eligibility Lists
 - 1. The SWAT shall establish and maintain an eligibility list when necessary to meet the needs of the team.
 - 2. Each list shall contain the names of applicants who have been determined qualified by the examination process.
 - a. Names of applicants shall remain on this list for a period of one (1) year from the date of placement on the list, provided the applicants maintains the application standards set forth by the team.
 - b. The SWAT Team, at its discretion, may choose for appointment to the team, any name from the list.
 - 3. All selections of personnel for assignment to the SWAT Team will be subject to final approval by the Chief of Police or his/her designee.
 - iii. Leave of Absence
 - 1. A SWAT Team member can be allowed up to six (6) months leave of absence. Any request for a leave of absence or an extension of an existing leave of absence will be reviewed on a case by case basis. The following are acceptable criteria for requesting a leave of absence:
 - a. Temporary medical disability.

- b. Job transfers which do not allow or limit a SWAT Team member's contact with department members or availability for activation and training.
 - c. Long Term specialty schools.
 - d. Military obligations.
 - e. Personal hardships.
 - f. Other circumstance which in the opinion of the Chief of Police justifies granting a leave of absence. A team member may voluntarily withdraw from the team at any time, for any reason. A team member may be removed from the team, without cause, when deemed necessary for the good of the team by a consensus of the leadership elements of the team and approval by the SWAT Team Commander.
- iv. Technical Support
- 1. The SWAT Team Commander may, at his discretion, and with the approval of the supervisory elements of the team, assign specific individuals to the team. This type of assignment will only be utilized for technical and medical support personnel. These type of assignments include, but are not limited to:
 - a. Equipment monitor.
 - b. Audio/Video technicians.
 - c. Communication specialists.

6. TRAINING STANDARDS:

- a. The SWAT Team will conduct training a minimum of 4 hours per month whenever practical to the mission of the WPD. The SWAT Team will train on appropriate subjects related to the mission of the SWAT Team. All training will be documented and training records will be maintained on file indefinitely. All training will be performance oriented and SWAT Team task specific. Specific criteria will be set for firearms and physical fitness standards. The firearms and physical fitness criteria will be documented and maintained in the SWAT Team files. Any changes in the curriculum will be justified in writing and will amend existing standards.
- b. Members of the WPD that are assigned to SWAT will be required to attend monthly training.

7. EQUIPMENT STANDARDS:

- a. The SWAT Team will supply team members with at least the following safety equipment;
 - i. Ballistic Helmet
 - ii. Safety glasses or goggles
 - iii. Hearing protection
 - iv. Ballistic entry vest
 - v. Load bearing vest or duty belt for tactical equipment
 - vi. Special weapons as authorized
 - vii. Appropriate amount of ammunition for weapons training and qualification
 - viii. SWAT Team members will utilize appropriate utility type uniforms, of an approved color/pattern, and footwear. Except when otherwise authorized by the SWAT Commander, uniforms will utilize clearly visible and identifiable placards, patches, badges, or lettering that identifies the wearer of the uniform as a law enforcement officer. All other items of personal wear or equipment must be approved by the SWAT Team Commander.
 - ix. SWAT Team members are responsible for the care and maintenance of the equipment which is issued to them. No modifications or repair of any assigned equipment will be made without the authorization of the SWAT Team Commander or Team Leader. All modifications and repairs will be in accordance with corresponding Watertown Police Department General Orders. All equipment provided to SWAT team members will be paid for, and remain the property of the City of Watertown; and will be replaced by the WPD in the event of normal wear and tear.

8. SPECIAL EQUIPMENT

- a. Recognizing that the missions of the SWAT Team are performed in a hazardous environment and recognizing that the safety of innocent citizens, officers, and suspects are often jeopardized by these hazardous conditions, the SWAT Team shall utilize special equipment. Special equipment, utilized by the SWAT Team, will include, but is not limited to the following:
 - i. BREACHING TOOLS AND AMMUNITION: Items such as rams, pry bars, specialized lock-breaching 12 gauge ammunition, hydraulic or electronic machines, etc. which are designed to force entry into barricaded or secured areas.
 - ii. CHEMICAL AGENT: Synthetic chemical compositions such as Orthochlorbenzalmalononitrile (CS) that affect the lachrymal glands of the human eye. These effects are readily observed by profuse tearing which occurs when exposed to these agents.

- iii. FLASH/NOISE DIVERSIONARY DEVICES: Devices which are designed to provide a distraction effect.
 - iv. HIGH CALIBER RIFLES: Selected rifles which allow SWAT team members to make highly accurate shots from relative distances.
 - v. LESS LETHAL WEAPONS OR AMMUNITION: Weapons or ammunition which propels a projectile or device that is not normally lethal in nature.
 - vi. OLEORESIN CAPSICUM (OC): Naturally derived substance refined from resins and various chili peppers. OC is classified as an inflammatory. This substance effects exposed tissue membranes causing them to become inflamed along with intense burning sensation to sensitive exposed tissue areas.
 - vii. PRIMARY ENTRY WEAPONS: Handguns, select fire weapons, shotguns, and rifles, which are capable of providing the SWAT Team with accurate and adequate firepower.
- b. The SWAT Team Commander or Team Leader and designated team leaders will ensure that only those team members properly trained in the use of the special equipment will utilize the equipment. Any and all chemicals utilized by the SWAT team will be routinely inventoried and inspected to ensure their viability remains within manufacturer's standards; and to ensure the passage of time has not rendered any chemical ineffective.

9. OLEORESIN CAPSICUM(OC) / Orthochlorbenzalmalononitrile (CS)

- a. Approval – The use of standard OC/CS shall rest with the individual officer in accordance with the Watertown Police Department Use of Force general order governing its use. Delivery of OC/CS by either 12 gauge ferret, 37 mm launcher, or 40 mm launcher shall be approved by the Incident Commander. The SWAT Team Leader may authorize the use of at his/her discretion non-pyrotechnic OC/CS canisters in accordance with Watertown Police Department Use of Force general order. Non-pyrotechnic OC/CS canisters shall be considered similar to standard OC/CS spray.
- b. Deployment – Standard OC/CS spray shall be governed by the current Watertown Police Department Use of Force general order. Deployment of OC/CS in either canister form, 12 gauge ferret, 37 mm launcher, or 40 mm launcher shall be governed by the following considerations:
 - i. The area is free of elderly or medically infirmed individuals and/or small children.
 - ii. The wind will not hinder the delivery of OC/CS.
 - iii. Team members likely to be effected are equipped with gas masks.
 - iv. Delivery is by non-flammable means.
 - v. Delivery by either 12 gauge, 37 mm, or 40 mm launcher is not likely to strike a person.
 - vi. Officers using either 12 gauge, 37 mm, or 40 mm launcher have been properly trained.
 - vii. Following the introduction of OC/CS into a structure, and prior to releasing the scene, a notice will be posted on all points of entry that clearly warn persons of the presence of OC/CS inside. This notice shall contain information about the chemical make-up of the OC/CS used and the potential effects on a person if exposed. In addition, the notice will include relevant contact information in the event any future building occupant has any question regarding the chemical introduced.
 - 1. The SWAT Team Leader will attempt to notify the owner or occupier of the structure that OC/CS was used, and provide that owner or occupier with decontamination instructions provided by the OC manufacturer. In the absence of actual notification, the SWAT Team Leader will post the decontamination instructions on, or in, the structure.

10. CHEMICAL AGENT

- a. Approval – Use of any chemical agent shall be only upon the approval of the Incident Commander or the Chief of Police.
- b. Plans
 - i. A fire suppression contingency plan must be made if a flammable delivery method is being used.
 - ii. A medical emergency contingency plan should be made.
- c. Deployment – The deployment area must be clear of flammables, or a non-flammable delivery method will be used.
 - i. If the deployment area is inside a building, a non-flammable delivery method should be used.
 - ii. Wind currents may hinder the use of airborne chemical agents and should be taken into consideration.
 - iii. The amount of chemical agent should be reasonable for the deployment area.
 - iv. Team members and others likely to be affected must be properly equipped with gas masks.
 - v. The presence of children, elderly persons and medically infirmed persons must be weighed against the necessity for use of chemical agents.
 - vi. Following the introduction of a Chemical Agent into a structure, and prior to releasing the scene, a notice will be posted on all points of entry that clearly warn persons of the presence

of a Chemical Agent inside. This notice shall contain information about the chemical make-up of the Chemical Agent used and the potential effects on a person if exposed. . In addition, the notice will include relevant contact information in the event any future building occupant has any question regarding the chemical introduced.

1. The SWAT Team Leader will attempt to notify the owner or occupier of the structure that a Chemical Agent was used, and provide that owner or occupier with decontamination instructions provided by the Chemical Agent manufacturer. In the absence of actual notification, the SWAT Team Leader will post the decontamination instructions on, or in, the structure.

11. MISSION PLANNING

- a. SWAT will utilize a written planning process for all operations that are proactive or anticipatory in nature. The written process will be in accordance with current WPD General Orders.
- b. Before deployment of the SWAT team,, an operational planning session shall be conducted and must include:
 - i. A written operational plan identifying the mission given to the unit and the tasks assigned to each member.
 - ii. A reading of the warrant or description of the events leading to the decision to deploy the specialized unit
 - iii. Acknowledgment that current surveillance of the targeted location has been done.
 - iv. Identification of the subjects believed to be present at the targeted location.
 - v. A description of the violence potential and any weaponry that may be present.
 - vi. A schematic of the targeted location, if available, and any known tactical hazards.
 - vii. The stationing of medical support, when necessary.

12. DOCUMENTATION OF ACTIVATION

- a. The SWAT Team Commander or Team Leader will cause a department report to be generated detailing the activation and use of the team. This report will be a standard police report type document which details the operation and pertinent information required for follow-up investigators, prosecutors, etc.

13. AFTER ACTION CRITIQUE/REPORT

- a. At the completion of all operations and significant training events the SWAT Team Commander or Team Leader will conduct an after action review. The purpose of this review will be to create a forum for team members to offer information for the improvement of the team. The after action review will be formatted to develop the following information; positive factors, negative factors, solutions for the negative factors.
- b. An after action report on operations concerning hostage/barricaded person(s) will be submitted to the Chief of Police, the Assistant Chief of Police, and the Criminal Investigative Division within 5 working days following the incident.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: June 9, 2021	Rescinds: Amends: Oct 18, 2013	Number: C-160
Subject: Officer Involved Critical Incidents		Re-evaluationDate: June 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 5

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedures

This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can be used as basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

1. PURPOSE

To assist officers with the stress inherent in critical incidents, certain procedures are to be followed.

2. POLICY

This policy will establish procedures relating to shooting incidents and other critical incidents. It will address the legal issues and provide officers with professional assistance in dealing with severe stress.

3. DEFINITIONS

A. An *Officer-Involved Critical Incident* is:

- 1)The discharge of a firearm by a law enforcement officer or official conducting an enforcement activity that results in serious bodily injury or death.
- 2)Any incident in which a law enforcement officer or official sustains serious bodily injury or death at the hands of another, to include "friendly fire" situations.
- 3)Any incident involving the use of force by a law enforcement officer against another person that results in serious bodily injury or death.

B. *Principal Officer* – Any law enforcement officer who, under the color of law, has used deadly force, which has resulted in death or bodily injury.

C. *Involved Officer* – Any law enforcement officer that was present during a use of force incident and was involved with or directly assisted the Principal Officer who used deadly force or whose law enforcement actions resulted in the death of a citizen/arrestee.

D. *Witness Officer* – Any law enforcement officer who witnessed a deadly force incident involving another law enforcement officer whether before, during or immediately following the event.

4. PROCEDURES

A. Whenever an officer's actions on duty result in death or critical injury to another person, whether or not a shooting was involved, the officer, if not injured and able to do so, should:

- 1)Render necessary first aid.
- 2)Summon the on-duty Shift Supervisor or his designee.
- 3)Complete any required paperwork to document the facts of the incident in a timely fashion, if possible.

B. Any other officers arriving on scene should:

- 1)Attempt to ensure that scene has reached a level of control such that there is no longer a threat of harm to citizens, officers or suspects.
- 2)Provide for the immediate medical attention of all persons injured.
- 3)Secure the scene and preserve any area that may contain evidence pertinent to the events being investigated.
- 4)Secure and segregate all witnesses to the event. This would include the segregation of the involved officer(s).
- 5)Start and maintain a Crime Scene Log. Document ALL people who were within the scene during or after the incident, including (but not limited to) all police, fire, and EMS personnel.

C. The responding on-duty supervisor should:

- 1) Check on the well-being of the principal and involved officer(s) and/or victims.
- 2) Assume the role of incident commander and utilize the incident command concept until otherwise relieved of incident command.
- 3) Secure any weapon(s) and all magazines used or carried by the principal and/or involved officer(s) and/or the suspect(s).
 - a. An equivalent or similar weapon may be issued to the principal and/or involved officer(s) prior to their return to regular duty.
- 4) Ensure notifications to the command staff have been made.
- 5) Assist officer(s) in calling family member(s), or ensure notifications are made to the officer's family.
- 6) Ensure that all recorded information surrounding the incident (video, audio, MDT and radio communications, 911 calls, video surveillance from surrounding businesses, etc.) is secured.
- 7) With respect to obtaining a brief overview of the incident, the on duty shift supervisor should:
 - a. Briefly interview any witness officer(s) who was/were not directly involved in the incident.
 - b. In the event that there are no witness officers, the shift supervisor should attempt to obtain a brief voluntary overview from one involved officer. In the event there are no involved officers, the shift supervisor should attempt to obtain a brief voluntary statement from one principal officer.
 - c. If necessary, the supervisor may administratively order any officer from this department to immediately provide public safety information necessary to secure the scene and pursue suspects. Public safety information shall be limited to such things as outstanding suspect information, number and direction of shots fired, parameters of the incident scene, identity of known witnesses and similar information.
 - d. Absent a voluntary statement from any officer(s), the initial on scene supervisor should not attempt to order any officer to provide any information other than public safety information.
 - e. Principal, involved, and witness officer(s) should be given an administrative order not to discuss the incident with other officers pending further direction from a supervisor.

D. The mental health of all officer(s).

- 1) A licensed mental health professional may be summoned to provide assistance to, or evaluation of, the principal or involved officer(s).
 - a. Licensed mental health professionals have a confidential relationship with adult clients for past acts, but if they feel a client will commit a crime in the future, that information is not subject to confidentiality.
 - b. The mental health professional may, following this initial contact, recommend to the Chief of Police the extent to which Administrative Leave appears to be necessary for each involved officer. (see the section below regarding Administrative Leave)
 - c. In all cases of mandatory counseling, the officer will have a follow-up contact with the counselor sixty (60) days after the initial session. The mental health professional may recommend additional counseling sessions for the officer, or the officer may choose to voluntarily participate in additional counseling sessions.
 - d. Counseling services may also be made available to the any officer's family, including the children in reference to potential problems in school, or from their friends.
 - e. Counselors may be available 24 hours a day to respond following these types of critical incidents.
- 2) Peer counselor(s) may be summoned to provide assistance to any officer(s).
 - a. The Department will honor the sensitivity of communications with peer counselors. Employees should be cautioned that there may be a reduced level of privilege between peer counselors and involved employees. As such, when possible peer counselors are encouraged to focus on mitigation and coping strategies and discouraged from discussing the facts of the incident.

E. The City Attorney may be summoned to the scene if an officer has been involved in a shooting, or an incident where the officer has killed or seriously injured another person.

- 1) The City Attorney will be available to give the officer advice and assist with reports.

- 2) If the City Attorney determines that the department's interests and the officer's interests are inconsistent with each other, the City Attorney will recommend that the officer retain private counsel.
- 3) If it appears the officer has acted lawfully, in good faith, and within the scope of his duties, the City Attorney will continue to be an advocate for the officer during the investigation as well as with any state or federal civil actions.

F. Criminal Investigation of incident

- 1) Whenever an officer uses potentially lethal force against another individual, another law enforcement agency will conduct a full investigation into the circumstances of the incident.
 - a. The Chief of Police or his/her designee will determine if an investigation by an outside agency is appropriate and which agency will be requested.
- 2) As soon as practical, principal and involved officer(s) should be removed from the scene and taken to the Police Department building.
 - a. Care should be taken to preserve the integrity of any physical evidence present on the officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.
- 3) The Chief of Police or his/her designee should admonish each principal, involved, and witness officer that the incident shall not be discussed except with authorized personnel or representatives. The following shall be considered for the principal, involved, and witness officer:
 - a. Any request for department or legal representation will be accommodated however; no principal, involved, or witness officers shall be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.
 - b. Discussions with licensed attorneys will be considered privileged as attorney-client communications.
 - c. Discussions with departmental representatives (e.g., union representatives) will be privileged only as to the discussion of non-criminal information.
- 4) Interview of principal and involved officer(s) for purposes of criminal investigation.
 - a. Supervisors and Watertown Police Department Command Staff personnel should not participate directly in any voluntary interview of officers. This will not prohibit such personnel from monitoring such interviews or indirectly providing areas for inquiry;
 - b. If requested, any principal or involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney, prior to speaking with the investigator. However, in order to maintain the integrity of each individual officer's statement, principal and involved officers shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed;
 - c. Any voluntary statement provided by the officer(s) will be made available for inclusion in the administrative or other related investigations;
 - d. Absent consent from the principal or involved officer or as required by law, no administratively coerced statement(s) will be provided to any criminal investigators.
- 5) Reports by principal and involved officers for criminal investigation.
 - a. In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require principal and involved officers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.
 - b. While the principal and involved officer may write the report, it is generally recommended that such reports be completed by assigned investigators who should interview principal and involved officers as victims/witnesses. Since the purpose of these reports may be to facilitate criminal prosecution, statements of principal and involved officers should focus on evidence to establish the elements of criminal activities by involved suspects.
 - c. Nothing in this section shall be construed to deprive any officer of the right to consult with legal counsel prior to completing any such criminal report.
 - d. Reports related to the prosecution of criminal suspects will be processed according to normal procedures, but should also be included for reference in the investigation of the officer-involved critical incident.

- G. Administrative investigation of incident. In addition to all other investigations associated with an officer-involved shooting or other critical incident, this department will conduct an internal administrative investigation to determine conformance with department policy. This investigation will be conducted under the supervision of the investigator assigned by the Chief of Police or his designee.
- 1) Any officer involved in a shooting or incident in which another person is killed or injured may be administratively compelled to provide a blood sample for alcohol/drug screening.
 - a. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency;
 - 2) If any officer has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved officer.
 - 3) If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The officer shall be provided with a copy of his or her prior statement before proceeding with any subsequent interview(s).
 - 4) In the event that a principal or involved officer has elected to not provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information:
 - a. Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer(s) physical and psychological needs have been addressed before commencing the interview;
 - b. If requested, the officer shall have the opportunity to select an uninvolved representative to be present during the interview. However, in order to maintain the integrity of each individual officer's statement, principal and involved officers shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed;
 - 5) Administrative interview(s) should be recorded and performed in compliance with WPD General Order A-151.
 - a. The officer shall be informed of all constitutional Miranda rights and, assuming no voluntary waiver, will then be given an administrative order to provide full and truthful answers to all questions. The officer shall be informed, however, that the interview will be for administrative purposes only and that the statement cannot be used criminally (The Lybarger or Garrity admonishment);
 - b. The administrative interview shall be considered part of the officer's confidential personnel file.
 - c. The assigned investigator shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies;
 - d. The completed administrative investigation shall be submitted to the Chief of Police
 - e. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.
- H. Administrative leave of principal and involved officer(s)
- 1) An officer directed to participate in a mandatory counseling session(s) will not work the following five (5) consecutive days.
 - 2) If the officer is scheduled to work those five (5) days, he will be placed on Administrative Leave without loss of pay or benefits.
 - 3) In the likely event that the investigation into the incident continues beyond the five (5) days, the Chief of Police may extend the Administrative Leave.
 - a. The Chief of Police, in consultation with the City Attorney, the State Attorney, and the investigating agency, may make a preliminary determination as to whether or not the involved officer's actions appear to be compliant with applicable laws and policies.
 - b. This preliminary determination is not meant to be a final ruling on criminal violations or policy compliance, but merely an aid used to determine if an extension of the Administrative Leave is warranted, and which type of Administrative Leave should be applied.
 - a. Paid Administrative Leave may be extended if the preliminary determination shows it is likely:
 - i. the officer acted within law and policy, and

- ii. the extension would result in some benefit to the officer, the department, or the City.
 - b. Unpaid Administrative Leave may be applied if the preliminary determination shows it was likely the officer's actions were in violation of applicable laws or policies.
- 4) Assignment to Administrative Leave is not to imply or indicate that the officer is suspected of having acted improperly.

Section D: Investigative

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



**Tim Toomey
Chief of Police**

Effective Date: October 18, 2013	Rescinds: Amends: D-100 May 1, 2010	Number: D-100
Subject: Digital Imaging		Re-evaluationDate: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 3

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. PURPOSE

The purpose of this policy is to set standards for the use of digital imaging by the personnel of the Watertown Police Department.

2. POLICY

It shall be the policy of the Watertown Police Department to insure that images utilized to document a crime scene are preserved to maintain their integrity as evidence. With the advent and utilization of digital technology, it is important that measures be taken to preserve the integrity of the image and the chain of evidence.

3. DEFINITIONS

- a. ARCHIVING – Long -term storage of an image.
- b. CAPTURE – The process of recording an image.
- c. CAPTURE DEVICE – A device used in the recording of an image.
- d. CD – Compact disk utilized for the storing of digital information.
- e. COPY IMAGE – A reproduction of information contained in a primary or original image.
- f. DIGITAL IMAGE – An image that is stored in numerical form.
- g. DISK – A disk used to save/store computerized data.
- h. DUPLICATE IMAGE – An accurate and complete replica of an original image, irrespective of media.
- i. FILE FORMAT – The structure by which data is organized in a file.
- j. IMAGE – An imitation or representation of a person or thing, drawn, painted, photographed, etc.
- k. IMAGE ANALYSIS – The extraction of information from an image beyond that which is readily apparent through visual examination.
- l. IMAGE ENHANCEMENT – Any process intended to improve the visual appearance of an image.
- m. IMAGE OUTPUT – The means by which an image is presented for examination or observation.
- n. IMAGE PROCESSING- Any activity which transforms an input image into an output image.
- o. IMAGE PROCESSING LOG – A record of steps used in the processing of an image.
- p. IMAGE TRANSMISSION – The act of moving images from one location to another.
- q. IMAGE VERIFICATION – A process by which personnel identify an image as being an accurate representation.
- r. INTERMEDIATE STORAGE – Any media or device on which an image is temporarily stored for transfer to permanent or archival storage.
- s. MEMORY CARD – A unique data/information storage card in some digital cameras utilized to record/save digital images.
- t. NATIVE FILE FORMAT – The file format of the primary image.
- u. PRIMARY IMAGE – Refers to the first instance in which an image is recorded onto any image that is a separate, identifiable object or objects.
- v. PROCESSED IMAGE – An output image (See Image Processing).
- w. STORAGE – The act of preserving an image.
- x. WORKING IMAGE – Any image subjected to processing.
- y. WRITE ONLY CD-ROM SYSTEM – A computerized write/save system of storing digital information in a permanent manner.

4. PROCEDURES

- a. Procurement of digital cameras
 - i. Only agency authorized capture devices/digital cameras are to be utilized by personnel for the procedure of documenting information/evidence during an investigation.
- b. Taking of pictures
 - i. Subject matter should range from the general to specific.
 - 1. Take overall photographs of the entire scene to show its relationship to the surrounding areas.
 - 2. Take mid-range photographs to show the relationship of the evidence in the scene.
 - 3. Take close-up photographs of evidence for comparison.
 - ii. When photographing persons:
 - 1. Identification photographs – full frontal and facial for identification.
 - 2. Mid-range photographs to show injuries and other body parts.
 - 3. Close-up photography with and without scale in regards to scars, marks, tattoos, and injuries.
 - iii. Document in the written case report the following information:
 - 1. Type of camera used.
 - 2. File format used to digitize the images.
 - 3. Number of photographs taken.
 - 4. What is being depicted in the photographs.
- c. Submission of photographs
 - i. Photographs should be submitted to the Records Unit as an attachment to case file.
- d. Printing and distribution of images
 - i. Images will be printed as needed for trial and on-going investigations. Emphasis will be placed on electronic transfer/digital image transmission of duplicate images whenever possible. All duplicate images will be copied in an unaltered native file format as that of the original.
 - ii. Other appropriate distribution of duplicate images will be copying the duplicate images to a CD.
 - iii. All requests for printed or duplicate images for the State's Attorney's/City Attorney's Office, non-law enforcement personnel, private attorneys, insurance companies, private citizens, and others will be determined on a case-by-case basis and handled through the Watertown Police Department Records Division. Emphasis will be placed on electronic/digital image transmission or duplication of images via disks or CD's whenever possible.
 - iv. All requests for printed or duplicate images from public defenders or private attorneys must be accompanied by a copy of an Answer to Demand for Discovery from the States Attorney's/City Attorney's Office. These requests are handled through the Watertown Police Department Records Division.
 - v. A copy of the request form will be made and enclosed within the case file. Emphasis will be placed on electronic transfer/digital image transmission or duplication of images via disks or CD's whenever possible.
 - vi. The original request with the printed material or duplicated disk or CD will be forwarded to the Records Division.
- e. Working with images
 - i. Primary image files from digital cameras or other digital image files will be archived on the Watertown Police Department Computer Server for permanent storage.
 - ii. Primary images must be stored/archived in their native file format from the camera.
 - iii. No alterations or obliteration of primary images will be allowed.
 - iv. Only duplicate images of the primary images will be transmitted. Processing to improve the image quality will be limited to those used with traditional negative based processing.
 - 1. Sharpen focus
 - 2. Correct contrast/brightness
 - 3. Correct color balance
 - 4. Enlarge the image or part of it
 - v. Manipulation, actually altering properties if the image, will only be performed on a copy of the original. This may involve, but is not limited to:
 - 1. Sharpness enhancement
 - 2. Removal/addition of objects/features
 - 3. Use of images in court displays

- vi. Under no circumstances will a corrected or manipulated image be substituted for the original/primary image. All processed images will be saved as a separate file. They may be permanently stored on CD with the original images, but will be specified as a copy.
- vii. If any manipulations are made on a copy of a photograph, a supplemental report must be written documenting the procedures utilized.
- viii. A supplemental report detailing the following must be written.
 - 1. The program utilized to publish the photographs.
 - 2. The date and time the photographs were published.
 - 3. The digital processing procedures that were used to publish the photographs/images.
 - 4. Any enhancements or other alterations to the photograph/images made during the publishing should be recorded in the report along with an explanation of why an enhancement was conducted.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: July 19, 2016	Rescinds: Amends:	Number: D-110
Subject: Unmanned Aircraft Vehicle		Re-evaluation Date: July 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 3

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedures

1. PURPOSE

- A. The following procedures are intended to promote the safe and efficient operation of the department's unmanned aircraft. SAFETY, above all else, is the primary concern in each and every operation, regardless of the nature of the mission.

2. POLICY

- A. The Watertown Police Department Unmanned Aircraft Vehicle (UAV) Unit shall support other elements of the Police Department and other law enforcement agencies, by providing a safe and efficient aerial observation perspective on law enforcement and other public safety incidents. Missions will be accomplished efficiently and safely while respecting the law and the privacy of the citizens we serve.
- B. The policy is not intended to be all-inclusive, but as a supplement to other department guidelines, Federal Aviation Regulations, etc.
- C. This policy has been written to address unmanned aircraft operations as they existed when the policy was drafted. Equipment, personnel, environment (internal and external), etc., change over time. Given this fact, it is essential that this policy be periodically updated as necessary. Any changes to this policy will be communicated expeditiously to all affected personnel.

3. PROCEDURES

A. Organization

1. The Unmanned Aircraft Operations Unit shall be comprised of those personnel assigned by the Chief of Police and may include pilots, visual observers, and others deemed necessary.
2. Unmanned aircraft operations are under the command of the Chief of Police or designee. Control and supervision of flight operations are delegated to the UAV Chief Pilot. The UAV Chief Pilot may delegate such responsibility to UAV pilots. Control and supervision of the law enforcement aspect of all UAV missions is retained by the Chief of Police or designee.

B. Personnel

1. Commanding Officer - The Chief of Police or his designee serves as the commanding officer of unmanned aircraft operations and is responsible for overall management and supervision of the operation, which includes budget preparation and control, personnel selection, etc.
 - a. Given the technical nature of aviation, the Chief of Police or his designee may, at his discretion, assign responsibility for unmanned aircraft operations to any member who has the knowledge, skills and abilities to safely and effectively manage the operation.
2. Supervisor/Chief Pilot
 - a. The Assistant Chief of Police shall serve as the supervisor of UAV operations.
 - b. At the discretion of the Chief of Police, one pilot may be designated as the chief pilot
 - c. The chief pilot is responsible for the following:
 - i. Ensuring all flight operations personnel understand applicable regulatory requirements, standards and organizational safety policies and procedures.
 - ii. Review standards and the practices of agency personnel as they impact flight safety.
3. Safety Officer
 - a. One UAV Unit member may be designated as the safety officer. This assignment will be in addition to other duties.

- b. The chief pilot will assure that the safety officer receives the necessary training to properly perform the duties of this role.
 - c. Duties of the safety officer may include:
 - i. Copy and circulate pertinent safety information.
 - ii. Assist the chief pilot in debriefing training sessions with an emphasis on safety concerns/issues.
 - iii. It is emphasized again that safety is the responsibility of ALL members, not just the safety officer.
4. Pilots
 - a. To be considered for selection as a pilot, applicants must be in good standing with the Department and meet any other requirements imposed by the Chief of Police.
 - b. A pilot's primary duty is the safe and effective operation of the agency's UAV in accordance with the manufacturers' approved flight manual, FAA regulations and certificate of authorization conditions, and the Department's General Orders. Pilots must remain knowledgeable of pertinent FAA regulations and the Department's General Orders.
- C. Training
- 1. Objective
 - a. The key to continued safe operations is by maintaining a professional level of aviation competency. The first step in this process is establishing minimum qualifications for selecting aircrew. The second step involves training.
 - 2. Budget
 - a. The Investigative Division Captain will meet with the UAV Unit Chief Pilot annually to ascertain training needs for the upcoming fiscal year. When applicable and subject to funding, appropriate budget documents will be prepared and submitted to the Chief of Police requesting the necessary funds to support training.
 - b. Every effort will be made, using resources that are available, to provide meaningful training to new and existing members.
 - 3. Instructor Pilots
 - a. All UAV Unit Pilots are designated as instructors for both ground and flight operations.
 - 4. Training Plans
 - a. The chief pilot will formulate a training plan for each unit training session and submit the plan to the Investigative Division Captain for documentation.
 - b. Training objectives will vary depending on whether the member is new to unmanned aviation or an experienced member. For new members, the focus will be familiarization with the equipment and operational procedures.
 - c. Existing members will focus on recurrent training. Objectives should challenge the member to increase their competency in the knowledge and skills necessary to perform safe UAV operations.
- D. Use of Department's Unmanned Aircraft Vehicle for Training
- 1. The Department's Unmanned Aircraft Vehicle may be used to meet training objectives.
- E. General Operating Procedures
- 1. Call Out Procedures
 - a. Watertown Police Department (WPD), and other agencies' personnel, requesting UAV Unit support for planned events should submit the request to the Chief of Police or designee at least 3 working days in advance of the event.
 - b. Requests for immediate support of unplanned events shall be made by the On-Duty Supervisor to the Chief of Police or designee.
 - 2. Flights Outside the City of Watertown
 - a. Planned flights leaving the jurisdictional boundaries of the City of Watertown require approval of the Chief or his designee.
- F. Documentation
- 1. All flights will be noted in the aircraft logbook and documented in a method approved by the Chief of Police or designee.
 - a. Pre-Flight Planning
 - i. The pilots shall familiarize themselves with all available information concerning the flight.
 - ii. Pilots shall insure that all required FAA notifications have been made prior to conducting any flight.
 - 2. Post-Flight Responsibilities

- a. A thorough inspection will be conducted of the UAV immediately after the completion of the mission to ascertain if any damage was sustained during operation. The procedures specified in WPD General Order A-172 Inspections will be followed in the event the UAV was damaged during operation.
- b. If necessary, the aircraft will be serviced so that it is immediately available for the next flight.
- c. Necessary entries will be made into the aircraft flight log and appropriate reports will be completed.

3. Data Collection Minimization

- a. In order to safeguard the privacy of citizens, collection of data to include, but not limited to, digital photographs, digital video, infrared images, and sound recordings will be limited to the extent absolutely necessary to accomplish the current mission.

4. Data Storage

- a. Only data that meets legitimate research objectives, or has evidentiary value, will be retained after the mission has been concluded. Said data will be safeguarded so as to protect the privacy of citizens who may be depicted in the data. All other data will be destroyed through electronic deletion. Digital logs of aircraft mission profiles are exempt from this requirement.

5. Activity Reporting Procedures

- a. Flight activities will be documented in the aircraft logbook and within the Department's Records Management System.

G. Maintenance

1. General

- a. A Properly maintained UAV is essential to safe operations. Compliance with manufacturer's scheduled maintenance, preflight inspections and immediate repair of mechanical problems ensure the availability of the UAV.

2. Maintenance Definitions

- a. Aircraft Flight Log – Flight record book kept in the UAV storage case
- b. Preventive Maintenance – Simple, or minor adjustments or the replacement of small standard parts not involving complex assembly operations.
- c. Scheduled Maintenance – Periodic maintenance on aircraft at known intervals.
- d. Unscheduled Maintenance – Repairs to aircraft in response to mechanical deficiencies.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: May 1, 2011	Rescinds: Amends: D-120, April 15, 2006	Number: D-120
Subject: Investigative Case Screening		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 3

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. PURPOSE

The purpose of this order is to establish the policies and procedures of the Watertown Police Department, Investigative Case Screening Process. This process shall be the means for determining whether an investigation should be continued.

2. POLICY

It is the policy of the Watertown Police Department to investigate crimes to the extent practical. The decision to continue or discontinue a case shall be made on available information and may be based in part, on the desire and willingness of the victim to pursue the case, and the existence of any suspects. The determination shall be based in part upon the existence of sufficient solvability factors obtained through the initial investigation.

3. DEFINITIONS

A. SOLVABILITY FACTORS - Elements of information about a crime which have proven in the past to be important in the successful conclusion of a case. Case screening is designed to provide sufficient information about a case at the earliest possible time in the investigative process in order to permit a decision to be made regarding the value of continuing an investigation. The outcomes of case screening will be either: early suspension of unpromising cases or, a follow-up investigation of those cases with a reasonably probability of case clearance.

i. The objectives of the Investigative Case Screening Process are:

- a. To establish the policies and procedures for determining whether to assign a case for additional follow-up investigation or to suspend any further investigation.
- b. To establish the responsibility and accountability for the decision to assign or screen out a case.
- c. To manage the investigative caseload so that the potential for solving cases is improved.
- d. Assign for additional follow-up investigation only those cases with sufficient solvability factors, in order to increase the probability of case clearance.
- e. To provide procedures for notifying crime victims of the current status of their case.

4. PROCEDURES

A. Case Screening Criteria.

i. Solvability factors. Criteria that are to be used as a guide to determine whether a case will receive follow-up investigation includes, but is not limited to the following:

- a. Reliable witness
- b. Suspect names
- c. Suspect described
- d. Suspect location
- e. Suspect identified
- f. Suspect previously seen
- g. Suspect vehicle described
- h. Traceable property

- i. Significant M.O.
 - j. Useable physical evidence
 - k. Limited opportunity for anyone other than suspect to commit the crime
 - l. Offense may be solved with reasonable additional investigative effort.
 - m. Multiple offenses reported.
 - n. Over \$1,000 loss in property or damage.
- B. Case Screening Responsibility
 - i. The Detective Sergeant will be responsible for:
 - a. Reviewing offense reports for completeness of the initial investigation and accuracy of the information contained on the offense report. Incomplete reports will be returned to the officer's supervisor.
 - b. Reviewing cases forwarded by officers under his/her command, to ensure that they have been followed up to the extent practical under the particular circumstances.
 - ii. If, under exceptional circumstances, and in the Detective Sergeant's opinion an immediate follow-up investigation would substantially increase the likelihood of suspect apprehension or case clearance, the Detective Sergeant may assign the case for an immediate follow-up investigation.
 - a. The officer taking the initial report will conduct investigation immediately at the time report is taken if circumstances under #2 apply.
- C. Investigation Supervisor
 - i. The responsibility of the Detective Sergeant in the case screening process will be:
 - ii. To review offense reports to determine whether sufficient solvability factors and values are present in the case; and,
 - iii. To either assign the case for follow-up investigation or suspend the case and notify the victim(s) of the status of the investigation. The supervisor of the officer will ensure contact.
 - a. Upon assignment of the case by the Detective Sergeant, an investigation shall be initiated and a follow-up report submitted within 30 days. This may be extended or waived at the discretion of the Detective Sergeant.
 - b. Unless otherwise directed, upon assignment of the case, the assigned investigator shall keep all records, statements, lab reports, and other case related materials with the case file. The Detective Sergeant and Investigative Division Captain shall have access to the file at all times.
 - c. The Detective Sergeant shall review the status of all assigned cases within 30 days after assignment. Cases will be assigned an "Open" or "Closed" status. Open cases will remain under investigation. Cases may be closed by arrest, exceptional clearance, or suspended.
 - d. Upon the closing of a case, all original documentation shall be submitted to the Records Unit pursuant to departmental guidelines. Files, which are subject to being recorded photographically or electronically, may be retrieved by authorized personnel and stored pursuant to the directions of the Detective Sergeant or Investigative Division Captain.
 - e. Any case that is assigned to a detective, contact will be made with the victim within 48 hours of being assigned the case. If no contact is made, all reasonable attempts must be made.
 - iv. To forward offense reports with sufficient information about the case screening decision to the Operations Secretary.
- D. Exceptional Circumstances
 - i. While the case screening criteria are very specific, the Investigative Case Screening Process will be flexible enough to allow for exceptional circumstances including, but not limited to:
 - a. Offenses of significant importance to the community.
 - b. Potential danger to victim(s) or witness(es).
 - c. Seriousness of offense.
 - d. Pattern, frequency, or M.O. characteristics of offense.
 - e. Management decisions to pursue a case regardless of solvability factors.
 - f. While there is a degree of flexibility in the case screening process, exceptional circumstances such as those described above shall be the exception, rather than a standard procedure.
- E. Detective Sergeant

- i. The responsibility of the Detective Sergeant in the case screening process will be to resolve any problems or conflicts developing from the case screening process.
- ii. Upon receiving a case, the Detective Sergeant shall make a determination of the “solvability” of the particular case using the criteria contained in the information element sheet. Once assigned, the Detective Sergeant shall maintain records indicating the status of the case. The case records should indicate the case number, date assigned, the investigator assigned, case status, days open and other information as determined by the Detective Sergeant.
- iii. The assigned investigator shall maintain the case file in a secure manner. The file shall include a copy of the preliminary investigative report and any written statements. In addition the file may include any lab results, follow-up reports, notes, statements, and other materials as determined by the investigating officer. The investigating officers’ follow-up should include those steps necessary to adequately conclude the investigation.
- iv. To the extent necessary and practical the investigating officer should:
 - a. Review and analyze previous reports, records, and/or technical reports and lab results relative to the investigation.
 - b. Conduct additional interviews and/or interrogations.
 1. This may include the interviewing or re-interviewing of the victim, witnesses and “bystanders”.
 2. Determine if any witnesses may be able to identify a suspect from a lineup.
 - c. Seek additional information from both departmental and non-departmental sources. These may include but are not limited to:
 1. Speaking with the officer(s) who were initially assigned the call.
 2. Obtaining information/data from the planning and research.
 3. Obtaining information from records.
 4. Obtaining information from informants.
 5. Obtaining information from organizations, businesses, institutions and others that may have dealt with potential suspects.
 - d. Ensure that the collection of evidence and the search of any relevant areas have been completed.
 - e. Maintain contact with victims and witnesses throughout the duration of the investigation.
 - f. Identify potential suspects and eliminate those who are no longer suspects.
 - g. Determine the suspect’s potential involvement in other related crimes.
 - h. Check criminal history of suspects.
 - i. Thoroughly prepare the case for legal presentation.
- v. Upon conclusion or suspension of an investigation, the investigator shall forward the case file to the Detective Sergeant. The Detective Sergeant should purge the file of all redundant or non-related materials and forward the file to the Records Unit.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: May 1, 2011	Rescinds: Amends: D-130, August 1, 2006	Number: D-130
Subject: Informants		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 6

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures
5. Restrictions on Specific Classes of Individuals
6. Informant Files
7. Control Officer
8. Documentation of Contacts
9. Instructions to Informants
10. Disclosure of Informant's Identity
11. Law Violations by an Informant
12. Division Integrity
13. De-Activating an Informant
14. Procedure

1. PURPOSE

Informants will be utilized to achieve full potential for the benefit of the community and the criminal justice system. This policy is to provide guidelines for the control and use of confidential informants.

2. POLICY

It is the policy of the Watertown Police Department to standardize the method under which informants are utilized within the department.

3. DEFINITIONS

- a. **INFORMANTS** – Refers to any individual who agrees to procure information for the department or who receives some benefit in exchange for their information.
- b. **PARTICIPATING INFORMANT** – Refers to an informant who actively participates and assists in the investigation.
- c. **NON-PARTICIPATING INFORMANT** – Refers to an informant whose activity is limited only to supplying the department with information.
- d. **CONTROL OFFICER** – The officer that is utilizing the informant.

4. PROCEDURES

- a. Establishing an informant.
 - i. When an individual is to be used as a participating informant, the following must be acquired prior to any involvement by the individual.
 1. Photograph of the individual.
 2. Fingerprints of the individual.
 3. Personal history sheet and criminal/intelligence record check.
 4. Confidential Informant agreement form.
- b. In preparing the documents, the control officer should make every effort to determine the individual's motivation to become a participating informant and reflect these in the comment section of the personal history sheet. When completed, the officer shall forward all the required data and forms to the Detective Sergeant and Investigative Division Captain for final approval.
- c. When an individual is to be used as a non-participating informant, a personal history sheet and record check must be completed. The control officer should make every effort to determine the individual's motivation to give information and reflect this in the comment section of the personal history sheet. All completed forms will be forwarded to the Detective Sergeant and Investigative Division Captain for final approval.

- d. Informant Numbers.
 - i. The primary control officer will establish the informant number, utilizing the following system:
 - 1. The current calendar year.
 - 2. Officer's call number.
 - 3. The consecutive number showing how many informants are supervised by the officer for that year. **Example:** 09-212-1 (09 is the 2009 year, 212 is the officer, and 1 is the number for the first informant for officer 212 for the calendar year 2009).

5. RESTRICTIONS ON SPECIFIC CLASSES OF INDIVIDUALS

- a. The use of the following types of individuals shall be utilized only after the safeguards appropriate to each have been met.
 - i. Individuals under the age of 18 – An officer requesting to utilize a minor or emancipated minor as an informant must obtain approval from the Investigative Division Captain and a written consent of either or both parents or guardians. The consent shall be forwarded to the Detective Sergeant and Investigative Division Captain for final approval. The use of such individuals shall be infrequent and under extraordinary circumstances.
 - ii. Defendants in pending state or federal prosecutions – The use of such an individual shall be acknowledged verbally or in writing by the prosecutor in each jurisdiction the individual is pending charges.
 - iii. Persons on probation, parole or conditional release – To utilize an individual on probation, parole or conditional release as a participating or non-participating informant, the following conditions shall be satisfied:
 - 1. The officer shall note on the personal history sheet the individual's status and name of the supervising parole or probation officer and on a separate sheet specify reasons why the individual should be considered for use as a participating informant or non-participating informants; state what information this person has and where it may lead. The date and time the probation, parole officer, or court of jurisdiction granted permission for the subject to participate as an informant shall be noted on the personal history sheet.
 - 2. The officer shall obtain written approval for the activity from the Detective Sergeant and the Investigative Division Captain for final approval before using a participating informant.
 - 3. All requests for waiver of any requirements of this policy must be approved by the Investigative Division Captain.

6. INFORMANT FILES

- a. The confidentiality of each informant's identity shall be maintained to the best of the department's ability. In addition, the reliability of each informant should be evaluated periodically. To this end, three (3) separate sets of files relating to informants shall be kept by the Detective Division as follows
 - i. Informant Files – Purpose of the informant files are to provide a record identifying the informant and summarizing his activities, and shall include:
 - 1. History and results of their activity on behalf of the department.
 - 2. Reward, payment or other benefits provided by the department to the informant.
 - 3. Any written and signed statements by the informant, to include the personal history sheet, and informant agreement form, fingerprint cards and photographs.
- b. Access:
 - i. The informant files shall be under the complete control of the Investigative Division Captain.
 - ii. Only the Chief of Police, Assistant Chief, Investigative Division Captain, Detective Sergeant, Control Officer and designated civilian staff shall have access to the files
 - iii. Any access shall be on a need to know basis.
- c. Cross Reference File:
 - i. The cross-reference file shall consist of a computer database enabling the Detective Division to identify an informant from their number and derive the number from their names.
 - ii. Access will be limited to the Chief of Police, Assistant Chief, Investigative Division Captain, Detective Sergeant, Control Officer and designated civilian staff. Anyone else must receive approval from the Chief of Police or Assistant Chief.
 - iii. No copies shall be made of any material in the cross-reference file.

7. CONTROL OFFICER

- a. The duties of the primary control officer shall be:

- i. To make regular contact with the informant.
 - ii. To take necessary steps to develop and control the informant. (Develop the informant refers to the process of instilling in the informant a desire to be as helpful as possible).
 - iii. To properly instruct the informant in accordance with established policies of the WPD.
 - iv. To inform the alternate control officer as to any developments regarding the informant and present the alternate control officer with copies of any reports of any meetings they are unable to attend.
 - v. At least two officers should be present during any contact with the CI unless otherwise authorized by the Investigative Division Captain. This does not pertain to phone contact.
 - b. Alternate Control Officer
 - i. The alternate control officer shall be prepared to take on the responsibilities of the primary control officer whenever the primary control officer is unavailable. To this end, the alternate control officer shall:
 - 1. Attend as many meetings between the primary control officer and informant as possible.
 - 2. Become informed as to all developments relating to the informant.
 - c. Developing the Informant.
 - i. The control officer shall attempt to gain the confidence and respect of the informant. To this end, they should:
 - 1. Always keep promises to the informant.
 - 2. Demonstrate gratitude for information received.
 - 3. Encourage the informant's further activity.
 - 4. Always attend meetings on time.
 - d. As an item of top priority, take such steps as are necessary to protect the confidentiality of the informant's identity, including.
 - i. Varying the times and places of meetings.
 - ii. Avoiding public contact with the informant.
 - iii. Avoiding the necessity of their testimony whenever possible. (NOTE: If the informant is present during a criminal act, the defense may well be able to require their testimony at trial.)
 - e. Control officer shall always maintain control over relationships with active informants. To this end, officers should:
 - i. Reveal information to the informant only when absolutely necessary.
 - ii. Attempt to corroborate all information received from the informer.
 - iii. Refuse to make unreasonable payments.
 - iv. Shall not have business or personal relationships with active informants.

8. DOCUMENTATION OF CONTACTS

- a. Case related meetings or conversations should be documented in one of the following ways: Investigation Report; Information Report, or LEIN Report.
- b. The officer should always refer to the informant by number in investigative reports, general information forms, and intelligence memos and not by name or gender.
- c. All reports shall be placed in the appropriate files.
- d. Informant statements are to be used when there is not a tape recording made of the transaction.
 - i. An informant statement is an informant's written or tape recorded report of information on an event in which the informant participates.
 - ii. An informant statement shall be prepared whenever an informant furnishes information likely to require testimony in court or actively participates in an investigation. An informant actively participates when they act under the supervision of any officer and for the purpose of obtaining direct observation of criminal activity or securing evidence of criminal activity.
- e. The statement shall be prepared as soon after the event as possible.
- f. Preparing the statement:
 - i. The statement shall be written or tape recorded by the informant, taking into account the following: who, what, when, where, how and why.
 - ii. If the event involves the purchase of evidence, the statement shall relate, if true, that the informant was searched before and after the purchase.
 - iii. The statement should include a physical description of the subject of the report.
 - iv. Where applicable, a concluding paragraph shall indicate:
 - 1. That the informant has read and signed the statement.
 - 2. The statement is true and correct to the best of the informant's knowledge.
 - v. Any changes in the statement shall be initialed by the informant.
 - vi. The informant shall sign the original.

- vii. The writing of the statement shall, when possible, be observed by an officer who shall sign as a witness when the statement is completed.
- g. Payments
 - i. Payments to informants shall be consistent with guidelines outlined in GO D-145.
 - ii. The control officer shall ensure that the recommended payment is reasonable and consistent with the department's objectives. In judging the reasonableness of a payment the agent shall consider:
 - 1. Whether the information can be acquired or the investigation promoted to the same extent through other methods requiring a similar expenditure of department resources.
 - 2. The existence of other alternative or supplementary forms of compensation.
 - 3. The level of activity being investigated.
 - 4. Whether the information will lead to an arrest or seizure of contraband.
- h. Payments shall be made after the receipt of the information, except upon approval of the officer's Investigative Division Captain. Justification for a prior expenditure shall be documented for their approval.
- i. An officer shall always limit promises to an informant to those which are certain to be approved.
- j. The department shall never pay an informant to secure convictions against specific individuals for crimes that, at the time of the arrangements, have not been committed.
- k. All payments shall be made in accordance with the following procedures:
 - i. Approved payment shall be provided to the control officer for payment of the informant.
 - ii. A record of all payments shall be noted on the appropriate receipts and ledgers.
 - iii. Upon receiving the payment, the informant shall sign a receipt. If a receipt cannot be obtained, a written explanation shall be submitted for approval by the Investigative Division Captain.
 - iv. Either the receipt or explanation shall be filed in the informant file.
 - v. All payments shall be accounted for in a written explanation and placed in the informant file. The explanation shall include:
 - 1. Reasons for the payment (information, expenses, services, etc.).
 - 2. The date covered by the payment; or
 - 3. Any reference to an appropriate investigative file number.
- l. The Detective Division shall keep a running record of all payments made to the informant.

9. INSTRUCTIONS TO INFORMANTS

- a. Before utilizing an informant, the control officer(s) should instruct the informant of the following:
 - i. The confidentiality of the informant's identity will be maintained to comply with legal and ethical standards. The department may be required to disclose the identity of the informer.
 - ii. Informing for the department does not imply immunity from prosecution for future crimes. Any crimes committed by the informant will be referred to the prosecutor for disposition and review.
 - iii. An informant is not entitled to entrap a suspect. Entrapment occurs where the informant encourages, persuades, or otherwise motivates a person to engage in criminal activity.
 - iv. Informants are not law enforcement officers. They have no arrest powers, are not permitted to conduct searches and seizures, and may not carry a weapon.

10. DISCLOSURE OF INFORMANT'S IDENTITY

- a. The policy of the department is to maintain the confidentiality of an informant's identity as long as legally or ethically proper.
- b. An officer shall never disclose the identity of an informant unless in the normal course of business without the express permission of the Chief of Police, Assistant Chief or Investigative Division Captain.
- c. An officer shall never promise an informant that their identity will never be revealed. An officer may promise that the informant's identity will be kept confidential until such time as the court requires its disclosure.
- d. Court Procedure: When presented with the question of disclosure in preparation for or at a trial, the officer shall proceed as follows:
 - i. If a demand for disclosure is anticipated before any court proceedings, the officer shall confer with the prosecutor as to possible alternatives to disclosure.
 - ii. If the question of disclosure arises at trial, the officer shall respond that the identity of the informant is privileged information and that the officer is claiming the privilege.
 - iii. If the court rejects the claim of privilege, the officer shall request time to confer with the prosecutor as to possible alternatives.

- iv. If the prosecutor is unable to suggest a viable alternative, the officer shall ask the prosecutor to request a recess to enable the officer to confer with the Chief of Police, Assistant Chief or Investigative Division Captain.
- v. If the prosecutor does not aid the officer, the officer may ask the court for a recess.
- e. Decision to Disclose – The Chief of Police, Assistant Chief or Investigative Division Captain, in deciding whether to disclose the informer’s identity, shall balance the danger to society resulting from the dismissal of the case against:
 - i. The effect disclosure might have on the willingness of other individuals to assist the department as informants.
 - ii. The danger to the informant.
 - iii. The threat posed to other investigations in which the informant is involved.

11. LAW VIOLATIONS BY AN INFORMANT

- a. The department shall treat evidence of criminal violations by its informants no differently than it would treat evidence of violations by other individuals. The department and its officers shall never attempt to conceal violations of the law.
- b. Any evidence of violations shall be reported immediately to the Investigative Division Captain and Detective Sergeant. The Investigative Division Captain shall decide whether to make continued use of the informant. In deciding whether to continue with the informant, the Investigative Division Captain shall consider:
 - i. The seriousness of the crime in terms of danger to life and property.
 - ii. The degree of certainty of the information regarding the criminal activities.
 - iii. The significance of the information that the informant is providing or will provide

12. DIVISION INTEGRITY

- a. If an informant furnishes corroborative information reflecting adversely on the integrity of an employee of the Watertown Police Department, an officer, or any other law enforcement agency, such information shall be immediately referred to the Chief of Police or Assistant Chief or the Investigative Division Captain .

13. DE-ACTIVATING AN INFORMANT

- a. The primary control officer may deactivate an informant when it has been determined that such informant is of no further value to the department or its goals and objectives, the informant’s identity has been revealed as a result of a court trial, or the informants’ motivation to assist is no longer apparent.
- b. The agent should submit a brief statement to be placed in the informant’s file as to why the informant was deactivated.

14. PROCEDURE

- a. Immunity may not be granted by an officer. The informant must understand that they cannot violate any of the laws of this state.
- b. A receipt must be obtained for all money or property given to a paid informant.
- c. The criminal history of any informant must be known by the officer and the department.
- d. Participating informants used for the purpose of buying illegal drugs or other contraband must be controlled as follows:
 - i. Thoroughly debrief the informant, and document the interview.
 - ii. Make some independent effort to corroborate as much of the informant’s information as possible and document the corroboration.
 - iii. Have the informant telephone the suspect(s) while you monitor and record the telephone call.
 - iv. Thoroughly search the informant to determine that they are not carrying any contraband in with them. A search should also be made of the informant’s vehicle if it is used. These actions and their results should be documented in the case report.
- e. Have the informant remove all personal funds and turn them over to you, then provide the informant with official funds that the serial numbers have been recorded from, with a copy of the recorded serial numbers being filed with the case, along with any receipts that may be required.
- f. Brief the informant as to what it is you expect and what they can expect if they get into trouble while trying to make a buy. The informant should be provided if available, with a transmitter or a tape recorder or any other acceptable recording device. To record the transaction in its entirety, such devices will be used unless it compromises the safety of the undercover operative or the investigation.
- g. If manpower is available, set up surveillance on the informant to cover them during the undercover activity. Document all times of entry and departure and all vehicles parked in the area of those coming and going from the area.

- h. The investigating officer on the surveillance team should follow the informant upon departure and meet with them at a predetermined point and receive the evidence from them and remove the transmitter or recording device.
- i. Thoroughly search the informant to insure that they are not carrying any contraband. A search should also be made of the informant's vehicle if it was used. These actions and the results should be documented in the case report.
- j. Take a written or tape recorded statement from the informant, giving emphasis to details, descriptions of persons they met with (even the names of the subjects if know).
- k. Advise the informant how and when to contact you or anyone else you may delegate.
- l. All participating informants who purchase drugs or other contraband must understand, complete, initial and sign the following undercover agreement form prior to being used as an informant.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: October 18, 2013	Rescinds: Amends:	Number: D-135
Subject: Preliminary Investigations		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 6

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedure

1. PURPOSE

The purpose of this policy is to provide guidelines for police officers when conducting preliminary investigations into reports of crime from the public as well as officer initiated investigations.

2. POLICY

It is the policy of the Police Department to utilize the integrated resources of both the patrol and investigative functions to respond to reports of crimes from the public in an efficient and effective manner which will provide for the identification, arrest, and conviction of suspects. It is also the policy of the Police Department to recover and return stolen property to its rightful owner while seeking to minimize the impact of crime on the victim by conducting both expedient and complete preliminary investigations in response to reported crimes.

3. PROCEDURES

A. Preliminary Investigations will generally be conducted by the initial responding police officer dispatched to a call for service. The preliminary investigation should be as complete as resources permit, including the identification and arrest of the offender if probable cause exists and circumstances warrant an arrest. The investigation should continue until all relevant investigative duties have been taken or provided for. This Department recognizes that each investigation is unique; however, the following investigative steps are established courses of action to be pursued during a preliminary investigation if applicable. The procedures listed in this policy are meant to be used as a suggested guideline to follow when conducting a particular investigation. It is understood that every procedure listed below may not be appropriate in every investigation. Therefore, officers will not be expected to complete each and every step of the procedure unless each step is appropriate.

1. Upon arrival at the scene, observe all conditions, events, and any remarks made by witnesses.
2. Assess the physical condition of victims and provide for appropriate first aid or medical care.
3. Identify and locate the crime scene, while providing for scene security as well as the identification of potential secondary crime scenes that may be associated with the investigation.
4. Identify any potential witnesses and assure their availability by obtaining valid personal identification information.
5. Interview complainants, victims, and witnesses and obtain written statements when appropriate.
6. When appropriate, interview suspect(s) to identify the perpetrator. (When the investigation involves a homicide, sex crime, crime against a child, or any crime where an investigator may be called to assume the investigation, no interrogation of the suspect will be conducted until such time as the responding investigator is conferred with). When a patrol officer has responded to an incident mentioned previously in this paragraph, that officer should gather the initial details of the incident and notify the shift supervisor. The shift supervisor should notify the Investigative Division Captain once it has been determined that a crime has likely been committed. The Investigative Division Captain will determine if a member of the CID will respond to assume control over the investigation.
7. Examine the crime scene for the presence of physical evidence, record and document the scene as well as search for latent prints.
8. Search for tools or other items left at the scene by the suspect.
9. Search for and recover property moved or taken by the suspect.
10. Recover, package, and submit all physical evidence in accordance with Department procedure for storage and/or submission to a crime laboratory whenever appropriate.
11. Report the incident accurately and fully by completing case reports, supplements, and appropriate affidavits.

B. Evidence/Chain of Custody

1. All evidence or property obtained pursuant to investigations will be packaged, secured, and documented so as to assure that the evidence will be in substantially the same condition as first seized, when the evidence is produced in court, submitted to a crime laboratory, or returned to the rightful owner.
 2. When it is not possible to preserve the evidence for an extended period of time, (i.e., perishable goods, returned property to owner for convenience or necessity, etc.), the officer will make every effort to photograph the evidence.
 3. On the photograph itself, or on the photo log, the officer will note the:
 - a. Case Number
 - b. Date
 - c. Time
 - d. Location
 - e. Identity of the person taking the photograph
 4. The property should then be returned to the owner and the property receipt will reflect the disposition of the property. The property receipt will then become an enclosure to the case report.
 5. A photo log will be prepared and attached to the case report. The officer shall save the photograph(s) to an electronic storage device. The officer may forward the photographs to the records division in one or of two ways.
 - a. They may be sent via email to the records division; or
 - b. They may be printed and attached to the case report.
- C. Follow-up Investigations will periodically be the responsibility of the original investigating officer, unless such follow-up responsibilities have been assigned to or assumed by another officer or investigator. The Detective Sergeant will be responsible for tracking all open and assigned cases. The procedures for conducting follow-up investigations are similar to those used during the preliminary investigations. While there is no formal time or duty distinction separating the preliminary investigation from the follow-up investigation, the following duties do represent what is generally considered components of the follow-up investigation:
1. Review and analyze all previous reports prepared during the preliminary investigation.
 2. Conduct additional interviews and interrogations as required.
 3. Review all Department and law enforcement records that may pertain to the case.
 4. Solicit additional information from other patrol officers or investigators who work or have worked the area where the offense occurred, from informants, from neighboring residents or businesses, or from other persons known to frequent the area.
 5. Review the results of laboratory examinations that may have been conducted.
 6. Arrange for the dissemination of intelligence information that may assist in the case.
 7. Conduct surveillance
 8. Obtain search/arrest warrant.
 9. Plan, organize, and conduct searches.
 10. Identify and apprehend suspects. Arrests of suspects will be based upon probable cause and conform to the laws of arrest. Suspect identification may be based on personal observation, victim/witness statements, forensic examinations, line-ups, documentary evidence, and the sum total of information obtained during an investigation. Alternatives to arrest such as notice to appear or warrant request will be considered whenever possible provided the safety of the community is not put at risk.
 11. Determine if the suspect(s) are involved in other criminal activity.
 12. Conduct a thorough check of the suspect's criminal history and active warrants.
 13. Effect liaison with the prosecuting attorney.
 14. Prepare the case for court presentation and prosecution.
- D. Note Taking
1. Being clear and concise is critical to preparing a presentable case to the State's Attorney's Office or investigator for follow-up on an investigation.
 2. The suggested method of note taking is to answer the following questions in a systematic manner, although the information may not be provided in the order prescribed for report writing:
 - a. When: The sequence of events, including the time of taking the report
 - b. Where: Location of the incident, this also includes the location of where the report was obtained
 - c. Who: Were the victim, witnesses, complainant, or suspect
 - d. What: Type of offense, actions, or results
 - e. How: How the crime was committed and/or how the suspect may have committed the crime
 - f. Why: Motive for committing the crime
- E. Specific Crime Investigation Protocols
- The following investigative protocols for various crimes represent generic minimum factors to be considered or duties to be performed.
1. Traffic stops and investigations:

- a. Advise the Communications Center of the traffic stop, to include:
 - 1) location
 - 2) tag number
 - b. Contact Communications Center or query directly for verification of license tag information:
 - 1) tag number
 - 2) state in which it is registered, (for out of state tags, teletype will need to know if the vehicle is a passenger car or truck)
 - c. Contact Communications Center or query directly for verification of valid driver's license and warrants check
 - 1) read name as printed on the identification
 - 2) sex of individual
 - 3) date of birth
 - d. Warrant checks may also be queried by social security number
- F. Arson Investigations
1. Whenever there is a report of a fire, the officer's first responsibility is for the safety of the public. The officer will assist the fire department by controlling traffic/spectators to facilitate the laying of hoses and moving of fire equipment required to fight the fire. The officer will set up a perimeter to keep vehicles and pedestrians at a safe distance.
 2. At the earliest convenience the officer will ascertain from the ranking fire official at the scene if he/she is declaring the fire as suspicious in nature. In the case of a suspicious fire, the officer will notify the on-duty Shift Commander.
 3. The on-duty Shift Commander will notify Investigative Division Captain and the Fire Marshal. The on-duty Shift Commander will contact the Public Information Officer when appropriate.
 4. In the case of a suspicious fire, the officer will, at the discretion of the fire department, surround the scene with crime scene tape and secure the scene until the investigation is complete.
 5. The officer will prepare a written case report and describe the property that was burned as accurately as can be determined as follows:
 - a. Grassland, woods: size in square feet or acres
 - b. Vehicle: year, make, model, style, color, etc.
 - c. Business: height of building (number of floors), material the building was made of, name of business, type of business, amount of damage to the structure, and an estimate of the value of the loss
 - d. Residence: describe the height (number of floors), the material it was made of, and estimate the percentage of damage to the structure, and the monetary loss
 6. The officer will attempt to identify the owner or occupant of the object burned. The officer will confer with an investigator prior to notifying the owner in arson cases.
 7. The case report will be forwarded to CID, unless otherwise directed to another unit. The assigned follow-up investigator will conduct a joint investigation or otherwise assist the Fire Marshal.
- G. Auto Theft Investigations
1. The officer will first establish if the complainant is the registered owner or otherwise authorized to report the vehicle stolen.
 2. The officer will ascertain from the Communications Officer if the vehicle was reported repossessed by a tow company, towed for any other reasons, previously reported stolen, or recovered by this or another Department, by having dispatch check the tow log.
 3. If the vehicle is stolen the officer will have the victim/custodian swear to and sign a vehicle theft affidavit. The officer will advise the victim to notify their insurance company and supply the victim with the case number.
 4. When it is determined that the vehicle is stolen, the officer will provide the Communications Center the vehicle owners name, address, and telephone number, and the description of the vehicle, including the VIN and tag number.
 5. The Communications Officer will enter the information into NCIC.
 6. If a vehicle was broken into and the steering column and/or ignition is broken, but the vehicle has not been taken, then the officer will prepare a case report for burglary and refer the case to CID.
 7. When there is a failure to return a rental vehicle, a case report will be written. If the suspect is identified, request a, and close the case as referred to the State's Attorney's Office with a notation of the warrant request. If the suspect's identity is in doubt, refer the case to CID.
- H. Annoying/Obscene/Harassing/Threatening Phone Call Investigations
1. Determine the nature of the telephone calls/complaint.
 - a. If the calls are merely unwanted calls and do not fall under the criteria of SDCL49-31-31, advise the person to contact the phone company's security department and have Communications Officer note it in CAD comments.

- b. When the calls fit the criteria for SDCL49-31-31, then prepare a written report, advise the complainant to keep a log of the calls and advise the complainant to call the phone company to set up a trace, when practical. Give the case number to the complainant, and when necessary, conduct a follow-up investigation.
- I. Assault/Battery Investigations
 1. Officer on scene should ascertain if medical attention is required and call for an ambulance if needed.
 - a. take photographs of the injuries
 - b. get affidavit sworn to and signed
 - c. make arrest if appropriate or request a warrant.
 - d. make a written report
 - e. if it is a domestic dispute, refer to WPD General Order: B-140
 - f. if repeat violence, advise victim to seek a protection order.
- J. Burglary Investigations
 1. The officer will respond and interview the complainant, victim, witnesses and/or suspect, and take appropriate action.
 2. When the officer makes an arrest, he/she will determine the degree of burglary that has been committed and it will be reflected in the written report and arrest paperwork.
 3. The officer will photograph and then process the scene for latent fingerprints, and/or advise the on-duty Shift Commander of the need for additional crime scene processing assistance and/or the need for CID personnel to respond to the scene.
 4. The reporting officer will have the victim/custodian sign an incident report.
 5. Specific considerations to be addressed during the burglary investigation are:
 - a. search of the interior and exterior of the scene
 - b. method of potential approach and departure
 - c. method and location of the point of entry and exit
 - d. interviews of neighbors or neighboring businesses
 - e. suspected persons or suspicious persons or vehicles in the vicinity prior to the crime
 - f. complete listing of property stolen and potential sources for disposal of the property by the suspect such as pawn shops, flea markets, and etc.
 - g. entry of all serialized property into NCIC
- K. Theft Investigations
 1. An officer will respond to calls for service at the scene of thefts and may follow the procedures for burglary in the initial investigation.
 2. All thefts related to safes, strong boxes, vaults, etc., the officer will notify the on-duty Shift Commander for permission to call out CID personnel for crime scene processing.
- L. Worthless Checks Investigations

In cases involving bad or worthless checks, the first responding officer will complete an incident report and request that such report be forwarded to the CID.
- M. Drug Investigations
 1. When an officer comes in contact with drug contraband and there is no evidence of ownership, the officer will confiscate the drugs/paraphernalia, prepare a property receipt and make a written report. The drugs/paraphernalia will be placed in the evidence locker and marked for destruction.
 2. Whenever an arrest for drugs/paraphernalia is made, the officer will charge the suspect with the appropriate violation of law. The drugs/paraphernalia will be documented on an evidence form and a request for analysis may also be prepared. There are exceptions for small amounts of marijuana, when the officer will field test the drugs and submit the drugs to the property room.
 3. A copy of the evidence form will be attached to the written report.
- N. Robbery Investigations
 1. Prior to arrival the first responding officer will ascertain from the dispatcher whether the suspect is still present or has departed the scene.
 2. If the robbery is in progress, the officer will keep his/her distance, remaining out of sight, to avoid a potential hostage situation. The officer will maintain surveillance, keep the Communications Center and other responding officers advised of the current situation.
 3. The officer should not attempt to apprehend the suspect while the robbery is occurring, unless there is an imminent threat to the life of the victim.
 4. Attempts to apprehend the suspect should be made while he/she is leaving the scene and when the suspect is in a position that would not constitute an immediate threat to innocent people.
 5. If the suspect has departed the scene, the officer should contact the victim.
 6. When a robbery has occurred to an establishment or a person, and a weapon is used, or there is a serious injury, the first officer on the scene will establish a crime scene. The officer will notify the on-duty Shift Commander who will notify the Investigative Division Captain.

7. The first officer on the scene will determine if anyone requires medical attention and notify the Communications Center to have medical personnel respond to the scene.
8. The officer will obtain information regarding the suspect description, type of weapon used, mode and direction of travel, vehicle descriptors, and other unique information. This information will be provided as a "BOLO" to the Communications Center and other responding officers as soon as possible.
9. Additional responding officers should refrain from converging on the scene, the on-duty Shift Commander will assign responding officers to locations which create a perimeter based on mode and direction of travel as well as elapsed time since occurrence.
10. If no investigator is called out, the officer will process the crime scene, locate and interview victim(s), witness(s), etc., and arrest the suspect if possible. If an arrest is made for the robbery, the officer making the arrest will notify the on-duty Shift Commander.
11. The officer will prepare a case report. If the case is pending the case report will be referred to CID.

O. Counterfeit Currency Investigations

1. When an officer comes in contact with suspected counterfeit currency, the officer will notify the on-duty Shift Commander. The on-duty Shift Commander will assure a copy of the case report is forwarded to the CID. The CID will notify the U.S. Secret Service.
2. The officer will take the counterfeit currency in his possession for evidence, prepare a property receipt and issue a copy to the victim. The currency will be placed in a plastic bag and marked appropriately.
3. If the person who passed the counterfeit currency is present, the officer will record the person's identification and conduct a preliminary investigation. If it is apparent that the person did not know the currency was counterfeit, the person will receive a copy of the property receipt and is free to leave. If an arrest is made, the United States Secret Service (USSS) will be notified.
4. In all cases of counterfeit currency, the officer will prepare a written case report referred to CID. The CID will contact the U.S. Secret Service and cooperate with their investigation. If the USSS advises the CID they will take over the responsibility of the investigation, the CID will prepare a supplemental report reflecting this disposition and clear the case as closed.

P. Forgery Investigations

1. When an officer has determined that a check or instrument has been forged, the officer must determine where the instrument was uttered, as this determines jurisdiction. If the jurisdiction is in the City, the officer will write a written case report. That case report will be forwarded to the CID. The original forged check and the original forgery affidavit will be obtained from the bank, by the CID whenever possible.
2. A copy will be made of both sides of the check and attached to the report. The forged check will be placed in a clear plastic check envelope or plain envelope and placed into evidence using a property receipt which should be signed by the person who gave the check to the officer.
3. The original forgery affidavit will be attached to the report. If the bank or merchant does not have a forgery affidavit, the CID should obtain one from the account holder if possible. In order to pursue the case the State Attorney's Office [SAO] requires a forgery affidavit.
4. The officer will check to see if a photograph was taken of the person uttering the forged instrument. If a photograph was taken, the officer will request a copy be ordered immediately.
5. A sworn statement will be taken from the teller or clerk who accepted the forged check. If the person can identify the suspect, this will be noted in the statement.
6. If the suspect was not observed writing the forged signature, the charge would be SDCL 22-39-36, Passing a Forged Instrument. Forgery can be proven by handwriting analysis at a later time. The victim in an uttering case is the bank/establishment that received the forged instrument and disbursed the cash goods or service.
7. If the suspect was observed writing a fictitious signature, a statement to that effect will be obtained from the witness(s). If the suspect is still present, he/she may be arrested for forgery.

Q. Fraudulent Prescription Investigations

1. Due to the nature of fraudulent prescription violations, officers are periodically dispatched to investigate and attempt to apprehend the violators. The dispatcher will attempt to provide the responding officer with a physical/clothing description of the suspect. Upon arrival, the officer will:
 - a. Check the parking lot and surrounding area, noting any suspicious vehicles or persons
 - b. When entering the store, be alert for suspicious persons in areas away from the pharmacy area who may be with the suspect
2. If the pharmacist has definitely established the prescription to be fraudulent, the officer will:
 - a. Detain the suspect, paying special attention to the presence of drugs and/or other prescriptions.
 - b. Make an attempt to contact the doctor whose name appears on the prescription for further verification of the prescription's authenticity.

- c. If the prescription is determined to be fraudulent, the suspect will be arrested. The suspect will be searched and any evidence of the crime seized. The prescription will be submitted as evidence.
 - d. Record the names and addresses of pharmacy personnel who processed the prescription on the incident report.
 - e. Forward a copy of the report to CID.
 - f. Obtain sworn statements from the pharmacist and doctor when practical.
3. If the pharmacist has not established the authenticity of the prescription, the officer will:
 - a. Detain the suspect.
 - b. Attempt to contact the doctor and verify the prescription. If the prescription is fraudulent, the arrest procedure previously outlined will be followed.
 - c. If the doctor cannot be contacted and probable cause cannot be established, an incident report will be completed and routed to CID. The prescription card should be seized as evidence if the pharmacy's regulations permit such a seizure. If the pharmacy is unable to provide the actual prescription card, the officer should make a copy, or take a photograph, of the card to be included as part of his/her report.
 - d. Filling the prescription should be left to the discretion of the pharmacist.
 4. Evidence and chain of custody procedures will be as follows:
 - a. A copy will be made of both sides of the prescription and attached to the report. The fraudulent prescription will be placed into a clear plastic envelope or plain envelope and placed into evidence using an evidence form.
 - b. If the fraudulent prescription was filled prior to the arrest, the filled fraudulent prescription will be collected as evidence and a property receipt issued to the pharmacist.
 - c. The fraudulent prescription and other evidence will be properly processed and placed in the evidence locker to preserve the chain of custody.
 - d. The names of pharmacist, clerk, doctor, and other witnesses will be written in the appropriate report.
 - e. The fraudulent prescription will be impounded and a property receipt issued to the pharmacist.
 - f. To preserve latent prints, the prescription should be handled carefully and as little as possible.
- R. Product Tampering Investigations
1. In a product tampering threat case, the company or store will be notified immediately. A preliminary investigation will be made to determine if there is evidence of tampering. If tampering/contamination is found, the product will be handled as any other piece of evidence in a criminal investigation. If no evidence of tampering is found, the store or product representative will be informed that it is his/her decision to remove or not remove the product from the shelf.
 2. If evidence of tampering is discovered, the product will be seized as evidence. The store where the product was purchased should be notified immediately. If it is determined that the tampering could create a life threatening situation or hazard to the public, the on-call CID investigator and the appropriate state and federal agencies will be notified.
 3. In the event of an actual product-tampering incident, the on-duty Shift Commander will notify the PIO.
- S. Multiple Offense Rule
1. When multiple offenses occur in one incident, each offense will use the same case number

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: November 19, 2015	Rescinds: Oct 18, 2013 Amends:	Number: D-140
Subject: Sex Offender Registration and Verification		Re-evaluation Date: November 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 2

This order consists of the following numbered sections

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. **PURPOSE**

The purpose of this general order is to establish procedure in the registration and verification of all persons whom are required to register as a Sex Offender pursuant to SDCL 22-24B-1.

2. **POLICY**

It is the policy of the Watertown Police Department to enforce the laws pertaining to the registration of convicted sex offenders and to actively investigate and prosecute those convicted sex offenders who fail to comply with the provisions of the laws pertaining to their registration status.

3. **DEFINITIONS**

- A. SEX OFFENDER – A person who has been convicted of a sex crime as defined in SDCL 22-24B-1.
- B. COMMUNITY SAFETY ZONE – An area as described in SDCL 22-24B-23.
- C. PROJECT MANAGER – Sergeant of the WPD Criminal Investigative Division.
- D. PROJECT COORDINATOR – Secretary of the WPD Criminal Investigation Division.

4. **PROCEDURES**

A. Registration Procedures

1. All persons convicted of a Sex Crime will be advised either by the court or by the involved correctional institution of the offender’s obligation under SDCL 22-24B-2 to register as a convicted sex offender within the jurisdiction that the offender intends to reside. The offender will be required to complete, date and sign the form titled, “**State of South Dakota Sex Offender Duty to Register.**” This form requires the convicted sex offender to report to the registering Law Enforcement Agency within 3 days of moving into the agency’s jurisdiction. Upon receipt of this form, the Project Coordinator or designee will review it and determine if the listed address falls within the jurisdiction of the City of Watertown.
2. The Project Coordinator or designee should make a reasonable attempt to verify that the address provided by the Sex Offender does not conflict with a Community Safety Zone as described in SDCL 22-24B-23.
3. Upon receipt of a completed “**State of South Dakota Sex Offender Duty to Register**” form, the Project Coordinator will review the form and create a file for the offender which will be maintained in the office of the Project Coordinator.
4. If a Sex Offender fails to register within the allocated 3 day period of moving into the jurisdiction, the Project Manager will notify an officer for immediate investigation.
5. The Project Coordinator will meet with Sex Offenders that arrive at the Watertown Police Department for registration purposes pursuant to SDCL 22-24B-7. The “**State of South Dakota Sex Offender Registration**” form will be completed with the Sex Offender. In addition to completing the Sex Offender Registration Form, the offender will submit to having their fingerprints, DNA swab and photograph taken. The Project Coordinator is responsible for the DNA swab and photograph. Fingerprints and palm prints are taken by the Codington County Detention Center staff and submitted electronically to Pierre.
6. Project Coordinator responsibilities include the following:
 1. Annually review when necessary with Project Manager new South Dakota Codified Laws pertaining to Sex Offender Registry.

2. Update the Sex Offenders list as new sex offenders register with the Watertown Police Department and when current sex offenders make changes to their information to ensure that the list is always current and up to date.
7. The Project Manager will be responsible for ensuring bi-annual registration compliance. A Sex Offender who makes initial registration prior to their birth date will be required to return for registration during the month of their birth date and every six months thereafter.
8. If the Project Manager determines that the Sex Offender is in violation of any requirements, an officer will immediately be contacted.
9. Upon completion of the registration process, the Project Coordinator will distribute the information as required by the current standard of the State of South Dakota Sex Offender Registration process. Copies of all digital sex offender files will be placed in the Sex Offender's file which is maintained by the Project Coordinator. WPD will maintain these files a minimum of 2 years.
10. In compliance with SDCL 22-24B-8.1, the Project Manager will be responsible for ensuring that Law Enforcement Verifications are done annually for each Sex Offender. The Criminal Investigative Division of the Watertown Police Department will be responsible for conducting the verifications.
 - A. Verification procedures:
 1. The Project Manager will assign verifications as needed.
 2. Once assigned, the officer will have 15 days to provide written documentation of the verification to the Project Coordinator.
 3. Personal contact with the Sex Offender must be established at the residence to complete a valid verification.
 - B. In the event contact cannot be established with the Sex Offender:
 1. Make appropriate notations on the verification form reflecting the dates and times attempts were made to contact the Sex Offender at the address provided.
 2. Make appropriate notations on the verification form reflecting identity of persons talked to at the address, any neighbors contacted, and any other information collected.
 3. Attempt to make contact at any other addresses developed through investigatory means.
 4. Attempt to make contact at least three times on separate dates before discontinuing efforts.
 5. Each officer should remember that the verification efforts they engage in, and the report they file, will be the basis for a prosecution against the Sex Offender so accuracy and normal report requirements should be followed.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: May 1, 2011	Rescinds: April 11 2008 Amends:	Number: D-145
Subject: Investigative Funds		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards: n/a	Page No: 1 of 2

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedures

1. **PURPOSE**

The purpose of this policy is to provide for the gathering of evidence or information in criminal investigations through the use of Investigative Funds.

2. **POLICY**

Sound fiscal management in the Investigative Funds process is necessary to protect the integrity of the department. Investigative Funds must be carefully controlled, documented, and evaluated for use within the stated purpose.

3. **DEFINITIONS**

A. INVESTIGATIVE FUNDS – currency obtained from WPD Account #42100-422.10 and provided to sworn personnel exclusively for the furtherance of investigations.

4. **PROCEDURES**

A. The Detective Sergeant is designated as custodian of the Investigative Funds. The Detective Sergeant will disburse funds to members within their respective units or squad which require the use of investigative funds in the performance of official duties.

B. All personnel who use investigative funds will keep a written record of fund disbursements, including acknowledgment of receipt by persons to whom the funds were disbursed.

C. Disbursements will be made in amounts which are reasonable in consideration of the day-to-day needs of operational components.

D. The Detective Sergeant will maintain records of amounts which he has received for disbursement to subordinates. The Detective Sergeant will also maintain a running balance of funds issued to subordinates.

1. The Detective Sergeant will ensure subordinates do not accumulate an unreasonably high balance of investigative funds.

E. Personnel in possession of investigative funds will:

1. Accurately complete Investigative Fund Receipts and submit them monthly to the Investigative Division Captain .

a. The Investigative Fund Receipts will reflect:

1. The disbursing officer's name.
2. The date of disbursement.
3. The corresponding case number, if any.
4. The evidence item number, if any.
5. The confidential informant number, if applicable.
6. The confidential informant's signature, if applicable.
7. A detailed explanation for expenses of law enforcement action taken.
8. The disbursing officer's signature.
9. The signature of any officer witnessing the disbursement.
10. A receipt for any items purchased, if applicable.

b. Produce, at any time, those investigative funds that are currently issued or receipts detailing disbursements.

c. Take every reasonable measure to protect funds from loss or theft.

F. The Detective Sergeant will make quarterly audits, including verification of cash by second party of all personnel in receipt of funds. The Detective Sergeant will then submit a quarterly and annual report to the Investigative Division Captain, who in turn will forward the report(s) to the Chief of Police. All personnel

to whom Investigative Funds are issued are expected to provide a full accounting of their fund balance and expenditure(s) to the Detective Sergeant. The following are pre-approved uses of investigative funds:

1. The purchase of contraband in furtherance of investigations.
 2. Payments to approved informants for direct assistance and/or information related to criminal investigations.
 - a. Indirect payments to informants may also be approved. Indirect payments could be in the form of "gas money;" payment of phone or power bills when the informant is placed in a long-term, undercover residence; payment of "debts" to targeted drug offenders.
 3. Investigative expenses such as:
 - a. Beverages while actually engaged in surveillance at a restaurant or bar.
 - b. Gasoline for undercover vehicles when needed during an actual undercover operation.
 - c. Other items as approved via the Investigative Division Captain.
 4. Investigative funds are not to be used for personal benefit of employees.
 5. Payments to casual sources provided that:
 - a. Payments are approved by the Investigative Division Captain.
 - b. Payments are witnessed by two (2) department members and documented on an Investigative Funds Receipt.
- H. Payments Requiring Investigative Division Captain Pre-Approval
1. Supervisory approval of payments to informants include, but is not limited to:
 - a. Indirect payments
 - b. Non-cash compensations
 - c. Monies provided to informants or suspects prior to delivery of contraband or information.
- I. Single Event Spending Level Authority
1. Single event expenditures of Investigative Funds to a maximum of \$500.00 must be approved by the Investigative Division Captain or above and include:
 - a. Leasing or renting hotel/motel rooms for use in actual undercover operations; short term rental of vehicles for use in specific undercover operations.
 2. Single expenditures of Investigative Funds in excess of \$1,000.00 must be approved by the Chief of Police.
 3. Cash withdrawals in excess of \$1,000.00 for replenishment of general operative funds require the approval of the Chief of Police.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: October 18, 2013	Rescinds: Amends: May 1, 2011	Number: D-150
Subject: Sexual Assault Investigations		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards: None	Page No: 1 of 9

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedure

1. PURPOSE

The purpose of this policy is to provide officers with guidelines for responding to reports of sexual assault, assisting victims, collaborating with local health and service agencies, and conducting interviews with victims, witnesses, and suspects. Because of the special needs involved in sexual assault investigations, this policy is an all-inclusive document that covers first response, investigation, and prosecution.

2. POLICY

A victim's distress may create an unwillingness or psychological inability to assist in the investigation. Officers play a significant role in both the victim's willingness to cooperate in the investigation and ability to cope with the emotional and psychological after effects of the crime. Therefore, it is especially important that these cases be handled from a nonjudgmental perspective so as not to communicate in any way to a victim that the victim is to blame for the crime.

3. DEFINITIONS

- a. **RAPE** - Rape is an act of sexual penetration accomplished with any person under any of the following circumstances: If the victim is less than thirteen years of age; or
 - i. Through the use of force, coercion, or threats of immediate and great bodily harm against the victim or other persons within the victim's presence, accompanied by apparent power of execution ; or
 - ii. If the victim is incapable, because of physical or mental incapacity, of giving consent to such act; or
 - iii. If the victim is incapable of giving consent because of any intoxicating, narcotic, or anesthetic agent or hypnosis; or
 - iv. If the victim is thirteen years of age, but less than sixteen years of age, and the perpetrator is at least three years older than the victim.
- b. **SEXUAL PENETRATION** - Acts constituting sodomy—Medical practitioners exempted. Sexual penetration means an act, however slight, of sexual intercourse, cunnilingus, fellatio, anal intercourse, or any intrusion, however slight, of any part of the body or of any object into the genital or anal openings of another person's body. All of the foregoing acts of sexual penetration, except sexual intercourse, are also defined as sodomy. Practitioners of the healing arts lawfully practicing within the scope of their practice, which determination shall be conclusive as against the state and shall be made by the court prior to trial, are not included within the provisions of this section. In any pretrial proceeding under this section, the prosecution has the burden of establishing probable cause.
- c. **SEXUAL CONTACT** - Exception when within the scope of medical practice. The term, sexual contact, means any touching, not amounting to rape, whether or not through clothing or other covering, of the breasts of a female or the genitalia or anus of any person with the intent to arouse or gratify the sexual desire of either party. Practitioners of the healing arts lawfully practicing within the scope of their practice, which determination shall be conclusive as against the state and shall be made by the court prior to trial, are not included within the provisions of this section. In any pretrial proceeding under this section, the prosecution has the burden of establishing probable cause.
- d. **VICTIM ADVOCATE** - This generic term may apply to a wide range of service providers, rape crisis counselors, social workers, victim witness providers within a prosecutor's office, and law enforcement officers, including departmental victim assistants. Depending on the primary

functions of these different advocates, the levels of confidentiality and privilege they have will vary and should, therefore, always be understood by each member of the sexual assault response team and communicated to the victim.

- e. FORENSIC EXAMINER - Personnel specifically trained to perform examinations and interview victims of crimes. Prairie Lakes Hospital performs physical examinations on sexual assault victims. Child's Voice is an outpatient evaluation center for children who have possibly been physically and/or sexually abused. The Child's Voice team of specialists provides comprehensive medical services, including a forensic interview, upon referral from child protection and law enforcement agencies. This team is trained in the medical assessment and treatment of physically and sexually abused children

4. PROCEDURE

- a. Dispatcher or Call-Taker Response:
 - i. Due to the trauma of sexual assault, a victim reaching out for assistance may be in crisis. The victim's behaviors may actually be symptomatic of this condition and can range from hysteria, crying, and rage to laughter, calmness, and unresponsiveness. There is no one typical reaction, so it is important to refrain from judging or disregarding any victim.
 - ii. When a caller reports a sexual assault, communications personnel shall follow standard emergency response to include evaluating and properly prioritizing the call, securing medical assistance, inquiring about a suspect's current location, and obtaining detailed information to identify the suspect. Information about the relationship with the victim, weapon use, and history of violence shall also be obtained.
- b. Initial Officer Response:
 - i. Emergency Response: As part of the emergency response, officers shall:
 - 1. Make contact with the victim as soon as possible to address safety concerns and summon emergency medical assistance if needed.
 - 2. Evaluate the scene for people, vehicles, or objects involved as well as possible threats.
 - 3. Relay all vital information to responding officers and supervisors, including any possible language barriers.
 - 4. Secure the crime scene to ensure that evidence is not lost, changed, or contaminated.
 - 5. Additional assistance may be requested from detectives, crime scene technicians, and the prosecuting attorney when appropriate.
 - 6. Begin a search for the suspect when appropriate.
 - ii. Assisting the Victim: As part of the emergency response, officers shall:
 - 1. Show understanding, patience, and respect for the victim's dignity and attempt to establish trust and rapport.
 - 2. Inform the victim that an officer of the same sex will be provided if desired and available.
 - 3. Contact the Watertown Resource Center as soon as possible to provide assistance throughout the reporting and investigative process, if approved by the victim.
 - 4. The Investigative Division Captain will be notified in cases where a detective's immediate response is appropriate.
 - a. If the Investigative Division Captain is unavailable the Detective Sergeant will be notified.
 - 5. Clearly explain his or her role and limit the preliminary interview so that the victim is not then asked the same questions by a detective.
 - 6. Be aware that a victim of sexual assault may bond with the first responding officer. It is important to explain the role of the different members of the sexual assault response team (Police, WRC, Hospital, EMS, etc.) and help with transitions through introductions.
 - 7. Record observations of the crime scene, including the demeanor of the suspect and victim and document any injuries or disheveled clothing.
 - 8. Ask whether the victim has bathed, douched, urinated, or made other physical changes and advise against doing so until they arrive at the hospital.
 - 9. Let the victim know that other evidence may still be identified and recovered so the crime should still be reported if the victim has bathed or made other physical changes.
 - iii. Assisting a child victim
 - 1. If the perpetrator is a family member safe custody of the child is paramount.
 - 2. Appropriate custody within the family should be considered.

3. If no appropriate family custody can be established temporary custody procedures should be followed.
 4. An appointment will be made with a qualified forensic examiner to conduct an interview with the child. Officers will not interview the child.
 5. The Department of Social Service should be contacted if the victim is a child.
- iv. Evidence Collection Issues:
1. Officers shall request assistance or direction from crime scene technicians and forensic scientists if they have questions.
 2. Responding officers shall protect the integrity of the evidence and guard the chain of custody by properly marking, packaging, and labeling all evidence collected, including:
 - a. Clothing worn at the time of the assault and immediately afterward, especially the clothing worn closest to the genitals (such as undergarments, pants, and shorts).
 - b. Photographs and videotape of the victim's injuries (if any), the suspect's injuries (if any), and the crime scene prior to processing.
 - c. When photographing a victim, be sensitive to the location of the injuries on the victim's body.
 - d. Summon an officer of the same sex as the victim if available or WRC advocate when an officer of the same sex is not available.
 - e. Photograph victims using drapes and other techniques that help to maintain the victim's dignity.
 - f. Instruct medical personnel to take photographs of the genitalia when needed.
 - g. Diagram of the crime scene(s).
 3. When an investigating officer suspects that a sexual assault may have been facilitated with drugs or alcohol, he or she should determine the time of the incident as soon as possible in order to make decisions regarding the collection of urine and blood samples.
 4. Officers shall introduce the need for a medical examination to the victim explaining the importance to investigative and apprehension efforts as well as for the victim's well being. Officers shall not coerce victims to go to the hospital or to provide samples for drug screening.
 5. DNA evidence plays a crucial role in the sexual assault investigation. In addition to the victim's and suspect's bodies and clothing, there are many other potential sources such as condoms, sheets, blankets, pillows, and bottles that may contain biological evidence such as blood, sweat, tissue, saliva, hair, and urine. To properly collect DNA evidence, officers shall:
 - a. Use sterile gloves and change as needed.
 - b. Use sterile swabs, papers, solutions, and tools.
 - c. Package evidence individually.
 - d. Avoid touching the area where potential DNA evidence may exist.
 - e. Avoid talking, sneezing, and coughing over evidence.
 - f. Air dry evidence before packaging.
 - g. Put evidence into new paper bags or envelopes, not plastic.
 6. The sexual assault evidence kit shall be accepted from the medical staff after it has been properly sealed and labeled.
 - a. The kit will contain whole blood that requires that the kit be placed and logged into an evidence refrigerator as soon as possible. The kit may also contain a urine sample for toxicology testing. If it does, the urine sample shall also be refrigerated.
 - b. Investigating officers or supervisors shall have access to the evidence refrigerator after regular business hours, on weekends, and on holidays.
 - c. The kit shall not be allowed to freeze or be exposed to heat such as being near a car's interior heater.
- v. Unknown Offender vs. Known Offender Assaults: Responding officers shall be familiar with common defenses to the charges of sexual assault.
1. Known Offender Assault: The majority of known offender sexual assaults result in a consent defense. Thus, evidence of particular importance includes:
 - a. Evidence of physical or verbal resistance on the part of the victim.
 - b. Evidence of genital or non-genital injury.

- c. Detailed account of the victim's thoughts and feelings during the assault.
 - d. Information regarding the suspect's size and strength in comparison to the victim's.
 - e. Information regarding the environment in which the assault took place (such as isolation, soundproofing).
 - f. Information regarding the victim's behavior after the assault, including posttraumatic stress.
 - 2. Unknown Offender Assault: Evidence in unknown offender sexual assaults often center on a question of identification pending the processing of DNA evidence. Therefore, investigative strategies must remain flexible. An identity defense will typically include latent fingerprints, lineups, DNA, and trace evidence.
 - vi. Identify and Locate Witnesses and Suspects: Based on the victim's emotional and physical state, questions of the victim concerning the assault and description and location of the suspect shall be limited. Responding officers must identify and interview any potential witnesses, bearing in mind that there may be multiple crime scenes. It is especially important that the first person the victim told about the sexual assault be identified and interviewed.
 - vii. Documentation: Any officer, who interviews a witness or a suspect, identifies evidence, or processes a crime scene shall write his or her own report detailing the actions he or she took. These supplemental reports shall be compiled by the first officer in charge of the incident for the follow-up investigation regardless of whether an arrest is made.
- c. Preliminary Victim Interview: Sexual assault investigations typically include both a preliminary and subsequent in-depth interview with the victim. The preliminary interview is intended to establish whether a crime has occurred. In the initial response, the officer shall first establish the elements of the crime(s) and identify any and all witnesses, suspect(s), evidence, and crime scene(s). The officer must understand and the report indicates that the preliminary interview is not intended to be a comprehensive or final interview. Additional interviews will be needed as the investigation develops.
 - i. Involve a Victim Advocate: Every effort shall be made by the investigating officer to contact a victim advocate as soon as possible. If the victim declines assistance from an advocate, the officer shall provide the victim with written referrals for community resources specifically designed to help victims of sexual assault. If the victim consents, the Women's Resource Center should be contacted.
 - ii. Victim Interview Protocol:
 - 1. Based on the length of time between the assault and report of the crime and the individual's personal history, the victim may be in crisis and experiencing posttraumatic stress disorder or rape trauma syndrome and exhibiting a range of behaviors that will likely change over time.
 - 2. The victim's response to the trauma of a sexual assault shall not be used in any way to measure credibility. When drugs or alcohol are involved, the victim may have limited recollection or be unable to give a complete account of the crime. Not knowing the details of what happened may exacerbate the trauma experienced by the victim.
 - 3. Interviews shall be conducted promptly if the victim is coherent and consensual.
 - 4. Proceeding with or conducting a thorough investigation shall not be contingent upon laboratory findings.
 - a. Officers shall:
 - i. Interviews should be recorded to memorialize statements made by the victim.
 - ii. Remain patient and maintain an open mind while listening to the victim's account.
 - iii. Remember that victims may struggle with gaps in memory.
 - iv. Avoid leading questions while conducting the interview.
 - v. Use simple terminology appropriate to the victim's age, sophistication, and intelligence.
 - vi. Avoid using jargon or police, medical, or legal terms.
 - b. Prior to initiating the interview, the officer shall:
 - i. Interview any witness who might have seen or spoken with the victim before, during, or after the assault.

- ii. Accommodate the victim's request for a rape crisis advocate or support person whenever possible.
 - iii. Take responsibility for excluding a support person when appropriate and offer the victim and support person an explanation.
 - iv. Secure a private location for the interview that is free from distractions.
 - v. Express sympathy to the victim and an interest in the victim's well-being.
 - vi. Inform the victim of the need and importance of full disclosure of any and all recent drug use.
 - c. During the interview, the officer shall:
 - i. Obtain contact information for the victim, including temporary accommodations.
 - ii. Explain the nature of the preliminary interview and the need for follow-up contacts.
 - iii. Ask victims to explain what they remember and how they felt.
 - iv. Revisit the possibility of a support person for victims who initially declined the offer.
 - v. Explain that other professionals such as forensic examiners, detectives, evidence technicians, and prosecutors may have additional questions.
 - d. At the conclusion of the initial interview, the officer shall:
 - i. Give the victim the officer's contact information.
 - ii. Encourage the victim to contact the officer with any additional information or evidence.
 - iii. Remind the victim that visible evidence of injury may appear later, and to contact the officers for additional photographs or other documentation.
 - iv. Ensure that requests for victim protection orders are made where indicated.
 - v. Provide written referrals for victim service organizations.
 - vi. Provide transportation when reasonably possible.
 - vii. Inform the victim about next steps in the investigation.
- iii. Protecting Victim Rights:
 - 1. Throughout the investigation of the case, officers shall protect the confidentiality of the victim's information to the maximum extent possible by law and policy.
 - 2. In addition, victims should be provided information on:
 - a. How to contact the WRC and the Victims Advocate at the States Attorney's Office.
 - b. How to contact police if harassed or intimidated by the suspect(s).
 - c. The definitions of information that is part of the public record and confidential.
 - d. The possibility of media coverage and information the media has access to regarding sexual assault crimes.
- iv. Arrest and Prosecution Decisions: In the immediate aftermath of a sexual assault, a victim shall not be expected or encouraged to make decisions regarding the investigation or charges related to the offense. Officers shall not introduce any forms for a victim to sign to decline an investigation.
- v. Delayed Reports: Delayed victim reporting is common in sexual assault cases due to the trauma and fear experienced by victims and should not deter a thorough investigation. Officers shall inquire about and document the reasons for a delayed report, while avoiding questions that could be perceived as judgmental or accusatory.
- d. Forensic Examinations for Victims of Sexual Assault: centered care is paramount to the success of the forensic examination of victims of sexual assault. A timely, professional forensic examination increases the likelihood that injuries will be documented and evidence collected to aid in the investigation and prosecution of sex offenders. Evidence may normally be collected up to 92 hours after the assault, but evidence can be gathered and injuries documented beyond that time, especially if the victim is injured, bleeding, or experiencing pain.
 - i. Investigating Officer Actions:

1. Ask the victim whether there is anyone who should be called or notified, and facilitate this contact.
 2. Address any special needs of the victim, such as communication or mobility, and notify the victim advocate of the special need.
 3. Explain the purpose of the forensic examination and its importance to the investigation and provide the victim with information on the procedure.
 4. Inquire whether the victim will consent to a forensic examination.
 5. Inform the victim of the right to decline any or all parts of the examination.
 6. Explain to the victim the potential consequences if any part of the examination is refused.
 7. Notify a victim advocate to offer the victim support when a forensic examination is to be conducted.
 8. Transport the victim to the designated medical facility if a forensic examination is warranted and the victim consents.
 9. Advise the victim that the forensic examiner will collect any clothing that was worn during or immediately after the sexual assault.
 10. Assist in arranging for clothing the victim may need after the examination.
 11. Seek permission from the victim to collect a urine sample for drug screening.
 12. Obtain a signed release from the victim for access to medical records.
 13. Encourage a victim who is unwilling to undergo a forensic exam to get medical attention including testing for pregnancy and sexually transmitted diseases.
- ii. Coordination with Forensic Examiner: Responding officers may coordinate with other professionals such as forensic examiners or detectives to determine whether a forensic examination is indicated. Officers will not conduct sexual assault examinations.
 1. When a forensic examination is indicated, the investigating officer shall brief the examining nurse or physician about the details of the sexual assault, as they are known at that time.
 2. Officers should not normally be present in the examining room as the forensic examiner will testify about collection of evidence and the chain of custody.
 3. The nurse or physician shall brief the investigating officer at the conclusion of the examination.
 4. The police report shall contain a copy of the forensic exam, if available, and a summary of the findings that note significant information or injury. After the examination, all the evidence shall be transferred to the department for storage.
 - iii. Presence of a Victim Advocate: When it is determined that a forensic examination will be conducted, a victim advocate or a support person of the victim's choosing shall be allowed to be present in the room and during the interview, unless it would be harmful to the investigation. The officer shall take responsibility for excluding a support person, when appropriate, and providing an explanation to the victim and the support person.
 - iv. Drug-Facilitated Sexual Assault Considerations:
 1. If a drug-facilitated sexual assault is suspected, it is critical to obtain a urine sample from the victim as soon as possible. If it has been less than 24 hours since the time of the assault, also obtain a blood sample in a grey-top tube.
 2. Protocols for responding to illegal substance abuse by victims (including underage drinking) shall be followed and never used to discredit or discourage the victim from reporting the assault. The department priority is to conduct a thorough investigation of a sexual assault rather than prosecute victims for misdemeanor violations.
 3. Because of the delay in reporting most sexual assaults, laboratories capable of testing urine and blood samples at very low levels for those drugs commonly used to facilitate sexual assault are essential.
 - v. Reimbursement for the Examination:
 1. The department will not pass the cost of the forensic exam onto the victim of a sexual assault, but shall seek sources of financial support from the community or state for these expenses (normally covered by the county).
 2. Officers shall not use the state compensation program as means to encourage cooperation from victims.
 3. In the case of a victim who is unable at this time to proceed with an investigation, financial concerns shall be addressed prior to the examination.
- e. Follow-Up Victim Interview Prior to a follow-up interview, the investigating officer shall consult with department personnel who responded to the scene, retrieve communications tapes and printouts, and review all reports. The officer should coordinate with relevant agencies, assistance

organizations, service providers, or sexual assault response professionals to address the needs of the victim and to discuss the best means for keeping the victim informed.

- i. Investigative Strategy: In preparing for the interview, the officer shall develop an investigative strategy based on the nature of the assault and the possible defenses available to the suspect (such as denial, mistaken identity, or consent). This strategy shall guide the questions and other evidence collection efforts. Critical evidence collection efforts include evaluating whether a pretext phone call is appropriate and re-photographing injuries to document changes in visible injuries.
- ii. Follow-Up Interview Protocol:
 1. An in-depth follow-up interview shall be conducted after the victim has been medically examined and treated, and personal needs have been met.
 2. In the event that the victim is still under the influence of drugs or alcohol, has been injured, or as a result of the assault has not slept, and barring exigent circumstances requiring an arrest or identification, the interview shall be delayed.
 3. Arrange for equipment to tape record or videotape the interview so the officer can focus on listening.
 4. The interview shall be conducted in a location that is convenient, accessible, and comfortable for the victim. The officer shall provide or arrange for transportation for the victim when needed.
 5. At the start of the follow-up interview, the officer shall:
 - a. Discuss the purpose and scope of the interview.
 - b. Review contact information for both the victim and officer that may need to be updated.
 - c. Explain the victim's rights, including confidentiality.
 - d. Explain the need to tape record or videotape the interview and request the victim's consent.
 - e. Address arrest decisions including an explanation of the status of the case.
 6. While conducting the follow-up interview, the officer shall:
 - a. First allow the victim to describe what occurred without interruption.
 - b. Relay what he or she heard for accuracy, identify new information or developments, and ask questions.
 - c. Clarify any inconsistencies with earlier accounts of the sexual assault in a non-threatening manner.
 - d. Document the victim's actions in response to the attack, the victim's state of mind during the attack, specific statements made by the perpetrator, and the nature of any relationship with the suspect and explain the importance of these questions from a prosecutorial standpoint.
 - e. Inquire about any circumstances that may indicate the use of a drug to facilitate the sexual assault (such as whether the victim experienced any loss of memory, disorientation, severe illness, or hallucinations).
 - f. Assist the victim in developing a safety plan, in the event safety concerns exist, and encourage the victim to call police if the suspect violates any existing criminal or court orders or if the suspect contacts the victim in any way.
 7. Once a thorough follow-up investigation has been completed, the investigating officer shall:
 - a. Evaluate impounded evidence and determine which items might have probative value based on the statements and other information.
 - b. Submit a lab service request such as DNA, biology, trace, or toxicology based on the assessment of the evidence.
 - c. Present the complete case file including forensic results as soon as available to the prosecuting attorney for review and work with the prosecutor's office to develop the case.
 - d. Encourage the victim's continued support in the investigation, apprising the victim of future investigative and prosecutorial activities that will or may require involvement.
 - e. Familiarize the victim, prior to trial, with the types of defense strategies and inquiries that may be made during cross-examination.

- iii. When Lacking the Victim's Involvement This department shall respect a victim's inability, or decision not, to be involved in criminal justice proceedings and always be willing to offer continued assistance and referrals.
- f. Contacting and Interviewing the Suspect
 - i. The investigating officer(s) shall follow department procedures on identifying the suspect, conducting the suspect interview, and collecting evidence in a sexual assault investigation.
 - ii. Involvement of a victim in a pretext phone call to the suspect should take into consideration the victim's emotional and physical state. A victim advocate should be present whenever possible to offer support.
- g. Sexual Assault Forensic Examination for the Suspect
 - i. This department will work with other agencies and community organizations to establish protocols regarding where the forensic examination of the suspect will take place, who will pay for it, and what steps will be involved. It is essential that the victim and suspect examinations must take place in different locations.
 - ii. Protocol for Suspect Examination
 - 1. Immediately after the preliminary suspect interview, the investigating officer shall determine whether a forensic sexual assault examination should be obtained for the suspect.
 - 2. A search warrant may be needed to collect any evidence from the body of the suspect or even to collect clothing. If the suspect consents to such evidence collection procedures, documentation of voluntary consent shall be provided in the police report.
 - 3. The officer shall clearly document the suspect's freedom to decline any part of the examination and to leave at any time.
 - iii. Evidence Collection
 - 1. The forensic examiner shall document the suspect's medical history, document all injuries that are observed, and collect biological and trace evidence from the suspect's body.
 - 2. If in custody, the suspect shall be given a Miranda warning before being asked medical history questions by the forensic examiner or officer.
 - 3. If the suspect invokes his right to remain silent, the forensic examiner shall bypass the medical history portion of the examination and continue documenting any visible injury and collecting the appropriate specimens.
 - 4. Both the forensic examiner and officer shall be prepared to document any spontaneous statements made by the suspect regardless of whether or not the suspect is in custody and whether or not the suspect was provided with a Miranda warning.
- h. Role of the Supervisor
 - i. First-line supervisors shall demonstrate a detailed understanding of victim issues and proper response by subordinates. Supervisors shall:
 - 1. Respond to assist officers investigating felony sexual assaults.
 - 2. Exhibit sensitivity to victims and ensure that victims are dealt with properly by clarifying their expectations of officers.
 - 3. Assist in locating resources to effectively investigate sexual assaults.
 - 4. Encourage problem-solving partnerships to enhance cooperation between the department and community organizations such as rape crisis centers and forensic examination programs using a victim-centered approach.
 - 5. Include victim services information regularly at roll call.
 - 6. Develop and encourage community partnerships to reduce the risk of sexual assault.
 - 7. Create opportunities for ongoing training to improve the skills needed to properly investigate sexual assault.
 - 8. Work to increase interagency communication between law enforcement and prosecutors to ease the transition for victims moving from the investigation phase to prosecution.
 - 9. Incorporate victim services issues into the evaluations of officers.
 - 10. Recognize and reward officers for rendering effective victim services.
- i. Blind Reporting: In the aftermath of a sexual assault, a victim may not have the emotional or physical capacity to commit to a full investigation and a court trial. This department should consider using blind reporting to allow victims to take the investigative process one step at a time.

This will allow time for the victim to establish trust with an officer and become comfortable with the investigative process.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: January 1, 2017	Rescinds: D-160 Oct, 2013 Amends:	Number: D-160
Subject: Property		Re-evaluationDate: January, 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 8

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. General Provisions Applicable to All Evidentiary Items
4. Specific Items Submitted to the Evidence Custodian
5. Cash Seizures Relating to Drug Investigations
6. Evidentiary Narcotics
7. Non-Evidentiary Narcotics
8. Narcotics Disposal
9. Controlled Weapons Disposal
10. Stolen Property
11. Other Seized Property
12. Abandoned Property / Articles Found or Turned Over To Police
13. Evidence Custodian
14. Release of Property

1. **PURPOSE:**

The purpose of this policy is to outline the procedure of this department with respect to property, contraband, or evidence that is seized. All property, with the exception of vehicles, will be dealt with under this policy.

2. **POLICY:**

The policy of this department is to provide for the safekeeping of all property that comes into the possession of this department. With respect to evidentiary items, this department shall maintain a proper chain of custody and secure such items in a manner that will ensure that the evidence is available to be admitted at trial.

3. **GENERAL PROVISIONS APPLICABLE TO ALL EVIDENTIARY ITEMS:**

A. Members of this department shall only seize items under the following conditions:

- i. Officer has probable cause to believe that an item is contraband. (Contraband is an item(s) that by their very nature are illegal to possess. I.E. illegal narcotics.)
- ii. Officer has probable cause, at the moment of seizure, that the item to be seized is stolen.
- iii. Officer has probable cause, at the moment of seizure, to believe that the item is evidence of a crime.

B. When seizing items of value (money/jewelry/precious metals/electronics) officers shall make a handwritten inventory of the items at the scene of the seizure. Two officers shall conduct this inventory of the property. Both officers shall then sign the handwritten inventory.

- i. When money or property, is taken from a defendant arrested pursuant to state law, the law enforcement officer taking it must:
 - a. Make duplicate receipts therefore, specifying the kind of property or amount of money with the money being double counted and the quantity of each denomination noted on the receipt and;
 - b. Present one of the receipts to the defendant.

C. In cases where professional expertise is required to make a proper accounting of the property, the supervising officer shall be notified so that the services of an expert may be obtained.

D. Once an item is seized it shall be transported to the police department and safely kept and may not be taken from its custodian, without completing necessary evidence paperwork, or as long as it is required as evidence in any trial without an order of such court.

E. The officer who has seized the property shall fill out a receipt for the property that has been seized.

- i. This form will be submitted along with any property submitted to the evidence custodian.

F. Evidence shall be properly marked or tagged with the report number, item number, the date of seizure, the arresting officer's name and identification number as well as the suspect's name where applicable.

- i. The officer submitting property or evidence is responsible for proper documentation, inventory, packaging, and sealing of property and evidence.
- ii. The officer shall sign and date the seal placed on evidence.

- G. The item shall then be stored in an evidence locker. Once the evidence has been secured in the evidence locker, it shall remain in the locker until the property/evidence room is open so that the evidence can be secured in the property/evidence room.
 - H. A supervisor should witness the placement of all items into the evidence locker.
 - i. Supervisors will witness the placement of any guns, drugs, or money placed into evidence.
 - I. Prior to the end of each shift, all officers will submit any newly-acquired property or evidence to the designated evidence lockers. Any deviation from this requires the approval of the officer's supervisor.
 - J. Whenever possible, evidence and/or property should be returned to the owner rather than submitted to the evidence custodian for storage. If this is done a receipt will be filled out and a photograph of the evidence/property should be taken.
 - K. Evidence that is too large to place into the evidence locker will be given directly to the evidence custodian.
 - i. If it is after hours the evidence should be placed in a secure location and the evidence custodian notified of its location.
 - ii. Whenever large items are placed in an alternative secure location evidence tape should be used to additionally seal the locked door.
 - L. Items to be submitted for fingerprinting or DNA analysis shall be packaged in paper.
4. **SPECIFIC ITEMS SUBMITTED TO THE EVIDENCE CUSTODIAN**
- A. Blood, Semen, Saliva
 - i. Needs to be air dried.
 - ii. In some cases frozen or refrigerated samples can be submitted.
 - iii. Wet sample cannot be accepted.
 - iv. Should be packaged in paper bags or envelopes.
 - B. Clothing, Paint Chips, Hair Samples, etc.
 - i. Should be packaged in paper bags or envelopes.
 - ii. Any wet clothing will need to be air dried.
 - iii. All similar evidence that can be affected by static should be packaged in this manner.
 - iv. Paint chips, hair samples, and other trace evidence should be placed into a bindle sealed inside of an evidence package.
 - C. Weapons
 - i. Firearms
 - a. Firearms will be packaged separately from any ammunition, holsters, or any other items.
 - b. All weapons are to be unloaded before being placed into evidence.
 - c. The position of action, individual shells and ammunition must be record and marked and the weapon processed before submitting.
 - d. Firearms only need to be tagged unless trace evidence is being sought, or there is a potential biohazard associated with the firearm, at which time the firearm will be placed in a firearm evidence box/bag.
 - e. Weapons that are not able to be cleared or unloaded due to evidence damage, will be packaged and clearly marked "LOADED WEAPON" and preferable hand delivered to the evidence custodian.
 - ii. Knives
 - a. Knives will be packaged separately from other items.
 - b. Sheaths can be included.
 - c. Included with knives would be any sharp instrument that can be considered a dangerous weapon.
 - d. Knives should be packaged in a manner that would prohibit being cut while handling.
 - iii. Clubs, Tire Irons, Baseball Bats, etc.
 - a. These items only need be tagged unless trace evidence is being sought, or there is a potential biohazard associated with the item, at which time the item will be placed in a sealed evidence container.
 - iv. BB Guns, Pellet Guns, Air Guns, Etc.
 - a. Make sure that they are unloaded before submitting.
 - b. May be only tagged unless trace evidence is being sought, or there is a potential biohazard associated with the gun, at which time the gun will be placed in a firearm evidence box.
 - D. Liquids
 - i. Liquids should be placed in a sterile sealed airtight container if collected or testing is required.
 - E. Tapes, Letters, or any documents that will be damaged by moisture
 - i. These items should be packaged in a clean envelope.
 - ii. Any wet items will need to be air dried.
 - iii. Items that need to be potentially read at a later date i.e. suicide notes, should be placed into a clear plastic evidence bag.
 - iv. Any items that are to be submitted for fingerprinting or DNA analysis shall be packaged in paper.
 - F. Valuables

- i. All valuables must be itemized and secured in clear, evidence bags.
 - ii. The itemization of valuables, to include the counting and unit breakdown of currency shall be done in the presence of another officer and their identity noted.
 - iii. Submitting currency as evidence.
 - a. Take a photograph of the currency if the manner in which the currency is packaged has evidentiary value i.e.: the currency is packaged in a manner consisted with drug dealing.
 - b. Photocopy /Photograph the front of paper money. Do not photocopy / photograph coins.
 - (a) Place the date, time, incident number, and member's initials on each photocopy/photograph page.
 - c. Place the currency, photocopies, and photographs, in the same evidence bag.
 - d. Include an additional photocopy / photograph of currency along with the Evidence Supplement.
 - e. The Evidence and Property Receipt Form shall include the following:
 - (a) Total amount of currency as well as a breakdown of quantity of each denomination.
 - G. Large General Items
 - i. Large items that do not require special packaging (For printing, biological evidence, or safety reasons) may be submitted by attaching an evidence tag to the item with tape or plastic or wire tie.
 - H. Computers
 - i. If during an investigation, the need develops to seize a computer or information contained within, the officer shall notify his/her supervisor prior to removing any equipment.
 - I. Items needing refrigeration.
 - i. Any items needing to be kept at low temperature should be placed into the designated evidence refrigerator.
 - ii. When items are placed into the evidence refrigerator the evidence custodian shall be notified by either email or written notice placed in the evidence custodian's mailbox.
 - iii. Items placed in the designated refrigerator shall be accompanied with an Evidence and Property Receipt Form.
 - iv. Items should be sealed properly before placing them in the evidence refrigerator.
 - v. Items placed in the evidence refrigerator will be labeled with the item number and incident number.
 - J. Perishable items.
 - i. Perishable property should be returned to the owner or designee as soon as possible.
 - ii. Evidentiary perishable property will be processed and photographed prior to its release.
 - iii. Perishable items will only be maintained as a last resort.
 - K. Potential Biohazard Items
 - i. Any evidence that is believed may contain a communicable disease will have a biohazard sticker placed on the exterior of the evidence packaging.
 - L. Hazardous materials
 - i. Officers should not take possession of or submit any materials or substances which may be toxic or hazardous unless the material in question has been certified as safe or inert by a competent authority, or supervisor.
 - ii. The Fire Department assumes command/authority in all hazardous material incidents.
 - iii. OSHA or EPA regulations must be followed for the protection of emergency personnel and citizens.
 - iv. Documentation of the incident is of great importance even if evidence cannot be held.
 - v. The holding of hazardous material is the Watertown Police Department's responsibility, but the Fire Department can advise police on the handling and storing of such evidence.
 - vi. A hazardous material sample should be stored in a glass container, using the smallest amount possible.
 - M. Flammables
 - i. Officers should not take possession of flammables (Gasoline, kerosene, etc.) unless the substance is needed as evidence.
 - ii. If a flammable substance is collected as evidence, the officer shall consult with their supervisor, to ensure that proper storage of the substance is obtained.
5. **CASH SEIZURES RELATED TO DRUG INVESTIGATIONS**
- A. Law Enforcement will comply with SDCL chapters 34-20B, 23A-49 and related statute(s) dealing with forfeiture law.
 - B. Law Enforcement is not encouraged to seize less than \$500 cash.
 - C. Upon discovery of cash assets linked to drug trafficking or possession, Law Enforcement shall photograph the money and, if possible, have another law enforcement officer or employee witness the counting of the seized cash. Witnesses shall be noted on the forfeiture form and investigative files. Provide the subject with the evidence inventory form(s) verifying the amount of the cash. If possible, have the Subject of the forfeiture also initial the evidence bag containing the seized money. Seal the evidence bag.
 - D. Law Enforcement will maintain proper evidence and chain of custody procedures with seized cash.

- E. Law Enforcement seizing cash or assisting another agency in a cash seizure will consult with the prosecutor assigned to the criminal case in the jurisdiction of the seizure to verify the actual seized cash is not needed for evidence. If the actual seized cash is not needed for evidence, proceed to "F".
 - a. If there is no criminal case but only a seizure of cash that is linked by evidence to drug proceeds, the Assistant Attorney General assigned to the civil forfeiture case shall be consulted to determine if the cash may be deposited. Proceed to "F".
 - b. The consultation with the county or state prosecutor and the decision made to deposit the cash will be noted in the officer's report.
 - F. The Law Enforcement officer or Evidence Custodian shall deposit the cash as soon as possible into a designated bank. Law Enforcement will facilitate the cash being deposited and documented by the bank's cash counting machine which will also identify the quantity and denominations of the cash seized. Copies of the receipts, evidentiary forms verifying the amount of the cash seized, and the deposit slip shall be forwarded directly to the Pierre DCI office for the civil forfeiture file. See designated banks and account numbers below for "deposit only" accounts. Between First National, First Savings and Great Western Bank there are 45 banks in SD that can be utilized for this deposit.
 - a. If the seized cash was found within a bag or container, or was wrapped or bundled, every effort will be made to photograph, preserve and store this evidence for later processing, as it may provide potential forensic evidence. Law Enforcement may also consider listing the contraband or other assets for seizure purposes or it may be required to be released.
 - G. An asset forfeiture form shall be completed, listing all currency by denomination of bills and coins. The forfeiture form will be filed with the Attorney General's Office within five (5) working days of the seizure. A copy of the forfeiture form will be filed in your investigative case file.
 - H. Any failure to follow the procedures and protocol will not be a defense to the asset forfeiture for any criminal suppression hearing involving the cash. This policy establishes guidelines for the safe and effective handling of cash. The guidelines are not intended to establish any right on behalf of any interested party nor any duty upon law enforcement.
6. **EVIDENTIARY NARCOTICS:**
- A. The suspected narcotics may be field tested, when appropriate, properly packaged, and tagged. The tag should include the report number, defendant's name, date of seizure, and the seizing officer's name. The tagged narcotics along with the Evidence and Property Receipt Form shall then be placed into the designated evidence locker.
 - B. Unattended Death
 - i. If prescription medication is seized from an unattended death where no foul play is suspected the medication will be submitted as follows:
 - a. Leave the medications in their respective bottles or blister packs.
 - b. Place evidence tape over each bottle, container or packet and initial them.
 - c. Place all containers into a paper bag and seal the bag with evidence tape.
 - d. Weigh the entire sealed bag as one item.
 - e. Complete an evidence report naming the prescriptions collected.
 - ii. If prescription medication is seized from an unattended death where foul play is suspected then follow the Evidentiary Narcotics submission guidelines.
 - C. Marijuana or any other plant should be placed in paper bags.
 - D. All other narcotic submissions.
 - i. All narcotic submissions must be weighed and placed into a plastic evidence bag.
 - ii. Capsules, pills and tablets will be counted.
 - iii. Drugs that may be absorbed through the skin should be double bagged to avoid exposure.
 - iv. Drugs should be removed from unnecessary exterior packaging and a net weight taken and recorded.
 - a. If drugs are weighed in necessary packaging, it shall be noted on the evidence form.
 - v. Drugs should be properly bagged and tagged and a gross weight should be taken and recorded.
 - vi. The tagged and bagged narcotics should then be placed in the designated evidence locker.
 - vii. The evidence custodian shall if requested submit the narcotics evidence to the appropriate agency for toxicological examination. The evidence will be sent via certified mail for toxicological examination or when personally delivered a member of that receiving agency will sign a receipt for the evidence.
 - viii. The evidence custodian shall maintain the certified mail card or receipt to insure that the chain of custody for the evidence is maintained.
 - ix. Once a toxicology report is received, it shall be filed with the case report for use in a subsequent criminal prosecution.
 - x. The evidence custodian shall be responsible for ensuring that narcotics sent for toxicological testing if returned are properly documented as well as stored in the designated area of the evidence room.
 - xi. In cases where items of evidence are needed for court on several occasions but are not held by the court, officers must follow the above outlined procedure and sign the evidence out each day. In no

case, will drugs be stored in any other manner than outlined in this policy when held in the custody of this department and its members.

- xii. When a case is completed through a trial or plea, the State Attorney's Office shall notify the evidence detail of the disposition of the case. The evidence detail shall verify this disposition with the court so that a determination can be made regarding the continued custody or disposal of the narcotics.

7. NON-EVIDENTIARY NARCOTICS:

- A. Narcotics that are abandoned and narcotics turned over to police as articles found.
 - i. In these cases the narcotics are not used as evidence in criminal trials thus, it is not necessary to have a toxicology exam performed on the drugs.
- B. Article found-drugs turned over to the police-with no suspect.
 - i. Submission of narcotics under this section will follow regular evidentiary narcotic submission procedures under section 5.
- C. The evidence custodian shall retrieve the item from the evidence locker and place it in the property/evidence room, until such time as the items is to be disposed under the provisions of this policy.

8. NARCOTICS DISPOSAL:

- A. It shall be the responsibility of the evidence custodian to perform a monthly review of all narcotics cases. The purpose of this review is to determine those cases where the drugs will no longer be needed. In cases where the drugs are no longer needed, the drugs will be destroyed in accordance with the procedure set by the State of South Dakota.
- B. A court order indicating which narcotics are ready for destruction shall be prepared by the evidence custodian on a monthly basis. This court order shall include the following information: States Attorneys charging number, name of defendant, disposition of the case, gross weight of the narcotics. The court order shall be forwarded to a supervisor designated by the Chief of Police who will verify the dispositions of the case.
 - i. In cases of non-evidentiary narcotics the evidence custodian will submit the report and property form to a supervisor designated by the Chief of Police who will verify the disposition of the narcotics.
- C. The supervisor designated by the Chief of Police shall review the court order, or paperwork associated with the narcotics and determine compliance with the above listed procedure. Once it has been determined that there is compliance the designated supervisor shall approve the destruction of the narcotics in writing.
- D. If it is determined that the destruction sheet does not meet the criteria set forth in this policy, the designated supervisor shall direct the individuals responsible for compliance on what is necessary to correct the deficiencies. No drugs will be destroyed before there is complete compliance with the above listed procedure.
- E. Once the designated supervisor has approved the destruction of drugs, a copy of the destruction sheet shall be forwarded to evidence custodian.
- F. Narcotics will then be destroyed in accordance with the procedure set forth by the State of South Dakota.
- G. The initials of the employee who ultimately destroys the drugs as well as the outside witnesses will initial next to each item destroyed and the date of destruction.
- H. At a minimum one sworn law enforcement officer will be present to witness the destruction of narcotics.

9. CONTROLLED WEAPONS DISPOSAL:

- A. Under state law, any controlled weapon or firearm shall be disposed of as follows:
 - i. If stolen, returned to the lawful owner upon a show of proof of ownership; or
 - ii. If illegal, destroyed pursuant to state law; or
 - iii. If neither stolen nor illegal, it shall be delivered to the arresting agency or, at the discretion of the attorney general, to the South Dakota Forensic Laboratory for scientific examination purposes, for lawful use or disposal.
- B. In the case of disposition pursuant to the above, the arresting agency or forensic laboratory may use, trade-in, destroy, or sell as provided in §5-23-32, 5-24-9.2, or 6-13-6 the controlled weapon or firearm.

10. STOLEN PROPERTY:

- A. In addition to the general provisions of this policy, the following particular provisions also must be complied with when dealing with stolen property or property for which there is probable cause to believe is stolen. It should be noted that state legislatures set diverse requirements for types of stolen property and for property that has been recovered as stolen from varying crimes. It is the intent of this policy to be broad enough to cover all stolen property irrespective of the crime or type of property that will meet all the requirements of law.
- B. When dealing with any type of stolen property officers responsible for that property shall comply with the provisions of South Dakota state law.
- C. The officer taking possession shall secure the property believed to be stolen. Create an inventory detailing the property taken into custody in accordance with the general provisions of this policy.
- D. The evidence custodian shall maintain a log of every item brought into the custody of this department and verify that the property is assigned a report number.

- E. The evidence custodian may deliver the stolen property to its rightful owner upon satisfactory proof of ownership after meeting the provisions of state law.
- F. Anytime a firearm is returned to a person a criminal history check must be done to determine if the person receiving the firearm has been disqualified by some conviction from possessing a firearm.
- G. Prior to the return of a firearm, a check of available databases concerning domestic violence protective, restraining, or non-contact orders shall be conducted to determine if the person receiving the firearm is prohibited by law from possessing a firearm.

11. OTHER SEIZED PROPERTY:

- A. In the course of investigating crime, it is often necessary to seize what courts refer to as “mere evidence” to establish a connection between a suspect and a crime. This would include items such as wallets with identification, clothing, photographs, and any other item that belongs to a suspect, victim or witness to a crime. While some of these items may have no monetary value they may in fact be valuable to the rightful possessor of the property. In addition to the general provisions of this policy which must be followed for all items coming into the custody of this department, the following particular provisions shall also be followed:
- B. Prior to returning any property to a claimant the following criteria shall be met:
 - i. The person claiming the property shall complete a signed declaration of ownership of the items.
 - ii. The owner is not prohibited by law from possessing such property
 - iii. The property is not needed as evidence in any judicial proceeding
 - iv. Satisfactory arrangements having been made to return such property to the court if subsequently needed
 - v. No items in the custody of this department shall be disposed of except in accordance with the provisions of this policy.
- C. Firearms: All firearms that are no longer necessary for evidentiary purposes and have not been returned to a rightful owner following a criminal history check shall be disposed of in accordance with the procedures set forth by the State of South Dakota.

12. ABANDONED PROPERTY / ARTICLES FOUND OR TURNED OVER TO POLICE:

- A. Abandoned property and articles found which come into the custody of this department shall be initially handled in accordance with the general provisions of this policy. In addition to the general provisions, the following specific procedures shall be followed:
 - i. If the item contains any identifying feature of ownership, an attempt will be made to contact the owner. If an owner is found then the procedures above for the returning of “mere evidence” shall apply for the return of these items.
 - ii. If an owner cannot be located the officer will submit the item to the evidence custodian following packaging and submission guidelines.
 - iii. Vehicle keys which are abandoned or found and come into the custody of this department should be placed in the designated area near the records department.
 - iv. While the provisions of state law allow for the quick disposal of property, this department shall attempt to contact the claimant of any property before disposing of the property in accordance with the laws of this state.
 - v. All property that remains in the custody of the evidence custodian without any lawful claimant thereto, or if the right to possession of the seized property cannot be determined after a reasonable period of time, the law enforcement agency collecting such property, may:
 - a. Transfer ownership of the property to any governmental agency having a legitimate need for such property; or
 - b. Sell the property and deliver the proceeds of the sale to the appropriate finance officer of the city, county, or state employing such law enforcement agency; or
 - c. Approved disposal
 - vi. All animals stolen, strayed, lost, or confiscated that come into the possession of the evidence custodian shall be sent to an animal shelter located within the county, if there is one, or if there is none to an animal shelter in another county.
 - vii. No property shall be delivered to the evidence custodian except as provided in this section.
 - viii. No property shall be disposed of by the evidence custodian except in the manner prescribed by law.
 - ix. If any property in the custody of the evidence custodian is desired as evidence in any court, such property shall be delivered to any officer who presents an order to that effect from the court. Such property shall not be retained by the court, but shall be returned to the property clerk.
 - x. All property, which has been seized and is forfeited pursuant to law, shall be disposed of as provided in the court order of forfeiture.

13. EVIDENCE CUSTODIAN

- A. The evidence custodian is the custodian of evidence and property for the department. The evidence custodian will not break the submitting officer’s seal unless this is necessary for testing, weighting, or other purposes.

- i. The evidence custodian shall be responsible to ensure that an adequate stock of packaging and sealing materials is available for proper packaging and sealing of evidence and property. The evidence custodian shall conduct inventory and replenishment of these supplies at least weekly.
 - ii. The evidence custodian shall notify the supervisor of an officer who has improperly submitted evidence, or when a discrepancy exists between the inventories of items listed on the Evidence and Property Receipt Form. This notification shall include the officer's name; date the property was submitted, case number and type of deficiency concerning the property submission.
 - iii. When the evidence custodian finds a property or evidence submission to be unacceptable and the deficiency cannot be readily corrected by the evidence custodian, the submitting officer shall be required to meet with the evidence custodian during the evidence custodian's normal working hours to correct the deficiency.
 - iv. In cases where a discrepancy has been reported, the supervisor of the officer that submitted the evidence shall cause an immediate investigation to resolve the discrepancy at issue. If the discrepancy cannot be explained or resolved, the matter shall be turned over to the Chief of Police or Assistant Chief for further investigation
 - v. Each morning the evidence custodian will check the designated locker system for evidence. Upon retrieving the evidence, the evidence custodian shall initial the Evidence and Property Receipt Form indicating that he has received the evidence listed in the form. If the evidence custodian finds any discrepancy between the Evidence and Property Receipt Form and the items in the locker, they shall immediately notify, in writing, his/her supervisor.
- B. Evidence Custodian Call Out
- i. The Assistant Chief shall be responsible for determining if the service of an evidence custodian is required. If it is determined an evidence custodian is required the Assistant Chief may authorize call out.
 - ii. The evidence custodian may be called out to secure property if:
 - a. A chain of evidence is required and the property will not fit into an evidence locker, and no alternative secured area is available.
 - b. The Assistant Chief determines it is in the best interest of the department or property owner that the items be secured. This would include large sums of cash, drugs, or expensive jewelry that should be stored in a more secure area than the evidence lockers.
- C. The evidence custodian shall be either a sworn or non-sworn employee designated by the Chief of Police.
- D. If a new evidence custodian is designated, an inventory of all evidence will be conducted.
14. **RELEASE OF PROPERTY**
- A. It is the responsibility of the evidence custodian to manage and monitor all cases in which property or evidence is submitted into the property system.
 - B. Dispositions shall be checked periodically and unneeded property shall be released by the investigating officer in a timely fashion.
 - C. The evidence custodian shall require a current driver's license, or identification card, or two forms of ID bearing that person name social security number, and date of birth,. After obtaining adequate Id, the evidence custodian may release the property.
 - D. Property shall not be released unless the evidence custodian is satisfied the individual making a claim for the property is the owner or lawful possessor.
 - E. The ID accepted by the property officer shall be photocopied and attached to the case file along with the receipt.
 - F. Property that can be legally returned shall be returned to the owner or lawful possessor.
 - G. Prior to returning any firearm the owner shall be checked for felony convictions, domestic violence orders, and any other prohibition that would prevent the owner from legally possessing the firearm.
 - i. Firearms shall not be released to persons legally prohibited from possession.
 - H. The evidence custodian is responsible to contact the owner or lawful possessor and make arrangements for the owner or lawful possessor to come to the department and provide his/her pictured or otherwise acceptable form of ID to claim property.
 - i. If verbal contact cannot be made, the evidence custodian will send a certified letter to that person informing him/her to pickup his/her property within 30 days or the items will be disposed of pursuant to state law.
 - a. If the owner does not claim the property within that 30 day time period, the property will be held for an additional 30 days, after which time the property will be disposed of according to law.
 - I. Any property not able to be released shall be destroyed. The destruction of property requires the police officers responsible for submitting the property to the property control system to file a supplement report authorizing the destruction of the property.
 - i. In the absence of the responsible police officer, a supervisor may file the required supplement report or assign another officer to file a report.

If the destruction is pursuant to a court order, a copy of the order shall be attached to the supplement report.

Section E: Miscellaneous

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: October 18, 2013	Rescinds: E-100 (Dec 1999) Amends:	Number: E-100
Subject: Explorer Police Cadets		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 1

This order consists of the following numbered sections:

1. Policy
2. Procedure

1. POLICY

It is the policy of the Watertown Police Department to maintain a contingent of Police Explorer Cadets comprised of young private citizens between the ages of 15 and 20 years. They shall be trained in police work, and are intended to aid and assist the police department and its regular officers in normal police duty.

2. PROCEDURE

A. Selection

- i. Police Explorers shall be selected through the application and interview process. This shall be conducted by the members of the Explorer group and the Advisors as set forth in the Watertown Police Department Explorer Policy and Procedures Manual.

B. Rules and Procedures Manual

- i. All members of the Watertown Police Department Explorer program shall adhere to the rules and procedures set forth in the Watertown Police Department Rules and Procedures Manual. Because of the uniqueness of the Explorer Program, and in order to effectively manage the Explorer Program, the Advisor staff may adopt additional rules and procedures governing:
 1. Scheduling.
 2. Administrative Functions.
 3. Grievance Procedures.
 4. Leaves of Absence.
- ii. The additional rules and procedures will take the form of an Explorer Policy and Procedures Manual and is subject to approval by the Chief of Police.

C. Uniforms and Equipment

- i. Members of the Watertown Police Department Explorer Program may be required to provide uniform and equipment items that are not furnished by the department. Uniform and Equipment requirements are set forth in the Police Explorer Policy Manual.

D. Training

- i. Training shall be equivalent to, but not as intense as, the training provided to regular full-time officers. All Explorer Cadets training will be coordinated and approved by the Explorer Advisor.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: February 1, 2013	Rescinds: Amends:	Number: E-130
Subject: Honor Guard		Re-evaluation Date: March 2024
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 4

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedure
 - A. Mission Statement
 - B. Command Structure
 - C. Applicant Criteria
 - D. Application Selection
 - E. Removal
 - F. Activation
 - G. Honor Guard Uniform/Equipment
 - H. Training
 - I. Requirements

1. PURPOSE

The purpose of this general order is to describe the process for selection, training, and activation of the Watertown Police Department Honor Guard.

2. POLICY

- A. It is the policy of the Watertown Police Department to maintain an Honor Guard/Color Guard.
- B. The Honor Guard will be activated to serve as pallbearer or as an honor unit at funerals/memorial services for actual or retired WPD employees and state law enforcement agency staff upon approval from the Patrol Division Captain.
- C. The Color Guard will be activated to perform at facility dedications, ground breakings, special event/parades, and other community functions when requested upon approval from the Patrol Division Captain.

3. DEFINITIONS

Color Guard: A ceremonial escort for a flag.

WPD Honor Guard: A group assigned to perform a ceremonial duty such as at a funeral, change of command ceremony, ground breaking, dedications and community functions.

Honor Guard Commander: A certified officer of the Watertown Police Department appointed by the Patrol Division Captain to act as the Honor Guard Commander.

Honor Guard Coordinator: A member of the Honor Guard, appointed by the Honor Guard Commander, who acts as the representative for Honor Guard requests and mobilizes sufficient members to staff a specific activity.

WPD Honor Guard member: Certified officers of the Watertown Police Department assigned to the Honor Guard for a minimum of three years with re-assignment at the discretion of the Patrol Division Captain.

4. PROCEDURES

A. Mission Statement

1. The mission of the Watertown Police Department Honor Guard is to present a professional ceremonial presence, while serving as ambassadors to the community and those who dedicated their lives to public service.

B. Command Structure

1. The Honor Guard will normally be composed of a minimum of five members: four member and the Commander
2. Larger formations may be detailed; however, the composition of this detail will be dictated by the type of activity, space for maneuvering, and staff availability.
3. The Honor Guard Commander will oversee administrative duties and coordinate all team activations.

C. Applicant Criteria

1. Must be a certified Watertown Police Department officer.
2. Must have completed one year of service with the Watertown Police Department.
3. Possess a high level of integrity and job proficiency.
4. Willing to commit to the mission of the Honor Guard.
5. Available on short notice to perform in Honor Guard activities.
6. Maintain physical appearance and decorum, which promotes confidence and projects a professional public image.
7. Members who resign their position involuntarily will not be eligible for application to the Honor Guard for a period of two years.

D. Application Selection.

1. Interested members of the Watertown Police Department shall have at least one year of satisfactory law enforcement experience with the Watertown Police Department and have successfully completed the probationary period.
 - a. Sworn officers shall have no disciplinary suspensions within the year and no written/oral reprimands within six months of the date of announcement for Honor Guard positions.
 - b. Interested sworn officers must send a cover letter and resume to the Honor Guard Commander to include name, rank, home telephone numbers, Honor Guard experience (law enforcement, military, or civilian), and a short narrative stating why they would be an asset to the team.
2. The Honor Guard Commander will review applications and schedule tryouts.
3. Applicants will be interviewed and selected by the Honor Guard Commander and three Honor Guard members. Selections will be forwarded to the Patrol Division Captain for final approval.
4. Selection will be based on applicants marching capabilities, professional appearance, and attitude.
5. If the Honor Guard unit is filled, the remaining qualified candidates will be placed on a waiting list for one year.

E. Removal

Any removal or disciplinary matters will be reviewed on a case by case basis and will be coordinated by the Patrol Division Captain and Honor Guard Commander. Reason for removal may consist of, but not limited to the following:

1. Failure to attend three training sessions or Honor Guard activities in a one year period without valid reasons.
2. Unsatisfactory employee development and evaluation ratings.
3. Letters of reprimand and/or suspensions for the following:
 - a. Absent With Out Leave
 - b. Code of Ethics violations
 - c. Excessive Use of Force

F. Activation

1. A minimum of two days notice is preferred when requesting services of the Honor Guard.
2. Requests for the Honor Guard/Color Guard may be made through the Commander or team members and processed through the Patrol Division Captain. Upon the request of a funeral director, law enforcement agency, family members, or community agencies the Honor Guard Commander will obtain approval from the Patrol Division Captain and will then notify members and activate the Honor Guard.
3. Upon learning of the death of a Watertown Police Department employee or former employee, the Honor Guard Commander will ask the family if it desires the Watertown Police Department Honor Guard to render honors. Such service may include:
 - a. Acting as pallbearers, posting at the funeral service, folding of the flag at the gravesite, and playing of a recorded version of taps.
 - b. For employees who are killed in the line of duty or for special circumstances as approved by the Patrol Division Captain, the additional services of posting at the funeral home and a gun salute at the gravesite may be provided.
4. The Patrol Division Captain along with the Honor Guard Commander will determine the number of team members to be activated for each activity. No less than five are preferred including the Commander.
5. If possible, the Honor Guard Commander will attend each activity. If the Commander is not able to attend he/she will designate a team member who will be responsible for the attendance of activated members.
6. If the Honor Guard is activated while members are on duty shift supervisors will attempt to allow them time to prepare and for services if the shift has proper staffing.
7. If the Honor Guard is activated and team members are not on shift, team members will accrue all time as compensation time.

8. All travel to out of town authorized Honor Guard events will be with a Watertown Police Department travel car unless other arrangements are approved by the Patrol Division Captain.
- G. Honor Guard Uniform/Equipment
1. The members of the Honor Guard/Color Guard unit will be dressed in the issued Honor Guard uniform. It will be the responsibility of the team member to maintain the uniform clean and in presentable condition at all times.
 2. The Honor Guard/Color Guard uniform will consist of the following:
 - a. Four Button Class A Jacket
 - b. Class A Dress Trousers
 - c. Class A Service Cap
 - d. White Shirt (short or long sleeved)
 - e. Black Tie
 - f. Class A Dress Shoes
 - g. Gold/Blue Braided Cord
 - h. White Gloves
 - i. Dress Belt and Shoulder Strap w/holster
 - j. Handcuff Case
 - k. Double Magazine Pouch
 3. Honor Guard equipment
 - a. (1) American Flag with storage case
 - b. (1) South Dakota State Flag with storage case
 - c. (2) ceremonial M1 rifles and blanks
 - d. (2) leather flag carrying harness
 4. Uniform Protocol
 - a. While indoors, covers/service caps are to be removed and carried under your left arm. (To ensure a proper hand shake is able to be given.)
 - b. No sunglasses will be worn while in Honor Guard uniform.
 - c. Badgescovers will be worn while in Honor Guard uniform and performing funeral honors.
 - d. Uniform shirts, pants, and jackets will be pressed and clean.
 - i. Shirts are to be pressed with creases in the sleeves through the center of the arm patches.
 - ii. Pants/slacks should be pressed with a crease to the center of the front and back of each pant leg.
 - e. No ornate jewelry will be worn. No body piercings will be worn. Females may wear earrings of a simple stud.
 - f. Belts, handcuff cases, magazine pouches, and gun holsters should be black with no visible wear.
 5. The Honor Guard Commander will coordinate the ordering of all replacement uniform pieces, badges, and equipment for the Honor Guard. The request will be submitted to the Patrol Division Captain for final approval.
 6. The Patrol Division Captain will be responsible to store and maintain Honor Guard equipment at the facility. A current and accurate inventory will be submitted to and maintained by the Patrol Division Captain.
 7. Resignation (voluntary or involuntary) of any member will require that all uniforms and equipment issued through the Honor Guard must be returned immediately and in good, clean condition.
- H. Training
1. Following appointment to the Honor Guard/Color Guard unit, new members will attend initial training as determined by the Honor Guard Commander.
 2. Training for newly selected and current members of the Honor Guard will be scheduled by the Commander on a routine, on-going basis.
 3. Members of the Honor Guard who fail to attend three of the meeting/events scheduled per year without prior approval will be re-evaluated for possible dismissal from the Honor Guard.
 4. Members are required to attend at least one drill practice prior to an event in order to participate in the event.
 5. Training will consist of two hours per month with an attempt to get the most participation as possible.
 - a. All training time will be accrued as compensation time.
- I. Requirements
1. Current home/cell phone numbers must be on file with the Honor Guard Commander. The Honor Guard Commander will ensure a current listing is submitted to the Patrol Division Captain.
 2. Members of the Honor Guard will be responsible for dry cleaning and maintenance of their uniforms.
 3. Members must report when activated by the Honor Guard Commander, unless prior approval for absence has been authorized by the Honor Guard Commander.

Section F: 911 Center

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: April 1, 2022	Rescinds: Amends: March 1, 2019	Number: F-100
Subject: Pass Down Log		Re-evaluation Date: March 2026
Distribution: ALL COMMUNICATIONS OFFICERS	Related CALEA Standards:	Page No: 1 of 1

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedure
 1. Purpose
 - A. Microsoft TEAMS (WPD Communications) will be maintained for the purpose of passing relevant general information from shift to shift.
 2. Policy
 - A. Microsoft TEAMS (WPD Communications) should not be used in lieu of face-to-face, one-on-one briefings between dispatchers as one shift relieves the other.
 3. Procedure
 - A. Each dispatcher that takes information that may be relevant to other employees within the 911 Center should publish a post onto Microsoft TEAMS (WPD Communications) web-based application. Such information may be:
 1. Staffing issues (i.e., John called in sick, supervisor notified)
 2. Equipment problems
 3. Calls that may carry over from shift to shift (including the call for service numbers, times, dates, etc.)
 4. User agency information (Police Chief out of town)
 5. General information such as meeting dates, births, announcements, reminders, etc.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Lee McPeck
Chief of Police

Effective Date: April 1, 2022	Rescinds: Amends: March 28, 2015	Number: F-110
Subject: Communications Training Officer Program		Re-evaluation Date: March 2026
Distribution: ALL COMMUNICATIONS OFFICERS	Related CALEA Standards:	Page No: 1 of 4

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedure

1) PURPOSE

To establish a procedure for training new communications trainees of the Watertown Police Department Communications Center using problem-based learning to address the needs of callers that call into the center. The CTO (Communications Training Officer) program offers invaluable training in helping communications trainees to perform their duties and responsibilities in a more efficient, effective, and equitable manner.

2) POLICY

The Watertown Police Department, in keeping with the demands of the community for professional communication service, has established the CTO program. The attainment of highly trained communications officers is a fundamental goal of the Watertown Police Department Communications Center. This training program uses Communications Training Officers (CTOs).

3) DEFINITIONS

- a) BOE: Board of Evaluators – consists of training officers, evaluators, and the 911 Communications Manager.
- b) CAPSTONE PROJECT: a final presentation encompassing everything the trainee has learned in training; used as part of the final evaluation
- c) CTE: Communications Training Evaluator – responsible for midterm and final evaluation.
- d) CTO: Communications Training Officer – responsible for providing training in phases A and B.
- e) DAILY OBSERVATION LOG: a log kept daily to document the progress of the trainee.
- f) END OF PHASE REVIEW: a summary of the trainee's performance, complete by the trainer at the end of Phases A and B.
- g) LAP: Learning Activity Packet – a tool designed to assist the trainee with additional learning on a specific subject or topic.

4) PROCEDURES

- a) Communications Trainee Training
 - i) Newly appointed communications trainees will be assigned to the CTO program for training.
 - ii) Communications trainees will report to the CTO for their respective assignments.
 - iii) The Watertown Police Department Communications Center requires all communications officers to successfully complete the SD Communications Training Academy within one (1) year of their hire date.
 - (1) A communications trainee may complete the Watertown Police Department Communications CTO Program either prior to, during, or following the SD Communications Training Academy.
 - iv) Upon successfully completing the CTO program, communications trainees will be assigned to the Communications Center.
 - v) At the discretion of the Chief of Police, communications trainees that already possess a valid South Dakota 911 Communications Officer certificate may be allowed to complete a condensed version of the CTO program. That condensed version will consist of no fewer than five (5) weeks of training.
- b) Communications Training Officer
 - i) The selection of Communications Training Officers is conducted and based on the needs of the department.
 - ii) Communications Training Officers must have completed probation and have at least two (2) years of experience in their assigned field.
 - iii) Communications Training Officers must possess the values, tactics, and attitude necessary to ensure a positive learning environment for the communications trainee.

- iv) Communications Training Officers must successfully complete a Communications Training Officer course.
 - v) Communications Training Officers must attend periodic Communications Training Officer Meetings for updates on the program, legal matters, policies and procedures, responsibilities, and other important issues.
 - vi) Communications Training Officers must attend training courses that enhance and improve the Communications Training Officer's knowledge, training abilities, and other important skills.
 - vii) The administration, implementation, and evaluation of the CTO program are regulated by the guidelines established, and the reporting responsibilities outlined in the CTO Training Manual. The information contained in this manual will be strictly adhered to by all personnel involved in the CTO program to ensure the integrity of the program.
- c) CTO Evaluations
- i) The communications trainee will evaluate each CTO that has trained him/her during the phases. These evaluations will be collected and stored in the CTO's file.
- d) Training Tools and Aids
- i) DOL (Daily Observation Log)
 - (1) These reports will be completed daily and will be discussed and signed by the trainer and trainee prior to the end of each shift. The trainee will have the option to add comments to the log as well.
 - ii) LAP (Learning Activity Packet)
 - (1) These are learning tools designed to focus on the inexperience, weakness, or problems that the communications trainee is facing during training. Learning Activity Packets (LAPs) are designed to provide further training in areas where the training is not meeting expectations.
- e) Evaluation Process
- i) The communications trainee will be evaluated from their CTOs through Daily Observation Logs, End of Phase review, a midterm evaluation done by a Communications Training Evaluator (CTE), and a final evaluation performed by a CTE. The final evaluation will be 40 hours or five (5) working days, whichever is longer. The final evaluation will be the most important, in making sure that the communications trainee is ready to function as a communications officer on his/her own.
 - ii) The CTO supervisor will collect the following items for each trainee: 1- Midterm Evaluation by the CTE, 1 - Final Evaluation by the CTE, End of Phase Paperwork, and the DOL's. When all items have been collected and approved by the CTO staff, they will be given to the 911 Communications Manager for archiving.
- f) Phases of Training
- i) Phase A will consist of the following but will not be limited to:
 - (1) One week of orientation for both full-time and part-time trainees. Orientation will consist of:
 - (a) PD Paperwork
 - (b) City Hall Paperwork
 - (c) Staff Introductions
 - (d) Observation of Dispatch Staff
 - (2) Four Weeks for full-time and six or more weeks for part-time employees covering:
 - (a) Business Line Calls
 - (b) Radio Traffic
 - (c) Interpretation of NCIC returns
 - (d) NCIC structure and Entry
 - ii) The trainee will then be placed with the CTE for a week to complete the midterm evaluation. A Board of Evaluators meeting will take place to discuss any strengths or weaknesses that need to be addressed.
 - iii) Phase B shall be five (5) weeks in length for full-time and eight (8) or more weeks for part-time and consist of the following, but will not be limited to:
 - (1) Emergency Incidents
 - (a) 911 calls for fire, medical, and law enforcement situations.
 - (b) Paging ambulance, fire departments, and 1st responders.
 - (c) Critical incidents such as severe weather and aircraft emergencies.
 - (d) NCIC structure and entry (continued)
 - iv) At the conclusion of Phase B training, the trainee will then be placed with the CTE for the final evaluation. A Board of Evaluators meeting will take place to discuss any strengths or weaknesses that need to be addressed. At the conclusion of the final evaluation, the CTE will recommend to the 911 Communications Manager either a shift assignment or the need for additional training.
 - v) After successful completion of the Final Evaluation, the trainee will be assigned to a shift on their own.
- g) Training Extension
- i) A communications trainee that is experiencing problems in training after the mid-term evaluation may be granted a training extension of up to 3 weeks. During this time, LAPs (Learning Activity Packet) or remedial training plans will be given to the communications trainee to focus on areas of inexperience,

- weakness, or problems that the communications trainee is facing. After the extension, if improvement is shown in the problem areas, the communications trainee will continue onto the next phase of training. Training extensions are approved by the Board of Evaluators.
- ii) After the final evaluation, if the communications trainee is still not ready to be on his or her own, an extension of up to 3 weeks may be granted. During this time, LAPs (Learning Activity Packet) or remedial training plans will be given to the communications trainee to focus on areas of inexperience, weakness, or problems that the communications trainee is facing. After the remedial training period, the communications trainee will have another final evaluation before being authorized to be on his or her own as a communications officer.
- h) Termination
 - i) A communications trainee can be terminated at any time during the probationary period as provided in the City of Watertown Personnel Policy Manual. The Communications Training Evaluator shall submit a written overview of each evaluation to the 911 Communications Manager when a probationary recruit fails to show improvement and/or continues to perform unacceptably.
 - i) Board of Evaluators
 - i) This board is designed to evaluate the communications trainees to make sure they are prepared to be communications officers. The board is made up of the 911 Communications Manager, CTE, and the CTOs.
 - j) Schedules/Shifts of Communications Trainees
 - i) Communications trainees may be required to work abnormal hours and/or be assigned to different shifts, as schedules may need to be changed or revised at any time to allow for any unexpected events.
 - ii) Communications trainees may be required to rotate to a different shift at the time they rotate to their next CTO or CTE.
 - iii) It is the goal of the Watertown Police Department Communications Center to ensure that each communications trainee is offered the same quality and quantity of training.
 - iv) Any movement of hours within a phase, the trainee will follow their current trainer in order to give the trainee the benefit of working all shifts if possible.
 - k) The Lead CTO
 - i) The Lead CTO will arrange for initial orientation of the CTO program to communications trainees.
 - ii) The Lead CTO will monitor all CTO paperwork, which will be maintained in a secure way and treated as personnel documents.
 - iii) The CTE, CTOs and 911 Communications Manager will conduct End of Phase meetings to discuss the communications trainee's performance.
 - l) CTO Performance Evaluation
 - i) The CTO program will be reviewed on an annual basis by the 911 Communications Manager.
 - ii) Communications trainees will provide feedback to the 911 Communications Manager by completing CTO critiques and CTO program critiques.
 - iii) The communications trainee will complete the CTO critiques at the end of each phase.
 - iv) The communications trainee will complete the CTO program critique upon being assigned as a solo communications officer.
 - v) CTOs may only review their own critique, once the communications trainee is assigned as a solo communications officer.
 - vi) CTOs will review their critiques in order to enhance their ability to teach communications trainees.
 - vii) CTOs shall not discuss CTO critiques with communications trainees, or criticize a communications trainee for their responses.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: May 1, 2022	Rescinds: Amends:	Number: F-120
Subject: Implementation of General Orders		Re-evaluation Date: March 2025
Distribution: All Communication Officers	Related CALEA Standards:	Page No: 1 of 1

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedure
 1. Purpose
 - A. The purpose of the policy is to establish procedures for creating, revising, and approval of policies and procedures for the 911 Center
 2. Policy
 - A. It is the policy of the Watertown 911 Center that general orders will be in place for the Communication Center. General orders will be reviewed every three years by the 911 Communications Manager.
 3. Procedure
 - A. General orders are written rules describing a specific behavior that is to be followed in a well-defined set of circumstances. There must exist a compelling reason to deviate from general orders. The purpose of this general order is to define the implementation process for new policies or policies that need to be updated.
 - B. Any Watertown Police Department Employee may bring forth proposals for a new general order or a suggested change or update of an existing general order. The employee should present a draft of the proposal or revision to the 911 Communications Manager. The 911 Communications Manager will name a proposed new general order and ensure that "DRAFT COPY" appears on each page of the proposal or revision.
 - C. The 911 Communications Manager will review the proposal and ask the WPD policy committee to review and comment on the proposal. After receiving comments from the policy committee, the 911 Communications Manager will recommend one of the following:
 1. Changes needed, return to the author
 2. Put proposal out for comment from staff unchanged
 3. Continue for further consideration and discussion
 4. Reject proposal
 - D. If the proposal is returned to the author for changes, the review procedure will again be followed after the changes have been made.
 - E. General order proposals will be placed in the Communications Center for staff review and comment for two weeks (10 working days). All comments on the proposal must be in writing to the 911 Communications Manager prior to the end of the two-week period.
 - F. The 911 Communications Manager will determine, based on staff comments received, whether or not the proposal should go back to the policy committee for additional review/changes. If further changes are needed, the proposal will go back to staff for comments for another one-week period.
 - G. Upon determining that the proposal will become Watertown 911 Center policy, an implementation date and general order number or revision date will be assigned to the general order. Only general orders that are signed and dated by the Chief of Police are to be considered Watertown 911 Center policy.
 - H. Copies of the new or revised general orders will be placed on department's computer system.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: May 1, 2022	Rescinds: Amends:	Number: F-130
Subject: Status Checks		Re-evaluation Date: March 2025
Distribution: All Communication Officers	Related CALEA Standards:	Page No: 1 of 1

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedure
 1. Purpose
 - A. The purpose of this policy is to initiate status checks when officers are on the scene at calls for service to maintain the well-being of the officers.
 2. Policy
 - A. It is the policy of the Watertown 911 Center that status checks will be initiated when officers are on scene at calls for service, including but not limited to: traffic stops, domestic violence calls, fights, disturbances, alarms, etc.
 3. Procedure
 - A. The first status check of the officer should be done within 3 minutes of the officers' arrival at the scene of an incident or following officer-initiated activity. This may be waived if contact with the officer has already been made for other purposes. Dispatch will, thereafter; check the officers' status every 5 to 10 minutes. The timer should be reset on CAD after each status check to ensure additional status checks are performed.
 - B. An officer that desires to cancel further status checks will advise dispatch "NCN" or "No further status checks are required."

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: March 1, 2023	Rescinds: Amends:	Number: F-140
Subject: Uniforms		Re-evaluation Date: March 2025
Distribution: All Communication Officers	Related CALEA Standards:	Page No: 1 of 2

This order consists of the following numbered sections:

1. Purpose
 2. Policy
 3. Definitions
 4. Procedure
1. Purpose
 - A. The purpose of this policy is to establish guidelines for appropriate work attire and standards for personal appearance, which promotes a positive and professional image and atmosphere within the Watertown Regional 911 Center.
 2. Policy
 - A. It is the policy of the Watertown 911 Center that each employee must present a professional image at all times. This clothing allows you to feel comfortable at work, yet always look neat, clean, and professional.
 3. Definitions
 - A. **Business Casual Clothing:** For the purpose of this policy, business casual clothing shall mean clothing appropriate for a traditional business environment. The 911 Communications Manager will be the final authority on what is, and is not, acceptable.
 4. Procedure
 - A. For regular daily duty, business casual clothing will be worn.
 1. On Monday, Tuesday, Wednesday, and Thursday, business casual clothing will be worn. Business casual clothing may include nice jeans, slacks, and a polo style button down shirt.
 2. On Friday, Saturday, Sunday, and holidays, employees are allowed to wear casual clothing, which includes blue jeans (no rips or tears) and a presentable shirt.
 - B. The City of Watertown will provide department issued polo style shirts, which may be worn in lieu of other business casual clothing. Other items the department may supply include, lightweight sweaters, and outerwear. Outerwear is identified as fleece type jackets, sweaters, pullovers, etc.
 - C. Items that are not approved for wear include the following:
 - Shorts or skirts
 - Pants with holes or torn areas
 - T-shirts/Sweatshirts with corporate advertising
 - Open-toe, flip-flops, sandals, or any other shoe that does not cover the foot.
 - Plastic shoes that may create static electricity. (Croc-type shoes)
 - Hats
 - D. When attending a training or seminar with a dress code defined in the course materials, the attending dispatcher should follow the course dress code. Otherwise, training attire shall be uniform shirts and appropriate pants.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: August 26, 2024	Rescinds: Amends:	Number: F-150
Subject: Radio Procedures		Re-evaluation Date: August 2027
Distribution: All Communication Officers	Related CALEA Standards:	Page No: 1 of 2

This order consists of the following numbered sections:

1. Purpose
 2. Policy
 3. Procedures
 4. Alert Tones
1. Purpose
 - A. The purpose of this policy is to outline the proper etiquette of radio transmissions.
 2. Policy
 - A. Pronunciation
 - i. Correct pronunciation and codes should be used in all instances. Words and names should be pronounced clearly. Using correct pronunciation will enable the receiver of the information to copy the message and eliminate having to repeat the message.
 - B. Word Choices
 - i. Effective, accurate, and authoritative communications are the goal of two-way radio operations. Strive for brevity, eliminating as many words as practical. Avoid uncommon words, phrases difficult to understand, and contractions (ie: don't, can't, couldn't, etc.)
 - C. Dispatchers shall be courteous and professional in their manner, shall not use profanity or vulgarity, and shall refrain from using an angry or impatient tone of voice while transmitting.
 - D. Transmitting channels need to be kept open as much as possible; therefore, it is necessary for the operator to avoid wordiness.
 - E. Dispatchers shall at all times conduct themselves on the radio with professionalism. Frequencies must be monitored closely before transmitting in order to avoid interrupting traffic in the process.
 - F. "Stand-by" shall be acknowledged as soon as possible. Courtesy can best be expressed by tone and manner of presentation rather than by the use of "please" and "thank you".
 3. Procedure
 - A. All calls being dispatched from the Watertown 911 Center shall be dispatched in this order:
 - i. Give the address (and business name if applicable)
 - ii. Give out a brief description of the problem
 - iii. Repeat the address (and business name if applicable)
 - B. Information not to be dispatched over the radio:
 - i. All disabled alarms affecting business or residences
 - ii. Police department personnel's home or cell phone number or addresses
 - iii. All information that is given in a confidential or sensitive manner. Discretion must be used in each case, such as a complainant who wishes to remain anonymous.
 - iv. Information labeled law enforcement sensitive, not for media release, confidential or bearing a similar type classification.
 - v. Residential or Apartment Gate Codes (unless the situation requires emergency response.)
 - vi. Exception to this section: when any information will enable officers, ambulance, fire rescue or other types of first responders in any emergency response, it may be transmitted via radio. Example: when the ambulance crew requests the name of the residence they will be going to. Give this information over the radio as requested.
 - vii. Patching of Radio Channels
 - a. For the ease of communication in high risk events, the dispatch center may employ the use of channel patching. Upon patching two or more channels, the channels will act as one singular channel, and will enable responders across those channels to communicate with each other.
 - b. Any law enforcement officer may request the patching of channels during an incident.

- c. As soon as is reasonable, dispatchers should make every effort to remove the channel patch.
 - d. If it is necessary to patch with a State Radio channel permission should be granted from State Radio prior to patching the channels together and should be unpatched as soon as it is no longer necessary.
- 4. Alert Tones
 - A. Alert Tones will be used to alert law enforcement units of in-progress high-priority calls for service and/or pending emergency radio traffic. The sounding of the alert tones should indicate to law enforcement units that urgent traffic will immediately follow the end of the tones sounding.
 - B. Dispatchers will use Alert Tone 3 for all law enforcement, in all counties (as selected from the dropdown radio program) for all emergency situations, as well as following the guidelines for handling those situations;
 - i. In-progress incidents involving a weapon(s), or a potentially life-threatening incident. (i.e., robbery, hold-up alarm, shooting, serious injury crash, structure fire with risk of injury or death, etc.)
 - a. The dispatcher will sound the alert tone over the pertinent radio channel(s) by clicking and holding the button for no less than three seconds before releasing it and broadcasting the call information.
 - b. Verify dispatched unit(s) acknowledge and assign them to the call.
 - c. Ensure area law enforcement agencies are notified as necessary. This may be the SDHP or the sheriff's office in that particular jurisdiction.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: October 1, 2022	Rescinds: Amends:	Number: F-160
Subject: Language Line		Re-evaluation Date: October 2025
Distribution: All Communication Officers	Related CALEA Standards:	Page No: 1 of 1

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedure
4. References/Resources
 1. PURPOSE
 - A. The purpose of this standard operating procedure is to establish guidelines on using Language Line when handling a call for service to a non-English speaking caller.
 2. POLICY
 - A. Call takers may conference calls to Language Line when a non-English speaking call is received.
 - B. Call takers may conference calls to Language Line for any responder handling an incident involving a non-English speaking person.
 3. PROCEDURE

For all 911 and Business line calls:

 - a. Click on the Language line button to dial the language line.
 - b. The caller will not be placed on hold.
 - c. A beep will indicate the call has been conferenced.

Additional Information:

 - i. Enter the Client ID number
 - ii. Organization Name: Watertown Police Department
 - iii. Access Code: (C.O. Badge #)
 - iv. You will be asked the language you need assistance with, if unknown, say "help"..
 - v. Say "End of Call" to the Interpreter when the call is completed.
 4. REFERENCES/RESOURCES
 - A. Language Line (www.language.com)

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: May 1, 2022	Rescinds: Amends:	Number: F-170
Subject: Ride Alongs		Re-evaluation Date: March 2025
Distribution: All Communication Officers	Related CALEA Standards:	Page No: 1 of 1

This order consists of the following numbered sections:

1. Purpose
 2. Policy
-
1. Purpose
 - A. The purpose of this policy is to set forth the department's mandates with respect to the Communications Officer Ride-Along.
 2. Policy
 - A. Watertown 911 Center employees will not wear the duty uniform while riding with any agency, whether on duty or off, as a safety issue to avoid appearing as a law enforcement officer. If on duty and authorized or required to go on a ride-along, the employee may wear a jacket or sweater to cover the duty uniform in lieu of changing into civilian clothing. Employees shall wear clean, presentable clothing while on a ride-a-long.
 - B. Employees who ride with any agency will conduct themselves in a professional manner at all times.
 - C. Employees will not in any way assist or interfere with the business of that agency unless a representative of that agency requests the employee's assistance.
 - D. Watertown 911 Center employees must have the authorization of the agency's on-duty supervisor to ride with that agency and sign any appropriate forms as requested by that agency.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: March 1, 2023	Rescinds: Amends:	Number: F-180
Subject: Call Handling		Re-evaluation Date: March 2026
Distribution: All Communication Officers	Related CALEA Standards:	Page No: 1 of 2

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedures

1. Purpose
 - A. The purpose of this policy is to establish professional standards for handling calls for service.
2. Policy
 - A. It is the policy of the Watertown 911 Center to answer all calls for service with professional and proven standards. All calls will be categorized and dispatched accordingly.
3. Procedure
 - A. Phone calls received:
 - 1) Calls received on the “911 lines” will be answered:
 - a. “911 Center, what is the address of the emergency?”
 - 2) Call received on the business line calls will be answered:
 - a. “Watertown Police Department”
 - B. Phone calls received generally fall into one of four categories:
 - 1) Calls that are dispatched
 - 2) Calls that result in a log entry only
 - 3) Calls that require the call taker to provide information
 - 4) Calls that require the call taker to take a message
 - C. Calls that are DISPATCHED
 - 1) Calls for service will be entered into CAD as soon as possible, including the address if known. The caller will be interrogated according to the appropriate call guide cards (EMD or EFD) or sufficiently questioned to get the address, phone number, name, and any appropriate questions for that type of call for service. When the dispatcher has obtained sufficient information to determine the correct responders/officers, they will dispatch (send, page, notify) the appropriate responders/officers.
 - 2) Calls for other PSAP’s: if the call is in-progress, whether it is emergency or non-emergency or if it has just occurred, we will obtain the address and phone number, enter the call into CAD, and transfer the call to the PSAP of jurisdiction. If the call is for another PSAP and is belated and non-emergency, the call may be transferred to that PSAP or the phone number of the PSAP may be given to the caller.
 - a. If the incident requires a response by SD Highway Patrol, the dispatcher will advise Huron State Radio of the call and determine if they have a unit to take the call. If not, the dispatcher will dispatch the appropriate law enforcement unit to respond.
 - b. If the incident requires a responder from another county that we do not handle emergency dispatch for, the incident information will be immediately relayed to the appropriate county PSAP via radio or phone or transfer.
 - c. If the incident requires a response by Game Fish & Parks, advise Huron State Radio of the call and determine if they have a unit to take the call. If not, dispatch the appropriate law enforcement unit.
- 3) For Cellular 911 calls, location and call back number will be obtained by asking the following questions:
 - a. Location: What is the address of the emergency?
 - b. AND: What city (or county) are you in?
 - c. Phone #: What is the phone number you are calling from?
 - d. Secondary RP’s calling to report a previously reported incident will be asked:

- i Their name and call back number
 - ii If they witnessed the event or have any information about the event (other than reporting it's occurrence)
- D. Calls that result in a "log entry only" (LEO):
 - i All calls that do not require a dispatch but do require a log entry will be entered into CAD. The call will be cleared with the disposition code "Clear No Action Taken."
- E. Calls that require the call taker to provide INFORMATION or ADVICE:
 - i Call takers will at all times attempt to give out the most accurate information or advice possible, If necessary, they may defer to the Communications Supervisor, on duty supervisor or the responding agency supervisor.
- F. Calls that require the call taker to take a MESSAGE:
 - i Messages taken for persons on-duty, but unavailable, will be given to them as soon as practical. Every effort will be made to relay emergency calls or information to persons on-duty or off, as soon as possible. Routine calls for persons who are off duty will be relayed to them by placing the message on the TEAMS application or emailed to them. This information should include at a minimum, the caller's name, call back number and brief information about what the call is in reference to.
- G. Call Notation
 - i. Calls will be notated as soon as possible with the necessary information and in a professional manner. If it is necessary to quote a caller, quotations should be used.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: April 1, 2022	Rescinds: Amends: March 1, 2019	Number: F-185
Subject: Severe Storms Warning Procedure		Re-evaluationDate: March 2026
Distribution: ALL COMMUNICATIONS OFFICERS	Related CALEA Standards:	Page No: 1 of 1

This policy consists of the following numbered sections:

1. Purpose
 2. Policy
 3. Procedures
1. Purpose
 - A. To set forth guidelines for Watertown Police Department Communications personnel for storm warning dissemination and broadcast to the public.
 2. Policy
 - A. Public Safety Communications Personnel serve as a vital link in ensuring that the general public receives timely and effective notification when severe weather develops or is approaching that can threaten the safety of our communities. It is the responsibility of the Communications Center personnel to immediately broadcast severe storm warnings to the citizens of a threatened community through the use of tornado warning sirens.
 - B. The Watertown Police Department recognizes that winds above 80mph or higher are potentially dangerous; therefore, the outdoor warning system may be activated for any wind event of sufficient speed, regardless of its label; ie. Tornado, high winds, straight-line winds, or a widespread, long-lived, straight-line windstorm that is associated with a fast-moving band of thunderstorms.
 3. Procedure
 - A. When Watertown Communications Center personnel are informed of a potential funnel cloud, tornado, or severe winds that pose a threat to any community that employs a severe weather warning system that is served by the Watertown Police Communications Center, warning procedures will be implemented at once.
 - 1) A report of a tornado, a funnel cloud, or a severe storm with potentially life-threatening or dangerous conditions (80mph or higher winds) may warrant activation of the Warning System.
 - a. If the report comes from the National Weather Service, law enforcement personnel, Emergency Management staff to include trained weather spotters, or other emergency services such as fire and ambulance personnel, communications officers should follow the procedures in A. 2) below.
 - b. A report of a similar weather emergency from local media or a member of the general public, requires approval from one of the authorities listed in A. 1. A.. (above), before activation of the Warning System described below
 - 2) Activation of the Warning System
 - a. Activate warning sirens immediately.
 - b. Notify law enforcement, Emergency Management, and Fire Department personnel.
 - c. Notify campground managers near Lake Kampeska and Lake Pelican.
 - B. If personnel of the Codington County Office of Emergency Management activate the warning sirens, they will notify Watertown Police Communications of such activation. It is expressly understood that in the event of a tornado or severe weather activity, the communications center may be overwhelmed; however, warning sirens must take priority over the radio and telephone traffic until the emergency warning system has been activated.
 - C. Warning System testing
 - 1) Routine testing of the siren warning system will be conducted to ensure that the system is operable.
 - 2) The siren warning system will be tested from April thru September by Codington County Emergency Management.
 - 3) During inclement weather, testing will be postponed until the next scheduled date of testing.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: March 1, 2023	Rescinds: Amends:	Number: F-190
Subject: Alarm Monitoring		Re-evaluation Date: March 2026
Distribution: All Communication Officers	Related CALEA Standards:	Page No: 1 of 1

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedure
 1. Purpose
 - A. The purpose of this policy is to establish procedures for receiving and dispatching alarm calls for service.
 2. Policy
 - A. All alarms will be considered valid until proven otherwise.
 - B. Dispatchers will not advise anyone to reset their alarm panel. Only the Fire Department or key holders may make the decision to reset alarms.
 - C. The appropriate Fire Department will be dispatched to all Fire Alarms following the Fire Dispatch Procedures.
 - D. Watertown 911 Center staff will acknowledge and process all alarms as quickly as possible. All alarms will be entered into the CAD system and dispatched immediately.
 - E. All alarms that are dispatched from the Watertown 911 center will be cleared in CAD with a detailed disposition.
 3. Procedure
 - A. Alarm Maintenance
 1. If a call is received from anyone wanting to report alarm system maintenance, advise the caller to contact the alarm monitoring company that monitors that alarm and end the call. Do not make any record of the call nor make any commitments to the caller. If an alarm is received at a location after such a call has been received, respond to the alarm as you would any other alarm and dispatch the appropriate response.



**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**

Tim Toomey
Chief of Police

Effective Date: August 1, 2023	Rescinds: Amends:	Number: F-195
Subject: TDD/TTY Phone Testing		Re-evaluation Date: August 2026
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 1

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedure

1. PURPOSE:

- a. The purpose of this standard operating procedure is to establish guidelines for the testing of the TTY/TDD system.

2. POLICY:

- a. The TTY/TDD system will be tested on or about the first Monday of every month at approximately 0500 hours. After a successful test, the call taker shall sign off on the equipment inspection sheet indicating the successful test.

3. DEFINITIONS:

- a. TTY – Teletypewriter, or a text display device, as used by the deaf to read voice communication converted to text by a communications assist device.
- b. TDD – An electronic device for text communication via a telephone line, used when one or more parties have hearing or speech difficulties.

4. PROCEDURE:

- a. The TTY/TDD system can be tested from within the center (I.E. from one CAD to another) or through another PSAP or S.D. Relay Service. (1-877-866-8950 or 711) The preferred method is through another PSAP or S.D. Relay Service.
- b. The TTY/TDD testing procedure shall be as follows:
 - i. Point A will call Point B on the routine business line. (605-882-6210)
 - ii. Point B will answer the call and take the following steps:
 1. If the system detects the Baudot Tones – The TTY panel will automatically open up, and it will send a message.
 2. If the call is answered and you hear silence, open your TTY Panel by clicking the TTY button near the bottom of the screen. Click BAUDOT on the bottom left of the TTY Screen.
 - iii. Click in the text bar (just above the BAUDOT button), type a test narrative, and hit enter. You will then hear the tones. Dispatch should send and receive a couple of test narratives to ensure everything works correctly before the call ends.
- c. If there are problems with the TTY/TDD test, you should contact the LUMEN Network Operations Center at 1-800-357-0911 and advise them of the problem. The NOC will ask for the following information;
 - i. PSAP NAME – Watertown Regional 911 Center
 - ii. PSAP ID# - 116
 - iii. Your Name
 - iv. Callback Number
- d. Send an email to the 911 Manager, Lead Communications Officers and put a message regarding the problem on TEAMS.



**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**

Tim Toomey
Chief of Police

Effective Date: August 1, 2023	Rescinds: Amends:	Number: F-196
Subject: TDD/TTY Phone Use		Re-evaluation Date: August 2026
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 2

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedure

1. **PURPOSE:**

- a. The purpose of this standard operating procedure is to establish guidelines on the use of the TTY/TDD system.

2. **POLICY:**

- a. It is the policy of the Watertown Regional 911 Center to provide telephone emergency services, including 9-1-1, to individuals with disabilities with the same level of competence as those provided to others, in accordance with Title II of the Americans with Disabilities Act.

3. **DEFINITIONS:**

- a. TTY – Teletypewriter, with a readout, a text display device, as used by deaf to read voice communication converted to text by a communications assist device.
- b. TDD – A telecommunications device for the deaf that enables deaf or mute individuals to communicate over the phone with a Teletypewriter.

4. **PROCEDURE**

a. Identifying the TDD/TTY Call

- i. There are several ways to identify an incoming TDD call. These include audible tones, voice announcers, and the TDD window.
 1. Audible Tones – Hearing “deedle-deedle” types of tones may indicate that a TDD is attempting to communicate.
 2. Voice Announcer – This is a recorded voice message stating, “Hearing impaired caller, use TDD” that the caller-user or call-taker activates.
 3. TDD Window – TDD detectors are interfaced with the Power 911 System phone lines. The device which monitors the phone line at each console will send an interrogate message to the TDD user if it detects tones from another TDD. When the TDD detector is activated, the TDD window application will automatically pop up on that particular phone screen as the message is being sent. The Telecommunicator can then immediately communicate with the TDD Caller.

b. TDD Detector

- i. Each CAD station in the center is equipped with a built-in TDD detector, which is interfaced with the phone lines at each position.
 1. Upon receiving a TDD call, the dispatcher will select the TDD button on the console. The TDD window will open. The dispatcher will then send a message which states, “9-1-1, what is your emergency ga.” If able to type, the TDD caller will respond to the questions, and the conversation text will appear in the window.
 2. If the Telecommunicator fails to receive a response to the initial message, the Telecommunicator should click the Baudot button on their screen. If that does not work, the call-taker should treat the call as a 911 disconnect and take the appropriate steps according to that directive.

c. Abbreviations and TDD Conversation

- i. It is proper TDD Protocol to use the following abbreviations in every conversation to help avoid confusion and misunderstanding.
 1. GA – Indicates, “Go Ahead.” This is used at the end of the comments when a response is requested from the other person. This tells the other person that it is their turn to speak.
 2. QQ – Indicates that a question is being asked. This is used more commonly than the question marks (??) and is easier to type.
 3. GA or SK– Indicates that the Telecommunicator is finished with the conversation and is ready to hang up but is asking the other person if they have anything else to say. This should be followed by “SKSK” which is a final response after the TDD user has replied “SKSK”.
 4. XXXX – If an error is made in typing, rather than backing up and correcting the mistake, the Telecommunicator will simply type XXXX behind the portion that is to be disregarded.
- d. Completing the Call
 - i. After communications between the Telecommunicator and the TDD user have ended, the call may be disconnected by clicking the “terminate” in the TDD window or hitting the release on the telephone keypad.
 - ii. The Telecommunicator will not hang up on a caller just because there is no longer an incoming conversation. If the caller stops mid-conversations, they may be tending to the emergency and turned away from the TDD, may have passed out, etc.
 - iii. The Telecommunicator will ensure that proper TDD Protocol is used and will type GA after their last statement.
 - iv. The Telecommunicator will not hang up until it is certain that the conversation is over.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 4/1/2021	Rescinds: Amends:3/1/2019	Number: F-200
Subject: 911 Call Procedures		Re-evaluation Date: 4/1/2024
Distribution: All Communication Officers	Related CALEA Standards:	Page No: 1 of 5

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions
4. Procedure

1. Purpose

A. The purpose of this policy is to set forth the guidelines for handling incoming 911 calls.

2. Policy

A. Since every 911 call that is received is a potential life-threatening situation, it is imperative that the communications officer becomes familiar with and adheres to 911 procedures. The 911 equipment in the communications center will be used as directed.

3. Definitions

A. 911 Abandoned Calls – A call or text placed to 911 in which the caller disconnects the call before the Public Safety Answering Point (PSAP) operator can answer the call.

B. 911 Nuisance Calls – A 911 call or text received by the Communications Center in which either no information is obtained from the caller or in which the caller indicates that the 911 call was placed due to an error in dialing. The receiving communications officer may be unable to hear any voice or sound on the line or may only receive only a non-emergency type text message. The dispatcher may only obtain information from the ANI/ALI screen / printer or the 911 NOC Center.

C. 911 Disconnect Call – A 911 call or text received by the Communications Center during which the connection is interrupted. The Communications Officer answering the call may hear some type of verbal communication or sound or get an initial text message with no further responses.

D. 911 Emergency Call – A 911 call or text received by the Communications Center which is a request for Emergency Police, Fire, or Medical Services.

E. 911 Non-Emergency or Nuisance Calls– A 911 call or text received by the Communications Center which is non-emergency in nature and is referred to the non-emergency number or handled by the communications officer. This includes prank 911 calls or text messages.

F. 911 Open Line – A 911 call received by the Communications Center where the telephone line is open and background noise can be heard.

G. ALI – Automatic Location Identification

H. ANI – Automatic Number Identification

I. ANI/ALI Screen – The software program in the Communications Center that shows the information received from ANI/ALI.

J. NOC Center – The National Operation Center which compiles ANI/ALI information of the customers for the company it services. They have a 24/7 phone number that can be utilized to obtain customer information if a call trace becomes necessary.

K. Watertown PD/Codington County – The NOC center identifies our PSAP by this name.

L. CAD Screen – The Computer Aided Dispatch software program utilized to document call for service requests and track unit statuses.

M. BUSN – Business designation on the ANI/ALI screen / printer.

N. COIN – Payphone designation on the ANI/ALI screen / printer.

O. ESN – Emergency Services Number, which assists in routing the call through the 911 system to the correct agency.

P. PBX – Private Branch Exchange designation on the ANI/ALI screen / printer. This is the switchboard system primarily utilized by hotels / motels for individual rooms so that they have access to make

outgoing phone calls. A 911 call received by the Communications Center from a PBX line of a business or hotel may not be traced back to a specific room or area.

- Q. RESD – Residential designation on the 911 call screen / printer.
- R. PSAP – Public Safety Answering Point.
- S. VoIP – Voice over Internet Protocol – 911 call initiated via computer to the 911 network system
- T. Watertown Police Department 911 Center – may be referred to as Watertown 911 Center, Watertown 911 Communications Center or Watertown SD PSAP
- U. PANI – Pseudo ANI refers to the non-dialable telephone number assigned to the wireless carrier for the delivery of wireless Phase 1 and Phase 2 calls.
- V. Wireless (WRLS) – A 911 call received from a cell phone where no ANI/ALI is received.
- W. WPH1 – Wireless Phase 1 is a 911 call from a cell phone where ANI is received but the ALI shown will be the lat/long of the tower site, not the actual cell phone. If the ANI/ALI Screen shows class of service as WPH1, the cell tower is capable of providing Phase 2 information (provided the cell phone being used has the required technology). If you receive WPH1 you may rebid to get the ALI information of the cell phone caller. You may continue to rebid, waiting 15 to 20 seconds between attempts.
- X. WPH2 – Wireless Phase 2 is a 911 call from a cell phone where ANI and ALI of the cell phone are both received. If the caller is moving, you may rebid to get an updated location of the cell phone caller, waiting 15 to 20 seconds between attempts.

4. Procedure

A. Answering 911:

1. The 911 lines should be answered within three rings or as soon as possible.
2. The communications personnel will answer - "911 Center, what is the address of the emergency?"

B. Classification of Incoming 911 Calls or Texts:

1. All 911 calls and texts received by the Watertown Communications Center shall be answered promptly and classified in order to determine the most appropriate response. The call for service should be classified based on the available information at the initial time of call. In the event that a 911 call cannot be classified or a question arises as to the correct classification, the communications officer may consult with the on-duty supervisor.

C. Decision Making Process:

1. The communications officer is charged with the responsibility of classifying 911 calls and assigning the appropriate emergency personnel to deal with the incident. The communications officer needs to obtain the necessary information to classify the 911 calls. The following questions should be asked as part of a decision to send an officer to investigate the incident.
2. Is the caller able to speak freely? The caller should be asked this question in such a way as to allow them to respond with a yes or no answer. (i.e.: Are you able to speak freely?)
3. Questions about noises in the background should be explained and the explanation should be consistent with the events occurring.
4. Ask open-ended questions; do not put words in the mouth or mind's of the callers. Remember that in stressful situations the caller will often automatically respond yes to your questions.
5. Obtain as much information as possible, do not rush the caller.
6. Should the communications officer be unable to easily classify a call then the call shall be referred to the on-duty shift supervisor to assist in classifying the call or to determine the level of response by field personnel and the appropriate Police / Fire / EMS Personnel will be dispatched to investigate.

D. A supervisor may be contacted if necessary. 911 MISROUTES:

1. A 911 misroute is described as a call received via 911 where the screen indicates the caller is located within the jurisdiction of another PSAP. Misroutes may be caused by network discrepancy, such as a wrong ESN in the selective routing database, equipment failures such as incorrect switch translations, all the 911 trunk lines were busy or the telecommunicator having jurisdiction could not answer the call. The following procedure will be used when a 911 misroute is received:
2. If possible, and not during an emergency, verify with the caller that he/she is within the other PSAP's jurisdiction.
3. Attempt to connect the caller to the proper PSAP, using the star code transfer. Complete a CAD entry when the connection is successful, even if no information has been taken on the call. This documentation is for the purpose of call counts for statistical purposes.
4. If unable to connect the caller to the proper PSAP on the first attempt, take the information and contact the PSAP to get the appropriate response unit enroute. The call will be entered into CAD under the appropriate call type, documenting the PSAP name in the narrative and disposition of referred to other agency.

E. Transferring 911 Calls:

1. 911 calls may be transferred to other agencies by use of star code transfer.
2. Watertown Police Department is a primary PSAP. The Communications Center dispatches law enforcement, ambulance/first responders, and fire/rescue responders to calls in the City of Watertown, Codington County, and other jurisdictions that contract with the City of Watertown for 911 services.
3. When a 911 call must be transferred to another agency, the communications officer will:
 - a. Obtain caller location, phone number, name and a brief description of the problem.
 - b. Notify the caller that the call is being transferred.
 - c. Connect the caller using the star code transfer.
 - d. Stay on the line and say, "This is Watertown 911 Center with a 911 transfer" when the other agency picks up on the line.
 - e. Before disconnecting, make sure the other agency has the caller and is conversing with them.
 - f. Document transfer of call within the CAD system
4. 911 texts may be transferred by using the preprogrammed messages in the drop down text messages

F. Response for Incoming 911 Calls or Texts:

1. 911 Nuisance or Abandoned Calls or Texts – For voice calls, the communications officer shall attempt to re-establish contact with the caller. An attempt will be made to call back the number, and, if someone answers, the communications personnel will determine which resource (Police / Fire / EMS Personnel) will respond. If practical, a business located in the area of the public pay phone may be contacted to see if they are aware of any incident in the area requiring a response by Police / Fire / EMS Personnel. For text messages, an attempt should first be made to reply with a text message. If no text response is received, the protocol for re-establishing contact with the caller as above should be followed. All calls or texts received with a with a verifiable address or phase 2 where the uncertainty is small enough that it is reasonable an emergency could be located in the area shall be dispatched out to law enforcement of jurisdiction. 911 Nuisance or Abandoned calls or texts will be logged as follows:
 - a. The communications officer will verify that the subscriber information from the ANI/ALI screen transferred to the appropriate CAD fields on the CAD call format, or enter it there if it did not.
 - b. If contact is made with the subscriber on call back to a residence, the subscriber's name, address and phone number will be verbally verified. If contact is made with someone other than the subscriber, that person's name will be entered into the narrative field.
 - c. If contact is made on call back to a business, the name of the person speaking with the communications officer will be placed in the narrative field section.
 - d. If the contact person is a juvenile, a request will be made to talk to an adult or caretaker to validate the information received.
2. Any questions arising as to the response shall be resolved by the on-duty Shift Supervisor.
3. Response to 911 Emergency Call or Text– The appropriate Police / Fire / EMS Personnel shall be dispatched to deal with the incident. Refer to the appropriate general order for response procedures.
4. Response to 911 Non-Emergency Call Text – After determining that the call is of a non-emergency nature, the caller may be referred to the appropriate non-emergency number for service or if only one 911 line is in use and the call can be handled quickly, the Communications Officer may handle it, rather than referring the caller to a non-emergency line. All calls or texts received with a verifiable address or with a phase 2 where the uncertainty is small enough that it is reasonable an emergency could be located in the area shall be dispatched out to law enforcement of jurisdiction. When a non-emergency call or text is received on 911, the communications officer will:
 - a. Politely inform the caller that 911 lines are used for life-threatening emergencies or in-progress crimes.
 - b. If no other 911 lines are in use, the Communications Officer may elect to take the information and complete the call advising the caller in the future to call on the routine business lines.
 - c. Any callers frequently abusing the 911 systems by calling in routine complaints will be reported to the Captain of Support Services.
5. Response to 911 Open Line – An officer of jurisdiction shall be dispatched to investigate 911 open line calls with a phase 2 where the uncertainty is small enough that it is reasonable an emergency could be located in the area. The communications officer shall gather all available information and forward it to the responding officer(s).

6. A 911 disconnect shall be described as a call received via 911 where the caller disconnects before the communications officer is satisfied that all is in order. The following procedure will be used when a 911 disconnect is received. The communications officer will:
 - a. Call back the phone number from which the 911 disconnect was received.
 - b. If contact is made, the communications personnel will ask the caller if everything is in order/OK. Once satisfied all is in order, the communications personnel will create a CAD entry with the nature of "911 Abandoned" including entering in the narrative field that the caller stated all is in order.
 - c. If the call is from a pay phone at a hotel or business, the communications personnel will call the business phone and if the person on duty can see the pay phone, ask if there appears to be a problem. If the phone cannot be easily seen, the communications personnel can request that the clerk or person answering go and find the phone.
An officer will be dispatched.
 7. A 911 misdial shall be described as a call or text received via 911 where the caller stays on the line and indicates that he dialed or texted 911 in error. The following procedure will be used when a 911 misdial is received. The complaint taker will:
 - a. Ascertain from the caller that they dialed or texted 911 in error.
 - b. Ask the caller if they are able to speak or text freely. Ask the caller if everything is in order/OK. Ask the caller to verify their address, name, and phone number.
 - c. The communications personnel will enter an information entry into the CAD system with the nature of the "911 Nuisance," including entering in the narrative field that the caller stated that all is in order/OK.
 - d. An officer will be dispatched.
- G. 911 Call Trace Implementation:
1. If ANI/ALI information is available:
 - a. A call trace will not be implemented, as ANI/ALI information is complete. No further information can be gathered via call trace.
 - b. Call back the ANI number of the caller shown on the 911 screen.
 - c. Any questions as to validity of the 911 ANI/ALI data on the CAD screen, should result in a comparison of the ANI/ALI screen data for validation purposes
 - d. Send law enforcement to the ALI location to attempt to verify the reason for the 911 call disconnect and continue to call back the ANI number.
 - e. If unsuccessful on the first call back, continue to call back to the caller at the ANI number displayed on the screen until law enforcement and/or emergency responder(s) arrive at the location. Each attempt should be documented in the narrative. Department record files and all other sources of information available should be accessed to attempt to locate other possible phone numbers.
 - f. If contact is established with the caller on call back, ensure that the emergency responder(s) are receiving current information from the scene of the incident
 2. If ANI information only is available:
 - a. Call back the ANI number of the caller shown on the 911 screen.
 - b. Use department record files and all other sources of information to attempt to locate a possible location or other possible phone numbers.
 - c. If on call back no contact is made with the caller to the ANI number, as soon as possible begin a call trace to ascertain:
 - i. Name and address of caller and verify to whom the ANI phone number is listed
 - ii. Call the appropriate NOC center and fax the necessary fax form on department letterhead with the information as to why the request is being initiated. The NOC will either give or call back the dispatcher with the information from the customer records database. It may be that the information will not be given to the Communications centers until after the form is received at the NOC.
 - iii. File the fax, the 911 CAD entry and all pertinent information relative to the 911 call and the call trace
 - iv. If assistance is needed, contact a supervisor
 3. Once the customer records address information for the ANI is received at the 911 Communications center, a law enforcement response will be sent to determine the reason for the 911 call. In some cases it is acceptable to contact a business to determine the nature of the call. A narrative of the incident will be logged into the CAD system.

4. If the 911 data displays the phone number of (911)-000-0000, 000-000-0000, or 000-000-0911 or similar digits not recognizable as valid phone number, it is likely that the phone number has been suspended and can be used to call out to 911 only. Once phone service is received on a phone, 911 service cannot be taken away from the phone. No call trace information can be obtained from these types of phone numbers, and it is not necessary to perform a call trace.



**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**

Tim Toomey
Chief of Police

Effective Date: July 21,2023	Rescinds: Amends:	Number: F-210
Subject: Ambulance Dispatch Procedures		Re-evaluation Date: July 2026
Distribution: ALL PERSONNEL	Related CALEA Standards:	Page No: 1 of 1

This order consists of the following numbered sections:

1. Purpose
 2. Policy
 3. Procedure
1. Purpose
 - a. The purpose of this policy is to establish guidelines for dispatching Emergency Medical Services (EMS).
 2. Policy
 - a. It is the policy of the Watertown 911 Center to dispatch EMS units to respond when needed. WPD Communication Officers will follow the Priority Emergency Medical Dispatching protocols on all EMS calls.
 3. Procedure
 - a. EMS units will be dispatched as follows:
 - i. Dispatch the EMS unit to the call, using the CAD software and the radio modules.
 1. Initially, assign an ambulance as dispatched unit. Change to responding unit (if needed) when the ambulance advises they are en route to the scene.
 2. Remove the original unit once the actual responding unit has been placed on the call if they are different.
 - ii. For all ambulance services that receive pages, except Watertown, within 5 seconds after the page tones clear, immediately announce the name of the ambulance service to respond and the address of the emergency.
 - iii. Watertown Ambulance personnel will be dispatched using a “Pre-Tone” method at a predetermined send point in Pro-QA.
 - iv. Advise of the patient’s problem.
 - v. Repeat the address of the emergency and give directions if applicable.
 - vi. Send a text page to the responding agency list, containing the nature of the medical call and the location.
 - vii. If the dispatched agency does not acknowledge the page within one minute, repage the agency again, stating “This is a 2nd page for responders”. If this page is not acknowledged, a telephone call should be placed to responders on the member list until you are able to reach someone. This is done to ensure they have heard and acknowledged the page.
 - viii. If the dispatched agency does not acknowledge the second page and does not acknowledge a phone call, the dispatcher shall not hesitate and immediately page out the nearest ambulance service to respond.
 - ix. Provide directions to the scene if needed and updated patient information as it becomes available.
 - x. If our 911 center does not have the paging capability (I.E. border area towns) for the ambulance of jurisdiction, dispatch will contact the Public Safety Answering Point (PSAP) that does have that capability to have an ambulance dispatched.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 2/20/2024	Rescinds: Amends:	Number: F-220
Subject: Fire Dispatching		Re-evaluation Date: March 2027
Distribution: All Communication Officers	Related CALEA Standards:	Page No: 1 of 1

This order consists of the following numbered sections:

1. Purpose
 2. Policy
 3. Procedure
1. **PURPOSE**
 - A. The purpose of this policy is to establish guidelines for dispatching Fire Department Services.
 2. **POLICY**
 - A. It is the policy of the Watertown 911 Center to dispatch Fire Department units to respond when needed. WPD Communication Officers will follow the priority Emergency Fire Dispatching protocols on all fire-related calls.
 3. **PROCEDURE**
 - A. Fire units will be dispatched in the following manner:
 1. Dispatch unit from CAD software or use the radio modules to dispatch out the appropriate fire department and mutual aid if applicable. If multiple emergency responders are needed, you must use the CRT pager screen and stack page as appropriate.
 2. Watertown FD
 - i. Assign an FD unit as dispatched.
 - ii. Initially assign FD as dispatched unit. Change to the responding unit if needed when enroute.
 - iii. Remove the original unit once the actual responding unit has been placed on the call if they are not the same.
 3. Within 3 seconds after the tones clear, verbally advise which specific units are to respond (i.e.: "Watertown Fire Department", "Milbank First Responders", etc).
 4. Advise the location or specific address of the call and directions if applicable.
 5. Advise the call type or situation.
 6. Repeat the location or specific address of the call and directions if applicable.
 7. If the responding unit(s) does not acknowledge the page within 2 minutes, or less if the circumstances warrant, call the specific unit(s) by their call sign to confirm their response status.
 8. If the responding unit(s) still does not acknowledge, repeat steps 1 through 7.
 9. If the responding unit(s) still does not acknowledge the page, dispatch the next nearest department.
 10. Continue to try and contact the agency(s) of jurisdiction by pager, phone list or whatever means necessary.
 11. Relay information updates to the responding unit(s) until they arrive on scene.
 - B. For all suspected, possible or confirmed structure fires, dispatch the fire department of jurisdiction, the assigned backup fire department (for those departments with assigned backup) or mutual aid as requested by the fire department personnel and the EMS agency of jurisdiction immediately. If appropriate and as soon as possible, notify the Emergency Management director of jurisdiction. If there are possible or confirmed injuries, follow the appropriate EMD card.
 - C. See attachments for individual agency protocols.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 2/20/2024	Rescinds: Amends:	Number: F-240
Subject: Activation of 911 Backup Center		Re-evaluation Date: March 2027
Distribution: All Communication Officers	Related CALEA Standards:	Page No: 1 of 1

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedure

1. PURPOSE

- A. The purpose of this policy is to identify situations that justify the evacuation of the main 911 center and procedures for activating the backup 911 center.

2. POLICY

- A. The on-duty supervisor or senior communications officer on duty has the authority to order the evacuation of the 911 center when any event occurs that is or has the potential to threaten the safety and well-being of the employees on duty.
- B. The primary concerns of this action would be for the safety of the on-duty staff and to restore basic PSAP functionality at the backup 911 center as quickly as possible.
- C. Such events may include:
 1. Phone line cuts
 2. Power outages
 3. Failure of a key system or piece of equipment
 4. A lightning strike
 5. A fire or activation of a wet sprinkler
 6. Damage to the center from a natural or manmade disaster, etc.

3. PROCEDURE

- A. When a situation occurs that prompts the evacuation of the main 911 center, the on-duty supervisor or senior communications officer will:
 - a. Order the evacuation
 - b. Direct employees which route to take to leave the building
 - c. Designate a location to meet once outside
- B. All staff will leave the main 911 center as quickly and as safely as possible.
- C. On-duty communications officer(s) will take items necessary to activate the backup center.
- D. Items to take if possible and safe to do so should include;
 - a. EMD and EFD card sets
 - b. Catalog book
 - c. Emergency Response book
 - d. Emergency response packets for all counties served by the Watertown 911 Center.
- E. Once outside the building, all staff should assemble in the designated area and decide how best to proceed to the backup 911 center. Employees will normally use their private vehicles to relocate to the Codington County Emergency Management Office at 119 South Maple Street. Depending on the situation, the supervisor or senior communications officer may request assistance from the shift patrol supervisor to transport employees to the backup 911 center.
- F. While enroute to the backup 911 center or upon arrival, the on-duty supervisor or senior communications officer shall take the following steps;
 - a. Make contact with the Codington County Office of Emergency Management (CCOEM) and advise them that dispatch operations are being moved to the CCOEM .
 - b. Contact the Assistant Chief of Police and the 911 Communications Manager and advise them of the situation.

- c. Call Century Link 911 Repair and request a “Condition 3” to start the process of having our 911 calls re-routed to the backup 911 center. You will need the following information.
 - 1. Circuit #
 - 2. PSAP
- d. Assign employees to radio console and check primary radio channels for operations.
- G. Miscellaneous information that may be needed in the event of an evacuation of the main PSAP:
 - a. Local Century Link Account Representative

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 2/20/2024	Rescinds: Amends:	Number: F-270
Subject: 9-1-1 System Phone Failure		Re-evaluation Date: March 2027
Distribution: All Communication Officers	Related CALEA Standards:	Page No: 1 of 1

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Definitions and Procedure

1. PURPOSE

- a. The purpose of this standard operating procedure is to define condition routing and establish guidelines on when to use each of these conditions.

2. POLICY

- a. The 9-1-1 Phone systems operate normally in Condition 1 Routing.
- b. If the phone system or 9-1-1 system fails, Communications Officers may have to initiate Condition 2, 3 or 4 routing, depending on the circumstances.

3. DEFINITIONS AND PROCEDURE

- a. Condition 1 Routing – Condition 1 routing indicates all 9-1-1 systems are functioning normally, and all 9-1-1 trunks are busy. The next call will go to administrative lines in the 9-1-1 center. Nothing needs to be done to activate Condition 1 routing as this is the normal operational condition.
- b. Condition 2 Routing – Condition 2 routing is utilized when there may be a malfunction in the 9-1-1 PSAP equipment that prevents calls from being received or processed by the 9-1-1 equipment. In the event of an equipment failure, the lead or most senior communications officer, at the direction of the 911 Communications Manager, will call Century Link and request to activate condition 2 routing. The calls will then bypass 9-1-1 trunks and 9-1-1 call processing equipment and be sent to administrative lines. No ANI/ALI will be received in Condition 2 routing. Once the internal malfunction has been fixed, Communications Officer will call Century Link and request that Condition 2 routing be deactivated.
- c. Condition 3 Routing – Condition 3 routing is used if the 9-1-1 Center has to be vacated for any reason and 9-1-1 calls can no longer be taken at that location. If you activate Condition 3 Routing, all 9-1-1 calls will be forwarded to the Codington County Emergency Management backup center. The Lead Communications Officer or most senior Communications officer will call Century Link to request to activate condition 3 routing. Once the main PSAP is able to function again, a Communications Officer will call Century Link to deactivate Condition 3 routing.
- d. Condition 4 Routing – Condition 4 routing is used if the Century Link exchange of Watertown is isolated from the 9-1-1 tandem in Sioux Falls. Calls will be routed automatically to another tandem so that calls continue seamlessly. Century Link may call and advise the 9-1-1 Center that Condition 4 routing is in operation. Condition 4 routing is automatically done at the phone company level and does not have to be deactivated.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 2/20/2024	Rescinds: Amends:	Number: F-300
Subject: 911 Center Priority Dispatch System Use		Re-evaluationDate: March 2027
Distribution: Communications Officers	Related CALEA Standards:	Page No: 1 of 2

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedure

1. POLICY:

- a. Call receiving and dispatch for assistance shall be provided in a standardized manner following approved Priority Dispatch System (PDS) protocols for caller interview, assigning determinant codes, and providing post dispatch and pre-arrival instructions.

2. PURPOSE:

- a. To provide all Communications Officers (CO) with approved procedures and practices for safe and effective Emergency Dispatching. Those procedures and practices include interviewing the caller; assigning an accurate determinant code; providing telephone assistance; and communicating necessary information to police personnel and other responders.

3. PROCEDURE:

- a. Priority Dispatch System (PDS) Protocols
 - i. A flip-card file, containing PDS protocols for Emergency Dispatching, shall be provided for each call-taking position *for ProQA users*. [A software program containing PDS protocols for Emergency Dispatching - ProQA™ - shall be loaded at each call-taking position]. B. These protocols provide standardized interview questions, post-dispatch instructions, pre-arrival instructions and priority dispatch determinant codes.
 - ii. The protocol flip-card file shall be kept at every call-taking console at all times and be available for each discipline used by a particular CO.
 - iii. The PDS protocols have been approved by the Chief of Police and local medical examiner.
 - iv. The PDS protocols shall be used and followed on all incoming calls where assistance is requested unless specifically stated otherwise by local agency authority.
- b. Interview
 - i. All attempts to obtain Case Entry and Key Question information from the caller will be made by utilizing good communication techniques and reading the questions exactly as written in the protocol.
 - ii. If the scripted protocol question is not understood, or the caller does not initially provide an answer, the CO may re-phrase the question in an appropriately clarified form.
 - iii. Questions may only be omitted if the answer is obvious or has already been clearly provided.
 - iv. COs may adjust the script to address first party callers. (e.g. "How old are you?" vs. "How old is he/she?").
 - v. For languages other than English, the CO will use a translator to ask the protocol questions and provide all instructions contained in the protocol, whenever possible.
- c. Determinant Codes and Responses
 - i. The PDS interview protocols will be used to select and enter the applicable PDS determinant code in the designated field of the CAD call-entry screen.
 - ii. Response configurations and modes will not be altered at this time by the use of the PDS.
- d. Relay of Information to Responding Units
 - i. The following shall be regarded as the minimum information to be passed to all responding personnel.
 1. The location of the incident

2. The Chief Complaint
 3. The PDS determinant code
 4. Safety issues
 5. The age, status of breathing and the consciousness of patients for EMD users.
- ii. Any critical incident information that the call taker receives after responders have been alerted, and prior to their arrival on scene, will be passed to responding units. This includes any responder safety information and drastic changes in scene circumstances or patient condition.
- e. Post-Dispatch Instructions
 - i. The CO giving PDIs will follow the protocol, giving instructions appropriate to each individual call, and avoiding free-lance information.
 - ii. PDIs shall be provided to the caller whenever *possible* and *appropriate* to do so.
 - f. Pre-Arrival Instructions (PAIs)
 - i. PAIs shall be provided directly from the scripted text listed on each PAI Panel in the protocols. The CO giving PAIs will follow the script, avoiding free-lance information, unless it enhances and does not replace the written protocol scripts.
 - ii. PAIs shall be provided to the caller whenever *possible* and *appropriate* to do so.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 2/20/24	Rescinds: Amends:	Number: F-305
Subject: 911 Center Incident Address Verification		Re-evaluationDate: March 2027
Distribution: All Communications Officers	Related CALEA Standards:	Page No: 1 of 1

This order consists of the following numbered sections:

1. Purpose
2. Policy
3. Procedure

1. POLICY

- a. Address verification shall be completed in a standardized manner following approved practices and procedures as contained in this policy.

2. PURPOSE

- a. To provide all Communications Officers (CO) with approved procedures and practices for obtaining and verifying an accurate and complete address and phone number.

3. PROCEDURE

a. Answering the Emergency Phone Lines

- i. All emergency phone lines will be answered in the following manner: “911, what’s the address of the emergency?”
- ii. If the caller is unable to provide a numeric address, the ED will say, “Please give me the best location you have for the incident.”

b. CAD System Entry and Verification

- i. The CO will enter the address or location provided by the caller into the CAD system using the most accurate information available from the caller (This could be a numeric address, intersection, business, landmark, etc.)
- ii. Where ANI/ALI information is available AND the caller is calling from the exact location where help is needed, the ED will verify the address information obtained by using the ANI/ALI screen, accepting the address given by the caller ONLY when the ANI/ALI information exactly matches the caller’s information. If there is no ANI/ALI match, the CO will verify the address using step C (below).
- iii. Where ANI/ALI information is not available OR the caller is not at the actual location where help is needed, the CO will verify the address (or location) by stating the following: “Please repeat the address/location for confirmation.”
 1. For all residential (or suspected residential) locations where there is no ANI/ALI information OR ANI/ALI information does not match the exact location given by the caller, the CO will ask “Is this a house or an apartment?” and correctly enter this information into the CAD incident.
 2. For all non-residential locations, the CO will obtain all necessary access information, which may include: building name, business name, floor number, office or suite number, specific entrance instructions, and intersection or street segment (for roadway incidents).
 3. Once the CO has entered the address/location into the CAD system, he/she will geo-verify the entered address/location by ensuring that CAD returns a valid address or location AND it matches the initial information entered and obtained from the caller.
 4. The CO will then ask for and verify the phone number using the same process described above in B and C.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 2/20/2024	Rescinds: Amends:	Number: F-310
Subject: 911 Center Case Entry Compliance		Re-evaluationDate: March 2027
Distribution: Communications Officers	Related CALEA Standards:	Page No: 1 of 1

This order consists of the following numbered sections:

1. Policy
2. Purpose
3. Procedures

1. **POLICY:**

- a. Each Communications Officer (CO) answering a request for assistance shall ask for and attempt to obtain all case entry information after the location and call back number have been obtained and verified on every case. It is the intent of this policy that the Case Entry protocol shall be followed 100% of the time, with the exception of fourth party calls.

2. **PURPOSE:**

- a. To ensure proper case entry procedure and to affect an increase in protocol compliance. This will lead to more accurate coding of calls, provision of the correct pre-arrival and post-dispatch instructions and unit response configuration and mode assignments.

3. **PROCEDURE:**

- a. The case entry questions shall be asked by the CO, in order and phrased as shown below, to obtain the following information:
 - i. 9-1-1 what's the address of the emergency?
 - ii. What's the phone number you're calling from?
 - iii. What's your name?
 - iv. Okay, tell me exactly what happened?
- b. It is recognized that a minority of callers may refuse or be unable to provide the answers to case entry questions. COs shall not be held accountable for this provided they have made a reasonable attempt to ask these questions initially. COs will receive regular feedback from the QA and will be requested to explain and justify any errors or omissions. The agency expects 100% compliance on attempts to gather case entry level information. Outside agency (fourth party) referrals may be the only exception to this policy.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 3/1/19	Rescinds: Amends:	Number: F-315
Subject: 911 center Caller Management & Customer Service		Re-evaluationDate: 3/1/22
Distribution: Communications Officers	Related CALEA Standards:	Page No: 1 of 2

POLICY: Communications Officers (CO) shall handle all calls for emergency assistance using established caller management and customer service practices. It is understood that not all callers will be calm and/or cooperative. CO's will anticipate those situations and respond as trained professionals, following protocols to the best of their ability and providing emotional care and comfort to callers.

PROCEDURE:

- I. CALLER REASSURANCE AND EXPLANATIONS
 - A. Once Case Entry is complete, or whenever necessary to maintain caller focus, the CO will use reassuring statements and brief explanations.
 - B. Politely but firmly focus the caller on answering all questions *as you ask them*. If callers lose their focus, get agitated or uncooperative; say **"It's important I get this information so we can get the right help to you."** Repeat this as often as necessary *using repetitive persistence*.
- II. Coping with Distressed, Hysterical, Aggressive and Abusive Callers
 - A. It is recognized that some callers will be highly distressed, uncooperative and, at times, abusive. Callers behave this way because they are frightened and feel helpless. When faced with these callers, the CO will maintain a professional demeanor and caring approach.
 - B. The CO will remain calm and courteous at all times. Maintain normal speaking volume and a professional, caring voice tone, avoiding yelling, and any display of anger or contempt.
 - C. Whenever possible, the CO will give clear, brief explanations as to what he/she is doing and why.
 - D. The CO will continually reassure callers that he/she is there to help. It may be necessary to repeat this.
 - E. The CO will whenever possible, obtain and use a caller's first name or title (Jane, Bill, Mr. Jones, Mrs. Stevens, etc.).
 - F. The CO will use 'REPETITIVE PERSISTENCE.' *Give the caller an action, followed by a reason for complying with the action.* Repeat this, using exactly the same phrasing, and in a calm level voice, as often as is necessary until the caller listens and cooperates.
 - G. The CO will, when necessary, use 'POSITIVE AMBIGUITY (promise only what you can deliver).' Do not 'lie' to the caller, even if motivated by kindness. Do not make promises or create unrealistic expectations for the caller.
 - H. During pre-arrival instructions, the CO will give the caller firm but gentle encouragement.
 - I. When the caller is unable to answer questions after the CO makes multiple attempts to employ sound caller management techniques, the CO will calmly ask the caller to speak to someone else.
 - J. The CO will never make any statements that foster or create feelings of helplessness, guilt or panic in a caller.
 - K. The CO will never threaten a caller in any way, or engage in any discriminatory, derogatory or demeaning behavior toward the callers, patients, family members or bystanders, explicitly or implicitly, through language, attitude, or voice intonation.
- III. Caller management for Third Party Calls
 - A. The CO will *not* assume that third party callers know nothing, even if they say they know nothing.

- B. The CO will always attempt to ask all Case Entry and Key Questions of third-party callers when possible.
- C. Once the CO has made several attempts to gather information without success, he/she may choose to terminate the call, once it has been determined that the caller has no further information **and** cannot or will not get close to the incident.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 3/1/19	Rescinds: Amends:	Number: F-320
Subject: 911 Center Emergency Dispatcher Certification		Re-evaluationDate: 3/1/22
Distribution: All Communications Officers	Related CALEA Standards:	Page No: 1 of 1

POLICY: Staff employed in the position of Communication Operators are required to have an initial certification as an Emergency Dispatcher and to maintain this qualification through the re-certification process.

PURPOSE: To inform all Communications Officers (CO) of the requirements for certification and re-certification.

PROCEDURE:

- I. Emergency Dispatcher Certification
 - A. All current and future personnel employed in the position of (911) Communication Center Call-takers/Operators are required to be certified as an CO through the National Academy of Emergency Dispatch (NAED).
 - B. Watertown 911 Center will provide the necessary training and re-training opportunities to facilitate obtaining and maintaining this certification.
 - C. In the event that an employee does not pass the certification examination on the first attempt, he/she will be provided with supportive training based on feedback received from the NAED. Any CO student who does not pass the certification exam will then be invited to take the re-test, conducted by the NAED via telephone.
 - D. Should the Communications Operators still be unsuccessful in passing the re-test, they will be invited to attend another complete CO training course. They will then take the certification examination and if necessary, the re-test on one occasion.
- II. Recertification
 - A. Communications Operators are required to maintain current CO certification as mandated by the NAED. This currently requires completion of at least 24 hours of Continuing Dispatch Education per two-year period and achieving a passing score in an open book CO examination at two-year intervals.
 - B. Watertown 911 Center will provide all necessary opportunities for completion of the Continuing Dispatch Education requirement. It will also maintain CDE records and a record of CO certification status.
 - C. Details of CDE requirements are contained in a separate CDE-specific policy.
- I. CERTIFICATION EXPIRATION, REVOCATION OR SUSPENSION

In the event that a Communications Call-taker's NAED certification expires or becomes void due to suspension or revocation, the employee will be removed from call-taking responsibilities until such time the certification is reinstated or renewed.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 3/1/19	Rescinds: Amends:	Number: F-325
Subject: 911 Center - PRIORITY DISPATCH CONTINUING DISPATCH EDUCATION PROCESS, ROLES AND RESPONSIBILITIES		Re-evaluationDate: 3/1/22
Distribution: All Communications Officers	Related CALEA Standards:	Page No: 1 of 2

POLICY: The Continuing Dispatch Education (CDE) process shall follow a standardized procedure as detailed below and as required by the National Academy of Emergency Dispatch to meet EMD, EFD and EPD re-certification standards.

PURPOSE: To provide all dispatch personnel with ongoing education and skills maintenance for the use of the Priority Dispatch System. Such Continuing Dispatch Education processes shall be sufficient to meet the requirements of the National Academy of Emergency Dispatch for re-certification.

PROCEDURE:

- I. CDE PROGRAM MANAGEMENT
 - A. The Dispatch Review Committee (DRC) consisting of QA's and the 911 Communications Manager shall be responsible for defining the topics that the CDE program will address.
 - B. Appropriate CDE topics may be identified in a number of ways:
 1. As a result of the DRC's recommendations (based on the QA's findings)
 2. Via direct requests for further action by the QA
 3. Via requests from ED's
 - C. The QA's shall be responsible for scheduling educational opportunities as necessary to address the needs identified above.
 - D. The QA's shall be responsible for ensuring that necessary educational opportunities are:
 1. Delivered by qualified personnel (as defined by the DRC)
 2. Adequate in their content / format to address the identified learning need / objective
 3. Relevant to ED's and their associated work
 4. Attended by all ED's
 - E. The QA's shall be responsible for ensuring that appropriate records are maintained regarding the CDE program in the QA filing system and for each CO individually.
 - F. The QA's shall be responsible for ensuring that a CDE Lesson Plan is completed to an adequate standard for all classroom based education.
- II. MEETING NAED RE-CERTIFICATION REQUIREMENTS
 - A. The QA's shall be responsible for ensuring that all COs are given adequate opportunity to meet NAED re-certification requirements.
 - B. If it appears likely that an CO will not meet NAED re-certification requirements, the QA's must inform the 911 Communications Manager at the earliest opportunity.
 - C. ED's are ultimately responsible for ensuring that they attend sufficient educational opportunities to meet NAED re-certification requirements. They must alert their Supervisor of any likely problems in this area.
- III. TYPES OF CDE
 - A. The following are acceptable formats and their associated maximum hours for CDE:
 1. Workshops and seminars (16 hours minimum / maximum)
 2. Attendance at planning and management meetings (e.g. DRC) (8 hours maximum)
 3. Quality assurance and case review (8 hours maximum)
 4. Review of (medical, fire or police) related audio, video and written materials (4 hours maximum)
 5. Public education (4 hours maximum)
 6. Protocol review (4 hours maximum)
 7. Miscellaneous, such as ride-a-longs and work experience (4 hours maximum)

- B. The minimum CDE requirement in any given year shall be 12 hours of completed CDE per CO, at least eight hours of which shall be didactic in nature.
- C. In addition to the CDE hours, types, and topics discussed above.
- D. The bulk of the subject matter accepted as fulfilling NAED requirements will be directly related to the science of Emergency Dispatch and the use of the protocol. However, other related material will be considered by the NAED for its educational relevance.

IV. CDE PROGRAM OBJECTIVES

- A. Development of a better understanding of telecommunications and of the CO's specific roles and responsibilities.
- B. Improving skill in the use or application of all component parts of the protocol, including interrogation and prioritization.
- C. Providing opportunities for discussion practice of skills, and for constructive feedback of performance.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 3/1/19	Rescinds: Amends:	Number: F-330
Subject: 911 Center Priority Dispatch Protocol Compliance, performance management and remediation.		Re-evaluationDate: 3/1/22
Distribution: Communications Officers	Related CALEA Standards:	Page No: 1 of 2

POLICY: It is the policy of the Watertown 911 Center to comply with the Priority Dispatch System (PDS) protocols. COs are required to meet regular minimum performance/compliance requirements as detailed below. Remedial training and education will be provided for COs that do not meet minimum compliance levels.

PURPOSE: To provide clear CO performance requirements and minimum compliance levels, and remedial training and education for individuals scoring below minimum levels.

PROCEDURE:

I. COMPLIANCE

Each individual CO is required to meet the following average PDS compliance scores:

- 95% Case Entry compliance
- 95% Chief Complaint selection accuracy
- 90% Key Question compliance
- 90% Post Dispatch Instructions
- 95% Pre-Arrival Instructions
- 90% Final Dispatch Determinant Code accuracy
- 90% Cumulative Overall Score

Understanding that it will take a reasonable period of time for a newly trained and certified CO to reach the above performance standards, the following procedures will be followed:

- A. Within two months of becoming certified, each CO shall achieve a 75% compliance rate in all the above-listed performance areas. Any dispatcher not achieving a 75% compliance rate as listed above shall receive remedial training.
- B. Within three months of becoming certified, each CO shall achieve an 80% compliance rate. Any dispatcher not achieving an 80% compliance rate as listed above shall receive remedial training.
- C. Within four months of becoming certified, each CO shall achieve an 85% compliance rate.
- D. Within five months of becoming certified, each CO shall achieve a 90% compliance rate to all performance areas listed above.
- E. After six months of becoming certified, each CO shall achieve and maintain the compliance rates detailed in this policy. Any dispatcher not maintaining these compliance rates in any one month will be subject to remedial training and/or a performance improvement action plan.

This policy does not exclude the need for discipline when considering individual cases of gross negligence and/or gross improper behavior, or cases of persistent failure to use the protocol system and/or in the manner trained. This policy does not exclude any other existing disciplinary process.

II. Discipline vs. Quality Improvement

- A. When compliance becomes a discipline versus quality improvement problem, the quality improvement unit will identify the individual to the 911 Communications Manager.
- B. All on-line remedial training shall be handled by the individual's direct supervisor or an appointed qualified CO or training officer.
- C. All discipline cases shall be handled according to current disciplinary policy and via the chain of command for the individual concerned.

III. Trigger Points for Disciplinary Action

A CO may be subject to disciplinary action after sufficient remedial training and performance improvement interventions have not yielded desired results. Disciplinary action may result from any of the following:

- A. In the first six months after certification as a CO:
 - Failure to achieve the required compliance levels as detailed above in two out of three months.
- B. Following a six month period of certification as a CO:
 - 1. Failure to achieve 95% Case Entry compliance in two out of three months.
 - 2. Failure to achieve 95% Chief Complaint selection accuracy in two out of three months.
 - 3. Failure to achieve 90% Key Question Protocol compliance in two out of three months.
 - 4. Failure to achieve 90% Post Dispatch Instruction compliance in two out of three months.
 - 5. Failure to achieve 95% Pre-Arrival Instruction compliance in two out of three months.
 - 6. Failure to achieve 90 % Final Determinant Coding compliance in two out of three months.
 - 7. Failure to achieve 90 % Cumulative Overall Score in two out of three months.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 3/1/19	Rescinds: Amends:	Number: F-335
Subject: 911 Center Local CO Response Assignment Plan		Re-evaluationDate: 3/1/22
Distribution: Communications Officers	Related CALEA Standards:	Page No: 1 of 1

POLICY: The Watertown Communications Center will maintain the most current response assignment plan, using response assignments for each of the determinant descriptors (sub-determinant codes) approved by the 911 Communications Manager. A review of the response assignment plan should be done annually. Any recommended changes should be submitted to the 911 Advisory Board. The 911 Advisory Board will make final any changes to the response assignment plan. .

PURPOSE: To ensure the response assignment plan is maintained and kept current with changes in law, policy, procedures, research and standards. In order to meet the needs of the local community, the response assignments will subject to annual review and revision.

PROCEDURE:

- A. The 911 Communications Manager will evaluate the Priority Dispatch System (PDS) response assignment plan annually, by comparing response assignments for each PDS determinant descriptor to available data, including disposition information, local policies and procedures, and the availability of system resources.
- B. The 911 Advisory Board will make final decisions on proposed changes to the response assignment plan. The 911 Communications Manager will list specific PDS codes for which response changes are made, with a written rational for each change.
- C. The 911 Communications Manager will ensure that approved changes are made to the response assignment plan.
- D. All agency personnel will be notified in writing of response plan changes no later than seven (7) days before actual implementation of the new plan.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 3/1/19	Rescinds: Amends:	Number: F-340
Subject: 911 Center Overriding Software Final Coding Recommendations		Re-evaluationDate: 3/1/22
Distribution: Communications Officers	Related CALEA Standards:	Page No: 1 of 1

POLICY: The Communications Officer (CO) may override the ProQA recommended coding to a higher priority when the caller spontaneously reports a serious sign, symptom, situation or condition not identified by the standard protocol questioning, where that situation or condition may require a more urgent response than the one assigned to the ProQA-recommended code for that case. Or when the suspects such a situation exists due to conflicting, ambiguous, or suspicious information provided by the caller.

PURPOSE: To provide COs with a defined procedure for overriding the standard PDS Determinant Code when the CO suspects a more serious condition or situation exists.

PROCEDURE:

- A. The ProQA software will display the recommended determinant coding immediately after all Key Questions have been answered on the button in the upper right-hand portion of the screen, next to the word "SEND" (e.g. "SEND: 3-D-1).
- B. When the CO in his or her judgment, believes that a higher determinant coding is necessary based on the conditions stated in this policy, he/she will select the override determinant code from the override codes highlighted in yellow on the lower portion of the screen.
- C. The CO will make a special note in the text of the case explaining his/her rationale for the upgrade.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 3/1/19	Rescinds: Amends:	Number: F-345
Subject: 911 Center Priority Dispatch Protocol Use for Combined Incidents		Re-evaluationDate: 3/1/22
Distribution: Communicaitons Officers	Related CALEA Standards:	Page No: 1 of 2

POLICY: For any incident requiring an emergency response from multiple public safety entities (EMS, fire, police or sheriff, etc), the CO shall first invoke the Priority Dispatch System protocol (EMD or EFD) that best provides for safety and scene stabilization. This includes gathering information, initiating a response and providing instructions to protect callers, victims, bystanders, and responders from injury or harm, particularly for cases involving serious crimes or hazardous conditions. Once primary safety concerns and scene stabilization issues have been addressed, the call taker will use a second Priority Dispatch protocol whenever necessary, to gather further information, determine the correct coding, assign responses, and provide instructions to callers.

PURPOSE: To provide a standardized procedure for call taking and protocol use in situations requiring a combined response from multiple public safety agencies: local EMS, fire, police, sheriffs, lifeguards, transit security, state police, federal and provincial authorities, etc. Whenever the caller(s), victim(s), patient(s), bystanders or first responders are in any danger from violent or threatening persons or scene hazards, it is the first responsibility of ED to provide sufficient interrogation and instructions to protect lives, as well as secure and maintain the safety of all involved.

PROCEDURE:

I. COMBINED LAW ENFORCEMENT/EMS CASES WITH DANGER PRESENT:

- A. For incidents requiring both police and EMS responses, the CO will immediately invoke the Police Priority Dispatch System (PPDS) for all cases reported as:
 - Assaults, sexual assaults, shootings, stabbings, suicide attempts, violent or disruptive psychiatric events, dangerous animal attacks, homicides or attempted homicides, riots, fights, suspected terrorist attacks, SWAT team cases and any other cases involving violent crimes and In-Progress or just occurred crimes where suspects may be present.
- B. When an EMS response is required, the CO will invoke the Medical Priority Dispatch System (MPDS) protocol, *following* the completion of all necessary PPDS questions, dispatch coding, and instructions. Any MPDS questions already answered through a PPDS interrogation will be considered obvious, and COs are not required to ask those questions a second time.
- C. The CO will assign the correct MPDS coding to the case and provide all necessary post dispatch and pre-arrival instructions when it is safe to do so.

For cases where a serious crime is in progress or just-occurred, and there is a patient/victim who needs medical attention, EMS responders will be directed to ‘stage’ a safe distance from the incident scene until law enforcement personnel have secured the scene for other responders.

II. COMBINED LAW ENFORCEMENT/EMS CASES WITH NO IMMEDIATE DANGER PRESENT:

For crimes with injuries or illness, where there is no immediate danger present, such as past criminal events where the assailant is gone or cases where the crime occurred at a different location, the CO shall first use the Medical Priority Dispatch System (EMD) protocol and complete all EMD questions, dispatch coding and instructions *before* invoking the PPDS (EPD) protocol. For example:

- A sudden cardiac arrest, unconscious or potential heart attack case, accompanied by some past criminal activity (chronic drug addiction, child neglect, endangering a minor, stolen property, etc.) would call for using the MPDS protocol first.

III. COMBINED FIRE/EMS CASES WITH FIRE OR HAZARD PRESENT:

- A. For incidents requiring both a fire and EMS response, the calltaker will immediately invoke the Fire Priority Dispatch System for all cases reported as occurring now, involving:
 - Fires, natural disasters, hazardous materials incidents, major transportation accidents, structural collapse, entrapments, land or water rescues, or any incident that requires and immediate response from specialized fire apparatus to contain hazards or protect life.
 - B. When an EMS response is required, the CO will invoke the Medical Priority Dispatch System protocol *following* the completion of all necessary FPDS questions, dispatch coding, and instructions.
 - Any MPDS questions already answered through FPDS interrogation will be considered obvious, and call takers are not required to ask those questions a second time. The CO will assign the correct MPDS coding to the case and provide all necessary post dispatch and pre-arrival instructions when it is safe to do so.
- IV. COMBINED FIRE/EMS CASES WITH NO FIRE OR IMMEDIATE HAZARDS PRESENT:
- A. For fires or fire incidents where there is no immediate danger present and EMS ambulance is needed, the CO shall first use the Medical Priority Dispatch System protocol, and complete all EMD questions, coding and instructions before invoking the FPDS (EFD) protocol. For example:
 - A serious injury traffic accident with a minor gasoline spill, or a car fire that has been extinguished with a serious burn victim, would receive MPDS interrogation, coding, and instructions before FPDS interrogation, coding and instructions.
 - B. When a fire response is required, the ED will invoke the Fire Priority Dispatch System protocol *following* the completion of all MPDS questions, coding and instructions. Any FPDS questions already answered through MPDS interrogation will be considered obvious, and COs are not required to ask those questions a second time.
 - C. The CO will assign the correct FPDS coding to the case and provide all necessary post-dispatch and pre-arrival instructions when it is safe to do so.
- V. COMBINED LAW ENFORCEMENT/FIRE CASES WITH CRIMINAL RISK TO RESPONDERS:
- A. For incidents requiring both a law enforcement and fire response, the call taker will immediately invoke the WPD guidelines
 - B. When a fire response is required, the call taker will invoke the Fire Priority Dispatch System protocol *following* the completion of WPD guidelines, coding and instructions. Responding fire units may be required to stage at a safe location until law enforcement has secured the scene for firefighter activities. Any FPDS questions already answered through PPDS interrogation will be considered obvious, and ED's are not required to ask those questions a second time.
 - C. The CO will assign the correct FPDS coding to the case and provide all necessary post-dispatch and pre-arrival instructions when it is safe to do so.
- VI. COMBINED LAW ENFORCEMENT/FIRE CASES WITH NO CRIMINAL RISK TO RESPONDERS:
- A. For all incidents *not suspected* to be any of the above the CO will immediately invoke the Fire Priority Dispatch System where criminal suspects pose no immediate risk to firefighters or firefighting activity. For example:
 - Fires intentionally set with suspects gone or in custody by security, etc.
 - Intentional releases of toxic materials with suspects gone or in custody by security, etc.
 - Rescues and persons trapped with suspects gone or in custody, etc.
 - B. When a law enforcement response is required, the CO will follow WPD guidelines.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 3/1/19	Rescinds: Amends:	Number: F-350
Subject: 911 Center Duplicate Incidents; Multiple Callers for Same Event		Re-evaluationDate: 4/1/22
Distribution: Communications Officers	Related CALEA Standards:	Page No: 1 of 1

POLICY: When more than one call is received for the same incident, the CO must complete the Case Entry interrogation, then determine if a complete CO interrogation is required, based on the caller's answer to Case Entry questions.

PURPOSE: To provide all Communications Officers (CO) with a standard procedure for handling incidents where multiple calls are received by CO for (potentially) the same event. Traffic accidents, shootings, assaults, and injuries in public places, are common events that generate multiple calls from different callers but for the same event.

PROCEDURE:

- A. The CO shall answer every emergency call with the expectation that the caller will be reporting new information not yet received from previous callers, including those cases where an incident record may already exist for the address/location provided by the caller.
- B. The CO will complete Case Entry according to standard Priority Dispatch System procedures for MPDS or FPDS .
- C. Before determining a reported event to be a duplicate of an active incident, the CO **must** confirm that the address/location and incident description is the same as an existing incident already entered in CAD. (Note: more than one shooting, traffic accident, Hazmat event, or any other injury or illness may occur in close proximity to each other, requiring a separate incident and response).
- D. When the caller is a third-party caller (not in the immediate vicinity of the event/victim), and the CO determines the event to be a duplicate incident, *and* no new information is offered by the current caller during the Case Entry interrogation, the CO may terminate the phone call once Case Entry interrogation is completed.
- E. If new information is provided by the caller during Case Entry, the CO must complete the Key Question interrogation, and assign a final coding according to standard Priority Dispatch System procedures for MPDS or FPDS .
- F. When the caller is a first or second-party caller (either a victim/patient or someone with the victim/patient), the CO must complete the Key Question interrogation, assign a final coding, and provide DLS instructions according to standard Priority Dispatch System procedures for MPDS or FPDS .

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 3/1/19	Rescinds: Amends:	Number: F-355
Subject: 911 Center Emergency Rule		Re-evaluationDate: 3/1/22
Distribution: Communications Officers	Related CALEA Standards:	Page No: 1 of 1

POLICY: In situations of extreme over-capacity in the emergency call center, the CO may suspend Pre-Arrival Instructions (PAIs) and suspend or discontinue Post-Dispatch Instructions (PDIs) once Case Entry, Key Questions and final coding are completed. Specifically, if there are unanswered emergency calls waiting in the 9-1-1 queue, the CO will make every effort to answer those calls after any case(s) currently being processed are given a Final Determinant Code and the needed first responders are notified (or will be imminently notified by a co-worker).

PURPOSE: To ensure that COs complete the minimum Priority Dispatch System requirements for a safe and effective response during situations of *extreme* system overload.

PROCEDURE:

I. EMERGENCY RULE SITUATIONS

Every attempt should be made to complete the interview sequence; at a minimum Case Entry and Key Question information will be correctly obtained, and a final Determinant Coding assigned.

A. The following are the acceptable reasons for call takers to suspend or discontinue the PDS protocol:

- Mass Casualty Incidents (while both phone and radio traffic extreme).
- Extreme weather conditions
- Emergency situations effecting comm. Center operations.

II. TRACKING OF EMERGENCY RULE CASES

A. The CO must record all incidents where he/she applies the Emergency Rule.

B. A report will be generated at the beginning of each month to determine the number of emergency rule calls recorded in the CAD for the previous month.

III. RELEASING THE CALLER

A. When faced with an Emergency Rule situation, the CO will release the caller with the following statement (or similar);

- An EMD example, "I need to hang up now to take another call, the paramedics are on their way. If he/she gets worse in any way, call us back immediately.
- An EPD example, "I need to hang up now to take another call, the police have been notified, if the situation gets worse in any way, call us back immediately.
- An EFD example, "I need to hang up now to take another call, the fire department is on the way. If the situation gets worse in any way, call us back immediately.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 3/1/19	Rescinds: Amends:	Number: F-360
Subject: 911 Center Foreign Language Protocols		Re-evaluationDate: 3/1/22
Distribution: Communications Officers	Related CALEA Standards:	Page No: 1 of 1

POLICY: Regardless of the language used by a caller, call receiving and dispatch for police assistance shall be provided in a standardized manner following approved Priority Dispatch System (PDS) protocol scripts for caller interrogation and provision of post dispatch and pre-arrival instructions. COs with the appropriate language skills must therefore ensure that any translation of the protocol scripts, whether using a foreign-language card set or spontaneous translation, reproduces the same meaning, syntax and phrasing as contained in the English language PDS.

PURPOSE: To provide all Communications Officers (CO) with the requirements for use of the PDS when the caller speaks a language other than English.

PROCEDURE:

I. LANGUAGE TRANSLATION SERVICE:

- A. When an CO does not understand the caller's language, he/she will use the center's approved language translation service (Language-Line).
- B. The CO will attempt to determine the caller's native language by asking (in English) "Which language do you speak?" If the caller does not understand a question, the CO may rephrase the question or attempt to verify through other questions (e.g. "Which country are you from?" etc).
- C. Once the caller's language is determined, the CO will contact the approved language line number. Once connected to a language-line operator, announce his/her name/dispatcher ID, agency ID and authorization code. The language-line operator will ask which language is needed, then proceed to call the translator.
- D. When connected to the translator the CO will say: "Hello translator, this is the 911 center, can you please repeat my questions to the caller in his/her language?"
- E. The CO will state all Case Entry & Key Questions to the translator, and then assign a determinant code when sufficient information is obtained.
- F. If the call is delayed with a difficult/lengthy translation, the:
 - EMD will code the case; 32-B-4 (Unknown Problems, language not understood in the center), and send the case to the dispatch queue, then continue with the EMD protocol questions, and when possible reconfigure the case to a more specific determinant code.
 - EFD will code the case: 53-B-4 (Unknown Situation/Investigation), and send the case to the dispatch queue, then continue with the EFD protocol questions, and when possible reconfigure the case to a more specific determinant code.
- G. All relevant Post-Dispatch and Pre-Arrival Instructions will be provided through the translator by reading them exactly as scripted to the translator.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 3/1/19	Rescinds: Amends:	Number: F-365
Subject: 911 Center Priority Dispatch System Quality Improvement Process, Roles and Responsibilities.		Re-evaluationDate: 3/1/22
Distribution: Communications Officers	Related CALEA Standards:	Page No: 1 of 2

POLICY: The quality improvement process shall follow a standardized procedure as detailed below and as required by the National Academy of Emergency Dispatch to meet accreditation standards.

PURPOSE: To provide all dispatch personnel with the necessary understanding and skills as they relate to the efficient and effective provision of quality assurance for the Priority Dispatch System. Such quality assurance processes shall be sufficient to meet the requirements of the National Academy of Emergency Dispatch for accreditation of Watertown 911 Center as a Dispatch Center of Excellence (ACE).

PROCEDURE:

- I. **QUALITY IMPROVEMENT CASE REVIEW**
 - A. A sampling of at least 40 PDS cases of combined disciplines per month shall be randomly selected and evaluated by the Quality Improvement Unit.
 - B. An approximately equal number of calls shall be reviewed for each individual CO.
 - C. Minimum protocol compliance levels will be set and issued in a separate "Incremental Compliance Policy."
- II. **CASE REVIEW FEEDBACK PROCESS**
 - A. Completed Case Evaluation Records (CERs) generated by the AQUA database will be forwarded to Shift Supervisors/Lead Dispatchers on a regular basis.
 - B. Shift Supervisors/Lead Dispatchers will distribute each CER to the relevant dispatcher. Both the Supervisor and the CO may add their comments to the forms and both must sign it.
 - C. When circumstances dictate, the 911 Communications Manager will develop an action plan and document this on the form. A deadline for completion of the action plan will be given. Action plans may be necessary if remedial training is required.
 - D. The 911 Communications Manager may use the form to request further QA follow-up or action if required. Examples of QA action include requests for a particular Continuing Dispatch Education topic to be covered, a letter of commendation be submitted, or that a problem be raised at the Dispatch Review Committee meeting.
 - E. Completed forms must be returned to the QA within 14 days of receipt by the Supervisor.
 - F. The QA must be informed of the completion of any action plan noted on the form.
 - G. A copy of the completed form will be kept by the QA in the COs QA file.
- III. **QA DATABASE / INDIVIDUAL ED COMPLIANCE REPORTS**
 - A. Compliance data for individual COs shall be generated from the AQUA database and forwarded to Shift Supervisors on a monthly basis. Data on individual dispatcher's performance will be treated as confidential; viewed only by the COs supervisor and the necessary administrative, training and quality improvement staff.
 - B. Action plans will be developed, when necessary, based on average and/or cumulative compliance scores. A deadline for completion of the action plan will be given.
 - D. 911 Communications Manager may use the form to request further QA follow-up or action if required.
 - E. Completed forms must be returned to the QA within 14 days of their receipt by the 911 Communications Manager.
 - F. The QA shall be informed of the completion of any action plan noted on the form.
 - G. A copy of the completed form will be kept by the QA in the COs QA file.
- IV. **QA DATABASE / SHIFT COMPLIANCE REPORTS**

- A. Compliance data for each shift overall may be generated from the AQUA database and posted on the Priority Dispatch System bulletin board in dispatch at monthly intervals by the QA.
 - B. Shift compliance scores may be reviewed by administrative staff, and corrective action taken when necessary.
 - C. The QA will be informed of the completion of any action plan.
 - D. A copy of each Shift Compliance Report will be kept by the QA in the Shift's QA file.
- V. QA DATABASE / DISPATCH SUMMARY COMPLIANCE REPORTS
- A. A Quality Improvement Summary Compliance Report will be generated from the AQUA database and copied to each member of the Dispatch Review Committee at monthly intervals. The 911 Advisory Board will receive quarterly updates on monthly (center-wide) compliance.
 - B. The 911 Communications Manager will review the Quality Improvement Summary Compliance Reports at monthly intervals. The DRC will identify performance issues and recommend actions for performance improvement.
- VI. DISPATCH FEEDBACK REPORTS
- A. These forms will be made available to all field personnel who respond to EMD, and EFD calls for service. They will be utilized to provide feedback from the field to dispatch in the event of exemplary dispatcher performance or if a case proves problematic.
 - B. Completed forms will be forwarded directly to the QA via the internal mail.
 - C. Upon receipt of a form, the QA will review the tape of the relevant call and evaluate the case for compliance to protocol.
 - D. A reply to the initiator of the query or feedback will be provided within 14 days of receipt of the form by the QA.
 - E. Copies of completed Dispatch Feedback Reports will be kept by the QA in the relevant COs file and in a file dedicated to the completed Dispatch Feedback Reports.
 - F. Copies of Dispatch Feedback Reports will be distributed by the QA to the 911 Communications Manager, the employee (CO) identified in the report and the communications centers shift supervisor.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 3/1/19	Rescinds: Amends:	Number: F-370
Subject: 911 Center Priority Dispatch Press Information Policy		Re-evaluationDate: 3/1/22
Distribution: Communications Officers	Related CALEA Standards:	Page No: 1 of 1

POLICY: Effective on the date of this policy, all dispatch staff will follow the procedure described below to alert the dispatch center administration of CO cases of potential interest to the press.

PURPOSE: To provide staff with a procedure which will ensure that cases potentially providing opportunities for positive publicity are identified in a timely manner to the Public Information Officer.

PROCEDURE:

- I. Pre-Arrival Instruction Cases
 - A. By definition, this will include all fire calls where pre-arrival instructions were given.
 - B. The Lead Communication Officer will then briefly review the audio recording of each of these calls for examples of exemplary performance, unusual or interesting circumstances, or significant impact and patient outcome.
 - C. The audio recordings of cases which are identified as being of special interest will then be taken immediately to the 911 Communications Manager. They will then personally review the recordings and will pass details of those s/he feels to be suitable to the Public Information Officer.
 - D. The Public Information Officer will handle initial contacts with the press and coordinate any further related activity.
- II. CALLS OF POTENTIAL PRESS INTEREST OTHER THAN PAIs
 - A. Lead Communications Officers should make a special attempt to identify any call which may be of interest to the press which does not fall into the category of PAI administration. The involvement and support of all dispatch staff will be essential to facilitate this.
 - B. Lead Communications Officers should promptly pass an audio recording of such calls to the 911 Communications Manager.
- III. Problematic Cases
 - A. Supervisors must make every attempt to identify problematic cases that may attract adverse press interest.
 - B. Details of these cases, accompanied by an audio recording, must be passed to the 911 Communications Manager with the utmost urgency. This will allow adequate time for preparation of a response.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 3/1/19	Rescinds: Amends:	Number: F-375
Subject: 911 Center Priority Dispatch Obvious/Expected Death NO EMD		Re-evaluationDate: 3/1/22
Distribution: Communications Officers	Related CALEA Standards:	Page No: 1 of 2

POLICY: COs will handle obvious death and expected death cases by following the PDS protocol and local procedures approved by the system Medical Director or Approving Authority.

PURPOSE: To provide COs with a medically approved process for potential obvious death and expected death situations.

PROCEDURE:

I. OBVIOUS DEATH DEFINITION

- A. For dispatch purposes 'Obvious Death' is defined as a patient's condition that can be identified as incompatible with life, after all information has been obtained on the Case Entry protocol, and on the appropriate Chief Complaint. Resuscitative measures including PAIs for breaths and chest compressions will not be provided in any 'Obvious Death' and 'Expected Death' situation.
- B. Once the CO determines the patient to be *not conscious* and *not breathing*, through proper application of the PDS System, the following conditions may be considered by the dispatcher to constitute 'Obvious Death':

- 1. Cold and Stiff in a warm environment
- 2. Decapitation
- 3. Explosive gunshot wound to the head
- 4. Decomposition
- 5. Non-recent death (*confirmed* as being greater than six hours)
- 6. Severe injuries obviously incompatible with life
- 7. Incineration
- 8. Submersion (*confirmed* as being greater than 24 hours)

The dispatcher must be sure that the presence of at least one of the above conditions is unquestionable. The CO must get specific answers to all applicable PDS questions to arrive at an 'obvious death' determination.

- C. Once the CO determines the patient to be *not conscious* and *not breathing*, through proper application of the PDS, the following conditions may be considered by the dispatcher to constitute 'Expected Death':

- 1. Terminal Illness
- 2. DNR Order

The CO must get specific answers to all applicable PDS questions to arrive at an 'expected death' determination.

II. Actions OF ED'S in the Event of Unquestionable Obvious Death or Expected death

- A. Code all expected death cases as 112-B-1.
- B. Code all obvious death cases as 112-Omega-1 in Police, code as 72-A-2 in Fire, and inform responders of specific obvious death condition determined.
- C. Do not provide PAIs.
- D. If possible, keep the caller on the line and provide emotional support.

III. CASES REQUIRING PRE-ARRIVAL INSTRUCTIONS

- A. COs shall attempt pre-arrival instructions on all cardiac/respiratory arrest cases where the obvious death and expected death determinants (112-B-1 and 112-Omega-1) are not applied.
- B. When pre-arrival instructions are required (as defined in 'A' above), EDs are not to ask permission to give PAIs. *Do not say "Would you like me to tell you how to do CPR?"*

- C. If the caller refuses to follow PAIs, say, **“The ambulance is on its way, but this is important to give the patient the best possible chance until it arrives.”** *Repeat as necessary.*
- D. If the caller still refuses to administer aid, ask if there is someone else you can speak to.
- E. If no one else is available attempt to keep the caller on the line and provide emotional support. Make it clear that if they change their mind about providing patient care you will tell them exactly what to do.
- F. Remain polite and courteous at all times.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: 3/1/19	Rescinds: Amends:	Number: F-380
Subject: 911 Center Priority Dispatch Obvious/Expected Death		Re-evaluationDate: 3/1/19
Distribution: Communications Officers	Related CALEA Standards:	Page No: 1 of 2

POLICY: COs will handle obvious death and expected death cases by following EMD protocol and local procedures approved by the system Medical Director.

PURPOSE: To provide COs with a medically approved process for potential obvious death and expected death situations.

PROCEDURE:

I. OBVIOUS DEATH DEFINITION

- A. For dispatch purposes ‘Obvious Death’ is defined as a patient’s condition that can be identified as incompatible with life, after all information has been obtained on the Case Entry protocol, and protocol 9 (Cardiac or Respiratory Arrest/Death). Resuscitative measures including PAIs for breaths and chest compressions will not be provided in any ‘Obvious Death’ and ‘Expected Death’ situation.
- B. Once the CO determines the patient to be *not conscious* and *not breathing*, through proper application of the EMD System, the following conditions may be considered by the dispatcher to constitute ‘Obvious Death’:
 1. Cold and Stiff in a warm environment
 2. Decapitation
 3. Explosive gunshot wound to the head
 4. Decomposition
 5. Non-recent death (*confirmed* as being greater than six hours)
 6. Severe injuries obviously incompatible with life
 7. Incineration
 8. Submersion (*confirmed* as being greater than 24 hours)

The dispatcher must be sure that the presence of at least one of the above conditions is unquestionable. The ED must get specific answers to all applicable questions on protocol card 9 to arrive at an ‘obvious death’ determination.

- C. Once the CO determines the patient to be *not conscious* and *not breathing*, through proper application of the EMD System, the following conditions may be considered by the dispatcher to constitute ‘Expected Death’:
 1. Terminal Illness
 2. DNR Order

The COD must get specific answers to all applicable questions on protocol card 9 to arrive at an ‘expected death’ determination.

II. Actions OF COs in the Event of Unquestionable Obvious Death or Expected death

- A. Code all obvious death cases as 9-B-1, and inform responders of specific obvious death condition determined.
- B. Code all expected death cases as 9-Omega-1.
- C. Do not provide PAIs.
- D. If possible, keep the caller on the line and provide emotional support.

III. CASES REQUIRING PRE-ARRIVAL INSTRUCTIONS

- A. COs shall attempt pre-arrival instructions on all cardiac/respiratory arrest cases where the obvious death and expected death determinants (9-B-1 and 9-Omega-1) are not applied.
- B. When pre-arrival instructions are required (as defined in ‘A’ above), COs are not to ask permission to give PAIs. *Do not say “Would you like me to tell you how to do CPR?”*

- C. If the caller refuses to follow PAIs, say, “**The ambulance is on its way, but this is important to give the patient the best possible chance until it arrives.**” *Repeat as necessary.*
- D. If the caller stills refuses to administer aid, ask if there is someone else you can speak to.
- E. If no one else is available attempt to keep the caller on the line and provide emotional support. Make it clear that if they change their mind about providing patient care you will tell them exactly what to do.
- F. Remain polite and courteous at all times.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: August 29, 2022	Rescinds: Amends:	Number: F-385
Subject: Self Harm Related Calls		Re-evaluation Date: September 2025
Distribution: All Personnel	Related CALEA Standards:	Page No: 1 of 2

This order consists of the following numbered sections:

2. Purpose
2. Policy
3. Procedure
4. Procedure for off-duty action

5. PURPOSE

This standard operating procedure establishes policy, procedure, and guidelines for processing callers related to Suicide.

6. POLICY

The Watertown Regional 911 Center Suicide Guide Card will be used upon receipt of a reported suicide, suicide attempt, suicide threat, or suicidal ideations.

7. PROCEDURE

Upon receiving a call of suicide, suicide attempt, suicide threat, or suicidal ideations, the call taker will do the following:

- A. Process the call for service while adhering to the 911 Center Suicide Guide Card and all standard call processing SOP's/Procedures.
- B. The call taker will process the call using the Suicide Guide Card unless the use of EMD Protocol is identified by one of the following situations:
 1. Presumed deceased or hanging
 2. Overdose with Priority Symptoms
 3. Unconscious Patient
 4. Severe laceration requiring bleeding control
 5. Narcan Administration
 6. Self-Inflicted Gunshot Wound
- C. Dispatch the appropriate response and continue processing the call by following all protocol links and providing the appropriate Case Exit Post-Dispatch Instructions.
 1. If a patient is violent or difficult to manage, stage medical/fire responders and dispatch law enforcement to secure the scene. (PDI's)
- D. Helpline Center 9-8-8 Transfers
 1. The call taker will only transfer 1st party callers to 9-8-8.
 2. The call taker will use the 1st party caller risk assessment tool on the suicide guide card to determine if the caller should be transferred to 9-8-8
 3. If the following criteria are met, the caller may be transferred to 9-8-8:
 - i. 1st party, conscious, alert, and breathing.
 - ii. Non-Violent, with no immediate plan to hurt themselves or others.
 - iii. No means to harm themselves.
 - iv. No weapons.
 - v. No definite time frame in which to harm themselves.
 4. When a caller is transferred to 9-8-8, the call taker will remain on the line and announce to the 9-8-8 helpline that Watertown 9-1-1 has a call transfer, provide the call for service number and a summary of the call. The call taker will release the call after the information is provided to the 9-8-8 operator.
 5. The call taker will log all the appropriate information in a call for service in CAD, using Suicide Threat as the call type. 9-8-8, at the discretion of the call taker, may be entered as a secondary call type. The call should then be clear with "referred to another agency".

6. The 9-8-8 Helpline Center may contact our dispatch center and request a response to a suicidal subject. In the event this happens, the appropriate response will be dispatcher, and the call will be categorized using the appropriate CAD call type designation.
7. Updates to this CFS may be provided to 9-8-8 when requested by that agency.

**WATERTOWN POLICE DEPARTMENT
GENERAL ORDER**



Tim Toomey
Chief of Police

Effective Date: March 1, 2023	Rescinds: Amends:	Number: F-390
Subject: Prepared Live – Video to 911		Re-evaluation Date: March 2026
Distribution: All Personnel	Related CALEA Standards:	Page No: 1 of 1

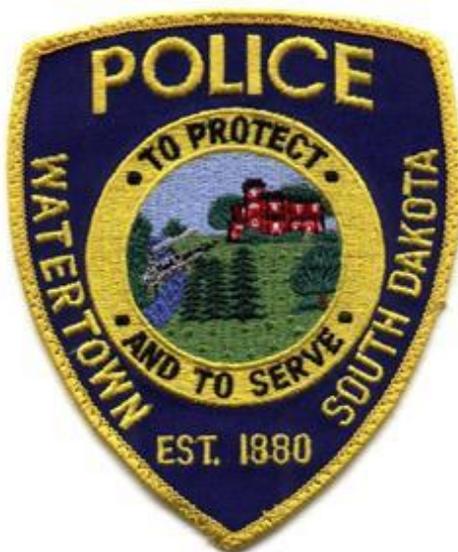
This order consists of the following numbered sections:

1. Purpose
 2. Policy
 3. Definitions
 4. Procedure
1. Purpose
 - A. The purpose of this policy is to establish procedures for the utilization of Prepared Live Video to 9-1-1 Service.
 2. Policy
 - A. It is the Watertown 911 Center's policy to ensure all personnel clearly understand the utilization of Prepared Live.
 3. Definitions
 - A. PREPARED LIVE – A web-based program designed to allow disptchers the ability to see and record live stream video and text from a mobile device.
 - B. RAPID SOS – A data platform that integrates with Public Safety Answering Points to help deliver ANI/ALI information quickly and accurately while immediately showing the position of a person calling 911.
 - C. CAD – Computer Aided Dispatching is used by a 911 center to enter and record call information and dispatch the appropriate agency/units to the scene of an incident.
 - D. NG911 – Next Generation 911 is a digital, internet protocol (IP) based system that is replacing the analog 911 infrastructure that has been in place for decades.
 4. Procedure
 - A. Video to 9-1-1 is the next step in NG911core services for the Watertown Region. The Watertown Regional 9-1-1 Center will utilize Prepared Live for the video to 9-1-1 service. Prepared Live will allow the 9-1-1 Center to activate a live stream with a caller and take past videos or pictures that a caller is willing to provide. The caller must approve a link sent to them by a 9-1-1 Communications Officer before any live stream, or media transfer will be initiated.
 - B. Video to 9-1-1 will be utilized at the discretion of the Communications Officer, taking into consideration a variety of factors including, but not limited to, call type, caller rapport, and the ability of the Communications Officer to activate and navigate the system during busy or active periods.
 - C. This tool may be used on 9-1-1 phone lines as well as non-emergency phone lines.
 - D. Upon receiving a call that may benefit from Prepared Live, the Communications Officer will ensure that the caller is safe and not driving. Utilizing Prepared Live will only occur when the Communications Officer feels that the video will:
 - i. Add to the situation in some way
 - ii. Clear up any miscommunication and;
 - iii. They have the time and capacity to activate it
 - E. Login
 - i. The Communications Officer should access Prepared Live via their Rapid SOS login. Rapid SOS will be logged into during the entirety of the shift. The "Blur All Media" button may be turned on if the Communications Officer feels uncomfortable seeing any video but believes it is still important to obtain video for the incident.
 - F. Role
 - i. User: Will be able to utilize Prepared Live and will be able to see their calls, both Live and Archived, for 12 hours.

- ii. Supervisor: Will be able to see all 911 Communications Officer chats, both Live and Archived. Furthermore, the Supervisor will be allowed to download media when requested by the responding agency's supervisor.
- G. Activation
- i. If a Communications Officer deems Prepared Live a viable tool during a call, the following activation process will be followed:
 - i. The Communications Officer will advise the caller:
 - 1. "Turn on the speaker on your phone. I will send you a text message with a link to allow me to access to view the scene through your phone's camera. Please follow the instructions in the text message."
 - 2. The Communications Officer will then direct the caller as needed to move the phone around to get better situational awareness for the responders.
- H. The Communications Officer will note in the CAD entry any potential hazard, obstructions, etc., obtained through Prepared Live to responders and in the CAD notes.
- I. Direct caller videos and photos
- J. If a caller has already taken a photo or video that they would like to share with responders, the following process will be followed:
- i. The Communications Officer will advise the caller:
 - 1. "I will send you a link that will request (Video/Picture). Follow the instruction in the text message."
 - 2. After sending the link, the Communications Officer will select "Request Upload" at the bottom of the screen.
- K. Resolution/close of the video
- i. At the close of every call, the Communications Officer will select the "Resolve Incident" button at the top right of the screen. The appropriate nature code will be selected before closing the incident. If any video, pictures, or text communication has been obtained via Prepared Live, the Communications Officer will notate that within the remarks field of the CAD call for service.
- L. Confidentiality
- i. All Communications Officers will ensure that all Prepared Live recordings are kept confidential. Citizens are not allowed to review any Prepared Live recording unless authorized by the Chief of Police or their designee.
 - ii. Employees will not view or disseminate Prepared Live footage unless required to do so as a condition of their official duties, and they have supervisor approval. Recordings may only be used for legitimate governmental purposes. They cannot be used or shown for any other purpose, including, without limitation, personal entertainment or ridicule, or embarrassment of the public or employees.
- M. Evidentiary
- i. If a Communications Officer utilizes Prepared Live on any call, responding units will be made aware that video, pictures, and/or text is available. The responsible unit, which makes an arrest or creates a criminal case from an incident involving live stream, will notify their Supervisor to have the video/pictures /text secured. Communications Officer Supervisors may download the Prepared Media gallery information for the requesting agency. A request for this information should be made through email or in writing. When the caller is on the phone with Dispatch, the audio will not come through Prepared Live. No audio is recorded in the Prepared Live Application.

STANDARD OPERATING PROCEDURES

WATERTOWN POLICE DEPARTMENT
Animal Control/Community Service Officer



STANDARD OPERATING PROCEDURES

**TIM TOOMEY
CHIEF OF POLICE**

January 2015

WATERTOWN POLICE DEPARTMENT

Animal Control / Community Service Officer

FORWARD

The purpose of the Animal Control / Community Service Standard Operating Procedures is to provide officers of the Watertown Police Department (WPD) a realistic set of guidelines.

All Officers of the Watertown Police Department shall become familiar with the Standard Operating Procedures set forth in this manual and will be governed by them.

**WATERTOWN POLICE DEPARTMENT
ANIMAL CONTROL/COMMUNITY SERVICE
STANDARD OPERATING PROCEDURES**

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MISSION STATEMENT FOR WPD ANIMAL CONTROL / COMMUNITY SERVICE OFFICER

It shall be the purpose and intent of this department to provide a comprehensive and effective Animal Control & Community Service Officer Program for the City of Watertown that brings people into compliance with the law, minimizes animal issues between neighbors, and protects the health and safety of the public.

To accomplish this we will:

- 1. Work closely with the Glacial Lakes Humane Society, and local media to try to return stray pets to their owners.**
- 2. Enforce the [City Ordinances](#) and issue citations to violators when necessary.**
- 3. Make personnel available to the media, schools, and civic organizations, when asked for, to educate the public on animal issues that may arise.**
- 4. Maintain an ongoing training & educational process for department personnel.**

Dangerous/Vicious Animals

1. Purpose

The purpose of this policy is to establish procedure for handling dangerous/vicious animals.

2. Policy

Any animal may exhibit aggressive behavior regardless of breed. Therefore, police officers and animal control / community service officers have special training and equipment for the purpose of handling dangerous/vicious animals will respond.

3. Procedures

- a. A dog may be declared vicious within the meaning of this section when a propensity to attack, bite, or menace human beings such that a person has a reasonable fear that they are in imminent danger of an attack, shall exist and is know or ought reasonably to be known to the owner. Such declaration may be made by any officer of the Watertown Police Department. Such declaration shall be made on the standard form of a uniform traffic citation but shall not serve as a complaint for a criminal offense. Such declaration shall be served upon the owner of the dog in one of the following manners:
 - i. Personal service upon the owner;
 - ii. Personal service upon the owner or a resident of the premises upon which the dog is located;
 - iii. Posting such declaration upon the front door, above the mailbox on the residence or on a conspicuous location near the kennel of the animal. For purposes of this section should a residence consist of a multifamily unit, the posting need only be made on an entrance to the building facing a city street or common parking lot. Such posting shall include the date of first posting which shall constitute the date of service.
- b. No vicious dog shall be allowed off the premises of its owner unless muzzled, on a leash, and in charge of the owner or a member of the owner's family who is over sixteen (16) years of age.
- c. No vicious dog shall be allowed in an area on the premises which are not included within a six-foot solid wall in which no path of ingress or egress exists except for one gated and latched entrance which must be locked at any time the dog is in the enclosure.
- d. An owner may appeal such declaration to the Animal Control Board by filing with the Chief of Police or the City Finance Officer a written statement of objection or appeal to the declaration of vicious dog on an animal. Such written statement of objection or appeal must be filed within (10) business days of the date of service.
- e. Within (10) business days of the date of filing the appeal the Animal Control Board shall hear such appeal and determine whether it has been shown by a preponderance of the evidence that such animal is vicious. Such hearing date may be extended by a written order signed by a majority of the Animal Control Board.
- f. Any vicious dog which is found off the premises of its owner other than provided herein shall be seized by a Police Officer or Animal Control/Community Service Officer and impounded. If the dog cannot be captured without risking injury any person, it may be destroyed. Further, if the dog has been seen running at-large, or bites a person and it can be witnessed, the Police Officer or Animal Control/Community Service Officer may order the owner to deliver the dog to the pet shelter within 24 hours and the owner ordered to appear in court to show cause why this dog should not be destroyed. Such

order may be served in the same manner as the declaration of vicious dog described in (a) above.

Bite Stick

1. Purpose

The purpose of this policy is to establish procedure for use of a bite stick.

2. Policy

Bite sticks may be used as a defensive tool to provide an officer with non-lethal force when confronting aggressive animals.

3. Procedures

- a. Officers will be issued an expandable baton.
- b. Officers will receive training in the proper use of the baton as a bite stick.
- c. The baton may be used as a self defense tool against an aggressive or vicious animal.

Chemical Immobilization

1. Purpose

The purpose of this policy is to establish procedure for chemical immobilization.

2. Policy

Tranquilizer guns do have value under certain circumstances, but should only be used after the officer has received proper training, and then only as a last resort when all other methods of capture have failed. Tranquilization should be used only when the animal or the community is at risk if the animal remains at large.

3. Procedures

- a. Maintain crowd or traffic control prior to deployment.
- b. Complete documentation establishing justification for the procedure should be kept.
- c. Adequate personnel should be on hand to maintain visual contact with the animal until immobilization takes effect.

Control of Animal

1. Purpose

The purpose of this policy is to define the requirements of owners to keep pets under control.

2. Policy

Free roaming cats and dogs contribute enormously to the numbers of surplus, unwanted animals found in shelters. A free roaming animal is exposed to such hazards as disease from other animals, injury or death from traffic, retaliation by irate property owners, or poisoning from the ingestion of garbage. Many of these animals are responsible for causing injury or death in traffic accidents, bites, or by indirect means. Free-roaming animals may attack livestock, other pet animals, or wildlife.

3. Procedures

- a. The owner of a dog or cat shall not permit such dog or cat to run at large within the city. Whenever a dog or cat is found running at-large, the same shall constitute prima facie evidence that the owner permitted it to run at large.
- b. Owners shall not permit their dogs or cats on any school ground when school is in session. Dogs or cats shall not be permitted on any public recreation area unless the dog or cat is controlled by a leash to prevent the dog or cat from biting any person or other animal. Owners are permitted to unleash the dog in the dog park however they must remain under control of the owner.

Lost Animals

1. Purpose

The purpose of this policy is to establish procedure for lost animals.

2. Policy

Frequently dogs and cats are reported as lost to local police and animal control agencies. Of those reported lost, occasionally an animal may be impounded, legally held, and destroyed. Lost animal reports can help to prevent this tragedy, if such reports are compared with impounded, injured, or dead animals.

3. Procedures

- a. Reports of lost animals will be recorded via the communications center CAD system.
- b. Information pertaining to the breed, color, sex, physical size and name should be obtained.
- c. Animal Control / Community Service Officer Officers should receive a copy of CAD reports for comparison purposes.
- d. Animals running at-large will be taken to the Glacial Lakes Humane Society.

Injured Animals

1. Purpose

The purpose of this policy is to establish procedure for injured animals.

2. Policy

Injured animal rescues legitimately fall within the range of animal control activities, particularly since most injured animals become injured as a result of inadequate owner control. All reasonable efforts should be made to contact the owner of the injured animal to determine a course of action and financial responsibility/liability.

3. Procedures

- a. In instances when a dog or cat without identification is injured and the owner cannot be found, it will be the duty of the officer to determine if that dog or cat for humane reasons due to the extent of injury and the suffering shall be destroyed.
- b. In instances when an injured dog or cat with a license tag issued by the city is picked up, it shall be delivered to a licensed veterinarian.

- c. Officers shall report the disposition of the injured animal through a CAD report generated by the Watertown Police Department RMS.
- d. Wildlife that is not considered a protected species may be destroyed to prevent suffering.
- e. The South Dakota Game Fish and Parks should be contacted when destroying wildlife.

Dead Animals

1. Purpose

The purpose of this policy is to establish procedure for handling dead animals.

2. Policy

The general lack of sanitation associated with transporting dead animals poses a threat to living animals. Disease contamination is a primary concern of animal control / community service officers. Officers should use caution when handling animals where the cause of death has not been determined.

3. Procedures

- a. Dead animals should not be transported with living animals.
- b. Dead animals should be placed into a bag or container to prevent contamination.
- c. Dead animal disposal can include landfill burial or rendering.

Disposition of Captured Domestic Animals

1. Purpose

The purpose of this policy is to establish procedure for the disposition of animals.

2. Policy

In order to attempt to find homes for as many animals as possible and reduce euthanasia rates, all organizations that shelter animals must work together to provide the greatest opportunity for adoption without prejudice towards organizations that are forced to euthanize animals.

3. Procedures

- a. Officers will take all captured dogs and cats that appear to be in good health to the Glacial Lakes Humane Society.
- b. Officers will have no authority over the adoption or euthanasia process of animals in the care of the Glacial Lakes Humane Society.

Disposition of Captured Wildlife

1. Purpose

The purpose of this policy is to establish procedure for capturing animals.

2. Policy

The humane capture of animals and the routine use of humane types of equipment should set an example for the community as to the animal control department's dedication to promoting animal welfare.

3. Procedures

- a. Live traps may be used to capture nuisance wildlife.
- b. The safety of the Animal Control / Community Service Officer will take priority when determining the best method to capture an animal.
- c. Captured wildlife that is not known to be a common carrier of rabies will be released outside the city limits.
- d. Captured wildlife that is known to be a common carrier of rabies or pose a threat to the safety of the officer may require the use of deadly force.

Pet Licenses

1. Purpose

The purpose of this policy is to define the purpose of pet licensing in the City of Watertown.

2. Policy

Licenses provide for the proper identification of dogs and their owners. It has been proven that licensing programs, adequately enforced, greatly reduce the numbers of surplus animals impounded unnecessarily, and encourage owner responsibility. Licenses also provide owners with proof of legal ownership.

3. Procedures

- a. A current color coded rabies vaccination tag shall serve as proof of licensing.
- b. Officers who encounter dogs or cats during the course of their duties shall inform each owner of a dog or cat of licensing requirements.
- c. Licensing laws shall be enforced by any sworn officer of the Watertown Police Department.

Rabies Vaccinations

1. Purpose

The purpose of this policy is to establish procedure for rabies control in the City of Watertown.

2. Policy

All dogs and cats should be immunized against rabies and other communicable diseases deemed necessary by national, state, or local health departments, strict rabies quarantine and /or laboratory analysis of rabies suspect animals should be mandatory, and enforceable by health codes or statutes.

3. Procedures

- a. Every dog or cat held as a domestic pet in the city, six months of age or older is required to be vaccinated against rabies by a licensed veterinarian.
- b. A current color coded rabies vaccination tag shall serve as proof of vaccination.
- c. Animals that have bitten any person shall be placed under observation for a period not less than ten days.
- d. Officers shall investigate animal bite incidents.

WATERTOWN POLICE DEPARTMENT

DRUG K-9 TEAM



STANDARD OPERATING PROCEDURES

Tim Toomey
CHIEF OF POLICE
Revised February 1, 2013
Rescinds SOP created April 2007

WATERTOWN POLICE DEPARTMENT

DRUG K-9 TEAM STANDARD OPERATING PROCEDURES

FORWARD

The purpose of the Drug K-9 Team Standard Operating Procedures is to provide members of the Watertown Police Department (WPD) Drug K-9 Team a realistic set of guidelines to ensure the team operates within WPD Policy, South Dakota Police Canine Association, Inc., and South Dakota Codified Law.

All members of the WPD Drug K-9 Team shall become familiar with the Standard Operating Procedures set forth in this manual, will be governed by them, and will update their issued manuals to conform with the latest official changes.

All members of the WPD Drug K-9 Team will be issued a copy of this SOP to be used during their tenure with the WPD Drug K-9 Team.

Tim Toomey
CHIEF OF POLICE

DATE

**WATERTOWN POLICE DEPARTMENT
DRUG K-9 TEAM
STANDARD OPERATING PROCEDURES**

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MISSION STATEMENT FOR THE WPD Drug K-9 Team

Purpose

WPD shall provide a written statement, which identifies the scope of the WPD Drug K-9 Team.

Policy

WPD has established a Drug K-9 Team to serve as an aggressive, active, and impartial narcotic detection team whose goals are as follows:

- Roadside interdiction of illegal drugs and substances being transported into and through the City of Watertown.
- Provide assistance to WPD officers and other law enforcement agencies in the detection of illegal drugs and substances.
- Institute public awareness and education programs through the media, business and civic organizations, and the education system.

The administration of the WPD Drug K-9 Team will be in accordance with all applicable federal, state and local laws and regulations as well as all Watertown Police Department General Orders and this Standard Operating Procedure (SOP).

Procedure

In order to provide guidelines for the development and operation of a WPD Drug K-9 Team, the Watertown Police Department shall utilize the following procedures.

1. Develop and provide training based upon international standards established by the State of South Dakota.
2. Establish selection, certification and responsibility guidelines and criteria for the WPD Drug K-9 handlers.
3. Establish guidelines for the purchase and replacement of WPD Drug K-9 training and safety equipment.
4. Establish guidelines for the kenneling and housing of the WPD Drug K-9.
5. Establish guidelines for veterinary treatment and check-up schedules to assure proper health of the WPD Drug K-9.
6. Establish guidelines for the kenneling of the WPD Drug K-9 while the handler is on extended leave due to vacation, sick leave, illness, etc.
7. Establish a policy on responding to requests for service of a WPD Drug K-9 team from both within the Watertown Police Department and from outside agencies.
8. Establish guidelines for investigating and reporting of alleged damage or physical engagement complaints as a result of the use of a WPD Drug K-9.
9. Establish guidelines for the evaluation of WPD Drug K-9 teams on an annual basis or more periodically if deemed warranted.
10. Establish procedures and guidelines requiring the weekly training of the WPD Drug K-9.
11. Establish guidelines for the daily reporting of WPD Drug K-9 incidents.
12. Establish ownership and control policies of the WPD Drug K-9 while it is assigned to duty with the Watertown Police Department.
13. Establish guidelines for the retirement of the WPD Drug K-9 when no longer able to be on active duty.

WPD DRUG K-9 OWNERSHIP

Purpose

To establish a policy on the ownership of the WPD Drug K-9.

Policy

The WPD Drug K-9 assigned for duty within the WPD is property of the WPD. Subject to the prior approval of the Chief of Police, a non-WPD owned dog may be utilized in WPD Drug K-9 duty.

All veterinary, on and off-duty paperwork of the dog will be kept by the Patrol Division **Captain**. The WPD Drug K-9 will not be used in the capacity of a stud dog or brood bitch. When not on active duty, the WPD Drug K-9 will not be used for any law enforcement related purpose without the written permission of the Patrol Division Captain.

SELECTION & CERTIFICATION OF WPD DRUG K-9 HANDLERS

Purpose

To establish a policy regarding the selection and certification of a WPD K-9 Handler.

Policy

In an attempt to recruit and train the most qualified officer for the assignment of WPD Drug K-9 Handler, the WPD has set mandatory guidelines for consideration of WPD Drug K-9 Handler.

Procedure

1. A sworn officer requesting assignment as a WPD Drug K-9 Handler must submit a written request through the established chain of command to the Chief of the WPD.
2. The prospective handler will participate in an oral interview in front of an interview board selected by the Chief of Police.
3. A prospective handler must be a sworn officer who has completed their one year probation.
4. A prospective handler must have maintained a satisfactory level of performance in all previous assignments.
5. The prospective handler shall be expected to function as a WPD Drug K-9 Handler assigned to the Patrol Division Captain or Patrol Division for a minimum of three (3) years from the date they are initially certified. During the initial three (3) years the handler may be assigned to a shift and days off that would benefit the K-9 team notwithstanding other scheduling rights a handler may have on the basis of seniority. In the event of a promotion, the WPD Drug K-9 Handler may be required to surrender his/her dog.
6. An in-home interview may be required of those requesting to become a WPD Drug K-9 Handler. The prospective handler shall make every attempt to comply with this request if the Oral Interview Board or Patrol Division **Captain** deems this necessary for the following purposes.
 - A. To determine if there is an area sufficient to support the proper keeping and maintenance of a WPD Drug K-9.
 - B. Answer questions of concern or interest regarding living with a WPD Drug K-9.
7. The selected WPD Drug K-9 Handler and K-9 will take part in organized training to become certified as a WPD Drug K-9 Team.
8. Certification as a WPD Drug K-9 Handler and Team requires meeting or exceeding the minimum acceptable international standards established by the State of South Dakota.

SUPERVISORY RESPONSIBILITIES FOR PATROL DIVISION COMMANDER

Purpose

To establish the supervisory responsibilities of the Patrol Division Commander relative to the WPD K-9 Drug Team.

Policy

The WPD Patrol Division Captain will be required to supervise the WPD Drug K-9 Team for K-9 related activities. Handlers may be required to report to other supervisors for non-K-9 related activities.

1. The Patrol Division Captain shall review monthly reports of each WPD Drug K-9 Team and along with training observations made for the month, shall form an opinion of active-duty readiness for each WPD Drug K-9 Team.
2. Should a WPD Drug K-9 Team be deemed "not suitable" for active duty by the Patrol Division Captain, he/she shall notify the Assistant Chief of Police immediately. As soon as the WPD Drug K-9 Team has been deemed suitable to resume active duty, the Assistant Chief of Police will be notified.
3. Ensure that all K-9 training equipment is kept logged and in working order, including, but not limited to, basic equipment and training drugs and items that have been assigned to the Handler.
4. The Patrol Division Captain will make periodic inspections of assigned K-9 equipment to ensure it is in good working order to include the K-9 patrol vehicle.
5. The Patrol Division Captain will make monthly checks of drugs assigned to each team to include weight and condition. This will be logged each month.

TRAINING OF WPD DRUG K-9 TEAMS

Purpose

To provide for WPD Drug K-9 Team training based upon international standards established by the International Congress of Police Service Dogs and set under the Standards of the State of South Dakota.

Policy

The WPD Drug K-9 Team will be trained pursuant to the guidelines, philosophies and objectives of the International Congress of Police Service Dogs as set under the Standards of the State of South Dakota.

Procedures

The WPD Drug K-9 Team for the WPD shall successfully complete a training program deemed appropriate to bring the team to certification level in their respective training field. This level of training will be consistent with the standards set forth under the International Congress of Police Service Dogs and as adopted and set forth by the State of South Dakota. Certification and Recertification request will be made through the State of South Dakota as set forth in the State guidelines.

WPD Patrol Division Captain *RESPONSIBILITIES*

Purpose

To establish the responsibilities for the position of WPD Patrol Division **Captain** relative to the WPD Drug K-9 Team.

Policy

The WPD Patrol Division **Captain** shall be responsible for the administration and training of the WPD Drug K-9 Team. This is to include the initial training, on going training, certification of the WPD Drug K-9 Team.

Procedures

1. The WPD Patrol Division **Captain** shall coordinate and schedule the initial training, in-service training, recertification and specialized training for the WPD Drug K-9 Handler Team in accordance with the policies established by the Watertown Police Department.
2. Ensure the documentation of training and usage records for the WPD Drug K-9 Teams are maintained.
3. Ensure that requirements for certification and re-certification are followed as set by the International Congress of Police Service Dogs and adopted by the State Standards of the State of South Dakota.

WPD DRUG K-9 HANDLER DUTIES

Purpose

To establish the responsibilities and duties of the WPD Drug K-9 Handler.

Policy

The WPD Drug K-9 Handler shall be responsible for the training, maintenance, use and care of their assigned dog. The WPD Drug K-9 Handler will in addition to his/her patrol duties, perform the tasks and assignments for which the WPD Drug K-9 Team has been created.

Procedures

1. For duty activities not related to the K-9 program, WPD Drug K-9 Handlers shall report to their immediate supervisor. For K-9 related activities, WPD Drug K-9 Handlers shall report to the Patrol Division Captain.
2. When scheduling permits, WPD Drug K-9 Handlers will make every effort to perform maintenance training as follows: Drug K-9 teams will train eight (8) hours every other week.
3. All training sessions will be documented on the appropriate training forms for the WPD Patrol Division **Captain** to review. Copies will be furnished to the .
4. All K-9 usage will be documented on the appropriate usage forms for the **Patrol Division Captain** to review.
5. It is the duty and responsibility of each WPD Drug K-9 Handler to report any problem of performance of their dog immediately to the Patrol Division **Captain**.
6. Failure to perform to standards in maintenance training can result in removal of that WPD Drug K-9 Team from service until the standard is brought back up to acceptable and the team is deemed fit for active duty.
7. When not performing a WPD Drug K-9 Team assignment, the Handler will conduct normal patrol duties.
8. All WPD Drug K-9 Handlers will maintain control of their K-9's at all times whether on or off duty.
9. It is the responsibility of the WPD K-9 Handler to keep all of his equipment in good working order and to report to the Patrol Division **Captain** or his designee any equipment that may need to be fixed or replaced.
10. It is the responsibility of the WPD Drug K-9 Handler to keep his dog groomed routinely to maintain a clean, healthy appearance at all times.
11. The WPD K-9 designated vehicle will be cleaned routinely to maintain a clean and healthy environment for both the dog and the Handler.
12. Each WPD K-9 Handler will be provided with a kennel facility at their residence and a cement pad to place the kennel on top of. The kennel, equipment and pad will be cleaned on a regular basis.
13. WPD Drug K-9 Handlers will be responsible for maintaining the control of the training drugs that are assigned to them. The department will supply storage containers and lockers to store the training materials in.

14. WPD Drug K-9 Handlers uniform

- A. The Chief of Police may allow for certain changes in the prescribed uniform as needed.
- B. The WPD Drug K-9 Handlers uniform will be consistent with General Order A-170. An approved FLEX style baseball cap may be worn but must have (Police K-9) printed on the front.
- C. Undercover or covert operations may necessitate the wearing of civilian attire consistent with the operational task. This shall be approved on a case by case basis.

WPD DRUG K-9

Purpose

To establish a policy for the safe and secure confinement and care of the WPD Drug K-9 while assigned to a handler.

Policy

A WPD Drug K-9 Handler must recognize the importance of day to day care for his/her dog. Thus, the WPD Drug K-9 will be required to live with the Handler at the Handler's residence. The Handler will be responsible for the care and health of the dog.

Procedures

1. In order to allow for responsible maintenance and care of the WPD Drug K-9 and equipment, the last thirty (30) minutes of each WPD Drug K-9 Handler's shift may be set aside for such maintenance and care. In the event a call for service interferes with scheduled maintenance, if time permits, will be immediately upon completion of the assignment. Approval for overtime will be consistent with existing departmental policy.
2. In the event of a day off or vacation the Handler will receive thirty (30) minutes of paid time if caring for the dog. E.G.: In the event a WPD K-9 Handler is on vacation, and eight (8) hour day will be recorded as follows: 7.5 hours of vacation time and .5 hours of work.
3. If the Handler is out of town or unable to care for the dog, the WPD K-9 will be delivered to the **Patrol Division Captain** or his designee.
4. If the designee is a member of the WPD, they will be chosen on the basis of knowledge of the WPD K-9 and ability to care for the animal. The welfare of the WPD K-9 is the priority. While the designee is caring for the WPD K-9, they will receive compensation at their regular rate of pay for thirty (30) minutes each day to be identified as "K-9 Care."
5. Each WPD Drug K-9 will be given an annual physical, to include all shots, heartworm check and any maintenance medication.
6. Any medical treatment supplied to the WPD Drug K-9 will be done only by WPD approved veterinarians, except in cases of an emergency. In cases of emergency the Patrol Division **Captain and Assistant Chief of Police** will be notified as soon as practical.
7. Supply for the WPD Drug K-9 of food, food supplements, medications, and equipment shall be the responsibility of the WPD. Any equipment used will be approved by the Patrol Division **Captain**.

DAMAGE RESULTING FROM WPD DRUG K-9 TEAM ACTION

Purpose

The WPD realizes that in the application of WPD Drug K-9 Team duties, damage may occur to the person or property other than WPD. The purpose of this policy is to provide guidelines in the event of property damage as a result of the WPD Drug K-9 Team.

Policy

While carrying out the mission of the WPD Drug K-9 Team, the WPD K-9 Handler will take great care to prevent damage to the person or property of others. Any damage whether visible or alleged will be documented and provided to the chain of command.

Procedure

1. The **Patrol Division Captain** will be notified immediately if on duty. If the Patrol Division **Captain** is not on duty the Assistant Chief of Police will be notified.
2. Statements will be taken from the reporting party and photos taken of any alleged damage.
3. The WPD K-9 Handler will fill out an Interoffice Memorandum. The Interoffice Memorandum and all related paperwork will be compiled into a file.
4. The Patrol Division Captain will fill forward all reports to the **Assistant Chief of Police**.
5. The Assistant Chief of Police will forward the report to the Chief of Police.

TRANSPORTING PRISONERS BY WPD DRUG K-9 TEAM

Purpose

To establish a policy on the transporting of prisoners by the WPD Drug K-9 Team.

Policy

WPD Drug K-9 Team patrol vehicles will be equipped with a protective security screen to allow for the safe transportation of any person, whether in or out of custody, which allows the WPD K-9 Handler to safely carry the K-9 and any passengers.

Procedure

1. When transporting an individual, the sliding window on the interior of the K-9 kennel will be closed, restricting access to the passenger compartment.

ACQUISITION AND HANDLING OF TRAINING DRUGS

Purpose

To establish a policy on the acquisition, storage and handling of training drugs.

Policy

Each WPD K-9 Handler will be issued training drugs for the training of their WPD K-9. Each WPD K-9 Handler will be responsible to maintain custody and control over issued training drugs.

Procedure

1. Each WPD K-9 Handler shall be issued available training drugs by the Patrol Division **Captain**. The amount and type of drugs will be based on availability and the **Patrol Division Captain's** discretion.
2. Each WPD K-9 Handler will be issued a storage container to keep every drug separate.
3. Each WPD K-9 Handler will be issued a storage locker. The WPD K-9 Handler will also be issued a lock for the locker. The WPD K-9 Handler will maintain sole possession of the lock key.
4. If training drugs are contained in a patrol vehicle, the vehicle will remain locked at all times. The drugs will be kept in the trunk and the trunk will remain closed and locked.
5. Training drugs will be checked, weighed and logged periodically by the WPD K-9 Handler and Patrol Division **Captain**. A log of this monitoring will be kept by the WPD K-9 Handler and inspected by the **Patrol Division Captain**. Any discrepancies will be noted in the log.
6. In the event of damaged, destroyed or lost drugs, the Patrol Division **Captain** will be notified immediately and a report made by the K-9 Handler. This report will be forwarded to the Chief of Police.
7. In the event any discrepancy arises over the amount of training drugs, a WPD K-9 Handler may be required to submit to a blood and/or urine test.

RETIREMENT OF WPD Drug K-9s

Purpose

To establish a policy regarding procedures for retirement of WPD Drug K-9s.

Policy

When the WPD K-9 is no longer able to be on active duty it will be retired from service.

Procedure

1. When the WPD K-9 is permanently no longer able to be on active duty, it will be retired from service.
2. After making a determination that the WPD K-9 is no longer able to be on active duty, the WPD will determine the appropriate disposition of the WPD K-9 under the then existing circumstances and applicable laws and regulations.

WATERTOWN POLICE DEPARTMENT

DRUG RECOGNITION EXPERT



STANDARD OPERATING PROCEDURES

Tim Toomey
CHIEF OF POLICE
May 2011
Rescinds SOP January 2009

WATERTOWN POLICE DEPARTMENT

DRUG RECOGNITION EXPERT STANDARD OPERATING PROCEDURES

FORWARD

The purpose of the Drug Recognition Expert (DRE) Standard Operating Procedures is to provide the Watertown Police Department (WPD) Drug DRE, a realistic set of guidelines to be in compliance with WPD Policy, and South Dakota Codified Law.

The WPD Drug Recognition Expert shall become familiar with the Standard Operating Procedures set forth in this manual, will be governed by them, and will update their issued manuals to conform with the latest official changes.

The WPD Drug Recognition Expert will be issued a copy of this SOP to be used during his tenure as a DRE.

Tim Toomey
CHIEF OF POLICE

Date

**WATERTOWN POLICE DEPARTMENT
DRUG RECOGNITION EXPERT
STANDARD OPERATING PROCEDURES**

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MISSION STATEMENT FOR THE WPD Drug Recognition Expert

Purpose

The purpose of this S.O.P is to provide uniformed members with guidelines to aid in the detection, apprehension and prosecution of drug impaired individuals while utilizing the Drug Evaluation and Classification Process provided by a Drug Recognition Expert.

The Drug Evaluation and Classification process used by Drug Recognition Experts is designed as a systematic, standardized, post-arrest procedure to determine whether a suspect is impaired by one or more categories of drugs.

Policy

WPD has established a Drug Recognition Expert to provide a drug evaluation on a person who has been arrested for DUI or another driving or drug related offense. Most evaluations should involve post-arrest situations or on going investigations. The DRE may also be requested as follows:

- Provide assistance to WPD officers and other law enforcement agencies in the detection of illegal drugs and substances.
- Institute public awareness and education programs through the media, business and civic organizations, and the education system.

The administration of the WPD Drug Recognition Expert will be in accordance with all applicable federal, state and local laws and regulations as well as all Watertown Police Department General Orders and this Standard Operating Procedure (SOP).

Procedure

In order to provide guidelines to preserve the integrity of a Drug Recognition Expert, the Watertown Police Department shall utilize the following procedures.

1. Develop and provide training based upon international standards established by the State of South Dakota.
2. Establish selection, certification and responsibility guidelines and criteria for the WPD Drug Recognition Expert.
3. Establish a policy on responding to requests for service of a Drug Recognition Expert from both within the Watertown Police Department and from outside agencies.
4. Establish procedures and guidelines requiring the annual training of the Drug Recognition Expert.
5. Establish guidelines for the daily reporting of Drug Recognition incidents.

DRE UTILIZATION

Purpose

To establish a policy regarding the appropriate use of a Drug Recognition Expert.

Policy

To establish guidelines as to authorized call out notifications of a Drug Recognition Expert.

Procedure

- A. The Watertown Police Department supports the use of a DRE when any of the following circumstances exist:
 1. A suspect has a low BAC level not consistent with their field test results (Below a .08 BAC).
 2. The suspect has admitted to using medication and or drugs in the past two hours and is under arrest or suspected of a DUI or a related drug crime.
 3. The suspect is obviously drug-impaired (i.e., can't perform field sobriety tests to the satisfaction of the arresting officer).
 4. A crash involving serious or fatal injuries, where a driver exhibits no intoxication by drugs (i.e., slurred speech, constricted or dilated pupils, incoherent behavior, combative conduct, poor balance and coordination, etc.).
 5. A traffic stop involving a drug arrest or an odor of a controlled substance on the suspect or in the vehicle (i.e., a warm pipe, recent smoking, an admission, chemical odors).
 6. There is reasonable suspicion that drug impairment could be a factor in any felony/fatal/critical injury or departmental-involved crash. A DRE may respond to the scene and evaluate the surviving driver(s).
- B. Request for DRE should be made as early as possible since the physical indicators of drug impairment diminish as time passes.
 1. The requesting/arresting officer should talk to the DRE directly. The DRE will ask specific questions about the suspect (behavior and Performance on SFST's, pupils, speech, drugs in the vehicles, Admissions, etc.).
 2. The DRE will request authorization for overtime from the Patrol Division Captain.
- C. The drug evaluation process is a systematic, standardized, post-arrest process that requires adequate facilities to perform the various tasks. These required facilities include:
 1. A room large enough to permit unobstructed administration of the Psychophysical tests (walk and turn, One leg Stand, Romberg);
 2. A room that can be completely darkened for the eye examinations;
 3. Access to breath testing equipment producing immediate on the spot Results;
 4. An interrogation/interview room that provides privacy and prevents distractions from the general prisoner population;
 5. A room equipped with video/audio recording equipment.

Reporting Procedures for the Drug Recognition Expert

Purpose

To establish a policy regarding the documentation of the DRE related incidents.

Policy

The process of documenting all incidents involving a DRE is intended to provide factual information to the value of a DRE program.

Procedure

- A. DRE's shall submit evaluations to the South Dakota Highway Patrol Headquarters in Pierre, South Dakota. Even if no evaluations are conducted, a report must be submitted. DRE's should also submit data into the PIRE database.
- B. The following reported information will assist in determining the effectiveness of the DRE program:
 1. Total number of DRE's.
 2. Total number of DRE evaluations.
 3. Total number of DRE evaluations which resulted in an opinion of the suspect being under the influence of drugs.
 4. Total number of urine and blood samples collected by DRE's.
 5. Total number of urine and blood samples returned from the laboratory.
 6. Of the blood and urine samples returned from the laboratory, and the total number of DRE opinions which were affirmed in the toxicology report.
 7. Number of DRE requests.
 8. Number of DRE requests responded to.
 9. Number of DRE request unable to respond to.

SELECTION & CERTIFICATION OF WPD DRUG RECOGNITION EXPERT

Purpose

To establish a policy regarding the selection and certification of a Drug Recognition Expert.

Policy

In an attempt to recruit and train the most qualified officer for the assignment of WPD Drug Recognition Expert, the WPD has set mandatory guidelines for consideration of WPD Drug Recognition Expert.

Procedure

1. A sworn officer requesting assignment as a WPD Drug Recognition Expert must submit a written request through the established chain of command to the Chief of the WPD.
2. The prospective DRE will participate in an oral interview in front of an interview board selected by the Chief of Police.
3. A prospective DRE must be a sworn officer who has completed their one year probation.
4. A prospective DRE must have maintained a satisfactory level of performance in all previous assignments.
5. The selected DRE will take part in organized training to become certified as a DRE.
6. Certification as a DRE requires meeting or exceeding the minimum acceptable international standards established by the State of South Dakota.

TRAINING OF Drug Recognition Expert

Purpose

To provide for Drug Recognition Expert training based upon Standards set by the State of South Dakota.

Policy

The DRE will be trained pursuant to the guidelines, philosophies and objectives set by the State of South Dakota.

Procedures

The DRE shall successfully complete a training program deemed appropriate to bring the DRE to certification level in their respective training field. This level of training will be consistent with the standards set forth by the State of South Dakota. Certification and Recertification request will be made through the State of South Dakota as set forth in the State guidelines.

Watertown Police Department
February 2013



Honor Guard
Standard Operating Procedure

WATERTOWN POLICE DEPARTMENT

HONOR GUARD STANDARD OPERATING PROCEDURES

FORWARD

The purpose of the Honor Guard Standard Operating Procedures is to provide members of the Watertown Police Department (WPD) Honor Guard a realistic set of guidelines to ensure the team operates within established protocol.

All members of the WPD Honor Guard shall become familiar with the Standard Operating Procedures set forth in this manual and will be governed by them.

All members of the WPD Honor Guard will be issued a copy of this SOP to be used during their tenure with the WPD Honor Guard.

Tim Toomey
CHIEF OF POLICE

DATE

Purpose: A Commander uses drill to:

- Move his unit from one place to another in a standard, orderly manner.
- Provide simple formations, which may be readily assumed.
- Teach discipline by instilling habits of precision and automatic response to orders.
- Increase the confidence of the Honor Guard/Color Guard unit through the exercise of command, by the giving of proper commands, and they the control of drilling the unit.

Definitions:

- A. **Element:** An individual or other unit, which is part of a larger unit.
- B. **Formation:** An arrangement of elements of a unit in line, in column or in any other prescribed manner.
- C. **Line:** A formation in which the elements are side by side or abreast of each other.
- D. **Rank:** A line of officer placed side by side.
- E. **Column:** A formation in which elements are placed one behind the other.
- F. **File:** A single column of officer.
- G. **Flank:** The right or left extremity of a unit, either in line or in column. The element on the extreme right or left of the line. A direction at a right angle to the direction an element or a formation is facing.
- H. **Depth:** The space from head to rear of an element or a formation. The depth of a person is considered to be 12 inches.
- I. **Front:** The space occupied by an element or a formation, measured from one flank to the other. The front person is considered to be 22 inches.
- J. **Distance:** Space between elements in the direction of depth. Between individuals, the space between your chest and the person to your front.
- K. **Interval:** The lateral space between elements on the same line. Interval is measured between individuals from shoulder to shoulder. Normal interval between individuals is one arms length. Close interval is the horizontal distance between shoulder and elbow when the left hand is placed on the left hip.
- L. **Alignment:** The dressing of several elements on a straight line.
- M. **Base:** The element on which a movement is regulated.
- N. **Guide:** The individual (base) upon whom a formation, or other element regulates its march. To guide: regulate interval, direction, or alignment; to regulate cadence or a base file (right, left, or center)
- O. **Point of Rest:** The point toward which all elements of a unit establish their dress or alignment.
- P. **Center:** The middle element of a formation with an odd number of elements or the left center element of a formation with an even number of elements.
- Q. **Head:** The leading element of a column.
- R. **Pace:** The length of full steps in quick time, 30 seconds.
- S. **Step:** The distance from heel to heel between the feet of a marching man/woman. The half step and back step are 15 inches. The right and left steps are 12 inches. The steps in quick and double time are 30 to 36 inches respectively.
- T. **Cadence:** A rhythmic rate of March at a uniform step.
- U. **Quick Time:** Cadence at 120 steps per minute. It is normal cadence for drills and ceremonies.
- V. **Double Time:** Cadence at 180 steps per minute.
- W. **Slow Time:** Cadence at 60 steps per minute. Used for funerals only.
- X. **Left or Right:** Extreme left or right element.
- Y. **Snap:** In commands or signals the quality that inspires immediate response. In drills, the immediate and smart execution of a movement.

General Rules for Drill

- A. Certain drill movements may be made toward either flank. To move either direction it is necessary to substitute the word "left" or "right."
- B. The command AS YOU WERE cancels a movement or order started but not completed. At this command individuals should resume their former positions.
- C. While marching, guide is always maintained toward the front right of the formation. Except, upon the command of Guide Left or Guide Center, in which case guide is maintained toward the front left of the formation.
- D. Regardless of the direction in which alignment is established at the command of execution for a drill movement involving marching, the direction toward which alignment is obtained is the flank toward which the movement is made. Upon Completion of the drill movement, alignment will be in the direction established prior to commencing the movement.
- E. Slight changes in direction are made by:
1. Adding Half to the preparatory command for turning or column movement; for example Column Half Right or Left, March changes direction 45 degrees.
 2. At the command Incline To The Right or Left, the guide changes his direction of March slightly to the right or left.
- F. Whenever drill movements are executed while the unit is marching the command of execution, March, is given as the left or right foot strikes the ground depending on the movement. Such as:
Example: Column Left, March
- The command of execution is given when the left foot strikes the ground.
- Example: Column Right, March
- The command of execution is given when the right foot strikes the ground.
- G. The cadence of command should be that of quick time, even though no marching is involved. The pause between preparatory commands and those of execution should be adapted to the size and formation.
1. The pause to allow for a unit is one step between the preparatory command and the command of execution. Such as:

Example: Step One	Step Two	Step Three
<u>Column Left</u>		<u>March</u>
 2. To develop the proper cadence for commands at a halt, count One, Two, Three, and Four in quick time. Then give commands (Right, Face) without interrupting the cadence. Such as:

Example: One	Two	Three	Four
<u>Right</u>		<u>Face</u>	

Individual Instructions without Arms

Positions:

A. Attention:

1. The position of attention to be used is the basic military position. Come to the position of attention with a snap when given the commands, "Fall In" or commanded to "Attention." Thereafter, you may move only as ordered until given the command "At Ease," "Rest," "Fall Out," or "Dismissed."
2. Proper Position of Attention
 - i. Bring your left heel against your right heel forming a 45 degree angle.
 - ii. Your legs should be straight, but not too stiff as to lock the joints.
 - iii. Keep hips and shoulders level and chest lifted.
 - iv. Arms should hang naturally, thumbs along the trouser seams, hands made into a natural fist.
 - v. Head is to be held upright, with mouth closed and chin pulled slightly in.
 - vi. Stand still and do not talk.
3. Attention may be given when you are halted, at parade rest, at ease, or at rest.
4. When at the position of At Ease or Rest, take the position of Parade Rest on the preparatory command of Squad. When given the command of execution Attention, move to the position of attention.

B. Rest Positions:

There are four rest positions for halted units and all are executed from the position of attention:

1. Parade Rest:

The command is Parade Rest. It is executed in one count. At the command Rest, move left foot 12 inches to the left (approximately shoulder length apart). Both legs should be straight as to make body weight rest equally on each foot. At the same time, join hands behind back with right hand inside left palms facing out. Thumbs are to be interlocked and hands are to be just below belt level. Fingers are extended and joined. Do not move and do not talk. Head and eyes are to be in the same position as in Attention.
2. Stand At Ease:

The command for this movement is Stand At, Ease. On the command of execution Ease, execute Parade Rest, but turn the head and eyes directly toward the person in charge of the formation.
3. At Ease:

The command is At Ease. It is executed in one count. At the command, feet stay in the same position as Parade Rest. Hands may drop slightly and head may move to follow the person in charge of the formation.

4. **Rest:**
The command is Rest. It is executed in one count. At the command, the formation is free to move and talk but the right foot must stay in contact with the ground at all times.
5. **Fall Out:**
The command is Fall Out. At the command, the formation is free to leave but must remain in the general vicinity. When the command Fall In, is given, the formation is reformed at the position of Attention.

C. Eyes Right or Left:

1. The preparatory command is Eyes, with the command of execution being Right or Left. It may be given at a halt or while marching. When the command of execution is given heads turn 45 degrees to the right or left.
2. The command to turn the head back to the position of Attention, is Ready Front. The preparatory command is Ready and the command of execution is Front. At the command of Front the head is turned back to the position of Attention.
3. When marching the command Eyes Right is given on the right foot and the command Eyes Left is given on the left foot. The command ready front for Ready Front is given on the left foot from Eyes Right, and given on the right foot from Eyes Left.

D. Facing Movements:

Facing movements are executed in the cadence of quick time. While facing arms should not swing out from sides, but remain in the position of Attention.

1. Right Face is a two-count movement.
 - i. On command of execution Face, make a 90 degree turn to the right by pivoting on the heel of the right foot and the toe of the left foot. Once facing at 90 degrees from the original position, move feet back to the position of Attention.
2. Left Face is a two-count movement.
 - i. On command of execution Face, make a 90 degree turn to the left by pivoting on the heel of the left foot and the toe of the right foot. Once facing at 90 degrees from the original position, move feet back to the position of Attention.
3. About Face is a two-count movement.
 - i. At the preparatory command About, shift weight to left foot.
 - ii. On the command of execution Face, place right toe approximately 6 inches 45 degrees to the left rear of the left foot and proceed to turn to the right (the feet should be placed that once the About Face is complete the individual will be in the position of Attention).

E. Present Arms(without rifle):

1. The command Present Arms is a two part command. The preparatory command is Present and the command of execution is Arms.
2. At the command of execution raise the right arm so the bottom of the upper arm is level with the ground. Bend the arm to approximately a 45 degree angle bringing the right hand to the right eye.
3. The right hand should be slightly canted so the palm is slightly facing towards the face. The fingers are to be straight and connected together. The index finger and middle finger are to be at the brim of the cap if wearing one or at the upper right corner of the right eye.
4. The hand, wrist, and lower right hand are to be one straight line.
5. The hand salute does not need to be rendered while at a halt. If marching the hand salute will be rendered within 6 paces of the individual or colors being saluted. The salute will be held until the salute is returned or the individual or colors are passed.
6. The command to withdraw the salute is Order Arms. Order Arms is a two part command.
 - i. Order is the preparatory command and the command of execution is Arms.
 - ii. On the command of execution Arms, the right hand is returned to the position of attention in one quick movement.

Steps and Marching

A. General:

1. With the exception of right step, all steps and marching begin from a halt start and with the left foot.
2. The person in charge of the formation will indicate the proper cadence if needed while marching. The front right of the formation is the lead of the formation and all individuals in the formation are to keep pace with that individual.
3. To change direction while marching, both the preparatory command and the command of execution are given as the foot in the desired direction strikes the ground.

B. Quick Time:

1. The command to move forward from the halt position is Forward March. Forward March is a two part command. The preparatory command is Forward and the command of execution is March.
2. When the command of execution is given the individual should step off with the left foot with a 30 inch step. The arms should swing with a natural arc and move 6 inches to the front and 3 inches to the rear.

C. Half Step:

To march with 15-inch steps, the command is Half Step, March. It may be commanded at the halt or when the either foot strikes the deck while marching at quick time.

1. At the halt:
 - a. On the preparatory command, Half Step, shift weight to right leg without noticeable movement.

H. **To Change Step:**

The command is Change Step, March. It may be given while marching at quick time or double time, marking time, or double timing in place. The command of execution is given as the right foot strikes the deck.

1. While marching at quick time or double time:
 - a. On March, take one more step, 30 inches. As the right foot comes forward to the next step, place the right toe near the left heel and step out again with the left foot. This changes the cadence count, but not the rhythm.
2. While marking quick time:
 - a. On March, lift and lower the left foot twice in succession. The second time it touches the deck, raise the right foot and continue marking time.
3. While double timing in place:
 - a. On March, hop twice on the left foot. Continue double timing in place.

I. **To March at Ease:**

1. The command is At Ease, March. It is given as either foot strikes the deck and only while marching at quick time.
2. After March, the formation is no longer required to march in cadence, but must keep interval and distance. Do not talk.
3. Quick Time, March and Route Step, March are the only commands that can be given from At Ease, March.

J. **To March at Route Step:**

1. The command is Route Step, March. It is commanded as either foot strikes the deck and only while marching at quick time.
2. After March, the formation is no longer required to march in cadence, but must keep interval and distance. At this time talking is allowed in a low voice.

Arms with Sling Drawn Tight

A. **General:**

(All movements of arms are executed smartly and with a snap.)

1. Execute Fall In with the rifle at order arms.
 - a. Facing, alignments, and short distance marching movements are executed at order arms. Side step, back step, open and close ranks, and close and extend are short-distance movements.
 - b. Before a command for any marching movement is given, the formation is faced in the direction the unit will march and their weapons brought to right (left) shoulder, port, or sling arms by the appropriate command.
 - c. Forward, March may be given from order arms to march units forward for a short distance. When these movements are commanded while at order arms, it is necessary to come automatically to travel arms and step off on the command of execution for the movement. The rifle is returned to order arms upon halting.
2. After a marching movement has been completed and it is desired to execute a facing movement, the command to order or un-sling arms is given, followed by the command for the facing movement.
3. When at a position other than sling arms, the formation must come to port arms for double time.
4. Generally, the rifle should be carried at sling arms except for ceremonies and overall periods.

5. Prior to commencement of the manual of arms, the magazine is removed, and the sling is drawn tight and positioned on the left side of the rifle. This configuration facilitates execution of the manual of arms.

B. Order Arms:

1. Assume Order Arms on the command Fall In or from Parade Rest on the command of execution Attention.
2. At Order Arms, maintain the Position of Attention with the rifle. Place the butt of the rifle on the marching surface, centered on the right foot, with sight to the rear. The toe of the butt touches the foot so that the rear sight and pistol grip form a straight line to the front. Secure the rifle with the right hand in a "U" formed by the finger (extended and joined) and thumb. Hold the rifle above the front sight assembly with the right thumb and forefinger pointed downward, and on line with the flat surface of the hand guard. Keep the right hand and arm behind the rifle so that the thumb is straight along the seam of the trouser leg.

C. Rest Positions:

The Rifle Rest Positions are commanded and executed the same as individual drill with the following addition.

1. On the command of execution Rest of Parade, Rest, thrust the muzzle forward, simultaneously changing the grip of the right hand to grasp the barrel, keeping the toe of the butt of the rifle on the marching surface and the right arm straight.
2. Execute Stand At, Ease, in the same manner as Parade, Rest except turn the head and eyes toward the Honor Guard Commander or person in charge of the formation.
3. On the command At Ease, or Rest, keep the butt of the rifle in place as in Parade, Rest.

D. Port Arms from Order Arms:

1. Port, Arms from Order, Arms is a two-count movement. The command is Port, Arms.
 - a. On the command of execution Arms, grasp the rifle barrel with the right hand and raise the rifle diagonally across the body, keeping the right elbow down (without strain). With the left hand, simultaneously grasp the hand guard just forward of the slip ring so that the rifle is about 4 inches from the waist.
 - b. On count two, re-grasp the rifle at the small of the stock with the right hand. Hold the rifle diagonally across the body about 4 inches from the waist, the right forearm horizontal, and the elbows close to the sides.
2. Order, Arms from Port, Arms is a three-count movement. The command is Order, Arms.
 - a. On the command of execution, Arms, release the grasp of the right hand and move the right hand up and across the body to the right front of the front sight assembly. Grasp the barrel firmly without moving the rifle, and keep the right elbow down without strain.
 - b. On count two, move the left hand from the hand guard and lower the rifle to the right side until it is about 1 inch from the marching surface. Guide the rifle to the side by placing the forefinger of the left hand at the flash suppressor, fingers and thumb extended and jointed, palm to the rear.
 - c. On count three, move the left hand sharply to the left side, lower the rifle gently to the marching surface, and resume the position of Order, Arms.

E. Right Shoulder Arms from Order Arms:

To execute Right Shoulder, Arms use the following procedures:

1. Right Shoulder, Arms from Order, Arms is a four-count movement. The command is Right Shoulder, Arms.
 - a. On the command of execution Arms, grasp the rifle barrel with the right hand and raise it diagonally across the body, keeping the right elbow down without strain. With the left hand, grasp the hand guard just forward of the slip ring, ensuring that the weapon is about 4 inches from the waist.

- b. On count two, move the right hand from the barrel and grasp the heel of the butt between the first two fingers with the thumb and forefinger touching at the first joint.
- c. On count three (without moving the head), twist the rifle so that the sights are up, and place the weapon onto the right shoulder, moving the left hand to the small of the stock to guide the rifle to the shoulder. Keep the fingers and thumb (left hand) extended and joined with the palm turned toward the body. The first joint of the left forefinger touches the rear of the charging handle. Keep the left elbow down, and keep the right forearm horizontal with the right upper arm against the side of and on line with the back.
- d. On count four, sharply move the left hand back to the left side as in the Position of Attention.

F. Order, Arms from Right Shoulder, Arms:

1. Order, Arms from Right Shoulder, Arms is a four-count movement. The command is Order, Arms.
2. On the command of execution Arms, without moving the head and without changing the grasp of the right hand, press down quickly and firmly on the butt of the rifle with the right hand and twist the weapon (with the sight up), guiding it diagonally across the body and about 4 inches from the waist. Grasp the rifle with the left hand at the hand guard just forward of the slip ring.
3. On count two, move the right hand up and across the body, approaching from the right front of the front sight assembly, and firmly grasp the barrel without moving the rifle, keep the right elbow down without strain.
4. Counts three and four are the same from Port, Arms to Order, Arms.

G. Left Shoulder, Arms from Order, Arms:

1. Left Shoulder, Arms from Order, Arms is a four-count movement. The command is Left Shoulder, Arms.
2. On the command of execution Arms, execute Port, Arms in two counts.
3. On count three, release the grasp of the left hand and (without moving the head) place the rifle on the left shoulder with the right hand (with the sight up), keeping the right elbow down. At the same time, re-grasp the rifle with the left hand with the heel of the butt between the first two fingers and with the thumb and forefinger touching. The left forearm is horizontal, and the left upper arm is against the side and on line with the back.
4. On count four, move the right hand to the right side as in the Position of Attention.

H. Order, Arms from Left Shoulder, Arms:

1. Order Arms from Left Shoulder, Arms is a five-count movement. The command is Order, Arms.
2. On the command of execution Arms, move the right hand up and across the body and grasp the small of the stock, keeping the right elbow down.
3. On count two (without moving the head), release the grasp of the left hand and with the right hand move the rifle diagonally across the body (sights up) about 4 inches from the waist. At the same time, re-grasp the hand guard just forward of the slip ring with the left hand, and resume Port, Arms.
4. Counts three, four, and five are the same as Order, Arms from Port, Arms.

I. Present Arms:

1. Present, Arms from Order, Arms is a three-count movement. The command is Present, Arms.
2. On the command of execution Arms, execute Port, Arms in two counts.
3. On count three, twist the rifle with the right hand so that the magazine well is to the front, and move the rifle to a vertical position with the carrying handle about 4 inches in front of and centered on the body. Lower the rifle until the left forearm is horizontal; keep the elbows in at the sides.

J. Order, Arms from Present, Arms:

1. Order, Arms from Present, Arms is a four-count movement. The command is Order, Arms.
2. On the command of execution Arms, return the rifle to Port, Arms.
3. Counts two, three, and four are the same as Order, Arms from Port, Arms.
4. Port, Arms is assumed en route to or from Present, Arms when going to or from Right Shoulder or Left Shoulder, Arms. Present, Arms from or to Port, Arms is a one-count movement.
5. When rendering reports or courtesy to an individual form Order, Arms; execute Present, Arms and turn the head and eyes toward the individual addressed. Order, Arms is executed automatically up acknowledgment of the Salute.

Color Guard

A. General:

The Color Guard consists of four officers. Two officers are the color bearers, and two other officers. He/she gives the necessary commands for movements and rendering of the honors. The color bearer carries the organizational color, which is always on the left of the national color. When only the national color is carried, the color guard will include only one color bearer.

The Color Guard is formed and marches in one rank at close interval with the color bearers in the center. The Color Guard does not execute to the rear march, about face, or flanking movements.

B. Movements of the Color Guard:

To face the Color Guard to the right (left).

1. The command is Right (Left) Wheel, March. It may be executed while halted, marking time, or marching.
2. On the command March, with the right (left) flank man acting as a stationary pivot, the Color Guard inclines to the right (left) until they face the new direction. When making the turn, at any one moment, all members of the Color Guard face the same direction.

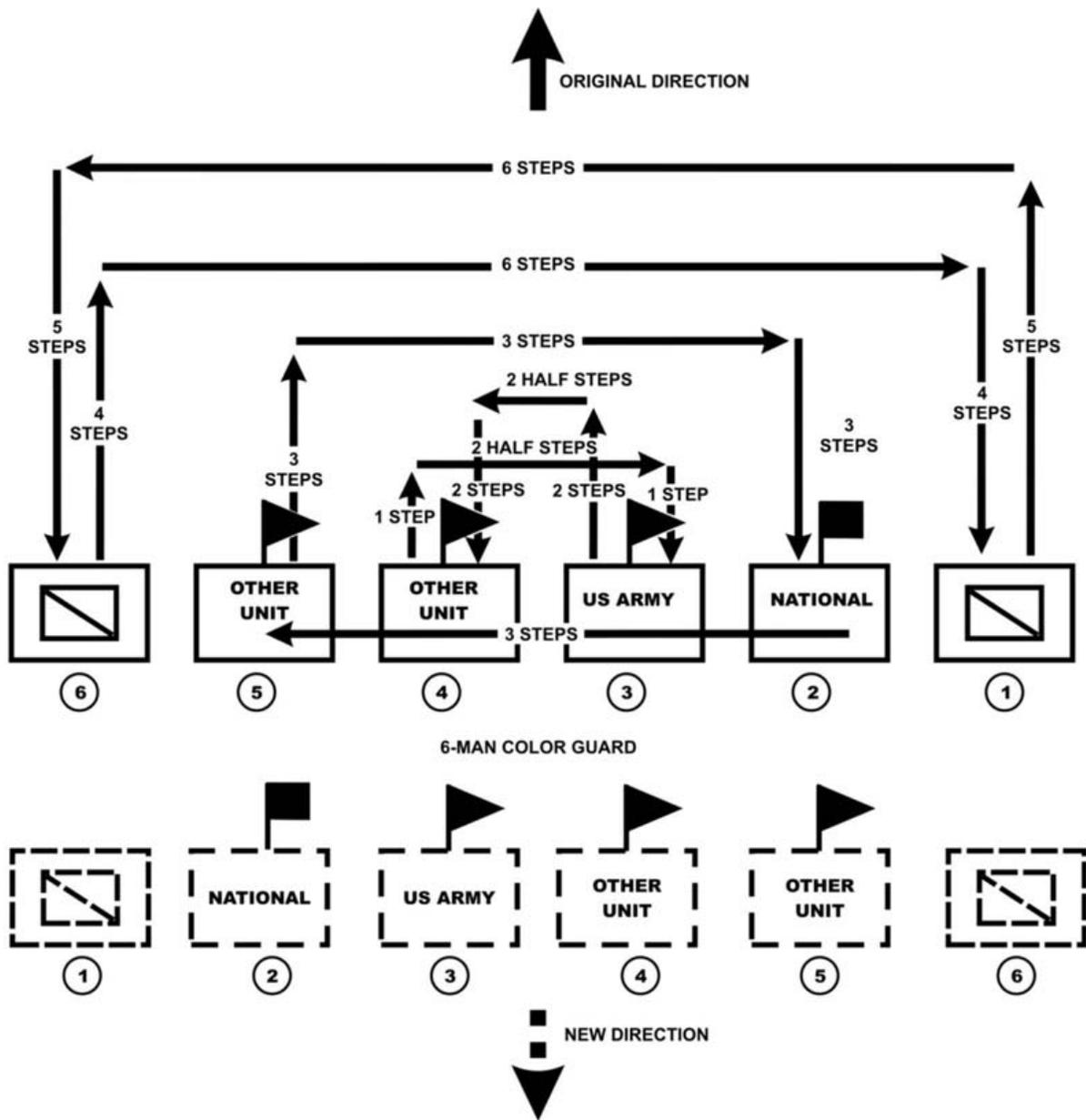
C. To Face the Color Guard to the rear:

The command is Colors Reverse, March. It may be executed while halted, marking time, or marching. When marking time or marching, the command s given as the left foot strikes the ground.

1. At the command of execution, the entire color guard picks up the hair-step. The national color bearer makes a small arc to his left, moving into the position formerly occupied by the organizational color bearer, facing the new direction of March.
2. The organizational color bearer makes an arc to his right and outside the national color bearer, moving into the position formerly occupied by the national color bearer, facing in the new direction of March.
3. The right rifleman takes two hair-steps forward, and then moves in an arc to his left outside the organizational color bearer, moving

into the position formerly occupied by the left rifle man, facing in the new direction of march.

4. The left rifleman takes three hair-steps forward, and then moves in an arc to his right outside the right rifleman, moving into position formerly occupied by the right rifleman, facing the new direction of march.
5. Upon completion of this movement, the Color Guard marks time until it is halted or until it receives the command Forward March.



Carrying the Colors

A. Carry Color from Order Color:

When changing from order color to carry color, the command is Carry, Color.

1. At the preparatory command Carry, change the grip on the staff so as to grasp it from the rear between the thumb and fingers of the right hand, the fingers around the staff.
2. At the command of execution Color, raise the staff smartly with the right hand to a point where the lower ferrule is just above the sling socket. While raising it, keep the staff pointing straight up. Grasp the staff just above the lower ferrule with the left hand to steady it.
3. Seat the lower ferrule in the sling socket. As the ferrule is seated, permit the right hand to slide down the staff to a position directly in front of the color bearer's face.

4. Grip the staff firmly with the right hand and move the left hand smartly to the side. In this position, the right hand is directly in front of the face and the staff is inclined slightly to the front.
5. Color Guards armed with rifles execute right and left shoulder arms at the command of execution Color so that the rifles are on the outboard shoulder.

B. Order Color from Carry Color:

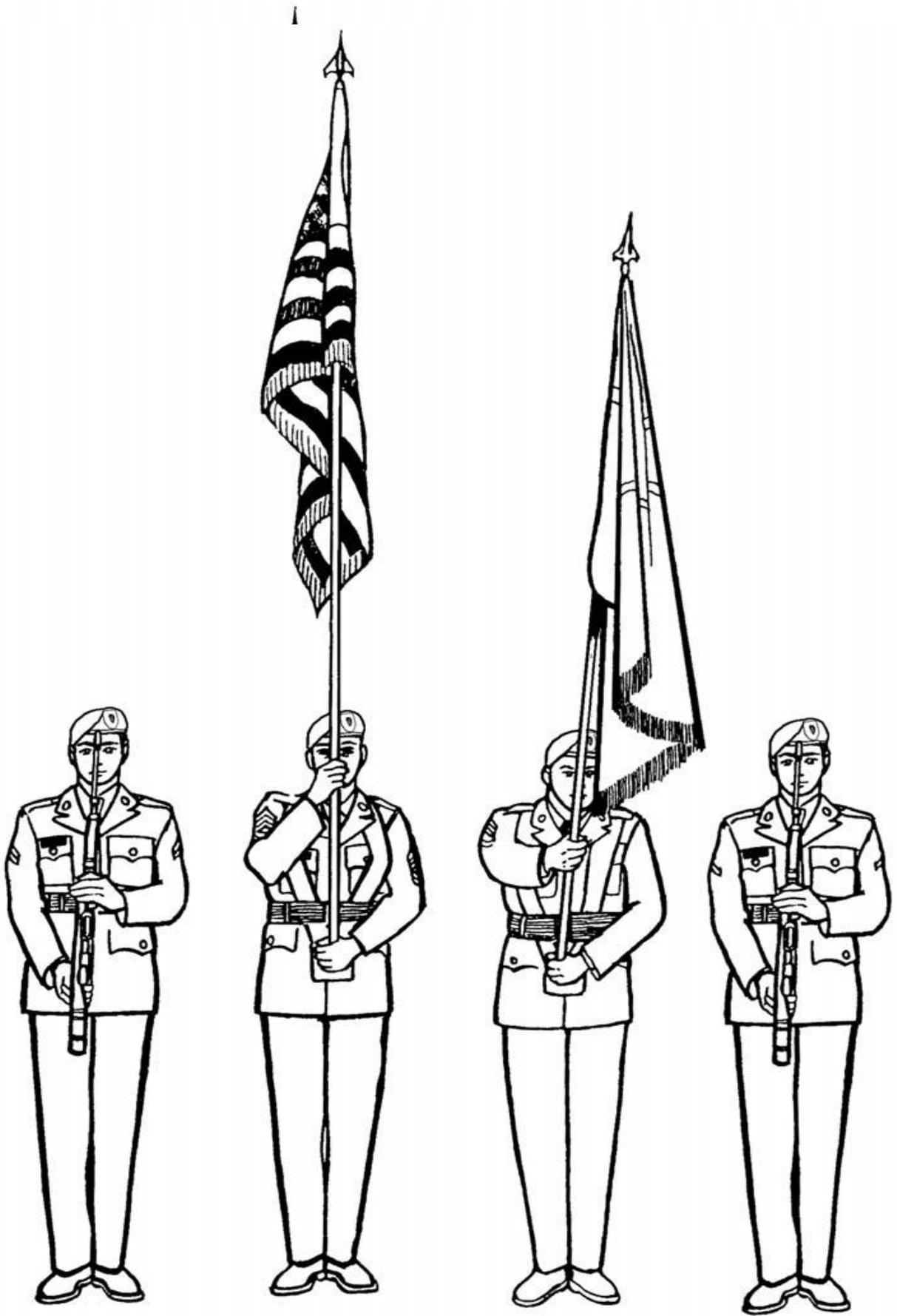
When changing from carry color to order color the command is Order, Color (Arms). Execution is begun on the preparatory command of Order.

1. At the preparatory command Order, grip the staff with the left hand below the right hand and remove the ferrule from the sling socket.
2. At the command of execution Color (Arms), lower the ferrule to a point above the ground along the outside edge of the right toe; release the staff with the left hand and replace it above the right hand.
3. Relax the right hand so the staff will slide down between the thumb and fingers. Then change the position of the color and the grip of the right hand.
4. Move the left hand smartly back to the left side.

C. Present Color from Order Color:

To change from order color to present color the command is Present, Arms. Execution begins on the preparatory command of Present.

1. At the preparatory command of Present, change the grip on the staff so as to grasp it firmly from the rear between the thumb and fingers of the right hand.
2. At the command of execution Arms, raise the staff smartly with the right hand to a point where the lower ferrule is just above the sling socket. While raising the flag, keep the staff pointing straight up. Grasp the staff just above the lower ferrule with the left hand to steady it.
3. Seat the lower ferrule in the sling socket permitting the right hand to slide down the staff to a point where it is directly in front of the face. Grip the staff firmly with the right hand.
4. Move the left arm smartly back to the side. In this position, the right hand is directly in front of the face, and the staff is perpendicular to the ground.
5. Lower the staff smartly to the front by straightening the right arm.
6. The national color bearer executes the movement to carry color upon the preparatory command Present. The national color does not salute; therefore, he remains in this position.



D. Order Color from Present Color:

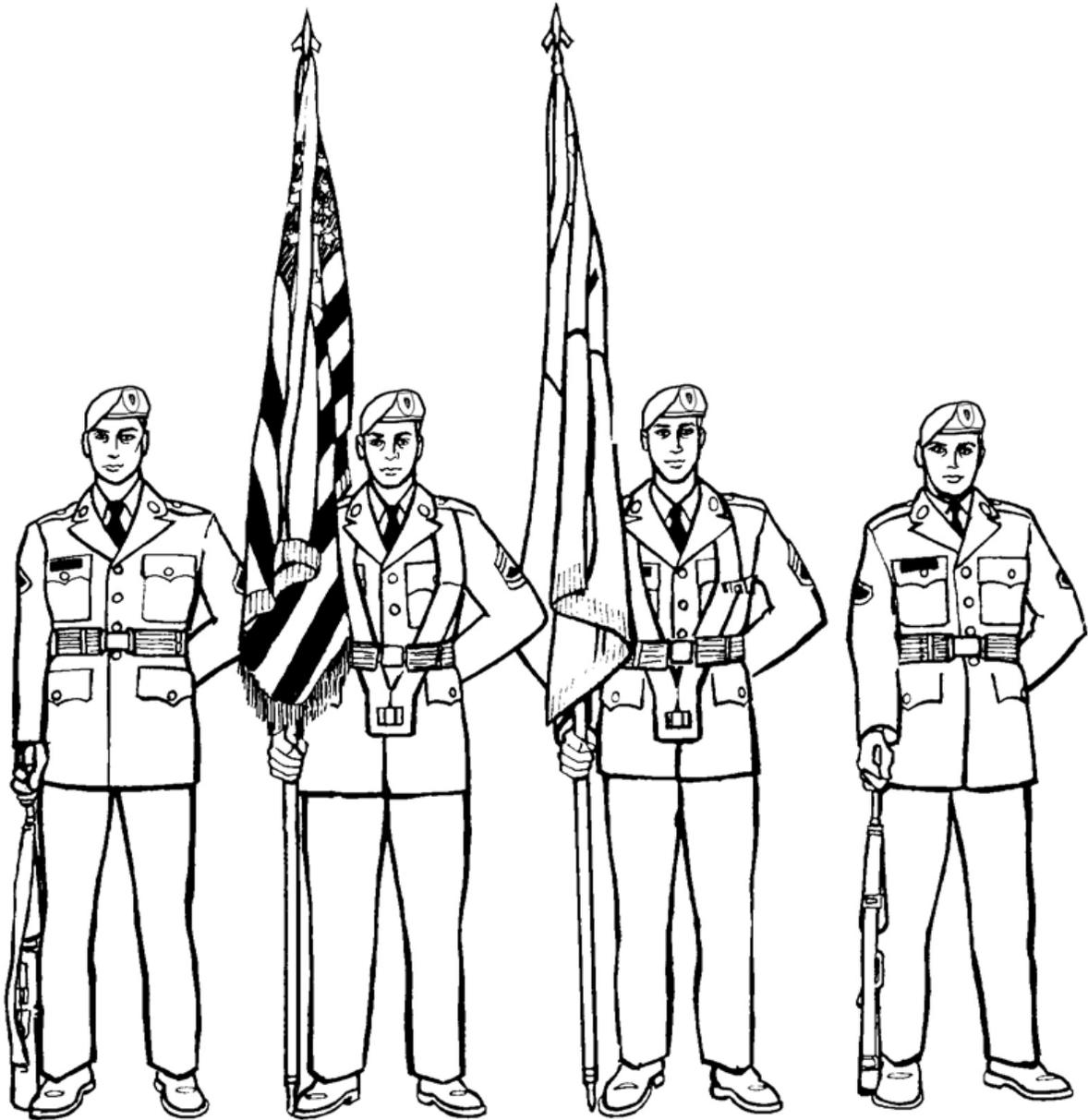
When changing from present color to order color, the command is Order, Color (Arms).

1. At the command of execution Color (Arms), raise the staff so the right hand is again in front of the face and the staff is inclined slightly to the front. The national color bearer remains at carry color until the organization color bearer comes to this position.
2. Come to the position of Order, Color (Arms).

E. Rests with the Color:

The color bearers assume the position of parade rest in lieu of at ease or rest. At ease or rest are not used by the Color Guard when carrying colors. The command is given from the position of order color only by the senior color bearer or person in charge of the formation with which the colors are posted. It is executed in one count.

1. At the command Rest, the left foot of the color bearers is moved smartly to the left as in the position of parade rest for individuals. The left hand is placed behind the back with the forearm parallel to the deck.
2. Color Guards assume the position of parade rest.



F. Eyes Right (Left) from Carry or Order Color:

The only command is Eyes, Right (Left). It will be given only when halted at order color, or while marching at carry color.

1. At the command of execution Right (Left), if at order color, turn the head and look 45 degrees to the right (left). If at carry color, the organizational color bearer also lowers their staff smartly to the front by straightening his right arm (if the person saluted is entitled to a salute the organizational color). The right (left) man in the Color Guard and the national color bearer do not execute the command.
2. When the reviewing officer of a parade is entitled to a salute by the organizational color, the salute is executed at the command Right (Left).

G. Carry Color from Eyes Right (Left):

The command is Ready, Front.

1. At the command of execution Front, the head and eyes are turned smartly to the left (right) so you are looking straight ahead. Those members of the Color Guard who do not execute eyes right (left) remain looking straight ahead.
2. When the senior color bearer commands Front, if the organizational color saluted, it remains in the carry position.

Funerals

A. General:

The aspect of a funeral usually begins at one of the following places: home of the deceased, mortuary, church or chapel, cemetery gates, or the grave site. It may, however, begin at any designated place.

1. The ceremony starts when the remains are first received by the escort. Before that, the body bearers may be detailed to conduct the remains wherever necessary. In general, the escort receives the body at one of the following places.
 - a. The designated place and conducts it to the place of services and then to the grave.
 - b. The chapel before, and conducts it to the grave after the services.
 - c. The cemetery gates and conducts it to the grave.
 - d. The grave.
2. Each time the body bearers remove the remains:
 - a. The escort is brought to present arms.
 - b. The pallbearers salute.
 - c. All observers in uniform, except the body bearers salute.
3. When the national color is draped on the casket it shall be placed so the stars are at the head of the casket over the left shoulder of the deceased. Nothing shall rest on top of the national color. The color will be removed as the casket is being lowered into the grave and in time so that the color will not touch the ground.
4. The casket is always carried foot first, except in the case of a clergyman whose casket is carried into and out of the church or chapel head first.
5. Pallbearers may walk or ride, depending upon the distance to be covered;
 - a. The senior pallbearer will give necessary cautionary commands to the others in a low voice.
 - b. All pallbearers will salute at the command Present, Arms when given by the escort commander.
6. If the entrance to the cemetery prevents the hearse from entering, the procession halts, the casket is removed, and the procession proceeds again.
7. Uniformed officers in an official capacity will wear a mourning band over their badge.

B. Participation by fraternal or patriotic organizations is as follows:

Fraternal or semi military organizations of which the deceased was a member may participate in the service if desired by the immediate family.

1. If the ritual is military or semi military. The rites will begin immediately after the military ceremony. If it includes the firing of three volleys and Taps, these features of the military ceremony may be postponed until their appropriate places in the ritual, at which times the military firing party and bugler may render the honors.
2. When the body has been cremated, casket, body, and remains, as used herein, refer to the container of the ashes.
 - a. For all phases of the funeral in which the cremated remains are carried by hand, one person will be detailed to carry the receptacle. Four people will be detailed as flag bearers. When the receptacle is carried into or from the chapel, to the grave site, the flag bearers will follow the receptacle with the flag folded and carried by the leading flag bearer on the right.
 - b. When the receptacle has been placed on the stand before the chancel of the chapel, the flag will be folded and placed inside it.
 - c. When a hearse is not used, suitable transportation will be provided for the receptacle bearer and flag bearers.
 - d. When the remains are to be conducted to a crematory and the ashes interred with military honors at a later time, the ceremony will consist only of the escort to the crematory. Arms will be presented as the body is carried into the crematory. Volley firing and Taps are omitted. If the funeral is held at the crematory and no further honors are anticipated, the volleys will be fired (if local ordinances permit) and Taps sounded outside the crematory.

C. Duties of the Officer in Charge of the Ceremony:

The officer in charge should be detailed in sufficient time before the funeral to allow planning and prior arrangements. He/she will confer with the clergy and funeral director. Together they will ensure that all necessary arrangements have been made.

As soon as the service in the church or chapel has begun, the officer in charge will:

1. Ensure conveyance for flowers is posted at the side or rear entrance.
 2. Arrange the cars for the clergy, pallbearers, and immediate family (if the procession is to ride) in the proper order.
 3. Designate four of the body bearers to help carry the flowers out after the body has been placed in the hearse. They should return through the side or rear door, at whichever will secure the casket in the hearse. After the flowers have been moved, the four
1. Designated body bearers will take position in the rear of the hearse.

4. When the body is transferred from the hearse, the officer in charge will be in the vicinity. He/she will signal the escort commander when the transfer begins and when it is completed.
5. When the procession is in motion the officer in charge will go to the grave site and await the arrival of the funeral party. He/she will determine the position for the escort, firing party (if separated from the escort). Upon their arrival, he/she will direct these individuals and units to their proper positions at the grave.
6. After the units and individuals are in position at the grave, he/she will signal the body bearers to carry the remains from the hearse and escort to render honors.
7. When the widow or mother of the deceased is unaccompanied, the officer in charge will escort her from the car to the grave site. When practical, he/she will remain with her to render assistance until completion of the commitment.
8. After the commitment service, he/she will deliver the folded national color, used on the casket, to the family of the deceased.
9. When situations arise which are not covered, the officer in charge will use his/her own judgment.
10. The officer in charge must cooperate with the funeral director engaged by the deceased's family. He/she must not arbitrarily assume the duties the funeral director is being paid to perform.
11. The officer in charge will explain the nature and significance of the volleys to the next of kin, or those representing the next and ascertain whether the volleys are desired.

D. Duties when Receiving Remains:

Whenever the remains are received the following procedure will be followed:

1. Pallbearers:

- a. When the remains are received at the chapel before the services, form in two ranks facing inboard at the entrance. They must allow room between ranks for the casket to pass between them. As the casket is removed from the hearse, they execute the first movement of the hand salute. The second movement is executed as the casket passes, after which they face toward the door and follow the casket into the chapel. Seats are usually reserved for them among the left front pews.
- b. When the remains are received from a building, assemble inside the building in columns of twos. They follow the clergy from the building (preceding the casket), open to allow the casket to pass between, halt, face inboard, and salute while the casket is passing. They remain at hand salute until the escort executes order arms. They then take their place in two columns of files on each side of the casket. The leading person of each column opposite the front wheels of the hearse.
- c. When the remains are received at the cemetery gates. They form in a single rank on the flank of the escort, opposite the hearse and in such order of rank that moving to position alongside is hearse is facilitated. They execute and

terminate the hand salute on commands for present and order arms by the escort commander. After present arms, they take their places beside the hearse.

2. Body Bearers:

- a. If not already with the remains, form on the left of the pallbearers. They leave the formation at the proper time to receive the casket and carry it to the chapel, or grave. They form, according to height, on each side of the casket. While indoors and not carrying the casket, they uncover. Outdoors they remain uncovered.

E. **At the Grave**

1. As the procession arrives at the grave, units turn out or column and take the following positions:
 - a. The escort forms a line facing the grave at a position indicated by the officer in charge of the ceremony. It should be at least 50 feet from the grave so the mourners will not be disturbed by the volleys. The terrain may dictate that the formation be inverted with the bugler on the left.
 - b. The clergy form between the hearse and the grave.
 - c. The pallbearers form in two ranks between the clergy and the grave. They face each other and allow room between their ranks to permit passage of the casket.
 - d. The family of the deceased remains near the hearse.
2. When all are in position and upon signal of the officer in charge of the ceremony, the body bearers remove the casket from the hearse. They carry it between the pallbearers and in front of the escort, then place it on the lowering device over the grave. They raise the national color by the corners and sides and will hold it waist or shoulder high until the end of the services.
3. When the body bearers remove the casket from the hearse:
 - a. The escort presents arms until the casket is placed on the lowering device.
 - b. The clergy precedes the personal flag and the casket to the grave.
 - c. The flag bearer follows the clergy, preceding the casket, and takes position at the head of the grave. He/she remains there during the service.
 - d. The pallbearers salute as the casket passes between them. When the casket has passed, they terminate the salute, face the grave, close interval, and follow the casket. Upon arrival at the grave, they form in two ranks facing the grave, usually just in rear and to one side of the clergy.
 - e. The family of the deceased follows the pallbearers and takes position provided for them.
4. When the casket is placed on the lowering device and the family has arrived:
 - a. The escort commander orders **Order, Arms; Parade, Rest.** Members of the escort execute parade rest.
 - b. Pallbearers execute parade rest on the escort commander's order.

- c. The body bearers remain in their positions, holding the national color so it will not touch the ground when the casket is lowered.
 - d. The clergy conducts the commitment service.
 5. After the commitment services:
 - a. The escort commander order **Escort, Attention**. He/she then commands **Escort, Present, Arms**. The officer in charge of the firing party then gives the command for the firing of volleys. The firing party executes present arms after completion of the three volleys.
 - b. The pall bearers come to attention on the command of the escort commander and salute on his/her command for present arms.
 6. After the last note of taps has sounded:
 - a. The escort commander brings the entire escort to Order, Arms and after the color has been folded by the body bearers and presented to the next of kin by the officer in charge, marches the escort to a suitable place for dismissal.
 - b. The pallbearers fall out and withdraw.
 - c. The flag bearer folds the flag and rejoins his/her unit.
 - d. The body bearers fold the national color and give it to the officer in charge of the ceremony and marches away.

Loading and Ceremonial Firing of the Rifle

A. General:

1. Rifles are kept on **SAFE** while loaded, except during actual firing or the command **Unload** or **Inspection, Arms**.
2. In order to enhance the appearance of the firing party, magazines with three rounds will be inserted into the rifle out of view of spectators. (Two expended cartridges should be placed in the magazine below the three blank cartridges so that adequate tension will be placed on the spring. A round will not be placed in the chamber.

B. To Load:

With the unit at attention, the command is **With Blank Ammunition, Load**. The movements are executed quickly and smartly. On the command of execution **Load**, members of the firing party execute the following sequence of movements:

1. Face half right.
2. Move left foot 12 inches to the left. The legs are kept straight so the weight of the body rests equally on both feet.
3. Raise the rifle with the right hand and grasp it at the hand-guard with the left hand.
4. Move the right hand to the small of the stock.
5. Pull charging handle fully to the rear with the right hand and release it, thus placing a round in the chamber.
6. Move the right hand to the pistol grip.

C. To Fire by Volley:

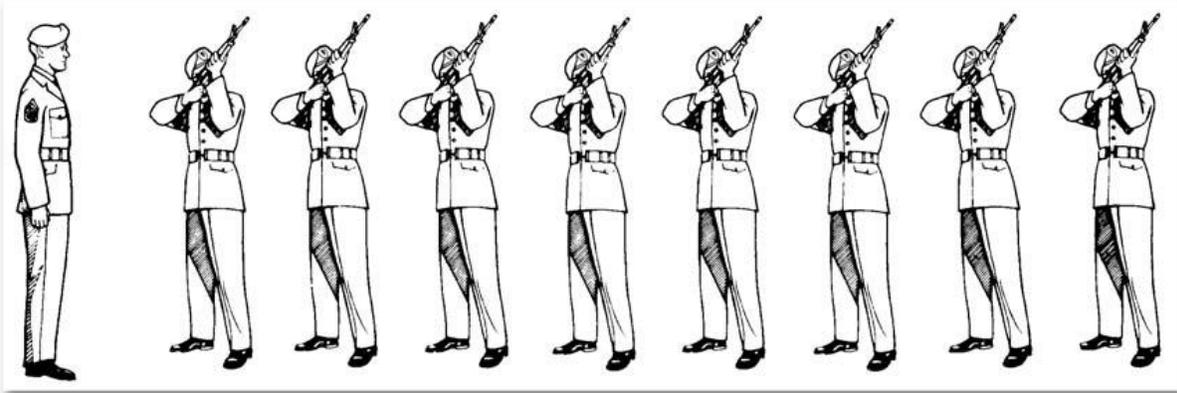
1. After the rifles are loaded as described above, the officer in charge of the firing party orders **Ready, Aim; Fire**. Rounds are fired at 3-second intervals for normal honors and 5-second intervals for funerals.
 - a. On **Ready**, each rifleman moves the selector lever from Safe to Semi Automatic with the right thumb.
 - b. On **Aim**, each rifleman raises the rifle to a position 45 degrees from horizontal, places the butt firmly in the right shoulder, and rests the hand-guard in the "V"

formed by the thumb and forefinger of the left hand. All fingers of the left hand are together and extended. The left wrist is straight. The right hand is wrapped around the pistol grip from the right. The right elbow is raised to near shoulder height. The head is turned 90 degrees to the left and held erect. Both eyes remain open with the right eye looking out over the front sight.

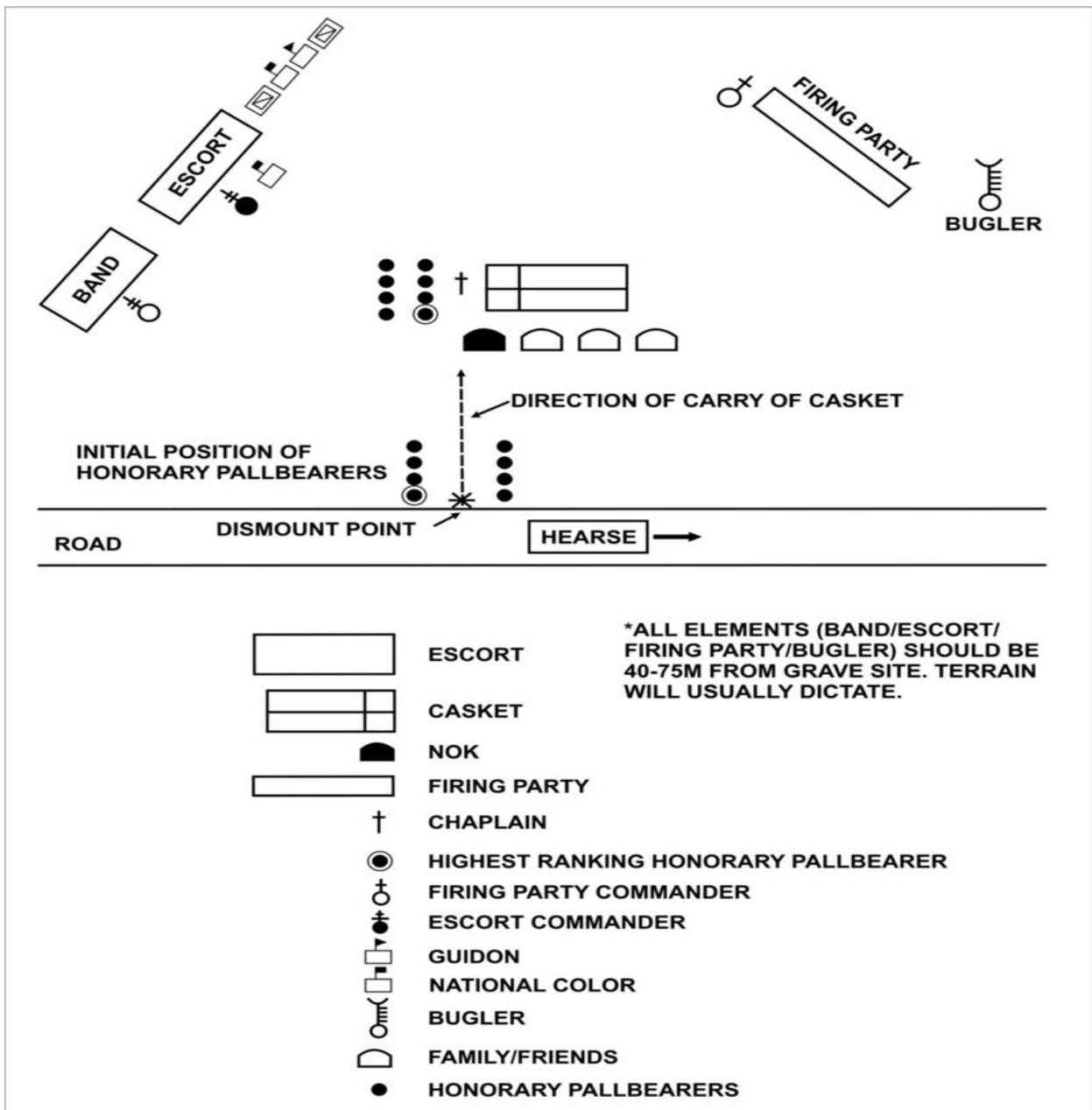
- c. On **Fire**, squeeze the trigger quickly and lower the rifle to the position of port arms.
2. To continue the firing, the commands are **Aim, Fire**. Each command is executed as explained above. To continue the firing with weapons without blank adapters, the command is **Ready, Aim; Fire**. On the command **Ready**, each rifleman manually chambers the next round. The execution of the command **Aim** and **Fire** are as described above.
3. After the last round has been fired, rifles are brought to the position of **Port, Arms**. From this position, the command **Present, Arms** is given by the officer in charge. The command is executed in three counts:
 - a. Complete a **Left, Face** movement.
 - b. Complete the movement for **Present, Arms**.

D. To Unload:

The weapons will be unloaded and inspected as soon as possible after leaving the site of the ceremony and out of sight of spectators, if possible. The command is **Unload**.



NOTE: THE NCOIC MAY BE POSITIONED ON THE OPPOSITE FLANK OR TO THE REAR OF THE FORMATION.



WATERTOWN POLICE DEPARTMENT

**RESERVE POLICE UNIT
STANDARD OPERATING PROCEDURES**



"Together We Win"

**RESERVE LAW ENFORCEMENT
STANDARD OPERATIONS PROCEDURES MANUAL**

SECTION <i>INTRODUCTION</i>	SECTION NUMBER --
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INTRODUCTION

The purpose of the regulations and conditions of this manual is to provide a basis for the orderly, effective, and efficient performance of the duties and work required or expected in all segments of the Watertown Police Department Reserve Police structure.

Reserve personnel have a responsibility not only to law enforcement and to their immediate supervisors, but also to the general public. Work performed is expected to be of the highest quality possible. Conduct, attitude, appearance, and dedication are of equal importance.

Knowledge of expectations is a prerequisite to superior performance. This manual attempts to set forth the foundation, standards, and conditions for the Watertown Police Department Reserve Police Unit.

The statements herein are intended to constitute the "general rule." Additionally, Reserve Officers shall abide by all current WPD policies and procedures.

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- 203--General Reserve Officer Description
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ATTACHMENT

- Attachment A--WPD Organizational Chart
- Attachment B--WPD Mission & Vision Statements, Core Values

SECTION <i>ADMINISTRATION</i>	SECTION NUMBER <i>100</i>
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100--**Unit Make-Up/Command Structure**--The Watertown Police Department Reserve Police Unit shall be made up of a maximum of twenty (20) volunteer members with the Reserve Chief of Police responsible for its activities.

The primary function of the Watertown Police Department Reserve Police Unit is to assist the Watertown Police Department in providing superior law enforcement services to our community while making Watertown a safe place to visit, live, work, and raise a family. (*Refer to WPD Policy A-1*)

Reserve Officers will not participate in any law enforcement agencies' labor disputes.

A Chief of Reserves shall be appointed by the Chief of Police or his/her designee to be the unit's leader.

The unit may have training officers with the rank of Sergeant.

**Refer to Attachment A for the WPD Organizational Chart.*

101--**Chief of Reserves**--The Chief of Reserves will be responsible for the Reserve program under the direction of the Watertown Police Department Chief. The Chief of Police is the final authority on all actions.

The Chief of Reserves reports directly to the Chief of Police. The Administrative Division Captain will maintain a record file on each Officer as well as hours worked, training meeting minutes, and all other records deemed necessary for the operation of the program.

The Chief of Reserves shall be appointed by the Chief of Police. The appointment may be from within the Reserve Law Enforcement Unit. The person considered should be a member for at least four (4) years and has a minimum of 400 hours of service.

The Chief of Reserves shall:

- Be directly responsible to the Chief of Police for the actions of the unit.
- Have full authority to enforce all rules and regulations regulating the unit with authority to suspend any Officer for any violation with said suspension to be acted upon by the Chief of Police
- Be responsible for meetings, training, and necessary record-keeping information. The Patrol Division Captain will assist in this process.
- Carry out all lawful requests or orders for whatever action is required.
- Report in writing to the Chief of Police any violation by any Reserve Officer

SECTION <i>ADMINISTRATION</i>	SECTION NUMBER <i>100</i>
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The Chief of Police may remove the Chief of Reserves from this position for just cause.

102--**Sergeant(s)** --The position of sergeant shall be filled from within the unit only after notice of the assignment opening is posted in accordance to current WPD practices. The person considered should be a member for at least two (2) years with a minimum of 150 hours of volunteer time.

Should there be more than one officer qualifying, the position of Sergeant will be filled by the choice of a WPD interview panel.

Should there be more officers qualifying than positions to be filled, a Sergeants' list will be maintained for one (1) year.

Sergeants will be:

- Directly responsible to the Chief of Reserves.
- Responsible for carrying out all lawful orders or requests as promptly as possible and follow the chain of command.
- Authorized to recommend disciplinary action for any Reserve Officer for just cause.
- Assigned to conduct training as deemed appropriate by the Chief of Reserves.
- Informed at all times on matters pertinent to the unit program.
- Active in the position of sergeant.
- Responsible for the Officers assigned to unit.
- If assigned to training, responsible for the coordination of training programs and keeping the unit up to date with necessary training.

The Chief of Police may remove the Sergeant from this position for just cause.

103--**Reserve Advisor**--Watertown Police Department Officer, regardless of rank, who has expressed an interest in the Reserve program. He/she will submit a request to the Chief of Police requesting that he/she be considered for this position. If more than one request is presented, the choice of Reserve Advisor will be the decision of the Chief of Police. The Chief of Police will reserve the right to reject any request for the position of Reserve Advisor if he/she feels the individual will not support the duties of the Reserve Advisor.

The Reserve Advisor will be expected to attend quarterly meetings of the Reserve Unit. He/She will act as a liaison between the Reserve Unit and the full time Officers of the WPD. He/she will bring forth any problem areas that the Police Department have deemed to be of an individual nature or concern to the unit as a whole.

SECTION <i>ADMINISTRATION</i>	SECTION NUMBER <i>100</i>
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He/she should bring forward any suggestions to improve the Reserve program from individuals in the Police Department in general.

All complaints or problems should be properly documented in writing, so the Chief or his/her designee may take the necessary action to remedy the problem or situation.

SECTION <i>PERSONNEL</i>	SECTION NUMBER <i>200</i>
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201--**Recruiting & Selection.** (*Refer to WPD Policy A-110*) Candidates for the position of Reserve Officer will be required to complete an application and will be interviewed by a panel of department members. Those moving on to the next phase will go through a background check to include; a criminal history check., a polygraph exam, psychological test, a credit history check, and a medical exam.

202--**Minimum Training and Performance Standards.** All Reserve Officers must complete an initial training program as required by the State Law Enforcement Standards and Training Commission in accordance with South Dakota Legislature Administrative Rules section 2:01:08. Upon successful completion of this required training, Reserve Officers will be issued a uniform and police equipment, and will be sworn in.

Additionally, Reserve Officers must complete 40 hours of ongoing training in every two-year period as required by the State Law Enforcement Standards and Training Commission.

Training will be approved by the Chief of Reserves and will be conducted by the Sergeants, Reserve Advisors, and/or their designees.

203--**General Reserve Officer Description.** Reserve Officers shall be of good character, on and off duty (*Refer to WPD Policy A-10*).

Reserve Officers will generally complete assignments, shifts, or details under the direction of full-time officers, the Reserve Chief, or a Reserve Sergeant. The role of the Reserve Officer is to assist the department and its full-time officers in preventing and detecting crime, enforcing the laws, and making arrests. Unless approved by the Chief of Police, Reserve Officers will be partnered with a full-time officer, the Reserve Chief, or a Reserve Sergeant while conducting vehicle patrols. Under some circumstances, Reserve Officers may be permitted to perform specific functions while not under the direct supervision of full-time officers, the Reserve Chief, or the Reserve Sergeant. The circumstances may be, but are not limited to; foot or bicycle patrol during special details, crowd control and traffic direction at special events, or similar duties and activities deemed appropriate by the Reserve Chief.

204--**Essential Functions.** The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position:

- Enforce Federal and State laws and City ordinances; investigate misdemeanor and felony crimes; arrest offenders of the law. Reserve Officers will refrain from initiating citations and arrests unless directed to do so.

- Perform a wide variety of law enforcement, crime prevention, and special duties or units as assigned or as situation dictates.

SECTION <i>PERSONNEL</i>	SECTION NUMBER <i>200</i>
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- Respond to dispatch calls involving traffic accidents, medical, and other emergencies, civil disputes, family disturbances and any other calls requiring police assistance.
- Provide security to businesses and residents; respond to security alarms; guard and control large public gatherings; and provide police escorts as needed.
- Conduct traffic studies, monitors traffic in school zones.
- Assist with the development and presentation of public educational programs and strive to maintain good public relations.
- Operate and maintain issued police equipment to include duty gear and firearms.
- Perform a wide variety of law enforcement, crime prevention, and special duties or units as assigned or as the situation dictates.

205--**Probationary Period.** All Reserve Officers will be on a one (1) year probation from the time he/she has completed the one hundred (100) hours of required training.

Upon completion of initial training program, all recruit Officers shall be evaluated by the Reserve Chief, Reserve Advisors, and the Chief of Police. This review shall include a review of the recruit's participation in training, attitude, test scores, and attendance. An oral interview and evaluation may also be included. The Reserve Chief will then submit a recommendation for acceptance or retraining for each individual to the Chief of Reserves.

The Chief of Police may use the probationary period to monitor the Officer's performance and may extend the one year period if the Officer does not have satisfactory performance.

Full status as a Reserve Officer shall begin the day following the end of the probationary period provided the Chief of Reserves has received a favorable report that the probationary Officer has met all the required standards.

Any probationary Officer may be separated from the unit at any time during the probationary period without the right of an appeal or hearing.

206--**Rules of Personal Conduct.** *Refer to WPD Policy A-10*

207--**Reserve Officer General Regulations.**

- 1) Reserve Officers are required to abide by all General Orders of the Watertown Police Department and by all provisions of this manual.
- 2) All Officers shall obtain a minimum of eight (8) hours and a maximum of forty (40) hours of duty-time each month (24 hrs per quarter, 96 hours per calendar year).
 - a.) The required 96 yearly hours must include a minimum of 1 major detail per

SECTION <i>PERSONNEL</i>	SECTION NUMBER <i>200</i>
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calendar year (Redlin Event, Kampeska Wing Fling, Lighted Parade, 4th of July, KiYi Parade, Sobriety Checkpoints, etc).

- b.) Reserve Officers shall record the dates, times, and number of hours each time they participate in training or duty assignments. This information should be recorded in a manner deemed appropriate by the Chief of Reserves and the Patrol Divison Captain.
- c.) Failure to comply with these requirements may result in disciplinary action.

3) When the Reserve Chief, a Reserve Sergeant, the Chief of Police, or another supervisor attempt to notify a Reserve Officer asking for assistance with a scheduled detail, the Reserve Officer shall respond to the request within forty-eight (48) hours.

4) Officers who will not be available for duties or details or will not be able to readily respond to such requests must notify the Chief of Reserves at the earliest opportunity.

208--**Monthly Meetings**. There shall be at least one (1) training meeting per month to include a business session.

This monthly meeting will be held at a time designated by the Reserve Chief. The Chief of Reserves or an designee will conduct the business portion. Minutes will be kept and the training portion coordinated by the Sergeant.

All Officers and recruits shall, except in case of illness, disability, employment, vacation, or good cause, attend all meetings pertaining to the unit. If any Officer misses two (2) meetings or training sessions in a row unexcused, it will be considered a loss of interest and may result in disciplinary action. It will be the responsibility of each Officer to notify the Reserve Chief prior to the missed meeting. If the Reserve Chief is unavailable, the Officer will notify the Reserve Sergeant or a Reserve Advisor.

209--**Vacations**. When on vacation for extended periods of time or if it will interfere with the meeting or ride/duty time requirements or any other requirements relating to the Reserve, it is the responsibility of the Officer to contact the Reserve Chief.

210--**Termination**. When an Officer resigns or is terminated from the unit, they must return all issued equipment and uniforms in clean condition and good working order with in 7 calendar days of official notice. All keys and access cards will also be turned in at this time.

Officers voluntarily resigning from the unit must submit a Letter of Resignation to the Chief of Reserves and the Chief of Police.

211--**Retirement**. Retirement age for Watertown Police Department Reserve Officers is sixty-five (65). It will be the policy for Reserve Officers to retire upon their 65th birthday.

SECTION <i>EQUIPMENT & MATERIALS</i>	SECTION NUMBER <i>300</i>
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301--**Portable Radios**--Portable radios are available to Reserve Officers while on duty. These radios are to be signed out at the beginning of duty and signed in at the end of duty. Each Officer must sign their name, date and time.

302--**Uniform & Equipment**—*Refer to WPD Policies A-170 & A-172*

- No Officer shall wear the Reserve uniform except while on duty or to and from a duty assignment.
- Officers assigned to duty shall be in full uniform and may only respond to a request in civil dress on the occasion of a sudden emergency which precludes prior preparation or unless notified to do so.
- No Officer shall give, loan, sell, or otherwise release to any person any item of dress or city-owned equipment assigned.
- It shall be the responsibility of each Officer to maintain all equipment, issued or purchased for duty. Equipment must be kept cleaned, in good condition, and in good working order at all times.
- While on duty, each Officer shall be equipped with the necessary equipment to fulfill the assignment.
- The loss or damage of any item of dress or equipment assigned to any Officer will be reported to their supervisor immediately.
- Lost or stolen building access cards/keys must be reported immediately via the chain of command.
- Unless in conjunction with duty hours, full leather and duty gear should not be worn when appearing in court while in uniform. An Officer may wear a weapon; however, they must verify the particular policy of the court in which they are scheduled to appear.
- **BODY ARMOR:** Each Officer will be issued a set of ballistic panels and vest carrier. **NOTICE!!! IMPROPER CARE OR MAINTENANCE OF BALLISTIC PANELS MAY ADVERSELY AFFECT THE ABILITY OF SOFT BODY ARMOR TO PROVIDE PROPER PROTECTION TO THE WEARER.**
- Use Required--All Reserve Officers must wear soft body armor while on duty and performing any enforcement action.
- All uniforms and gear returned to the Reserve Unit shall be thoroughly cleaned and in good repair. Any cost for cleaning, repair or replacement, (other than normal wear), will be the liability of the assigned Officer.

SECTION <i>EQUIPMENT & MATERIALS</i>	SECTION NUMBER <i>300</i>
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303--**Dress Code**. The dress code for all Reserve Officers is the same as for full-time WPD Officers (*Refer to WPD Policy A-170*).

SECTION <i>OPERATIONS</i>	SECTION NUMBER <i>400</i>
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401--**Police Radio**. Use of the Police radio will be left up to the discretion of the police Officer that the Reserve Officer is assigned with. Reserve Officers must have a working knowledge of radio traffic and knowledge of the ten codes before talking on the radio.

It should be noted that several agencies and many private citizens monitor radio traffic; therefore, professionalism should be stressed.

402--**Driving Police Vehicles**. The decision of letting the Reserve Officer operate the patrol car during their tour of duty is solely up to the Officer that you are riding with.

403--**Off-Duty Arrests**. *Refer to WPD Policy A-145*

404--**Court Time**. Should a Reserve Officer be subpoenaed for a criminal court appearance, they will not be reimbursed by the WPD for lost wages or use of paid time off from their regular job.

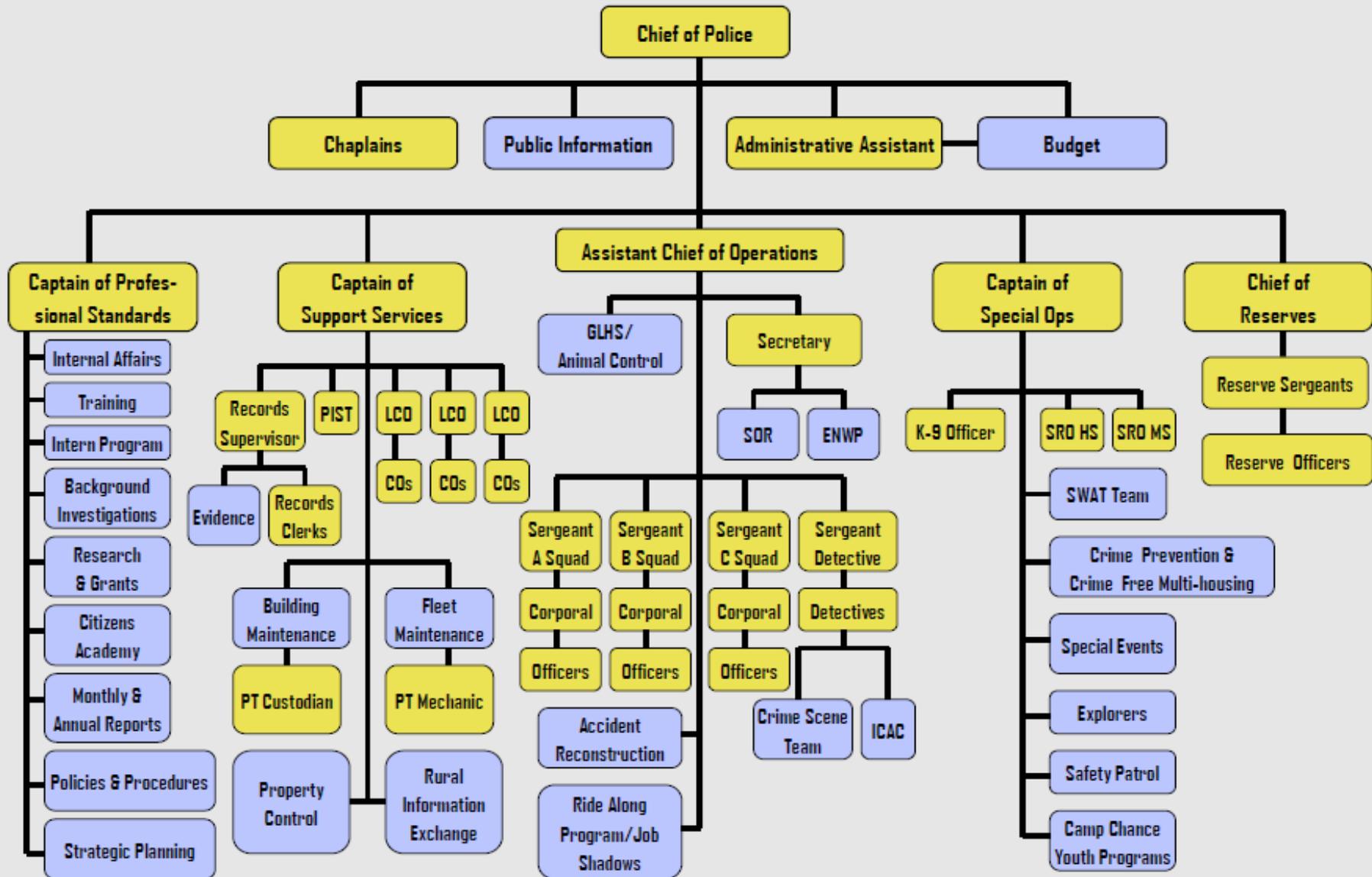
405--**Injury & Exposure Reports**. *Refer to WPD Policy A-160*

406--**Use of Force Report**. *Refer to WPD Policy C-130*



Watertown Police Department Organization Chart

2012



Mission Statement

The mission of the Watertown Police Department is to provide superior law enforcement services to our community while making Watertown a safe place to visit, live, work, and raise a family.

Vision Statement

The vision of the Watertown Police Department is to be a beacon of excellence while adhering to our core values.

Core Values

- **Integrity**
The Watertown Police Department will adhere to the highest code of professionalism and honesty.
- **Respect**
The Watertown Police Department will insure that all citizens are treated with respect and understanding regardless of race, sex, religion, national origin, disability, or social prominence.
- **Knowledge**
The Watertown Police Department values members who have life experience, are well-rounded, educated, **and who are committed to** life-long learning to enhance their knowledge, skills, and abilities.
- **Partnerships**
The Watertown Police Department will strive to provide the highest quality of service through partnerships with the community by utilizing all available resources.
- **Selfless Service**
Members of the Watertown Police Department will put the welfare of their community above their own without thought of recognition or personal gain.
- **Courage**
Members of the Watertown Police Department will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others.

(Promulgated March 12, 2012)

Law Enforcement Oath of Honor

*On my honor, I will never
betray my badge, my integrity,
my character or the public trust.*

*I will always have the courage to hold
myself and others accountable for our actions.*

*I will always uphold the
constitution, my community, and the
agency I serve.*



International Association of Chiefs of Police

Law Enforcement Code of Ethics

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 persons to liberty, equality and justice.

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

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

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

Safety Patrol Handbook

A Guide for Patrol Sponsors

2008-09 School Year



Watertown Schools

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PATROL RESPONSIBILITIES

The patrol's job is to remind students of safety rules learned in the classroom and to guide them in safe crossing and bus procedures. Patrols receive instructions in guidelines and procedures during their training and regular patrol meetings. Duties of all patrols are listed below.

- Set a good example and encourage other students to also observe safety rules at all times.
- Report for duty on time with proper equipment. Patrols will not be permitted to perform their duties if they are not wearing a patrol safety belt or vest.
- Know and help enforce "fairly" all walking or bus stop rules and regulations.
- Report to the bus driver, patrol sponsor, administrators, and staff members assigned to a bus as needed.
- Provide other assistance to drivers or crossing guards as requested.
- Attend and participate in all patrol meetings and training sessions.

CROSSING PATROLS

Safety patrols are assigned to posts near their homes if possible. Safety patrols assigned to walking posts encourage good safety habits in students walking to and from school. A patrol does not direct traffic. When on duty, walker patrols observe the following procedures:

- Stand one step back from the curb, facing the street.
- Give the arms-stretched signal for schoolmates to wait in back of them on the sidewalk.
- Watch for a safe gap in traffic.
- Step aside, watch for turning cars, then motion to schoolmates to cross the street.
- Return to arms-stretched position facing the street.

Patrols are to be at their posts approximately five minutes before the student flow begins, and are to remain at their posts until all students have been safely helped across the street.

OTHER PATROL FUNCTIONS

In their role of encouraging students to observe safety rules, patrols can have a significant, positive influence on their schoolmates. Patrols influence other students both formally as part of their regular duties, as well as informally because they serve as student role models of appropriate and safe behavior. In addition, patrols can bring valuable safety information to schoolmates in classrooms. Specific suggestions for grade-level safety presentations by patrol members are available in the section entitled Patrol Safety Programs and Presentations.

ADULT ROLES WITH PATROLS

□ SCHOOL EDUCATION OFFICER

The School Education Officer (SEO) is a member of the Watertown Police Department. The officer assigned to elementary schools may provide safety training for students in each school and supports the patrols as follows:

- Serves as a resource person for the school.
- Assist in acquiring supplies for the school patrols, such as safety equipment and printed materials, including materials provided by the American Automobile Association (AAA).
- Attends and provides support at patrol meetings when requested.
- Helps to train safety patrols by presenting training programs at monthly patrol meetings and by routinely checking patrols at their posts.

□ PATROL SPONSOR

The faculty patrol sponsor is highly important to the successful running of a school patrol force. The sponsor sets the tone and models expected behaviors. The responsibilities of the patrol sponsor includes the items listed below.

- Select, train, and assign patrols for crossings and bus stop duties
- Schedule a meeting of patrols before school opens in the fall, and make final preparations to ensure that patrols are ready to assume their duties.
- Should schedule a meeting with bus drivers soon after school opens in the fall to coordinate training concerns and expectations of the patrols.
- Maintain a current list of posts and patrols assigned to them.
- Establish and implement substitute patrol procedures.
- Establish and coordinate the routine for patrol reports on student behavior.
- Develop and implement a program of student recognition and awards.
- Meet with patrols at least twice a month throughout the school year. One meeting may be held with the SEO present.
- Communicate with bus drivers with regards to any changing patrol concerns, training, and/or recommendations.
- Guide student patrol officers in their duties and planning efforts.
- Help patrols educate the student body concerning safety. See Patrol Safety Programs and Presentations section.
- Perform other patrol sponsor duties as assigned by the administration.

□ SCHOOL ADMINISTRATORS

School administrators set the tone and provide leadership and support to the school safety patrols. Specific roles may include:

- Support and promote the safety patrol program.
- Coordinate safety and safety patrol issues.
- Recruit and select the patrol sponsor(s).
- Assist with the recruitment and selection of safety patrols.

Coordinate outside duty posts for staff members.

- Respond to serious or repeat disciplinary issues that are reported by the patrol sponsor, staff members, bus drivers, and patrols.
- Inform (or work with staff members to inform) PTA of patrol functions, general parent safety concerns related to school grounds or bus stops, and requests for PTA funding of patrol needs.

PARENT TEACHER ASSOCIATION (PTA)

The school PTA frequently offers excellent support to school patrol operations.

Many PTAs provide funding for raincoats, hats, or caps for patrols, as well as funding for patrols to attend summer safety patrol camp. The PTA safety chairman acts as a liaison between the school, the PTA, and outside organizations.

SELECTION AND TRAINING OF PATROLS

SELECTION

Safety patrols are selected first from rising sixth grade students, and then from rising fifth graders. Fourth grade students are asked to serve only when students from the fifth or sixth grade are not available to cover a post. Patrols are selected with input from teachers and administrators. Consideration is based on student interest, academic achievement, commitment, sense of responsibility, and attitude toward others. In most cases, students who are dedicated to their school work will be dedicated to patrol responsibilities.

See Appendix A for a sample of the teacher recommendation form.

PARENT CONSENT

Parent consent and patrol application forms are available from the SEO serving the school. The school may use its own form. Consent application forms are current for one school year and should be on file in the school. Each new patrol member must have a form on file before assuming any patrol duties. A returning patrol from a previous year needs an updated form. For students who have served as patrols before, consent application forms on file from the previous year may be used if necessary on a temporary basis, but updated forms should be obtained as soon as post assignments are made. Under no condition shall a student serve as a safety patrol or a substitute patrol without the written permission of a parent or guardian. Many schools do not issue patrol belts until permission forms have been completed and signed.

See Appendix B for a copy of the consent application form and information on patrol duties and responsibilities for parents.

TRAINING AND ORIENTATION

Safety patrol trainees shall have approximately two weeks of “on-the-post” training with experienced patrols. Many schools have a spring training program for rising patrols. This is supplemented in the fall and on an as-needed basis. Schools are encouraged to involve bus drivers in these training sessions when possible. After the training period has been completed and the trainee demonstrates ability and confidence, the new patrol is assigned to a post. Safety patrol trainees are typically given post assignments at the end of the school year for the following year. Films on duties of walker and bus patrols may be available from the SEO. Belts and Badges are typically issued when permission forms are completed and signed. See Appendix C for the patrol pledge. The pledge is among the materials that patrols receive from the SEO.

ELECTION OF OFFICERS

Patrol officers are typically selected by staff members or elected by students in the spring for the following school year. Officers can be elected by the majority vote of rising fifth and sixth grade safety patrol members. Criteria usually include:

- Student(s) attending patrol camp are given first consideration.
- Student is a rising sixth grader
- Student demonstrates good citizenship skills.
- Student maintains overall good academic standing.

Officers consisting of a captain or co-captain and lieutenant(s) are selected, and duties are explained. Listed below are possible duties of the captain or co-captain and lieutenants.

DUTIES OF CAPTAIN OR CO-CAPTAIN

1. Conduct patrol meetings using parliamentary procedures.
2. Be responsible for the daily bus record.
3. Set a good example at all times.
4. Lead the raising of the flag, lead the Pledge of Allegiance with the other officers, and lead the lowering of the flags.
5. Help to train safety patrols.

DUTIES OF LIEUTENANTS

1. Pass out all necessary papers to patrols, such as permission slips, general orders, report forms, and patrol badges.
2. Issue belts, badges, and rain gear.
3. Assist captain(s) as needed.
4. Keep notes at each patrol meeting.
5. Participate in flag raising, Pledge of Allegiance recitation, and flag lowering.
6. Help to train the safety patrols.

PATROL MEETINGS

Patrol meetings should be held at least twice a month. The SEO generally attends once a month. The patrol sponsor coordinates the dates and times for the meetings. Patrol meetings are held in a dignified and orderly manner. All patrol members wear belts and badges to the meetings. A suggested meeting agenda follows:

1. Captain calls the meeting to order and leads the patrol pledge and the Pledge of Allegiance.

2. Lieutenant calls the roll.
 3. Third officer reads the minutes.
 4. Fourth officer asks for any old business.
 5. Captain states new business including announcing the patrol(s) of the month, when appropriate.
 6. Sponsor and/or SEO provide program (films, training talks) and general comments.
 7. Adjournment.
- See Appendix D for the Minutes Report Form.

PATROL RECOGNITION AND AWARDS

PATROL(S) OF THE MONTH

Safety patrol members may be rewarded for meritorious work. Schools may recognize a safety patrol for patrol(s) of the month.

In addition, the school may wish to send a letter home to the parents and announce the winner on the school radio or television system.

The patrol(s) of the month demonstrates meritorious work such as being on time to post, doing extra patrol duties, showing unusual care for schoolmates, and being an excellent role model. See Appendix F for a sample parent letter for the patrol of the month.

OUTSTANDING ACTS COMMENDATIONS

The AAA sponsors special awards for patrols that render distinguished service involving a child's safety and for patrols that perform lifesaving acts. Patrol sponsors, bus drivers, and principals can consult with the SEO.

DISCIPLINE

DISCIPLINE AMONG THE PATROLS

The internal discipline of patrol members is basically the responsibility of the patrol sponsor. Each school develops its own procedures for "probation" and "suspension." Suggested guidelines are included below.

All patrols are expected to be responsible students and role models. If a patrol consistently causes problems at school or in the classroom the principal or patrol sponsor has the option to place the student on probation. Teachers may also suggest that students be placed on probation. A patrol on probation is asked to turn in his or her belt and badge to the patrol sponsor for the probationary period. The patrol's duties will be assumed by a designated patrol selected by the patrol sponsor. A letter is sent to the patrol's parents explaining the probation and the reason for taking the action. See Appendix G. The probationary period lasts three weeks. This gives the student time to improve behavior, grades, or whatever problems caused the probation. The period of probation is monitored by the patrol sponsor and administrators with the expectation that

the student will improve and resume a responsible position. If, after a second probationary period, a patrol continues to demonstrate an inability to follow established guidelines, suspension from the patrol can occur. The decision is made on a case-by-case basis by the administration in cooperation with the patrol sponsor and teachers.

PATROLS AND OTHER STUDENTS

Patrol members provide direction and assistance for schoolmates. Reports can be filled out and given to sponsors under the following suggested procedures for patrols:

1. If you notice a student not following expected behaviors, ask the student politely to stop the inappropriate behavior.
2. If the student continues, give the student a warning in a calm voice.
3. If the student still continues, give a second calm warning.
4. Complete a report slip if inappropriate behavior continues.
5. Give the report slip to the patrol sponsor.

A sample report form is included in Appendix H. The patrol sponsor handles the report slip by meeting with the student and informing the classroom teacher. The administration may be involved in serious or significantly habitual situations.

PATROL SAFETY PROGRAMS AND PRESENTATIONS

SAFETY MESSAGES

Safety patrols are valuable resources to their schoolmates on safety issues and concerns. This resource role can be enhanced to increase safety awareness of all students through patrol safety presentations. Included in this section is a suggested safety message appropriate for patrols to deliver over the school public address (radio) or television system, and a presentation appropriate for each grade level, kindergarten through fourth grade.

PUBLIC ADDRESS OR TELEVISION PRESENTATION ON SCHOOL SAFETY PATROL HISTORY

In the 2008-2009 school year, the school safety patrol program will be 88 years old! Motorists across the country recognize the fluorescent yellow/green safety patrol belt, also known as electric lime, and know that they must drive safely because school children are in the area. In May 1933, President Franklin D. Roosevelt said, "In addition to the day-to-day protection against accidents to school children afforded by the patrols, the movement is unquestionably a fine builder of morale. It also develops a sense of responsibility which cannot but make for good citizenship. It is my sincere hope that it will continue to expand and remain as a permanent feature of our national effort in the interest of traffic safety." President Roosevelt would be very glad to know that safety patrols are still doing a wonderful job!

The following are suggested presentation activities for selected patrols to present to individual classrooms, grades kindergarten through fourth. Patrols should practice their presentations and meet with teachers to find an appropriate time to visit the classrooms.

KINDERGARTEN AND FIRST GRADE CLASS PRESENTATION ON “Your Safety Patrol”

A selected walker patrol member visits a kindergarten or first grade class wearing their belts and badges. A possible script follows, but patrols should feel free to alter or develop their own scripts with patrol sponsor approval. Patrols should practice before presenting.

Walker Patrol: Good Morning (or afternoon)! I am (say name), and I am a walker patrol.

Walker Patrol: I am going to teach you what to do when walking to school. If you walk to school, a patrol like me will be standing at corners on your way. We have a special way to stand to let you know whether to wait behind us or to walk across the street. (Show both stances).

Walker Patrol: I am going to pick one boy and one girl to come up and practice how to stand. (Show students how to wait and then walk not run across the street. Pick two students and model how to stand one step back from the curb in the proper wait position, and then how to stand to let students walk across the street.) All of you may want to practice this later, but remember that the patrols are the ones in charge to help you stay safe.

SECOND GRADE PRESENTATION ON Rainy Weather Safety

The presenting patrol should bring rainy weather patrol gear to the classroom. After greeting the students, the patrol should put on the coat, hat or cape, or the patrol may choose a second grade student to model. The patrol should then point out the following rainy day safety guidelines to students. The patrol may want to put these guidelines on a poster to present to the class.

Rainy Weather Safety

1. Watch out for cars. Drivers can't see you as well when it is raining.
2. If you are getting in or out of a car on the street get in or out through a door by the curb.
3. Sidewalks and streets are slippery. Be careful and don't run.
4. Do not go or stay outside if there is thunder or lightning.
5. Carefully obey all regular walking and traffic rules.
6. Make sure your rain coat or umbrella does not keep you from seeing where you are going.

THIRD GRADE PRESENTATION ON Flag Folding and Etiquette

Two patrols may be the best choice to present a demonstration to third grade classes on how to fold and store the flags, which flag goes where, and how to care for the flags. No script is provided for this presentation. The presenting patrol should bring the outside flags to the class or (preferably) ask the class to assemble outside to see how the flags are lowered, folded, carried, and stored. After raising the flags, the patrol should lead the class in The Pledge of Allegiance.

□ **FOURTH GRADE PRESENTATION ON Patrol Roles**

As some fourth grade students may wish to become patrol trainees later in the year, a presentation on roles of patrols would be very helpful early in this grade level. It is suggested that the patrol members arrange a visit to each fourth grade classroom and lead a discussion on the roles of patrol walkers and the requirements for good patrols. The first two pages in this handbook on patrol roles and responsibilities can be used for preparation and assistance in this presentation.

APPENDIX A

TEACHER RECOMMENDATIONS FOR PATROLS

Teacher _____

Please recommend your students who would make good patrols. The attributes we look for in patrols include students who are responsible, relate well with others, and show a commitment to the school. Although high academic achievement is not a prerequisite, we have found that students who take their school work seriously also take their patrol responsibilities seriously.

Your recommendations have been the single best predictor of students who become successful patrols. We appreciate the time and effort you take in making thoughtful nominations.

Please place these forms in _____ by _____.

STUDENTS I RECOMMEND FOR PATROLS

Walkers

Bus Riders (Bus Number)

_____	_____ # _____
_____	_____ # _____
_____	_____ # _____
_____	_____ # _____
_____	_____ # _____
_____	_____ # _____
_____	_____ # _____

These student(s) would make excellent choices to become an officer of the safety patrols.

Teacher Signature

APPENDIX B

BUS DRIVER RECOMMENDATIONS FOR BUS PATROLS

Bus Driver _____ Bus # _____

Please recommend your students who would make good patrols. The attributes we look for in patrols include students who are responsible, relate well with others, and show a commitment to the school and respect bus rules and safety procedures. When making this recommendation, please also consider any location along the route where it would be beneficial to have a bus stop patrol and/or a bus patrol.

Your recommendations have been the single best predictor of students who become successful patrols. We appreciate the time and effort you take in making thoughtful nominations.

Please place these forms in _____ by _____.

STUDENTS I RECOMMEND FOR PATROLS

Student Name	Stop Location
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

These student(s) would make excellent choices to become an officer of the safety patrol.

Driver Signature

APPENDIX C

PARENT CONSENT AND PATROL APPLICATION PROCESS

Students who are interested in becoming a Patrol must complete an application form and have their parents' written permission. A copy of the American Automobile Association (AAA) parent consent and patrol application form may be obtained from the School Education Officer.

The first three pages of this handbook detail the roles and responsibilities of patrols. Schools may wish to enclose copies of these three pages for parent information.

APPENDIX D

PATROL MEMBER'S PLEDGE

I promise to do my best to:

Report for duty on time

Perform my duties faithfully

Strive to prevent accidents and always setting a good example to others

Obey my teachers and officers of the safety patrol program

Report dangerous practices of students to the sponsor

Strive to earn the respect of fellow students

APPENDIX E

MINUTES REPORT FORM

Date _____

Minutes Taken by _____

Captain: I call the meeting to order. Please stand for the patrol pledge and the Pledge of Allegiance.

Lieutenant: Roll Call (list any patrols absent)

3rd Officer: Reading of minutes from the last meeting.
Are there any corrections or additions?

4th Officer: Old Business _____

Captain: New Business (patrols of the month, announcements, etc.)

Captain: We will now hear from our sponsor (and Officer _____, if present).

Captain: Is there a motion to adjourn the meeting?

I, _____, move to adjourn the the meeting. Is there a second to the motion?

I, _____, second the motion.

Captain: The meeting is adjourned.

APPENDIX F

(School Letterhead)

PARENT LETTER FOR PATROL OF THE MONTH

Date

Dear (Parent or Guardian's Name):

Congratulations! (Student's first name) has been selected as Safety Patrol of the Month. As Safety Patrol of the Month, (student's name) has demonstrated and encouraged good safety habits at the assigned safety patrol post. (Student's Name) is to be commended for their help to the School and the community.

Sincerely,

Principal

Patrol Sponsor

APPENDIX G

(School Letterhead)

PARENT LETTER FOR PATROL PROBATION

Date

Dear (Parent or Guardian's Name):

Unfortunately, I must inform you that (student's first name) has been placed on probation regarding his/her safety patrol duties. Safety patrols are expected to be responsible students and role models. When these responsibilities are disregarded, corrective action must be taken. The following reasons have been cited to warrant this probation:

(Student's name) probationary period will last three weeks. During this time, he/she may reflect on past performances and strive to show improvement. At the end of the probationary period, (student's name) will be reevaluated and may be allowed to resume normal patrol duties. The probation is to begin on (date) and end on (date).

Please talk with (patrol sponsor's name) if you wish to discuss this matter.

Sincerely,

Principal

Patrol Sponsor

APPENDIX H

SAFETY VIOLATION REPORT FORM

SAFETY VIOLATION REPORT

Student Name _____

Teacher's Name _____

Act Committed: _____

Was Prior Warning Given? Yes No

Patrol Member Reporting

Sponsor or Bus Driver Signature

Action Taken (Circle Response)

Discussion with Student

Note Sent Home

Telephone Call to Parents

Sponsor's Initials _____

EMERGENCY PROCEDURES

In response to concerns for the safety of student safety patrols during the Washington area sniper incident, a review was made of the duties and responsibilities of Safety Patrols. A committee of representatives from the American Automobile Association, Fairfax County Police Department, Office of Transportation, and Office of Safety and Security were involved in this review.

There was unanimous agreement that there should be no limitations or restrictions placed on the use of patrols. The circumstances of the sniper incident were unique. Student safety resulting from a terrorist threat is a concern; however, accident statistics will show that children are at greater risk of injury from an automobile. The role of the safety patrols at street crossings, bus stops, and on buses is vital to the safety of elementary children. Safety patrols are important and they are effective in making the school environment safer.

Nevertheless, the committee agreed that emergency procedures could be implemented to assist patrols in a crisis situation. These emergency procedures would be for unusual and critical situations that threaten the safety of patrols.

They could be implemented by a principal, as in the case of a lockdown at a particular school, or system wide by the superintendent, as in the case of a county wide threat. Patrols should not be subject to greater risk than other students because their duties and responsibilities make them visible. The temporary use of volunteers/parents in place of safety patrols should be considered when there is legitimate concern for the safety of patrols. The following procedures can be used to develop such a volunteer force. It is important that parents, police and the community be informed of any emergency, if possible, prior to enacting these procedures.

1. At the beginning of the school year, the principal will develop a list of volunteers who will act in place of the student patrols. The purpose of the volunteer is to temporarily fulfill the duties of the safety patrol. The volunteers will be present to assist at street crossings, and perform other duties of the patrols in the event patrols are not available because of a "lockdown" or other emergency situation.

2. The principal should have a list of all student crossings (where student patrols are stationed). This information will be used to identify patrol posts that need to be covered by volunteers.

3. Patrols should not wear their belt and badge once the volunteer force has been summoned. If the patrols are not performing a service, they should not be distinguished from other students. The intent of this action is to not draw attention to the patrols because of the patrol belt. Patrols can wear the belt and badge inside the school, with the principal's permission, when assisting with hall duty,

assemblies, dismissal, or other activities. When patrols return to their duties, they will again wear the belt and badge.

4. The duties, responsibilities, and practices of the patrols should be documented and given to the volunteers prior to their taking on the duties of the patrols.

5. The School Superintendent can authorize bus drivers to pick-up walking students if there is room on the bus.

6. Establish a communication link between volunteers and the school.

Volunteers should use cell phones or hand held radios to keep the school office informed of activities on the street. Schools should identify critical information they want the volunteers to report. This could include: the progression of students walking to school, observing suspicious persons, emergency events, and other information. If an emergency arises or a suspicious person is spotted, first call 911 before reporting the information to the school.



**Watertown South Dakota
Police Explorer Post #119 Manual
Prepared By Watertown Police Explorer Post #119**

Explorer Manual Version Control

Version	Date	Change Description
1	October 10,1992	Original Manual
2	June 7, 1999	Updated Manual
3	July 5, 2006	Updated Manual
4	January 14, 2015	Updated Manual

Note: The purpose of this manual is to establish guidelines and procedures for the operation of the Watertown Police Department Explorer Program. It shall be the responsibility of the Explorer to be familiar with the contents of the Explorer Manual.

The content of a manual does not constitute nor should it be construed as a promise of employment or as a contract between the Watertown Police Department Explorer Post #119 and any of its Explorers.

Watertown Police Department Explorer Post #119 at its option, may change, delete, suspend or discontinue parts or all of this policy at any time without prior notice.

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1. INTRODUCTION

The Explorer Program is designed as a career awareness program which helps improve public relations and supplement manpower for the Watertown Police Department.

1.1 Welcome

Mission Statement:

The mission of the Watertown Police Department is “To protect life and property, enforce laws, preserve order, prevent crime and provide a safe place for all to live, work and raise families.”

Vision Statement:

The vision of the Watertown Police Department is to be a beacon of excellence by being professional, proactive and progressive.

1.2 History

The Explorer Program of the Boy Scouts of America provides young people with information about the adult world that they are preparing to enter by providing insight into the aims and objectives of sponsoring agencies and, in many instances, encouraging them to develop their career within these professions. The program gives today’s teenagers a chance to find out firsthand about a wide variety of careers in Law Enforcement.

In addition, these agencies receive the assistance of the Explorer participants in a variety of activities which, in the instance of law enforcement agencies, supplement their manpower by relieving commissioned officers from routine and administrative tasks and allow them to perform other needed police activities.

The Watertown Police Department fully supports the Law Enforcement Explorer Program of the Boy Scouts of America.

Prior approval shall be obtained from the Chief of Police, shift commanders and advisors for the use of personnel, departmental vehicles, equipment and facilities for Explorer activities.

1.3 Changes in Policy

This manual supersedes all previous Explorer manuals. While every effort is made to keep the contents of this document current, the Watertown Police Department Explorer Post #119 reserves the right to modify, suspend or terminate any of the policies, procedures and/or benefits described in the manual with or without prior notice to Explorers.

2 EXPLORER MANUAL INTRODUCTION

2.1 Explorer Manual Established

The manual of the Watertown Police Department Explorer Program is hereby established and shall therefore be referred to as the “Explorer Manual.” The manual is a summary of current policies, procedures and rules pertaining to Explorer activities. It describes the organization, responsibilities and functions of the Explorers. All Explorers, Police Department advisors and associated civilian volunteers are to conform to the rules and provisions contained in the Explorer Manual.

2.2 Distribution of Manual

A copy of the Explorer Manual shall be issued to each Explorer upon passing the requirements of eligibility.

2.3 Familiarization of Manual

It shall be the responsibility of each advisor and Explorer to be familiar with the contents of the Explorer Manual.

2.4 Amendments and Responsibilities for Maintenance

The advisors shall issue amendments to the Explorer Manual when deemed necessary. Amendments shall become a permanent part of the manual when received and remain until further amended. The Explorer advisors shall be responsible for maintaining the Explorer Manual and make necessary revisions of the Explorer Manual.

2.5 Manual Review

On an annual basis or when otherwise deemed necessary, Explorer advisors shall review the Explorer Manual and applicable amendments for consistency and possible changes.

3 GENERAL GUIDELINES

3.1 General Provisions

The Watertown Police Department Oath and the Explorer Oath will be the general standards of conduct for all Explorers.

3.2. Explorer Oath

We, the Watertown Police Explorers, having been duly chartered by the Boy Scouts of America, do solemnly swear that we will faithfully and impartially perform the duties of our position as set forth in the Police Explorer Manual and to the best of our ability; we will not use drugs or alcohol and will support and maintain the ordinances of the City of Watertown, the Laws and the Constitution of the State of South Dakota and of the United States of America, so help us God.

3.3 General Behavior

The Watertown Police Department Explorer Program is an official department program.

Explorers shall conduct themselves in a polite and courteous manner—in and out of uniform—to the public, advisors and all Watertown Police Department personnel. A Police Explorer will not act or behave privately or officially in a manner as to bring discredit upon his/herself or this Department. Explorers will be courteous and respectful at all times to one another and to the public. Explorers will refrain from horseplay at post functions.

While Explorers are not prohibited from having personal relationships with other Explorers, public displays of affection at post functions is strictly prohibited. Explorers will conduct themselves professionally while in uniform. Any problems or behavior that arise from a dating relationship which could affect the post may result in disciplinary action

Note: It is the responsibility of the Explorers to perform their duties in a competent and professional manner. This includes being an official representative of the Watertown Police Department. Behavior that reflects discredit or causes public concern about the capability or professionalism of the department will be grounds for disciplinary action, including termination.

3.4 Goals and Objectives

The goals and objectives of the Watertown Police Department Explorer Program are:

1. To further the individual's overall education.
2. To encourage Explorer participation in rewarding and productive service activities.
3. To enhance preparation for further roles as productive citizens and community members.
4. To help young men and women become more aware of the role of police service, specifically that of the Watertown Police Department.

3.5 Laws of United States

Explorers will uphold the laws of the United States of America, the State of South Dakota and the Ordinances of the City of Watertown.

4 ELIGIBILITY

4.1 **Explorer Eligibility**

Membership in the Watertown Police Department Explorer Program is open to interested persons between the ages of 14 to 20 years old that meet the following requirements.

1. Have parental approval (if under the age of 18).
2. Have a grade point average of 2.5 (C Average) and have regular school attendance with no unexcused absences within the last six months.
3. Have no prior felony convictions as an adult nor any prior juvenile court adjudications for which would be a felony if the person were 18 years or older.
4. Be in the eighth grade and remain enrolled in school through twelfth grade.
5. Complete an Explorer application and proceed through the interview process.
6. Be willing to fully participate in various activities, including training, public service and social activities. Each Explorer shall participate at mandatory events and all Explorer meetings of direct service to the department (unless absences are excused by WPD Explorer Command or Advisor(s)).
7. Understand and be willing to obey all the rules and regulations as set forth in the Explorer Manual.

4.2 **Criminal Records**

The Watertown Police Department will verify that the Explorer applicants do not have any felony convictions or misdemeanor violence convictions (assaults) and may complete a background check of the Explorer. If the Explorer is convicted of a crime while an Explorer, Command and Advisors will present consequences to the Explorer or decide termination from the post.

4.3 **New Explorer Orientation**

All Explorers are urged to become familiar with the rules and standards of conduct in the Explorer manual and are expected to follow these rules and standards faithfully. **New Explorers will be issued a uniform after a three month probation period and will be allowed to participate in a ride-alongs after a six month probation period.**

4.4 **Explorer Required Training**

Before an Explorer is permitted to participate in the ride-along program, he/she is required to understand and complete the following:

1. Daily operations of a police officer.
2. Post guidelines.
3. Familiarization with police vehicle and equipment.
4. Proper uniform attire.
5. Expected conduct of Explorers.
6. Pass the ride along test (90% or higher).
7. Additional training to include but not limited to:
 - Note taking/report writing.
 - Geographic orientation of the community.
 - Communication procedures.

5 EXPLORER POLICIES

5.1 **Dress Code**

While at the Watertown Police Department, Explorers shall be in uniform unless otherwise instructed. Explorers may have their uniform inspected during business meetings.

Explorers shall:

- A. Wear clean, full and appropriate weather uniform to every meeting and event unless told differently by Command.
- B. Explorers may wear jewelry that is appropriate to the uniform.
 - 1. Females may wear one set of stud type earrings on the ear lobes (one per ear).
 - 2. Males may not wear earrings while in uniform.
 - 3. Males and females may wear a small chain necklace under their uniform shirt as long it does not show on the outside of the uniform.
 - 4. No other jewelry or body piercings may be worn while in any Explorer uniform.
- C. Explorers hair may only be worn appropriate to the uniform.
 - 1. Single colored hair, no multi-colors.
 - 2. No designs in the hair or Mohawks.
- D. Explorers are responsible for their uniforms and equipment.
 - 1. Any items that are lost or damaged must be reported to Command immediately.

*****Explorers are never to wear their uniform, any part of the uniform outside of Explorer activities. If an Explorer is in an un-presentable uniform they may be excused and sent home from the public event.**

5.2 Absence (Mandatory and Voluntary)

Meetings:

Explorers shall make every attempt to attend all business meeting.

- A. An attendance record is kept by the Explorer captain or assigned sergeant.
- B. If an Explorer is unable to attend a business meeting, he/she shall notify Command as soon as possible.

Events:

Explorers shall make every attempt to attend all special events.

- A. An attendance record is kept by the Explorer captain or assigned sergeant.
- B. If an Explorer is unable to attend an event, he/she shall notify Command as soon as possible.

5.3 Tardiness

Explorers shall be on time to all meetings and events unless they have notified Command prior to the meeting/event.

5.4 Weather-related and Emergency Closings

Closings can occur before or during any Explorer meeting or event. If inclement weather exists, meetings or events may be cancelled. The post Captain or advisor(s) will make the determination.

5.5 Profanity or Slanderous Language

Explorers shall not indulge in such language at any time when in the presence of the public, Watertown Police personnel or civilians.

5.6 Use of Police Radio/Computer

Radio:

The use of the police radio will be at the discretion of the police officer that the Explorer is assigned to. Explorers must have a working knowledge of radio traffic, radio operation and knowledge of the ten codes before talking on the radio. It should be noted that several agencies and many private citizens monitor radio traffic, therefore, professionalism should be stressed.

Computer:

The use of any Watertown Police Department computer is a privilege to the Explorers. Nothing illegal or personal is to be searched on the computers.

5.7 Scholastic Requirement

Explorers shall be required to remain in school through the twelfth grade and must maintain at least a C grade point average (2.5). Explorers may be asked to present proof of GPA by providing a copy of their report card. Failure to produce this upon request will result in disciplinary action up to termination.

5.8 Explorer/Police Relationships

The relationship between Explorers and advisors or any other officer or personnel of the Watertown Police Department shall be of a professional nature only. At all Explorer functions and meetings, Explorers shall conduct themselves in a professional manner unless relaxed by the advisor due to the nature of the function.

5.9 Shooting Range Requirements

All Explorers will adhere to the following requirements regarding Post Shooting-range privileges:

1. If under the age of eighteen (18), must have written permission from a parent or legal guardian before participating in each and every shooting-range event.
2. Firearms will be pointed downrange at all times including during loading and sight adjustment.
3. When you walk downrange to check targets or move from one range to another, your firearm will be unloaded and either be cased or have the action open.
4. Provide and wear appropriate and required safety equipment deemed necessary by a Certified Range Master (e.g., hearing and eye protection, body armor).
5. All Explorers will be 100% physically capable to handle and properly shoot a firearm.
6. All firearms must remain cased until the shooter reaches the shooting line or shooting benches.
7. All shooting in a particular section will cease, by mutual consent, and all shooters will walk downrange simultaneously; absolutely no one will shoot while there is a person downrange or walk downrange while a shooter is shooting in their section.
8. During a shooting event, there will always be a certified law enforcement officer firearms instructor on range.

5.10 Use of Force

Explorers shall not be assigned or place themselves in situations where the use of force is imminent or considered probable. Explorer duties and functions shall be limited to those considered non-hazardous.

5.11 Courtesy-Ceremonial and Patriotic

Police Explorers representing the department as escorts or guards of honor will wear the full official uniform. The uniform will be exceptionally neat, clean and overall well maintained.

On approach of the flag of the United States of America, uniformed Police Explorers shall face the flag and render a military salute. Explorers in civilian clothes shall stand and remove their cap/hat.

5.12 Equipment

Use of Equipment belonging to the Watertown Police Department is to be treated with care and responsibility. All equipment is to be checked out with a time and date and returned with a time and date. If any equipment is lost, stolen or damaged it needs to be reported to WPD Explorer Command, Advisors, or any other Watertown Police Officer.

5.13 Service

Explorers shall do the following:

1. Assist with traffic control.
2. Volunteer at public events while in uniform.
3. Conduct tours of the department for youth groups, with the prior approval of Command Staff.

5.14 Visitors to the Explorer Program

Explorers may bring friends who are interested in the Explorer Program to a business meeting after receiving prior approval from the Explorer Captain or Advisor.

5.15 Explorer Termination/Resignation

When it is determined that an Explorer shall be terminated, the Explorer Advisor shall make the determination. The Explorer shall be given an explanation for the termination. The decision to terminate shall be final and there is no appeal process.

5.16 Explorer Retirement

Age retirement for the Watertown Police Explorers is twenty-one (21) years of age. It is the policy for the law enforcement explorer to retire on December 31st of their 21st year.

5.17 Return of Explorer/Police Department Property

When an Explorer resigns or is terminated from the post, he/she must return all Watertown Police Department equipment and uniforms. This includes any equipment that was issued separate from uniform requirements. Key access cards will also be turned in on the day of resignation/termination.

6 PROHIBITED ACTIVITY

6.1 Prohibited Activity

Members are prohibited from engaging in the following activities while on duty:

1. Sleeping, distracting or unbecoming behavior.
2. Recreational reading (except at meals).
3. Carrying any article which detracts from the performance of their assigned duties.
4. Conducting private business.

6.2 Gratuities

Explorers shall not accept any unsolicited gift, gratuity, fee or other things of value while performing his/her duties.

6.3 Evidence

Explorers shall not fabricate, withhold or destroy evidence of any kind. Explorers shall deliver, to the proper custodian, any monies or other property not his/her own which comes into their possession.

6.4 Confidential Information and Nondisclosure

Explorers must treat all information as confidential while working at the police department and/or with police officers. Explorers are required to read and sign the Watertown Police Department's "Agreement of Confidentiality." If an explorer breaks a confidence, he/she will be prosecuted under state and federal laws.

Explorers shall not divulge official or unofficial business or give out any information about the Watertown Police Department to the public without prior approval of the Watertown Police Department supervisors.

6.5 Smoking, Alcohol and Substance Abuse

Explorers shall not smoke or use any tobacco products at any Explorer function, in or out of uniform, or while representing the Watertown Police Department in any manner. Use of alcohol is prohibited.

7 EXPLORER SAFETY

7.1 Explorer Safety-Events

Explorers shall never act as a law enforcement officer. Explorers shall always listen and follow the instructions given by any Watertown Police Department personnel. Explorers must always be with another

Explorer or Advisor while working special events.

7.2. Explorer Safety-Ride Along

Explorers shall follow all instructions given by the law enforcement officer he/she is riding with. Explorers shall not have any police powers and will not conduct themselves in a manner which would be construed as having such powers.

7.3 Explorer Requiring Medical Attention

In case of emergency we would like to have the emergency contact information and an active medical release form on file in cases where medical attention may be needed and parents/guardians need to be notified.

8 EXPLORER RESPONSIBILITIES

8.1 Time Keeping Responsibilities

It is the Explorers duty to keep track of the hours they volunteer, ride along or attend meetings. The Explorer is to record their hours in the Explorer Log. This log will be monitored and any discrepancies could result in consequences.

8.2 Cooperation with Other Explorers

Explorers will always work with other Explorers in a professional manner. Any problems arising between Explorers should be handled by using the chain of command. At no time will Explorers argue with each other while in public or the presence of civilians.

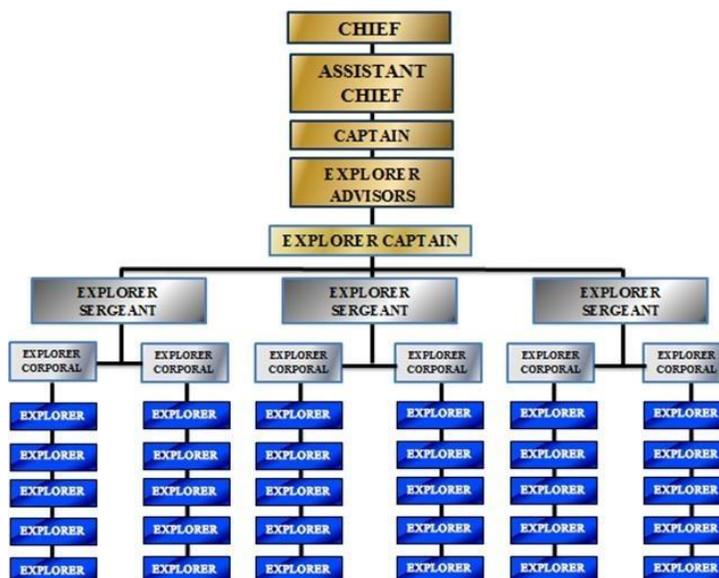
8.3 Chain of Command

The chain of command shall be respected at all times unless the Explorer Captain or Advisors relaxes it due to the nature of the function. It is extremely important that the chain of command be maintained so the post can run efficiently

9 PERSONNEL DUTIES AND RESPONSIBILITIES

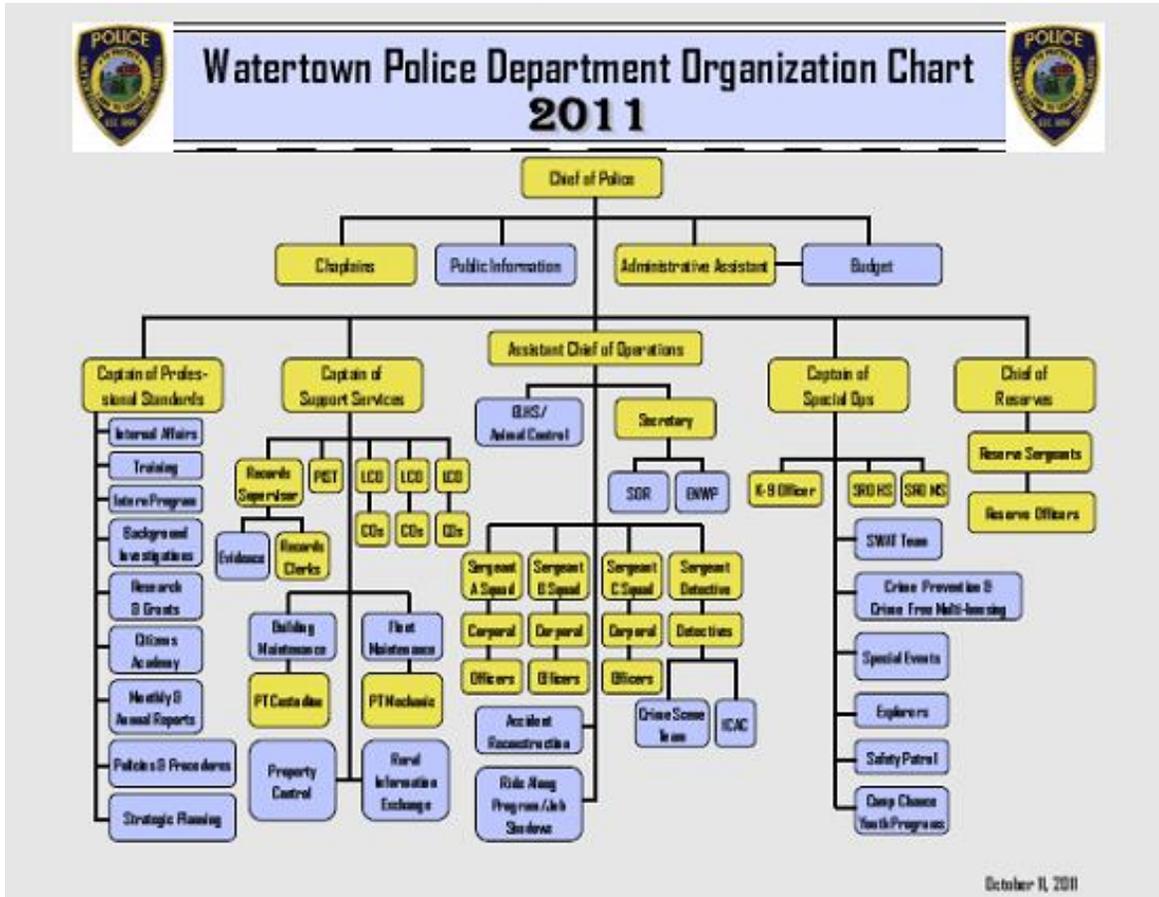
9.1 Chain of Command-Watertown Police Explorers

Watertown Police Explorer Organizational Chart



**This chart is based on a forty member post. The chart may be adjusted to accommodate the current size of the post. Some positions may not be in use due to size of the post.

9.2 Chain of Command-Watertown Police Department



9.3 Chief of Police

The Chief of the Watertown Police Department shall be the final authority on all matters pertaining to the operation of the Watertown Explorer Post #119.

9.4 Explorer Captain

It is the responsibility of the Explorer Captain to:

1. Act as Explorer commander.
2. Responsible for the overall operation of the post.
3. Report to the Explorer Advisor.
4. Plan and conduct all meetings and submit an agenda to the advisors.
5. Plan all Explorer activities with cooperation of other members of the post with the approval of the Explorer Advisor.
6. Keep the Explorer Advisor aware of all Explorer activities and progress.
7. Ensure that all six experience areas of exploring are satisfied.

9.5 Explorer Sergeant

It is the responsibility of the Explorer Sergeant to:

1. Assume command of Explorers in the absence of the captain.
2. Report to the Explorer Captain any information that is received from other Explorers.
3. Responsible for documenting the hours worked by individual Explorers and the total man-hours of his/her squad.
4. Maintain, supervise and inspect a squad of Explorers (not to exceed 12 members).
5. Responsible for the conduct and discipline of his/her squad at all Explorer meetings and activities.

9.6 Explorer Corporal

It is the responsibility of the Explorer Corporal to:

1. Explorer corporals are the pivotal positions whereby the operations of the Explorer Post are put into effect.
2. They are immediately responsible to the Explorer Post Commanders for the appearance and performance of all Explorer Scouts, but primarily those in their assigned squads.
3. They are also personally responsible for ensuring that the policy and procedures of the Explorer Post are followed.
4. They will report to the Explorer Sergeants(s) any information that is received from other Explorers.
5. They will be responsible to make sure all squad members receive and understand all information given to them.

9.7 Explorer

It is the responsibility of all Watertown Police Department Explorers to:

1. Participate in all Explorer activities and other Boy Scouts of America activities as requested by the Explorer Advisor, including but not limited to, meetings, trainings and special events.
2. Assist the department when needed.
3. Abide by all the rules and regulations set forth in the Explorer Manual.

9.8 Explorer Advisor

The Explorer Advisor shall:

1. Be a sworn officer of the Watertown Police Department.
2. Be at least 21 years of age.
3. Provide support and advice to Explorers.
4. Supervise Explorer meetings and activities.
5. Responsible for unit's overall operation.

9.9 Explorer Assistant Advisor

The assistant advisor shall:

1. Be a full-time employee or reserve officer of the Watertown Police Department.
2. Be at least 21 years of age.
3. Provide support and advice for the Explorers.
4. Assist and support the Explorer Advisor.
5. Supervise Explorer meetings and activities as needed.

9.11 Opportunity for Advancement-Progression and Promotion

1. Promotions are conducted when a position opens.
2. Applicants must have:
 - A. A minimum of one year with the Explorer Post.
 - B. Shown positive leadership skills.
 - C. Good standing with the Post.

The Explorer Advisors will appoint the Explorer Captain.

10 ORDERS

10.1 Conflicting Assignment of Orders

Explorers who receive conflicting orders shall clarify with the Explorer Captain and/or the on-duty Advisor.

10.2 Unlawful Orders

No superior officers shall knowingly issue any order that is a violation of law, ordinance or the Explorer Manual.

10.3 Obedience to Unlawful Orders

Explorers shall observe and obey all federal and state laws, municipal ordinances and the Explorer Manual. No Explorer is required to obey any order, which is contrary to any federal law, state law or local ordinance. Refusal to obey an order rests with the Explorer and he/she will be required to justify his/her actions.

10.4 Reporting Law Violations

Explorers shall report all violations of law that they or another Explorer has committed to an Explorer Advisor immediately.

10.5 Internal Investigations

Explorer members are required to answer truthfully and to render material and relevant statements to a competent authority in any Explorer internal investigation. No Explorer member shall obstruct, hinder or impede any internal investigation, disciplinary board or other Explorer hearing or to knowingly conceal, withhold or misrepresent material facts related to the subject matter of any inquiry.

11 STANDARDS OF CONDUCT

11.1 General Standards

The Watertown Police Department Oath will be the general standard of conduct for all Explorers.

11.2 Judgment Responsibilities

Each Explorer member will be expected to always use good judgment while performing his/her duties.

11.3 Performance of Responsibilities

Any problem or question that should arise while an Explorer is performing his/her duties will be handled through the chain of command.

11.4 Use of Equipment

Use of Equipment belonging to the Watertown Police Department is to be treated with care and responsibility. All equipment is to be checked out and returned with a time and date. If any equipment is lost, stolen or damaged it needs to be reported to an Explorer Advisor.

11.5 Use of Cell Phone

Personal Cell Phones are to be put away during community events and Explorer meetings. Cell Phones may be used to contact other Explorers or Advisors.

11.6 Complaint Procedure

A personnel complaint is an allegation, either verbal or written, of Explorer misconduct. Complaints received from the public or within the department shall be reported to and investigated by an Explorer Advisor. All complaints will be reviewed by the Patrol Division Captain.

12 RIDE-ALONG PROGRAM

12.1 Purpose

This program is designed to give Explorers the opportunity to better understand the law enforcement profession, broaden the Explorer's knowledge of basic patrol procedures and assist officers as directed.

The ride-along program exposes Explorers to realistic work situations a police officer may confront while

on duty. It includes classroom instruction and practical training in work situations.

12.2 Guidelines

Explorers must complete the following before participating in ride-alongs:

1. Be at least 14 years of age and enrolled in the 8th Grade.
2. Pass the ride along test (90% or higher).
3. Complete the Explorer ride-along form.
4. Complete a six month probationary period.
5. Receive approval from an Explorer Advisor.

Explorers must obey the following rules while participating in ride-alongs:

1. No drinking, smoking or sleeping while on duty. Explorers who are found in possession of illegal narcotics or other habitual drugs will be brought to the Explorer Advisor or on-duty supervisor immediately.
2. Explorers are prohibited from carrying any firearm while participating in a ride-along or any other Explorer function; unless the Explorer is participating in a firearms training under the direct supervision of a trained firearms instructor.
3. Explorers may ride a maximum of 12 hours per month. The hours of each ride-along will be determined by the age of the Explorer. **Explorers who are between the ages of 14 and 17 may ride any time between the hours of 0600-0000. Explorers who are over the age of 18 may ride at any time throughout the day.**
4. Explorers must follow all supervising officers' directions regardless of his/her personal feelings. Any disagreement or argument with a supervising officer must be reported to an Explorer Advisor as soon as possible. No Explorer will be required to obey an order, which is contrary to the law.
5. If an Explorer would like to make a request to ride with a particular officer, it shall be made through the on-duty supervisor.
6. Explorers who consistently do not volunteer for community events or who are not in good standing with the department may be refused ride-along hours.

12.3 Ride-along Participation

Explorers will generally only be an observer while participating in ride-alongs. The Explorer may be asked to fulfill various duties as determined by the officer they are riding with. These duties may include the following:

1. Traffic/crowd control.
2. Operation of the radio.
3. Assisting motorists.
4. Completing paperwork that will not be used in the court process.
5. Protecting crime scenes.
6. Acting as an interpreter.

12.4 Prohibited Explorer Participation

AT NO TIME will Explorers be at risk or used in dangerous activities in accordance with the Boy Scouts of America's policy on covert operations. Some specific functions that should be avoided:

1. Interview/interrogation of witnesses or suspects.
2. Participate or be left in control of the arrest or control of a prisoner.
3. Leave the police vehicle, unless instructed by the assigned officer.
4. Be armed in any manner.
5. Sign any arrest, offense, accident report, traffic citation or other legal document.
6. Assist in providing cover for any possible crime in progress.
7. Operate any Watertown Police Department vehicle, unless authorized by an Explorer Advisor for the sole purpose of training or competition.
8. Ride with any vice, narcotic officer, detective or organized crime division, unless approved by an Explorer Advisor or on-duty supervisor.
9. Searching an individual's clothing.

Explorers must obey the following procedures for high risk calls:

1. While responding to high risk calls, officers may drop an Explorer off at the police department or at the first convenient location. Explorers shall remain at the location until they are picked up by an officer.
2. In case of an immediate emergency where dropping the Explorer off is not an option; the Explorer will remain in the police vehicle until the officer advises that the situation is safe.

13 DISCIPLINE

13.1 Discipline

The principle for administering discipline within the Explorer Post rests with the Explorer Advisors.

Commission of any of the following violations (but not limited to) may cause an Explorer to receive disciplinary action.

1. Commission of a criminal offense.
2. Neglecting duty.
3. Insubordination.
4. Conduct which reflects unfavorably upon the department.
5. Violating rules and regulations in the Explorer Manual.

14 EXPENSES

14.1 Uniforms

Each Explorer will be issued a uniform after completing a three month probationary period. All uniforms and other issued equipment are property of the Watertown Police Department and shall be returned to the department once an Explorer has resigned, been terminated or retired. If an Explorer neglects to return any Watertown Police Department property, he/she may be charged for the item(s) and/or prosecuted through the State's Attorney's Office.

14.2 Explorer Competition

Each year the Explorer Post competes in an Explorer Challenge, which is held in a different location every year. Explorers who are in good standing will be considered. Each Explorer may be asked to complete a written report describing why he/she should be considered for the trip. Each Explorer may also be asked to provide a portion of the money needed to cover expenses. The amount needed from each Explorer will be determined by the Explorer Advisors.

14.2 Insurance

The Explorer Post shall maintain liability and accident insurance. The cost shall be borne by the Explorer Program. Information on insurance is available through the Boys Scouts of America.

15 ACKNOWLEDGMENT

15.1 Sexual Harassment

Sexual harassment on the basis of sex is a violation of Federal, State and County law. It is the policy of the Watertown Police Department and Explorer Post that sexual harassment will not be tolerated. Sexual harassment is an infringement of an individual's right to function in an environment free from unwanted sexual attention or sexual pressure. Sexual harassment has occurred any time a feeling that sexual threat or harm has been brought upon another person.

Sexual harassment can come from a person of either sex against a person of the opposite or same sex. This applies to peers, supervisors, subordinates or the public.

Sexual harassment includes but is not limited to:

- Privately or publicly making suggestions of or for sexual behavior.
- Displaying of private parts of the body.
- Suggestive motions, movements or statements.
- Gratuitous flirting.
- Dirty jokes.
- Unwanted touching.
- Sexual comments.

15.3 Confidentiality

Explorers must keep all information confidential that they receive while working/volunteering at the Watertown Police Department. If an Explorer breaks a confidence, he/she may be prosecuted under state and federal laws.

The Explorer’s signature below indicates that he/she understands the Confidentiality Agreement. An Explorer Advisor will also sign this agreement.

_____	_____
Explorer Signature	Date
_____	_____
Advisor Signature	Date

15.4 Agreement and Disclosure

I have read, understand and agree to the rules, regulations, requirements and restrictions as set forth in this Watertown Police Explorer Post #119 Manual. I understand that I am expected to conduct myself in accordance with this manual and that if I violate any of the rules, regulations, requirements and/or restrictions set forth in this manual, I am subject to the consequences set forth herein. I further give the Watertown Police Department permission to obtain my school records and agree to furnish all subsequent report cards to the Explorer Advisors as required in this manual. The Watertown Police Department may contact my family, friends, neighbors, teachers, school administrators and employers as part of my background check and for the purpose of obtaining future progress reports. The Watertown Police Department may complete a criminal history check as part of my background. I further understand that disobeying or breaking any rules in the WATERTOWN POLICE EXPLORER RULES AND REGULATIONS MANUAL will not be tolerated and will result in exclusion or immediate dismissal from the Explorer Post.

_____	_____
Explorer Candidate	Date
_____	_____
Parent/Guardian if Candidate is a Minor	Date

WATERTOWN POLICE DEPARTMENT

PANDEMIC FLU PLANNING AND RESPONSE



STANDARD OPERATING PROCEDURES

**TIM TOOMEY
CHIEF OF POLICE**

March 2020

WATERTOWN POLICE DEPARTMENT PANDEMIC FLU PLANNING AND RESPONSE

STANDARD OPERATING PROCEDURES

V. PURPOSE

This special order provides guidance for development of contingency plans, organization of resources, and establishment of departmental protocols that can be used to respond to and help mitigate the effects of a pandemic influenza or similar health emergency.

VI. POLICY

Health care professionals predict that a pandemic influenza outbreak is highly likely, if not inevitable, based on current conditions and historical data. Should the current bird flu influenza virus (H5N1) or a mutation thereof spread efficiently between humans, a worldwide pandemic could take place within as little as three weeks. The inevitable shortages of employees and resources make it essential that the department establish plans and take measures in advance to ensure that crucial law enforcement services are not unreasonably disrupted and that employees are provided with the means to prevent or mitigate the spread of infection.

VII. DEFINITIONS

Avian Influenza: Also known as the bird flu, a strain of influenza that naturally occurs among wild birds. It is deadly to domestic poultry. Highly pathogenic avian influenza such as H5N1 has crossed the species barrier to infect humans, but person-to-person spread has thus far been rare, if it has occurred at all, according to some authorities. The potential for it to mutate into a form that is efficiently transmitted between humans who have no immunity has caused it to be closely monitored. There is no human immunity and no vaccine is yet generally available for public consumption.

Essential Positions and Assignments: Employees who possess special knowledge, skills, or abilities and whose extended absence would create serious disruptions to a critical departmental function.

High-Pathogenicity Avian Influenza (HPAI): Any form of avian influenza—H5N1 being only one potential form—that demonstrates high efficiency in human-to-human transmission.

Incubation Period: Interval between infection and onset of symptoms.

Influenza: Referred to as the flu, an acute infectious viral disease marked by inflammation of the respiratory tract, fever, muscular pain, and bowel irritation.

Isolation: Separation of infected persons from those who are not infected.

Pandemic Influenza: Occurs when a new influenza virus emerges for which there is little or no immunity among humans, begins to cause serious illness, and then spreads easily from person to person worldwide.

Quarantine: Legally enforceable order that restricts movement into or out of the area of quarantine of one person, a large group of people, or community; designed to reduce the likelihood of transmission of contagious disease among persons in and to persons outside the affected area. When applied to all inhabitants of an area (typically a community or neighborhood), the intervention is referred to as a cordon sanitaire (sanitary barrier).

Seasonal (or Common) Flu: A respiratory illness that can be transmitted from person to person. Most people have some immunity, and a vaccine is available.

Social Distancing: Measures taken to reduce contacts between individuals in order to lower the chance of spreading the disease.

Strategic National Stockpile: A national repository of antibiotics, chemical antidotes, antitoxins, life-support medications, IV administration equipment, airway maintenance supplies, and medical and surgical items designed to supplement and resupply state and local public health agencies in the event of a national emergency.

Voluntary Quarantine: A request that persons remain at home, ban visitors, wear a mask when in the same room as other members of the household, and sleep in a separate room. These protocols were developed to decrease the risk of transmitting the SARS coronavirus during its outbreak in Toronto and would likely be the primary means of social distancing during an influenza pandemic.

Volunteer: Someone who performs a service for the department without promise, expectation, or receipt of compensation for services rendered. Volunteers may include unpaid chaplains, unpaid reserve officers, unpaid interns, unpaid persons providing administrative support, and unpaid youths involved in a Law Enforcement Explorer post, among others.

VIII. PROCEDURES

A. Organization

1. Pandemic influenza coordination committee

The chief executive officer (CEO) of the department shall appoint an individual or individuals, as appropriate, to lead and coordinate the department's preparation for and response to pandemic flu by means of a pandemic influenza coordination committee (hereafter the committee). The committee shall include departmental and interdepartmental personnel who bear directly on plan development and who can make preliminary decisions in the following issue areas:

- a. Personnel (including volunteers)
 - b. Training
 - c. Equipment and supplies
 - d. Human resources
 - e. Legal
 - (1) City or county attorney
 - (2) District attorney
 - (3) Representative of the judiciary
 - f. Public information
 - (1) Media relations
 - (2) Community relations
 - g. Communications
 - (1) Dispatch
 - (2) Intraoffice communications
 - h. Finance
 - i. Management
2. The committee shall also identify public and private entities that will have bearing on overall community pandemic response planning and that will interact closely with this department during a pandemic. The committee shall integrate key agencies in the planning process in a manner that will explore problem scenarios and solutions, mutual expectations, and support opportunities. Plans should be drawn up and coordinated in conjunction with the necessary response partners to avoid confusion, misunderstanding of roles and expectations. At a minimum, these response partners include the following:
- a. State and local public health services
 - b. State occupational safety and health administration (OSHA)
 - c. State and local emergency management agencies
 - d. Medical examiner or coroner
 - e. Emergency medical responders
 - f. Hospitals and urgent care facilities
 - g. Fire department
 - h. Volunteer organizations and disaster response teams
 - i. Vendors and service providers for the police department

- j. City and county governing body
 - k. State and regional law enforcement agencies
 - l. State department of agriculture
 - m. Animal control
 - n. City or county finance office
 - o. Private business sector leaders
 - p. The Red Cross
 - q. The National Guard
3. The committee shall monitor updates from public health authorities on changes in the nature or spread of influenza and relay important developments to committee members and the CEO.
 4. The committee shall develop a detailed pandemic influenza preparation and response plan that includes but need not be limited to issues identified herein. Considering that there will be many unexpected developments during a pandemic, the plan should emphasize flexibility and the need to improvise as appropriate. The plan shall be completed within 180 calendar days of the issuance of this order.
- B. Staff Training, Education, and Prevention
(See annex 1)
- C. Potential New Service Demands
The onset of pandemic influenza will inevitably result in new types of requests for police service, even as the department experiences reduced staffing levels and continues to provide routine law enforcement services. In anticipation of these challenges, the committee shall coordinate with other critical agencies and stakeholders to identify needs, expectations, potential levels of service demands, reasonable alternatives to the use of sworn police personnel, and reciprocal means of assistance between public and private sectors, among other factors. Additional police responsibilities during a pandemic may include the following:
1. Guarding vaccine distribution chains and distribution sites from the strategic national stockpile to maintain order, establish traffic patterns, and prevent theft
 2. Providing protective services to hospital emergency rooms, temporary treatment shelters, and triage centers during patient surges
 3. Providing additional preventive patrol or other measures to targets of opportunity resulting from the emergency (such as pharmacies and supermarkets)
 4. Providing added security to critical infrastructure components (such as utilities and telecommunication facilities)
 5. Providing emergency assistance to special population groups (such as the elderly, the hearing or visually impaired, and nonambulatory)
 6. Enforcing closure orders, curfews, travel limitations, and restrictions on gatherings
 7. Enforcing quarantine orders, mandatory isolation orders, and other involuntary restrictions or requirements (such as mandatory vaccination or hospitalization of the ill).
 8. Arranging for secure disposition of dead bodies during surges in deaths in cooperation with the coroner, funeral homes, and crematoriums
 9. Policing civil disturbances and disorders related to forced mandatory vaccinations, shortage of therapeutics or medical care, and similar problems
 10. Arranging for additional incarceration facilities should mass arrest be necessary or infected persons need isolation during incarceration
 11. Assisting health care providers and other agencies with security for delivery of essential food and medicine to quarantined areas
 12. Developing alternative protocols for investigation of unattended deaths
- D. Alternate Staffing Strategies

1. Department supervisors shall consider a number of alternative staffing strategies to help prevent the spread of influenza among employees and to better meet service demands with reduced staff. The following should be considered for systematic and progressive implementation coincident with the progressive seriousness of a pandemic and loss of staff:
 - a. Telecommuting
Some employees may be able to perform essential work duties from remote locations, particularly their homes, using telephones and computers linked to the department and the Internet.
 - b. Swing shifts
Some employees presently working only day shifts may be able to perform essential duties during off hours, such as from 4:00 p.m. until midnight, thereby reducing the number of persons on duty at the same time.
 - c. Flex time
Employees may be given greater latitude in when to report to work or when split shifts may be possible.
 - d. "Snow days"
Liberal leave may be provided to personnel who must care for sick family members who are unable to care for themselves or to select employees when the department is experiencing a high incidence of sick employees and an employee can be excused without unreasonable harm to department operations.
 - e. Overtime
Overtime may be authorized in cases where essential employees are unavailable to work due to illness and other employees may effectively fill in to perform their duties with overtime. Personnel who have recovered from illness and are considered immune may also be used for extended work hours.
 - f. Less than full time
Select employees may be allowed or directed to work reduced hours.
 - g. Reassignment
Certain civilian or sworn employees may be reassigned to alternate duties (such as telephone report taking or answering questions at a community service walk-in desk).
 - h. Leave
The department may cancel vacation leave and other forms of leave with or without pay.
 - i. Cross-training of personnel
Personnel in the same unit or in similar jobs may be cross-trained to perform the duties of other employees. Training must begin before the onset of a pandemic.
2. Several alternatives exist that may be used to supplement departmental employees while they are on sick leave during a pandemic.
 - a. Volunteers
Community volunteers may be used to staff select nonsworn positions to include clerical and telephone answering duties. Some of these duties may be

conducted from a volunteer's place of residence. Volunteers shall be recruited and trained well in advance of their assignment. Plans are also required in advance for the anticipated use of spontaneous volunteers or registered or affiliated disaster service volunteers.

- b. Reserve officers
Reserve officers should provide an important resource of manpower to assist in backfilling full-time patrol officer shortages.
- c. Auxiliary personnel
With advance orientation and training, auxiliary personnel may be used to backfill certain nonsworn full-time civilian positions.
- d. Retired officers
Officers who have retired in good standing with the department may be recruited in the early planning and preparation stages to backfill sworn and nonsworn positions. Departmental supervisors and command staff who anticipate the need for such individuals shall determine legally required reentry requirements for reassignment. Retired officers may also be used for investigative assignments involving minor crimes and traffic accidents where sworn status is not required. The department shall compile a list of eligible retired officers and ascertain the willingness of those eligible retired officers to volunteer.
- e. Police cadets
The role of police cadets may be expanded to duties in additional nonenforcement capacities.
- f. Police candidates
Candidates who have not yet graduated from the academy may be temporarily released from training to assume nonsworn duties in the department.
- g. Sworn officers from mutual aid
The department will consider the use of sworn officers from departments under the regional mutual aid agreement where those officers can be spared for full-time or part-time duty.
- h. Neighborhood watch and citizen patrols
To help supplement routine police patrol, the department may establish, reinforce, or reconstitute neighborhood watch programs and may consider providing enhanced communication capabilities between watch groups and the department.
- i. Private enterprise
The private sector may be engaged in contracts to perform some specialized functions that cannot be readily addressed by existing department employees. These may include such duties as equipment maintenance and logistical support, maintenance or expansion of computer capabilities to meet added demands, or related services needed by the department and available through private contractors.

E. Modification of Department Responses to Calls for Service

Under reduced staffing emergencies during a pandemic, the department shall consider implementation of alternatives to traditional responses to calls for service. These include but are not limited to the following:

1. Prioritization of calls for service
The department may consider modifications to its call prioritization system that would allow for significantly deferred response, or the use of alternative responses to certain types of calls for service (such as suspension of all responses to nuisance offenses, minor thefts, or burglaries).
2. Differential response to calls for service
The department may consider expansion of its telephone reporting unit (TRU) and the types of calls taken by this unit. It may consider the use of sworn and nonsworn employees and trained civilian volunteers as TRU operators. Other differential response modes may also be considered, to include expanded duties of the community service desk and community service officers and Internet reporting of minor property crimes and other misdemeanors or nonviolent crimes.

IX. DEVELOPMENT OF DIVISION PLANS

- A. Based on the foregoing staffing alternatives and methods of influenza mitigation, division commanders in cooperation with unit supervisors shall develop individual response plans in anticipation of pandemic influenza. Division plans shall be submitted to the committee within 60 days of issuance of this order and shall contain the following information. The committee shall integrate each division plan into the overall departmental response plan and the local or regional plan.
 1. Identification of essential assignments and positions.
Each department shall identify essential personnel and assignments. For purposes of this special order, essential personnel are those who meet one or more of the following characteristics.
 - a. Employees who possess specialized knowledge, skills or abilities, such as employees who have unique institutional knowledge; specialized technical skills and training; or unique command or supervisory skills, abilities, and responsibilities
 - b. Employees who are the only ones—or only one of a few—who have the knowledge, skills, or abilities to perform the duties assigned to a critical position or assignment
 - c. Employees who could not be readily replaced by transfer of another employee to the position or assignment
 - d. Employees whose knowledge, skills, or abilities would be difficult to impart to another employee through cross-training
 2. Plans shall identify essential employees by name and position or assignment and shall do the following:
 - a. Provide details of the position and the functions or duties deemed essential
 - b. Identify potential negative impacts on the department should the individual be absent from duty for an extended time
 - c. Identify proposed remedies for overcoming the loss of essential employees
 - d. Identify potential costs and obstacles associated with implementing proposed remedies
 3. Plans shall identify specific strategies to overcome overall losses of employees.
 - a. Strategies shall be recommended in an incremental fashion, ranging from the easiest to the most difficult, recognizing the likely progression of absenteeism during a pandemic

- b. Strategies may be adopted from those alternatives identified in this special order—modification or reduction of service delivery, use of staff augmentations, or implementation of alternative staffing patterns—or by other means deemed appropriate by supervisors and command staff
 - c. Strategies shall be accompanied by prepandemic implementation requirements, estimations of time required for implementation, potential obstacles and negative consequences to the department or the community if implemented, and associated costs of implementation
4. Plans shall identify those influenza mitigation measures that should be implemented during the progression of a pandemic.
 5. Division plans shall identify all materials, facilities, and personnel resources under their command that may be used to enhance departmental disease mitigation efforts.
 6. Plans shall identify the proposed chain of command to be used during the absence of specific supervisors or commanders.

X. **DEVELOPMENT OF PANDEMIC FLU PREPAREDNESS AND RESPONSE PLAN**

A. Comprehensive Plan Comprising Division Plans

The committee shall organize division plans into a comprehensive departmental preparedness and response plan. The committee's plan shall also examine the following issues as they affect the overall department:

1. Legal issues—officer duties and responsibilities
There are a number of legal issues that will come into play during a pandemic influenza. These issues may be addressed through the department's legal service or through the jurisdiction's legal advisor or contract attorneys.
 - a. The legal authority to impose, and the responsibility and authority of law enforcement to enforce, orders during public health emergencies involving containment, isolation, or quarantine of civilians; closure of schools and public facilities; declaration of curfews; prohibitions on travel; and other similar emergency actions
 - b. Limitations on law enforcement uses of force in conjunction with these orders as well as legal authority for other actions, such as restricting the movement of contagious persons; and responsibility for documenting, securing and disposition of bodies of the deceased in unattended deaths
2. Legal issues—employee health and welfare
Federal and state laws and employee contractual agreements may have bearing on the department with respect to protection of employee health and welfare and conditions of work.
 - a. Union contracts
Collective bargaining agreements and contracts shall be reviewed to establish those issues that may come into play in attempts to address influenza control and reductions in staffing during a pandemic.
 - b. Federal and state laws
Departmental policy and practice and potential emergency modifications to these protocols shall be examined to determine if, and to what degree, they conflict with federal or state laws.
 - (1) Americans with Disabilities Act (ADA)
Provisions for medical clearances prior to returning to work and related matters shall be examined with respect to provisions of the ADA.

- (2) Occupational Safety and Health Act
Proposed department emergency –protocols shall be examined to ensure that the department is taking reasonable precautions to protect employees from contracting influenza in the workplace, protect their medical privacy, and comply with related requirements under the law.
- (3) Family and Medical Leave Act (FMLA)
The department shall determine how best to permit leave for employees to care for family members who are ill, in conformance with FMLA requirements and in light of departmental personnel requirements in an emergency.
- (4) Health Insurance Portability and Accountability Act (HIPAA)
Issues concerning medical certification for return to work and medical disclosures to local health authorities shall be examined under HIPAA requirements.
- (5) Wage and hour laws
The department shall ensure that it is consistent with state and federal wage and hour and antidiscrimination requirements in any plans that restrict leave with or without pay.
- (6) Workers' compensation regulations
The department shall determine whether and under what circumstances employees may be eligible for workers' compensation claims if incapacitated by the influenza.
- (7) Health care and life insurance contracts
The department and others in the jurisdiction, as necessary, shall examine provisions of the department's health care and life insurance to ensure appropriate coverage of employees specific to a national or local health emergency.

3. Equipment and supplies

The committee shall ensure that an inventory is performed to itemize available departmental equipment and supplies that will be needed in a pandemic. Deficiencies in the following areas will be noted and steps taken to stockpile sufficient supplies (optimally a minimum of 90 days for medical isolation supplies, and at least two weeks of food and water, without re-supply).

- a. Rubber gloves, eye protection, ventilated N95 masks, disposable outer boots, general antiseptic cleaners, soap and individual antiseptic wipes
- b. Food, fuel, water, bedding, toiletries, and related personal items to allow for an extended period of self-sufficiency

4. Information dissemination

The committee will review and make recommendations concerning the adequacy of information dissemination capabilities both within the department and to the community.

a. Internal communication

In order to keep employees informed of developments and to provide factual information both before and during a pandemic emergency, the committee shall recommend modifications to current internal information sharing capabilities, as necessary. These may include establishment or refinement of a

dedicated employee page on the department's Web site, development of a dedicated department intranet site, use of hotlines, calling trees, and mass e-mails, or related capabilities.

b. External communications

The department will be responsible for providing the community with various types of information and news advisories. This information shall be closely coordinated with local and state authorities, to ensure that the public receives consistent factual information and that the source of that information remains constant. To this end, the committee shall recommend improvements that can be made to the department's current public information capabilities and changes that might be required during an emergency.

B. Prioritization of Tasks and Establishment of Timelines

Given high-pathogenicity avian influenza's capacity to spread rapidly and the likelihood that there may be as little as three weeks between the onset and development of a pandemic, the committee shall develop a prioritized implementation plan to address immediate, near-term, and long-term tasks. For example, the following matters are among those that shall be addressed as soon as reasonably possible:

1. Training of staff and volunteers in prevention and control measures should cover such topics as risk factors and behaviors of exposure, flu symptoms, personal hygiene, social isolation and distancing, family preparedness, and essential components of the department's pandemic plan.
2. Cross-training of staff to fill critical positions.
3. Identification of community contractual services that may be used to maintain the department's infrastructure.
4. Development or refinement of mutual aid –contracts.
5. Identification of costs associated with immediate, near-term, and long-term requirements so that budgetary needs can be addressed.
6. Development of modified policies and procedures that can be readily implemented as needed.
7. Identification of retired officers and other volunteers willing to assist in an emergency and establishment of protocols for their use.

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Every effort has been made by the IACP National Law Enforcement Policy Center staff and advisory board to ensure that this model policy incorporates the most current information and contemporary professional judgment on this issue. However, law enforcement administrators should be cautioned that no "model" policy can meet all the needs of any given law enforcement agency. Each law enforcement agency operates in a unique environment of federal court rulings, state laws, local ordinances, regulations, judicial and administrative decisions and collective bargaining agreements that must be considered. In addition, the formulation of specific agency policies must take into account local political and community perspectives and customs, prerogatives and demands; often divergent law enforcement strategies and philosophies; and the impact of varied agency resource capabilities among other factors.

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Additional Resources

National Association of County and City Health Officials

“Local Health Department Guide to Pandemic Influenza Planning”
Version 1.0

<http://www.naccho.org/topics/infectious/influenza/LHDPanFluGuide.cfm>

Pandemic influenza planning template

U.S. Department of Health and Human Services

“Community Strategy for Pandemic Influenza Mitigation”
February 2007

<http://www.pandemicflu.gov/plan/community/mitigation.html>

Pandemic mitigation guidelines

U.S. Department of Health and Human Services, Centers for Disease Control and Prevention

“Questions and Answers on the Executive Order Adding Potentially Pandemic Influenza Viruses to the List of Quarantinable Diseases”
August 9, 2006

http://www.cdc.gov/ncidod/dq/qa_influenza_amendment_to_eo_13295.htm

Information about executive order 13295, which makes pandemic influenza viruses quarantinable

ANNEX 1. Department Training for Influenza Mitigation

The department's training function shall develop and deliver as soon as reasonably possible, in cooperation with public or private health care agencies, information essential to employee understanding of pandemic influenza. This includes but is not necessarily limited to the following issues and topics:

1. Historical information, experiences, and lessons learned from past U.S. pandemics, such as the following:
 - a. 1918: Spanish flu, 500,000 U.S. deaths
 - b. 1957: Asian flu, 70,000 U.S. deaths
 - c. 1968: Hong Kong flu, 40,000 U.S. deaths
 - d. Distinction between seasonal influenza and pandemic influenza
2. Most likely current pandemic threat
 - a. Nature and spread of H5N1 bird flu and other forms of highly pathogenic influenza
 - b. Human infections recorded as of June 27, 2007: 315, with 191 deaths; 60 percent mortality rate (see "Avian Influenza: Current Situation" at www.cdc.gov/flu/avian/outbreaks/current.htm and case totals and deaths worldwide, by country, at www.who.int/csr/disease/avian_influenza/country/cases_table_2007_06_25/en/index.html)
 - c. Estimated timeline of a potential pandemic from establishment of efficient human-to-human transmission to worldwide exposure
 - d. Likely infection rates and number of deaths, nationally, statewide, and locally, and threats posed by secondary bacterial infections such as pneumonia
 - e. Duration and phases of a pandemic for initial phase (12 to 16 weeks and long-term presence in communities)
 - f. Potential impact on manpower, community infrastructure, and services
 - g. Importance of rapid early response (see, for example, www.niaid.nih.gov/news/newsreleases/2007/fluresponse.htm)
 - h. Security concerns such as patient safety and privacy and pharmaceutical supply chain –safety
3. Characteristics and symptoms of the disease
 - a. Persons at greatest risk: infants, the elderly, pregnant women, and persons with chronic medical conditions
 - b. Typical incubation period: two to three days
 - c. Viral shedding: Persons can transmit infection for up to one day before the onset of symptoms, and the risk of transmission will be greatest during the first two days of illness. Children usually shed the greatest amount of virus and therefore are likely to pose the greatest risk for transmission
 - d. Modes of transmission, such as coughing and sneezing, contact with virus on household, work, and other objects in daily life
 - e. Signs of infection
 - (1) Fever
 - (2) Headache
 - (3) Chills
 - (4) Muscle ache
 - (5) Extreme tiredness

- (6) Sore throat
 - (7) Runny nose
 - (8) Nausea
 - (9) Cough and progressive shortness of breath
 - f. Emotional and mental health aspects of anticipated and actual infection
 - g. Lag time in development of vaccines: up to six months (availability of vaccine to law enforcement personnel per CDC vaccination priority list and state regulations)
 - h. Strategic national stockpile applicability and distribution plan
4. Prevention and control

There are several mandatory measures that must be taken and optional measures that may be considered in order to slow the spread of influenza among employees and others. The following measures and practices should be considered and introduced systematically in accordance with progression of a pandemic:

- a. Personal hygiene
 - (1) Maintain at least six feet distance from others
 - (2) Cough etiquette: do not cough in hand or openly in public; cough into elbow if tissues not available
 - (3) Use tissues and dispose of them properly
 - (4) Eliminate handshaking
 - (5) Wash hands frequently and thoroughly after coughing, sneezing, or touching potential contaminants
 - (6) Use antiseptic towelettes or antiseptic gels if soap and water are not readily available, and make sure these antiseptic gels are readily available at work and to each person
 - (7) Avoid touching eyes and mouth
 - (8) Check body temperature daily
- b. Preventive practices: avoidance of contact with infectious persons or objects
 - (1) Receive annual flu vaccination to mitigate impact of possible pandemic strains
 - (2) Identify drugs to help mitigate impact of influenza (see www.niaid.nih.gov/factsheets/fludrugs.htm)
 - (3) Disinfect vehicles to degree possible and practicable between transportation of prisoners
 - (4) Disinfect surfaces and common areas to the degree possible
 - (5) Use disposable cups and utensils in the work place
 - (6) Adhere to universal precautions or other measures outlined by public health officials (see <http://www.niehs.nih.gov/odhsb/biosaf/univers.htm>)
- c. Preventive measures: changes in procedures and practices
 - (1) Place masks on all persons when arrested, transported, and questioned
 - (2) Identify temporary housing for officers and other employees in essential positions where practicable to reduce travel, contact with others, and otherwise reduce exposure (arenas and hotels, for example)
 - (3) Create a departmental disease surveillance protocol to monitor employees for signs of illness
 - (4) Eliminate unnecessary travel
 - (5) Cite violators rather than arrest when legally possible and judicially sanctioned

- (6) When possible, avoid use of temporary holding facilities for interviews and interrogation
 - (7) Hold conference calls instead of meetings
 - (8) Whenever possible, use e-mail or telephone rather than personal contact
 - (9) Require employees who are symptomatic to stay home in voluntary quarantine
 - (10) Delay return to work of employees who have been exposed to known ill family members, friends, roommates, or other persons until incubation period has elapsed
- d. Preventive measures: facility modifications
- (1) Enhance ventilation of building and offices by opening a window if possible
 - (2) Separate work spaces where practical
 - (3) Create barrier separation of public service desks from public and related person-to-person contact locations
- e. Preventive measures: personal protective equipment (PPE)
- (1) Make N-95 or higher particulate respirators available to all employees and provide training and fit testing for effective use of respirators, and follow OSHA mask guidance
 - (2) Provide surgical gloves and eye protection to all officers and other employees as deemed appropriate
 - (3) Provide hand sanitation materials and products to all officers and nonsworn employees

f. Assistance to family members

During a pandemic, many employees may feel compelled to use leave in order to assist ill family members. In order to prevent undue loss of employees for this purpose and to provide employees with reassurance of their family's well-being, the department shall assist employees' families by providing all information and providing all reasonable assistance to reduce the chances of infection.

Additionally, all employees should take the following steps with family members, roommates, or other household members to assist in this effort:

- (1) Receive annual seasonal flu vaccinations to help mitigate potential impact of pandemic influenza
- (2) Stockpile flu aids (such as Tamiflu) and over-the-counter treatments as available
- (3) Receive vaccination against pandemic strain when developed and approved (see www.pandemicflu.gov/vaccine/#vaccines)
- (4) Stockpile enough food, fuel, water, required prescription medications, and related living supplies for at least 14 days (consult the National Crime Prevention Council's "Making Sure" at www.ncpc.org/publications/text/making_sure.php)
- (5) Share all information on prevention and treatment with family members
- (6) Provide family members with relevant information on the department's pandemic response plan that may affect them, such as temporary housing arrangements for sworn personnel and policy modifications concerning sick leave and mandatory isolation when symptomatic
- (7) Review relevant employee assistance programs that may be used

- (8) Discuss voluntary quarantine or isolation measures and the use of protective masks or other PPE that may be provided
- (9) Develop a family plan and practice drills (see <http://www.pandemicflu.gov/plan/individual/index.html>)

ANNEX 2. Sample Development Plan Pandemic Flu Planning and Response—Time-Phased Task Assignments

PHASE I: IMMEDIATE ACTIONS

- Establish or organize the pandemic influenza coordination committee
- Identify essential personnel and job functions
- Begin cross-training of essential personnel and job functions
- Identify duties and responsibilities that could be handled through alternative means (such as telephone reporting, use of remote workstations)
- Identify Personal Protective Equipment (PPE) needs and related supplies for staff and initiate stockpile purchases and PPE training and fit testing
- Begin training of all staff regarding preparation for, and prevention and treatment of, pandemic influenza, including aid to family members
- Identify adjuncts to staff, including reserve and retired officers, police auxiliaries, and civilian volunteers, as well as potential services they may perform
- Identify all relevant public service agencies that bear on the department's responsibilities and performance capabilities before, during, and after a pandemic
- Identify special population groups and critical infrastructures that may require special services during a pandemic
- Update mutual-aid agreements, and adopt unified command system for internal training and joint training with other departments

PHASE II: NEAR-TERM ACTIONS

(Up to three months)

- Identify potential environmental related physical modifications that may be undertaken in police facilities for preventative purposes
- Develop or refine mutual-aid agreements as necessary
- Identify community agencies that may provide emergency assistance and establish contacts or agreements as necessary
- Identify available alternatives to police response to calls for service
- Prioritize calls for service
- Identify communications hardware and software necessary to establish remote workstations and maintain staff communication
- Identify legal issues involving use of force, warrant service, quarantine or isolation enforcement, restrictions on travel, and related enforcement actions under emergency conditions
- Identify legal obstacles involving employee health, welfare, and working conditions that would affect implementation of emergency response strategies

PHASE III: LONG-TERM ACTIONS

(Five months and beyond)

- Begin environmental modifications to work areas and facilities and alternatives that can be implemented quickly
- Initiate actions to purchase necessary computer hardware and software
- Begin training of all identified volunteers
- Develop modifications to policies, procedures, and rules as necessary to address law enforcement issues and conditions of employment under an emergency
- Discuss emergency procedures with staff bargaining units and pursue agreements on working conditions under an emergency

ANNEX 3. Sample activation Plan Pandemic Flu Planning and Response

The following flowchart is offered as a conceptual model for identifying and structuring potential agency responses to pandemic influenza. It is not designed to suggest that police departments institute strategies on a strict, formulaic basis. Rather, every police department needs to customize its approach based on individual circumstances and recognize that the course and impact of a pandemic will vary between jurisdictions. It is essential that departments prepare to implement strategies in a coherent manner to mitigate the impact of widespread illness. But it is also important that the plan provide sufficient flexibility to meet shifting and rapidly changing circumstances in their department and their community.

Progression of a Pandemic Influenza	Continuum of Possible Response Strategies
Efficient human-to-human transmission has been documented together with increased incidence of infection	<ul style="list-style-type: none"> • Increase vigilance of CDC health advisories • Renew or enhance local health-care agency interface • Maintain communication with state homeland security offices and the U.S. Department of Health and Human Services • Review pandemic response plan and implement modifications made necessary by changes over time • Provide refresher training for employees in prevention and control • Distribute PPE and ensure sanitation supplies are easily available • Encourage flu shots to help mitigate influenza attack
Cases of influenza identified in the United States	<ul style="list-style-type: none"> • Cancel all out of town training and work related travel • Emphasize need for employee family preparations • Alert volunteers, reserves, retirees, and others for potential use • Alert community of departmental contingency plans that may affect them if flu spreads • Coordinate media with city or county health care and governmental agencies • Review emergency health and operational policies with staff

<p>Cases of influenza identified regionally or locally</p>	<ul style="list-style-type: none"> • Cancel all in-service and academy training • Cancel vacations and leave • Implement all department-wide sanitation and personal hygiene measures • Substitute teleconferencing or group e-mail for group meetings • Begin staggered shifts and increased flex time among civilian employees where possible • Provide added distance between workstations • Implement mandatory stay-at-home policy when symptomatic • Close community service desk or implement engineering controls to minimize employee exposure • Conduct roll call by phone or radio
<p>Loss of 10 percent of employees either department-wide or by work unit</p>	<ul style="list-style-type: none"> • Expand use of telephone reporting unit (TRU) and implement work-at-home complaint-taking capabilities • Use TRU for reporting of select property crimes where violence or more serious crimes are not involved • Begin transfer of cross-trained employees to backfill staff vacancies • Alert neighborhood watch of reduced response to calls for service • Integrate trained volunteers and retired officers into workforce where needed • Allow probationary officers to work individually when approved by field training officer • Reassign academy cadets to vacancies as possible • Increase distances between workstations and erect environmental controls
<p>Loss of 20 percent of employees either department-wide or by work unit</p>	<ul style="list-style-type: none"> • Request assistance of additional retirees, auxiliaries, reserves, and trained volunteers • Activate mutual-aid plan • Expand patrol shifts to 12 hours • Augment patrol with officers assigned to vice, auto theft, traffic, intelligence, training, or property • Encourage overtime • Expand flex time • Implement delayed responses to lower-priority calls for service • Cite in lieu of arrest whenever possible

Loss of 30 percent or more of employees either department-wide or by work unit	<ul style="list-style-type: none">• Further reduce response time to calls for service• Limit officer response to lesser violent crimes to the degree possible• Implement work-at-home policy wherever technically feasible• Implement extended sick leave with pay where permissible• Expand TRU reporting to the fullest extent practicable where solvability factors are limited
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