

Janelle Lyman

Procedure Sec 19.0

From: Dan Templeman
Sent: Friday, December 11, 2009 10:51 AM
To: Janelle Lyman
Subject: Procedures Manual Update

Janelle,

Back in February of 2009, we implemented a new Probable Cause/Superform Procedure regarding the electronic storage of PC sheets/Superforms and extended the length of validity for those PC sheets to 45+ days. A section was subsequently added to the Procedures Manual reflecting this change, which is contained on page 232, Section 19.

In reviewing the Procedures Manual this morning, I came across a section on page 227, Section 19, that states:

"Probable Cause Narratives

See 2.08 Booking Paperwork -- Superform"

I am afraid that officers looking for the PC Sheet/Superform Procedure will come across this section first and go directly to Section 2.08, which deals with booking paperwork in general. In my opinion, because officers are being redirected to a different section, I fear that they may never make it to text the new procedure, which is contained five pages later.

Could you please remove the reference to Section 2.08 contained on page 227 and move it to the bottom of page 232, after the new Probable Cause/Superform procedure? A slight modification to the language would also be appropriate, specifically:

"Probable Cause Narratives

For additional information reference probable cause narratives, see 2.08 Booking Paperwork -- Superform"

This has been reviewed and approved by both Capt. Campbell and DC Lineberry. Thank you Janelle!

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19.04 RUNAWAY REPORT

Runaway reports will be handled as any other priority 3 calls. Officers will have to personally make contact with the complainant. In addition to completing a runaway Missing Person report (PD-368) and narrative (on an EPD Follow-Up report form), a statement that is signed by the complainant must accompany the report.

Parents/complainants will be encouraged to provide a recent photograph to be added to the runaway report.

SEE JUVENILE OPERATIONS

21.0 RUNAWAY REPORTING

Runaway reports will be handled as any other priority 3 calls. Officers will have to personally make contact with the complainant. In addition to completing a runaway Missing Person report (PD-368) and narrative (on an EPD Follow-Up report form), a statement that is signed by the complainant must accompany the report.

Parents/complainants will be encouraged to bring a recent photograph by the station to be added to the runaway report.

In 1995 the Washington State Legislature enacted a bill governing at-risk youth this bill was called the "Becca Bill." In 1996 this Bill was amended is referred to as the "Becca Too Bill." This bill went into effect June 6, 1996. A protocol has been developed in cooperation with the Snohomish County Becca Bill Task Force, Social Services and Law Enforcement agencies.

This protocol lays out the procedures for law enforcement to follow to access services of DSHS, Division of Children and Family Services, and the secure and semi-secure Crises Residential beds in Snohomish County.

(Semi-secure facilities in Snohomish County are any of the Cedar House Facilities. As of April 2000 there will be a secure facility for Snohomish County Runaways, located at Denny Juvenile Justice Center)

21.02 RUNAWAY PROCEDURE

If the child is a runaway from home, or is in danger, the law enforcement officer should first attempt to contact the parent and do the following:

Inform the child why he/she is in custody,

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19.07 SHOPLIFTING REPORT

When officers are detailed to assist store security, they **will write a report or a follow-up** detailing what actions they took during the call. When appropriate, the officers should write the initial report and get statements from the store security. Circumstances that would be appropriate for the officer to take an initial report would be: **violent suspects, all felonies, or any case that might be complicated by unusual circumstances.**

In most cases a follow-up report will be provided to store security. This follow-up will provide the officer and the Department the necessary information to explain what the officer did during the call. In a misdemeanor shoplift if you do a supplemental and store security does the initial report, **provide store security with your supplemental report** to accompany the entire report that is to be submitted by store security for approval.

In incidents where store security is completing the shoplift report and is assisted by the officer to do nothing more than identify a suspect in custody, the officer shall **clear the call with a "H" henry**. The reason for this is so dispatch can clear the call with the proper disposition code.

Once store security has completed their reports, they will call 911 (dispatch), to have the reports picked up by either a beat car or area supervisor. The area supervisor will then approve the reports before routing them to Records for processing.

19.08 SHOPLIFTING REPORT/ STORE SECURITY

The Everett Police Department will accept standard misdemeanor shoplift reports from stores that employ full-time security personnel and have received training from Everett Police Department. The following stores are authorized to complete misdemeanor shoplift reports:

- Costco
- Fred Meyers
- K-Mart
- Macys
- Sears
- Seattle Goodwill
- Target
- Walmart

Shoplifts reports at all other business shall be completed by police officers. Additional stores with full time security may be designated in the future at the direction of the Property Crimes Sergeant, Dan Boardley. *remove*

Store security will not be authorized to complete **Felony** Incident Reports. Felony Incident Reports will be completed by police officers **only**.

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