

-Will NEED TOC UPDATED

Training Bulletin 2013-03

Effective Date: February 15, 2013
To: All Personnel
Subject: **NEW AND REVISED POLICY AND PROCEDURE MANUAL SECTIONS**

REMINDER: The most current policy and procedure manuals are available electronically and must be accessed via the intranet. Any other method of accessing the electronic manuals will not ensure you are viewing updated material.

The following are related to the response to reports of missing children, adults and endangered persons:

Revised Policy Manual Section

13.7 MISSING/ABDUCTED CHILDREN (re-titled)

Revised Procedure Manual Sections

19.03 MISSING PERSONS REPORTS + 19.04
21.0 RUNAWAY REPORTING
21.01 LAW ENFORCEMENT AUTHORITY
21.04 RUNAWAY WARRANT ARREST

New Procedure Manual Sections

Procedure Manual ~~Section 34~~ has been re-titled **PUBLIC ALERTS (MYSTATE EMERGENCY NOTIFICATION, AMBER ALERT, ENDANGERED MISSING PERSON ADVISORY)** and includes two new procedures that are attached to this training bulletin:

34.03 AMBER ALERT
34.04 ENDANGERED MISSING PERSON ADVISORY

The following miscellaneous policy and procedures have also been updated:

Revised Policy Manual Section

17.2 OFFICER INVOLVED SHOOTING -INJURY

*updated &
uploaded
2/20/13*

Revised Procedure Manual Sections

*changed
to 3.56
12/1/12*

- 3.21 LAW ENFORCEMENT-INVOLVED FATAL OR SERIOUS INJURY INCIDENTS:
Patrol Supervisor's Checklist (re-titled)
- 3.57 SUPERVISOR'S USE OF FORCE OR PURSUIT REVIEW (re-titled)
- 5.0 DECONTAMINATION PROCEDURES
- 9.0 JAIL TRANSPORT

*2**

Commissioned employees are expected to be familiar with all of the provisions of the new and revised policy and procedures. Records Unit personnel are expected to be familiar with the missing person and runaway report policy and procedures as it relates to their duties. The full texts are contained within the respective manuals and should be reviewed by all officers and other affected personnel.

NOTE:

The changes to Policy 17.2 and Procedure 3.21 will be reviewed at the Mandatory Supervisor's Training in March. There will also be a block of instruction regarding the procedures for initiating an AMBER Alert or Endangered Missing Person Advisory through the WSP Web Portal. If a need arises to activate either type of notification prior to the training, contact Deputy Chief Templeman or Campbell for assistance, or call SNOPAC Operations to request contact with Crystal Ayco or Karl Christian for assistance.

KATHERINE A. ATWOOD
Chief of Police

DATE

This number should be included in the body of your report, but does not take the place of your own case number.

- You are now free to write your report and release the body to the family. The family is responsible for making arrangements with a funeral home to pick up the body. You may be asked to stay and assist or call a chaplain.

If there is some suspicion surrounding the death or if it is a suicide:

- Treat this scene as a crime scene.
- Set a perimeter.
- Contact the Medical Examiner's Office and a Persons Crime detective.
- They will decide where the investigation goes.
- Do not remove identification from the victim.
- The ME will take custody of identification and the suicide note if there is one.

3.21 LAW ENFORCEMENT-INVOLVED FATAL OR SERIOUS INJURY INCIDENTS: Patrol Supervisor's Checklist DEATH INVESTIGATION: OFFICER USE OF FORCE

For purposes of this checklist, the following definitions will apply:

Law Enforcement Involved Fatal or Serious Injury Incident: An incident involving police contact in which a death or serious injury to a person or persons, either civilian or law enforcement, occurs. This includes but is not limited to incidents involving physical, chemical, or electronic force; force by impact weapon or firearm; vehicular collision or in-custody detention.

Subject officer: A law enforcement officer(s) whose act directly resulted in or is reasonably believed to be a "proximate cause" of a fatal or serious injury to another person; or a law enforcement officer performing official duties who sustains serious injury or is killed by another.

Investigator(s): Refers to either detectives from the Snohomish County Multiple Agency Response Team (SMART – Refer to Procedures Section 22) or any other detectives responsible for the investigation of the incident.

CHECKLIST:

Life saving efforts or emergent medical needs are first priority and shall be rendered as safely as possible. Once emergency life savings measures have been provided, ensure the scene and persons involved in the incident are sufficiently controlled. Take the following steps:

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1. If any injured person(s), either civilian or law enforcement, are going to be transported from the scene to a medical facility, assign an uninvolved officer to ride in the ambulance with the injured person(s) if possible or have an officer respond immediately to be present at the medical facility.
- Considerations are as follows:
- Recording of spontaneous and other unsolicited statements
 - Recovery, securing, and protecting physical evidence
 - Maintaining custody of an arrestee
 - Identifying medical personnel who spend time with injured person(s)
 - Provide a source of information to medical personnel
2. Identify and secure all scenes (original felony, escape/chase route, fatal scene, collision scene, suspect vehicle, officer's vehicle, hospital, etc.) with generous perimeters. Prevent scene contamination. Adjust boundaries outward as necessary.
3. Identify an outer perimeter for each scene. Ensure that the perimeter is sufficient enough to cover the entire area that was involved in the incident, to include adequate space beyond. Then establish an inner perimeter surrounding the actual scene of occurrence.
4. Secure the now protected area by assigning personnel to enforce a visible perimeter established with crime scene tape. Establish an entrance/exit point and assign an officer to that location to begin and maintain a crime scene log. Also record the names and contact information for every person who was in the scene prior to it being secured.
5. Remove any unnecessary personnel or citizens from within the perimeter. Limit entry into scene(s) to the absolute minimum. Only those that have a necessary and legitimate need to enter the scene should be allowed access.
6. Identify and separate the subject/witness officer(s) involved. Ask subject officer(s) only public safety/scene management questions, such as:
- Are you OK? Are you injured?
 - Is there anyone else injured?
 - Are there any outstanding suspects unaccounted for or have left the area? If so, ask for a suspect description
7. The subject officer(s) shall be informed of the right to immediate access to the following:

- > The Association attorney and/or personal attorney
- > Spouse, significant other or immediate family member
- > Clergy of choosing or police chaplain
- > Department psychologist or personal counselor
- > Department peer support

The subject officer(s) will not be required to submit a written report until a later time.

8. Take steps to make notifications per department procedures (ODO, CDO). The sector lieutenant/ODO should respond immediately to incident location to assess and assist with required protocols. Consult with SMART Commander regarding possible callout of SMART Team. In the event that SMART does not respond, contact the department Major Crimes Unit supervisor(s) to initiate a callout. Notify the responding investigative supervisor of any concerns that need immediate attention (anything emergent that cannot wait until investigators arrive) and seek guidance if necessary. Be cautious of radio transmissions. Use of cellular equipment is preferred.

9. Subject officer(s) with gun(s) in possession;

- a. If a subject officer still has possession of a weapon he/she used in the incident it is acceptable for the subject officer to maintain custody and control of the weapon on his person during the initial stages of the investigation, as long as an uninvolved officer/investigator is assigned to stay with the subject officer to insure it is not altered. Detectives conducting the investigation will collect the subject officer's weapon after the subject officer's outer appearance and condition of the weapon have been properly documented.
- b. If for any reason, the responding supervisor/officer determines the need to take possession of a subject officer's weapon or instrument prior to investigators arrival on scene, its condition should be documented and photographed prior to being removed from the subject officer. Proper evidence handling techniques should be utilized and although it is preferred that the weapon not be altered in any manner, any changes to its condition once it is removed from the subject officer should be documented. Make note of when it was collected and who it was collected from. Document the weapon's general description and condition, the appearance and location of any trace evidence adhering to it and where the weapon or instrument was first observed by the supervising officer. The weapon should be secured in a location that cannot be accessed by

anyone until the investigators arrive. The subject officer should be issued a new weapon at the same time, or as quickly as possible, by authorized department personnel.

c. "Long weapons" involved in an incident and still in the subject officer's possession should be secured in a vehicle at the scene. In the event a long gun is located on the ground or a location separate from the subject officer, it would be preferable to leave it in the original location if it can be maintained safely and securely by personnel until investigators arrive. If prohibited by manpower and/or security concerns, the long weapon should be secured in a vehicle at the scene. The previously described documentation, photograph and collection procedures should be adhered to if possible. The collected long weapon shall be transferred to an investigator upon their arrival on scene.

- 10. Whenever possible, subject and witness officers who were present at the scene at the time of the incident should be separated from one another as soon as practical. The subject officer(s) should be relieved of their duties at the scene as promptly as possible and taken to the nearest police or sheriff station/precinct unless directed otherwise by investigators. Officers not involved in the incident shall be assigned to accompany the subject officer(s), either in a group or individually. Witness officers should remain at the scene to brief investigators. If a witness officer is impacted by the event to such an extent that it would be better to remove the officer from the scene, then the removal protocol noted above should be followed.
- 11. Circumstances may prohibit the prompt removal of witnesses or the subject officer(s) from the scene. If this occurs, then the subject officer should be given first priority for removal as soon as practical.
- 12. The subject officer(s) should not discuss any details of the case with other involved, witness, or sequestering officers.
- 13. Identify as many civilian witnesses as possible and ensure they are secured separately to await interviews. If feasible, have officers canvass the surrounding area to identify possible witnesses. Obtain statements from all civilian witnesses.
- 14. Be prepared to brief investigators with any information you have when they arrive on scene. Be sure to advise investigators of anything that requires immediate attention or that altered the scene(s).
- 15. Remain on scene as an Everett Police supervisory liaison to the investigators until relieved of this responsibility.

~~NOTE: AThe involved officer(s) written report will not be required until a minimum of 24 hours have lapsed. The officer may consult with legal counsel prior to completing a report.~~

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~~All previous procedures in a death investigation must be followed and in addition, the Command Duty Officer may request the Snohomish County Multiple Agency Response Team (SMART).~~

CHECKLIST:

- ~~Notify the sector lieutenant immediately and request a physical response (The sector lieutenant must contact the Command Staff immediately).~~
- ~~Remove the officer involved from the scene as soon as possible and transport to a police facility. Request a verbal statement to assist in the immediate investigation.~~
- ~~The supervisor shall inform the officer of the right to immediate access to the following:
 - ~~A) An Association attorney and/or personal attorney~~
 - ~~B) Spouse or immediate family member~~
 - ~~C) Clergy of choosing or police chaplain~~
 - ~~D) Department psychologist or personal counselor~~
 - ~~E) Department peer counselor or department member of choice~~~~
- ~~Involved officer will not be required to submit a written report until contact with the Police Department legal counsel, and the report will not be required until a minimum 24 hours have passed.~~
- ~~The supervisor shall impound the weapon used. Unless the supervisor feels it is not appropriate, a replacement weapon will be furnished to the officer involved.~~
- ~~Ordinarily, the officer will immediately be placed on administrative duties pending the outcome of the investigation. This in no way should be construed as a punitive measure and that must be made clear to the officer.~~

~~NOTE: This procedure shall be followed in any officer involved shooting.~~

3.22 DRUG LAB/ MANUFACTURING

COPY

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Section 4 COMMUNICABLE DISEASES

changed to 3.56 in 11/12

ms to 01/31/13

3.57 Supervisor's Use of Force or Pursuit Review ~~SERGEANT'S~~ FORCE
REPORT FORM

The Everett Police Department has developed a "Sergeant's Force Report" form as well as a "Manager's Use of Force or Pursuit" form to be completed whenever force must be used during an arrest or a suspect.

CHECKLIST:

The supervisor will complete a Supervisor's Use of Force or Pursuit Review form when any of the following occur:

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Given to KAD 3/8/13

- Any Level I application with injury reported or observed
- All Level II applications, including Taser
- All OC applications
- All canine contacts
- All Level III applications
- Vehicle Pursuit

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A "Sergeant's Force Report" form must be completed by a Sergeant whenever, during the performance of their duties, an officer is involved in:

~~A Level I application of force with injury reported by the subject or observed by an officer,~~

~~An OC application~~

~~A Level II application~~

~~A canine contact~~

~~Or a Level III application except:~~

~~Aiming a firearm at another, and,~~

~~Dispatching of an injured animal~~

~~In cases of the aiming of a firearm at another with no other use of force, a Sergeant's Force Report is not required. However, the officer's actions must be described in the body of the incident report with the appropriate offense code.~~

CHECKLIST:

Each officer involved in the incident must write a complete narrative in their report and check the appropriate box on their incident report form showing that force had been applied.

Any supervisor, including the first line supervisor, who is involved in the administrative review process is expected to thoroughly review the facts and circumstances surrounding the application of force, evaluate the reasonableness of the application of force, and make comments detailing his/her conclusion as to the reasonableness of the application of force.

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When the first line supervisor has completed the Supervisor's Use of Force or Pursuit Review form, he/she will forward the Form, plus copies of the incident Report and any other attached documentation, to the Lieutenant.

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The Lieutenant will review the matter, complete the Form, and forward all documentation to the Captain.

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The Captain will review the matter, complete the Form, and forward all documentation to the Office of Professional Standards.

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The Inspector will review the matter, complete the Form, and forward all documentation to the appropriate Deputy Chief.

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The Deputy Chief will review the matter, complete the Form, and forward all documentation to OPS to log the final disposition of the case.

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OPS will maintain the records upon completion. If the situation warrants, the OPS may forward the documentation to the Legal Department. If appropriate under the circumstances, the Legal Department may forward copies to private counsel who is or may be retained to represent the City in litigation and/or personnel matters related to the incident.

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~~Each officer involved in the use of force must write a complete narrative in their report and check the appropriate box on their incident report form showing that force had been applied.~~

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~~A sergeant shall review each use of force and complete a "Sergeant's Force Report". The sergeant's force report and a copy of the officer's report shall be forwarded to the Lieutenant who will complete a "Manager's Review Form".~~

~~The "Sergeant's Force Report" form, the "Manager's Review Form", and a copy of the officer's report shall be forwarded up the chain of command. Neither the "Sergeant's Force Report" nor the "Manager's Review Form" should accompany the original report to Records. The Deputy Chief will forward the information to the City of Everett Legal Department, who will then forward the information to the Office of Professional Standards.~~

If the supervisor is involved in the deployment of force, that supervisor shall not review the use of force incident unless it involves:

A search warrant

A felony vehicle stop

A pursuit resolved by a felony vehicle stop without injury or collision resulting from the incident

If an injury or a collision results from an incident, the supervisor is not to review the use of force, but is to refer it to the next level of supervision.

Comment [jm1]: Not sure if this needs to stay in.

3.56 SUPERVISOR'S USE OF FORCE OR PURSUIT REVIEW FORM

The supervisor will complete a Supervisor's Use of Force or Pursuit Review Form when any of the following occur:

- Any Level I applications with injury reported by subject or observed by officer.
- All Level II applications, including Taser
- Taser applications (does not include display, aiming or arc display)
- All OC applications
- All canine contacts (injury or not).
- All Level III applications
- All Vehicle Pursuit Fleeing Vehicles.

CHECKLIST:

- Each officer involved in the incident must write a complete narrative in their report and check the appropriate box on their incident report form showing that force had been applied.
- Any supervisor, including the first line supervisor, who is involved in the administrative review process is expected to thoroughly review the facts and circumstances surrounding the application of force, evaluate the reasonableness of the application of force, and make comments detailing his/her conclusion as to the reasonableness of the application of force.
- When the first line supervisor has completed the Supervisor's Use of Force or Pursuit Review form, he/she will forward the Form, plus copies of the Incident Report and any other attached documentation, to the Lieutenant.
- The Lieutenant will review the matter, complete the Form, and forward all documentation to the Captain.
- The Captain will review the matter, complete the form, and forward all documentation to the Office of Professional Standards (OPS).
- The Inspector will review the matter, complete the Form, and forward all documentation to the appropriate Deputy Chief.
- The Deputy Chief will review the matter, complete the form, and forward all documentation to OPS to log the final disposition of the case.
- OPS will maintain the records upon completion. If the situation warrants, the OPS may forward the documentation to the Legal Department. If appropriate under the circumstances, the Legal Department may forward copies to private counsel who is or may be retained to represent the City in litigation and/or personal matters related to the incident.

*updated &
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8/29/13*



If ~~the~~ a supervisor is involved in the ~~deployment~~ application of force, that supervisor shall not review their own use of force incident.