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9.18 BUILDING SECURITY / ACTIVE AND RETIRED EMPLOYEE IDENTIFICATION

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

All employees will have on their person, or available, their department issued identification card for display upon request. If a citizen requests confirmation that a police department employee is in fact a city employee, they will be granted the an opportunity to view this identification at a reasonable and appropriate time during the contact. The only exception will be that of Detectives / Officers working in an undercover capacity (ie; Narcotics, Vice, Intel.)

~~All employees upon retirement, resignation or termination must turn in all forms of ID and access devices to the Administrative Services Division. Retired officers may be issued photo ID cards permitting them to carry appropriate weapons, pursuant to RCW 9.41.060.~~

All Employees, Interns, Volunteers 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:

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

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.

All employees upon retirement, resignation or termination must turn in all forms of identification and access devices to the Administrative Services Division. Qualified retired officers may be issued retired officer photo identification cards. The lieutenant of the Administrative Services Division is responsible for issuing identification cards to qualified retirees. Retired officer identification cards will only be issued to officers who retire in good standing from the Everett Police Department for service or physical disability.

A retired officer identification card alone is not sufficient to prove that the retired officer is qualified to carry a concealed firearm, either in Washington or any other state. It is the responsibility of the retired officer to ensure that he or she is in compliance with both federal law, Title 18 USC 926C (Law Enforcement Officer Safety Act, or LEOSA) and state RCW's 9.41.050 and 9.41.060, if they wish to use the retired officer identification card to carry a concealed firearm. The Everett Police Department will not provide LEOSA firearms training

certificates, nor will retired officers be allowed to utilize the Everett Police range for firearms training certification purposes. The Everett Police Department will also not provide criminal history conviction records to satisfy RCW 9.41.060.

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9.21 VICE/ DRUGS AND ORGANIZED CRIME INVESTIGATIONS:

Patrol officers will at times take initial reports involving vice, drugs and organized crime complaints. All such reports or allegations of these crimes will be documented in an initial report, forwarded to the appropriate investigative unit for follow up as needed. Those specialized units will follow established protocols for receiving, processing and recording all complaints, per their S.O.P.'s. As with any other crime investigated, these complaints will be investigated to the fullest extent possible.

Members of these investigative units will participate with the R.I.G. (Regional Intelligence Group), to ensure an appropriate exchange of information with outside agencies.

Patrol officers and investigators who are working on cases involving marijuana, where the suspect is raising a defense that it is for medical use, shall refer to the EPD Procedure Manual Section 3.425.

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- 9.26 Wire Intercepts

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9.24 MYSTATE QUICK ALERT SYSTEM (GROUP PAGING/NOTIFICATION)

Due to the nature of police work, it may be necessary to call employees into work in emergency situations or disseminate information to a large group of department employees in a timely fashion. The Everett Police Department utilizes the MyState USA Quick Alert notification system, which enables the department to initiate a text, voice or e-mail message and simultaneously send this message to any number of pre-identified police department employee home, business or cellular telephone numbers in an emergency situation. The MyState Quick Alert message system will be used to disseminate important information to all department employees where it is important to get the information to a large group in a timely manner. The MyState Quick Alert system will also be used to conduct specialty unit callouts.

For instance, a Tactical Unit team callout may be initiated using the MyState USA Quick Alert feature. The MyState Quick Alert system is the preferred method for specialty unit callouts for the police department. Any patrol sergeant may authorize and initiate a specialty unit callout using a MyState Quick Alert. The supervisor requesting the Quick Alert must provide the Records Unit with the exact text of the message he or she is requesting to be sent to the group members. While all Records personnel are trained to initiate a Quick Alert specialty unit notification, they are not authorized to send out a Quick Alert message without approval from a police supervisor. All commissioned department employees, including specialty unit rosters, have been entered into the MyState database. These groups include the Tactical Unit, Marine/Dive Unit, Special Operations Group, Investigations Units, Police K9's, Honor Guard and Command Staff, to name a few.

The police department is responsible for all costs incurred that result from a Quick Alert message initiated by an employee.

See Everett Police Procedure Section 34 for procedure for initiating a team callout using MyState Quick Alert.

9.25 IDENTITY THEFT VICTIMS FILE/PASSWORD

The NCIC Identity Theft File serves as a means for law enforcement to "flag" stolen identities so that imposters can be identified when encountered by law enforcement. A feature of this file allows a victim of Identity Theft to create a password that is entered into NCIC and available to law enforcement when a police officer performs a records check on the victim's name. If the individual contacted does not have the correct password, then Everett officers may detain that individual for further investigation. Not being able to recite a correct password is not grounds for arrest on its own. If the Identity Theft report was taken by the Everett Police Department and the victim meets the criteria identified in EPD Procedure 3.37, the Everett Police Records Unit will be responsible for making the appropriate entries into NCIC.

See Everett Police Procedure 3.37 Identity Theft/Identity Theft Password Requirements & Procedure, for additional details and the patrol procedure.

9.26 WIRE INTERCEPTS

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RCW 9.73.200 allows conversations regarding illegal drug operations to be intercepted, transmitted, and recorded in certain circumstances without prior judicial approval. These types of wire intercepts do however require the approval of police officers above the level of first line supervisor. Any Everett Police Officer approving this type of wire intercept will comply with applicable RCW's and follow the EPD procedure 35.01 – 35-05 Wire Intercepts.

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9.26 WIRE INTERCEPTS

RCW 9.73.200 allows conversations regarding illegal drug operations or regarding engagement in the commercial sexual abuse of a minor (RCW 9.68A.100), promoting commercial sexual abuse of a minor (RCW 9.68A.101) or promoting travel for commercial sexual abuse of a minor (RCW 9.68A.102) to be intercepted, transmitted, and recorded in certain circumstances without prior judicial approval. These types of wire intercepts do, however, require the approval of police officers above the level of first line supervisor. Any Everett Police Officer approving this type of wire intercept will comply with applicable RCW's and follow the EPD procedure 35.01 – 35-05 Wire Intercepts.

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