

C. 1/13

## Chapter 9 OPERATIONS

### 9.1 COMMUNICATION, COORDINATION & COOPERATION

All patrol shifts will hold a briefing at the beginning of scheduled duties. Information that is to be passed on to patrol shifts will be accomplished by an oral briefing from the shift supervisor(s) and/or Patrol Lieutenant. The briefing room will for the most part be used for briefings.

Patrol briefing sheets will be provided, citing information that may include recent vehicle thefts, extra watch requests, individuals wanted under probable cause or potential / actual police hazards -Officer Safety information.

Personal contact or a written format or electronic mail will usually accomplish communications with the other units of this department. This is not intended to discourage any authorized employee of the department from attending a briefing and communicating information in person.

Patrol sergeants will complete the ~~3-day RECAP~~ following their work set, relaying information to various investigative units, administration and patrol platoons.

Sergeants will complete ODO notifications as required for incidents of major significance. Lieutenants will complete CDO notifications per established protocols.

An employee who wishes to make a suggestion for the good of the department should do so by means of a written communication through the chain of command to the respective Bureau Deputy Chief.

### 9.2 ADMINISTRATIVE REPORTS

The management team of the Everett Police Department is accountable for the preparation of reports of our department's activities. Statistical and data summaries are based on these reports.

### 9.3 REQUIRED REPORTS

Management team members of this department are responsible for the following reports:

Daily information bulletin: Patrol Sergeants will be responsible for updating the daily information bulletin prior to shift briefings, providing updated, accurate and timely information on wanted subjects, stolen vehicles and extra watch locations. The daily information bulletin will be archived in the Records Division.

Daily strength report: Patrol Sergeants will be responsible for the completion of the printed daily strength report, which documents patrol manpower allocations. Lieutenants are responsible for updating computerized Speedshift reports. Records specialists will maintain all archived reports.

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## 9.16 PROPERTY IMPOUND

When a police department employee, in the course of duty, determines that certain property should be held for evidence, safekeeping or found property, they shall impound the property at department-designated locations.

## 9.17 PROPERTY AND EVIDENCE AUDITS

At least once each year an officer of the department's command staff shall conduct an announced, random audit and inspection of the evidence control facility. The purpose of audits of Everett Police Department evidence and property is to ensure that items or articles placed in the Evidence Control Unit facility are entered, recorded, maintained and, ultimately, are provided a disposition in accordance with departmental standards and procedures.

An annual audit of property held by the Everett Police Department Property Room will be conducted by a supervisor not routinely or directly connected with the control of property. All other audits or inventories will be outlined in the Property Room SOP.

Any other unannounced inspections or audits will be conducted as directed by the Chief of Police.

## 9.18 BUILDING SECURITY / Employee Identification

Upon hire, all employees sworn and civilian will be provide (2-photo ID cards). One card is for the employee's wallet identification purposes. Each card includes a picture of the employee and is embedded with an entry door access code unique to that employee.

All employees will have on their person, or available, their ID card for display upon request. Citizens requesting confirm an employee is in fact a city employee, will be granted the opportunity for identification. The only exception will be that of Detectives under cover capacity (ie; Narcotics, Vice, Intel.)

All employees upon retirement, resignation or termination will be provided access devices to the Administrative Services Division. Retiree ID cards permitting them to carry appropriate weapons, public safety equipment.

All Employees, Reserves, Interns, Volunteers and Explorers not in uniform and all visitors are required to wear an accepted department ID or visitor ID card while in any secure area. The ID/Visitor card will be worn on the outer most garments and on the upper 1/3 of the body, so it is highly visible at all times.

### Acceptable Identification:

Effective February 2004 / Rev. 9/2004 / Rev. 12/2004/ Rev. 10/2005/Rev. 2/2006/Rev. 7/2006/ Rev. 4/2007/ 2-7  
Rev. 6/2007 / Rev. 7/2007

Law

"at a reasonable + appropriate time during the contact."

(i.e. person could ask at inappropriate time ie during cuffing)

Accept. ID

9.15

- Everett Police Department official ID cards
- Everett Police Department Badge
- City of Everett official ID card
- Other local, state, and federal government law enforcement ID cards
- Department Visitor ID card

**Exceptions:**

- ~~Everett Police Department employees in uniform~~
- ~~Other law enforcement personnel in uniform~~

delete?

yes  
[scribble]

All visitors must report to the receptionist or desk officer. If it is determined that the visitor has a need to be admitted to secure areas of the police department, a visitor ID card will be issued to them. An Everett Police Department employee must escort the visitor.

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